



ELIGIBILITY

POLICY COUNCIL &
GOVERNING BOARD
TRAINING

PURPOSE OF THE ERSEA:

- To ensure that the neediest children and families within the country receive Head Start & Early Head Start services.



- ERSEA regulations are covered under the Final Rule that were issued August 21, 2024.

SERVICE AREA

- We serve 465 Head Start students in Cass, Camp, Morris and Bowie Counties.
- We serve 16 Early Head Start students at our Hughes Springs Head Start location. Class began Jan. 19, 2021.

ELIGIBILITY & SELECTION

- Income is required from all parents prior to acceptance into the program.
- Proof of one month's income is required.
- Income verification can be:
 - Check Stubs
 - Income Tax Form 1040
 - Statement from Employee
 - Declaration of Income from the parent
 - Zero income statement with explanation.
 - Verification letter showing SSI or TANF
 - Foster Care Documentation
 - Food Stamp Documentation



- Income is then calculated using an income calculation worksheet and entered into Child Plus.
 - Income calculation worksheets are signed by parent, staff, and Family Service Administrator to ensure information is correct.
- Child Plus will give each child points based on needs of the family and they will be placed on a waitlist.
- Children are then selected from Child Plus by pulling Report 2025. Highest Points listed first.
 - Children will be assigned a Child Plus ID number and no names will be printed on this form to ensure that no prejudice is shown to a child/family.

NEW INCOME REGULATIONS

- We no longer count the following income:
 - Child Support
 - VA Benefits
 - Social Security Disability or Retirement Income



ELIGIBILITY DETERMINATION RECORD

- Every family will complete an in-person or phone interview with the Family Service Worker prior to acceptance.
- All information used to verify income will be placed in the Income section of the child's file.
- Eligibility Determination Records will include:
 - Whether child is eligible for the program.
 - How interview was conducted.
 - Income Status
 - Type of Verification Used

EXCESSIVE HOUSING CALCULATOR

- Housing expenses should be less than 30% of a family's total income.
- Any amount over 30% can now be deducted from the family's income.
- Allowable expenses (with documentation):
 - Rent/Mortgage
 - Homeowners' or Renter's insurance
 - Utilities (electric, gas, water, sewer, trash)
- Calculation will be made using Child Plus excessive calculator tool.



CHILDPLUS EXCESSIVE HOUSING CALCULATION TOOL

FAMILY INFORMATION	
Family Name	Doe Family
Family ID	17545

TOTAL ELIGIBILITY INCOME	
Type in Total Eligibility Income from ChildPlus	\$54,080.00
Total Monthly Income	\$4,506.67

HOUSING	Enter the Cost	Per
Mortgage or rent	\$1,038.00	Month
Property taxes	\$207.36	Year
Electricity	\$112.75	Month
Gas	\$150.00	Month
Water and sewer	\$75.00	Month
Insurance	\$320.25	Month
Waste removal	\$50.00	Month
Other		Month
Total Monthly Costs	\$1,763.28	

ADJUSTED INCOME INFORMATION	
PERCENTAGE OF INCOME SPENT ON HOUSING	39%
DOLLAR AMOUNT OVER 30%	\$411.28
NEW INCOME AFTER ADJUSTMENTS (MONTHLY)	\$4,095.39
NEW INCOME AFTER ADJUSTMENTS (ANNUAL)	\$49,144.64

This tool

ENROLLMENT

- After children have been selected using Report 2025, Acceptance letters will be sent to the family.
- Family Service Workers will complete an orientation with parents.
- All required paperwork along with the importance of dental, physical, hemoglobin and lead will be discussed at this orientation.



RECRUITMENT

- Children will be recruited from service areas.
- Types of recruitment used
 - Flyers
 - Newspaper Articles
 - Banners/Signs
 - Word of Mouth
 - CSNT Website
 - ISD websites
 - Facebook



ATTENDANCE

- Within one hour of start time, if the family has not notified staff of a child's absence, Family Service Worker will call parents to ensure safety of the child.
- Family Services will track attendance and look for any attendance problems.
- Family Services will conduct home visits as needed or create attendance plans with parents of child with an attendance issue.



RESPECTING FAMILIES

- Family Service staff will treat all families with dignity and respect.
- Family information will remain private and all records are kept confidential according to the FERPA regulations.
- Staff ensure that an environment of safety is created for the family so that families feel safe sharing issues such as family violence or emergency situations.



AVOIDING FRAUD

- All Family Service Staff know the importance of accurately reporting income.
- Yearly statements are signed concerning fraud.
- Policy 701, Conduct and Work Rules, cover disciplinary actions associated with committing fraud.



Thank you for all you do for
Community Services of Northeast Texas!!

