



## Hidalgo County Head Start Program

### Policy Council Regular Agenda

**DATE:** February 20, 2013

**SUBJECT:** Discussion/Approval of Family Income Guidelines and Priority Guidelines for Selection and Enrollment for Program Year 2013-2014

**RATIONALE/NEED:** The Hidalgo County Head Start Program must comply with Federal Regulations regarding eligibility, recruitment, selection and enrollment. The poverty income guidelines are updated annually and must be incorporated into our selection process. Ref. CFR-45, 1305.6(a).

**RECOMMENDATION:** Administration recommends approval.

**COST:** N/A

**RELATED INFORMATION INCLUDES:** Income and Priority Guidelines for Program Year 2013-2014

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**INITIATED BY:** Irma Pena, Family Services Director 

**REVIEWED BY:** Edmundo Garcia, Assistant Program Director 

**EXECUTIVE DIRECTOR'S APPROVAL:** 



**Poverty Income Guidelines for Eligibility  
For Head Start Programs  
PY: 2013 – 2014**

<b>Size of Family Unit</b>	<b>100% Poverty Income Guidelines</b>	<b>130% Poverty Income Guidelines</b>
<b>1</b>	<b>\$11,490</b>	<b>\$14,937</b>
<b>2</b>	<b>\$15,510</b>	<b>\$20,163</b>
<b>3</b>	<b>\$19,530</b>	<b>\$25,389</b>
<b>4</b>	<b>\$23,550</b>	<b>\$30,615</b>
<b>5</b>	<b>\$27,570</b>	<b>\$35,841</b>
<b>6</b>	<b>\$31,590</b>	<b>\$41,067</b>
<b>7</b>	<b>\$35,610</b>	<b>\$46,293</b>
<b>8</b>	<b>\$39,630</b>	<b>\$51,519</b>
Add \$4,020 for each additional family member		

*100% Poverty Income Guideline Source: <http://aspe.hhs.gov/poverty/13poverty.cfm>. January 24, 2013.*

*130% Poverty Income Guideline Source: Ref: P.L. 110-134, ACF-IM-HS-08-01.*

*Grantee Board Approval: Pending  
Policy Council Approval: Pending*



## Hidalgo County Head Start Program Priority Guidelines for Selection and Enrollment Program Year 2013 – 2014

The Hidalgo County Head Start Program does NOT deny anyone the right from applying regardless of race, sex, creed, color, national origin or disabling condition. The families of children applying for admittance to the Hidalgo County Head Start Program MUST meet income, age and other pertinent criteria. Final approval will be granted by the Hidalgo County Head Start Policy Council. Persons wishing to contest a denial for enrollment may do so by submitting their grievances or concerns in writing to the Hidalgo County Head Start Policy Council, at P.O. Box 0117, Edinburg, Texas 78540.

### DEFINITIONS

- Parent:** The term parent used in this document is defined as the biological parent or legal guardian.
- Legal Guardian:** The term “legal guardian” means a person who is appointed guardian or a temporary guardian by the court, and has been awarded legal custody of a minor child/ren in accordance to **Texas Civil Statute, Chapter XIII, Sec. 6.01, 6.81, 6.82, and 6.84.**
- Family:** The term family is defined as all persons living in the same household who are supported by the income of the parent(s) or guardian(s) of the child enrolling in the program and/or related to the parent(s) or guardian(s) by blood, marriage or adoption. **Ref 1305.2(e).** Note; Single, divorced, separated, and widowed parents must provide proof of marital status.
- Age:** A child must be at least (3) years old by **September 1, 2013** and is eligible **UNTIL** the child enters kindergarten to be eligible for services. **Ref: 1305.4(a) and 1305.6(b).**
- Income:** To be eligible for Head Start services, a family must be income eligible within 100% of the poverty guidelines. **Ref: <http://aspe.hhs.gov/poverty/13poverty.cfm>, 01/23/2013.** Families may be eligible if their income is between 100% thru 130% of the poverty guidelines. **Ref: P.L. 110-134, ACF-IM-HS-08-01.**
- Military Personnel** Only the base pay of active military personnel will be allocated to calculate the individual’s income. **Head Start Reauthorization; P.L. 110-134, ACF-IM-HS-08-01.**
- Full Day** Children that meet the applicable criteria and qualify for services will be provided with **FREE** services from 7:30 AM till 5:30 PM; **Ref: 1306.3 (e).**
- Selection:** The systematic process used to review all applications for Head Start services. The Priority Guidelines will identify those children in most need. **Ref: 1305.6 (a)**
- Enrollment:** Children remain eligible the succeeding enrollment year, regardless of income, provided that they did not drop prior to the last day of school. **Ref: 1305.7 (c).** The Program may choose not to enroll a child when there is a change in the child’s family income and there is a child with a greater need for Head Start Services. **Ref: 1305.7 (a).**
- Waitlist:** A three (3) year old waiting list and a four (4) year old waiting list will be maintained at each Head Start Center. This will ensure that eligible children enter the program as vacancies occur and children are placed in age appropriate classrooms. **Ref: 1305.6(b); 1305.6(d); OHS – PC – I – 001 and OHS – PC – I – 024.**

#### **Information required to apply and qualify for the Hidalgo County Head Start Program are:**

- Child’s Birth Certificate or Baptismal Certificate, and Social Security Number
- 2012 Income Tax Return & Appropriate W-2 Forms, Schedule C’s, Schedule K’s, etc.
- All Appropriate Child Support Information (Divorce Decree or State Attorney General’s Office – Child Support Award Letter) for Parents Who are Single, Separated, or Divorced
- Medical Insurance Information, such as Medicaid, CHIPS, or Private Insurance
- All Appropriate Medical Information Regarding Children with Special Needs

**Grantee Board Approval: Pending**  
**Policy Council Approval: Pending**

## Hidalgo County Head Start Program Priority Rankings for Enrollment



Priority Ranking	Selection Criteria
1	Children who are 3 or 4 years of age of families who are <b>HOMELESS</b> . <i>Must be income eligible within 100% poverty guidelines.</i>
2	<b>FOSTER</b> children who are 3 or 4 years of age who are under the guardianship of Child Protective Services (Child's income only) <i>Must be income eligible within the 100% poverty guidelines.</i>
3	Children who are 3 or 4 years old of age who are <b>DISABLED</b> . <i>Must be income eligible within the 100% poverty guidelines or the 100% thru 130% of the poverty guidelines.</i> 10% of enrollment opportunities are available to children with disabilities. Once the program has met the 10% enrollment quota, children with disabilities and non-disabled children will compete equally based on need as described in Priority Rankings. <b>Ref: 1308.5(c)(4)</b>
4	Children who are 3 and 4 years of age of families that receive <b>TANF or SSI</b> benefits. <i>Must be income eligible within the 100% poverty guidelines.</i> <b>Ref: 1305.2(l) and OHS-PC-I-016.</b>
5	Children who are 3 and 4 years of age, whose parent(s) are active in the "Uniformed Services" of the United States. Uniformed services are Army, Navy, Air Force, Marines, or Coast Guard. <i>Must be income eligible within the 100% poverty guidelines.</i> <b>Ref: Sec. 645(a)(3) of the Head Start Act ; 37 USC 101; 37 USC 310; 37 USC 403; 10 USC 2871-2872 and 2882</b>
6	Children who are 3 and 4 years of age, whose <b>parent(s) are disabled or elderly (60+ yrs.)</b> <i>Must be income eligible within the 100% poverty guidelines.</i>
7	Children who are 3 or 4 years of age of <b>single parents</b> who work full time, or are full time students or are in training for 30+ hours. <i>Must be income eligible within the 100% poverty guidelines.</i>
8	Children who are 3 or 4 years of age of a <b>two parents household</b> , who both work full time, or full time students or are in training for 30+ hours. <i>Must be income eligible within the 100% poverty guidelines.</i>
9	Children who are 3 or 4 years of age of <b>single parents</b> who are unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
10	Children who are 3 or 4 years of age of <b>two parents household</b> where one parent is employed, in school, or in training and the other is unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
11	Children who are 3 or 4 years of age to <b>two parent household</b> , where both parents are unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
12	Children who are 3 or 4 years of age whose <i>families' income is between 100% thru 130% of the poverty guidelines.</i>

*Grantee Board Approval: Pending*  
*Policy Council Approval: Pending*