

Recruitment and Placement of Children with Disabilities

Purpose: To ensure that at least 10% of the children enrolled in Head Start/Early Head Start are children with documented disabilities by the mid-point of each program year.

Procedure: During the spring recruitment campaign brochures, applications, and the referral memorandum forms are made available throughout our service areas and to our collaborative partners. The LEA (Local Education Association) utilizes the Referral Memorandum form or other agreed upon processes to refer age-appropriate children receiving ESD services to our Head Start/Early Head Start and Early Head Start Childcare Partnership programs.

During the recruitment, selection, and enrollment period the ESD staff will communicate with the Head Start recruiting staff to review common children. This is to ensure that Head Start has received applications for all children ESD has referred and that ESD is aware of applications Head Start has received from children with documented disabilities without a referral from the ESD. Collaborative efforts are made to ensure that all of these children are recruited and included on waiting lists prior to selection process.

As selection occurs, ESD will be notified of which children with documented disabilities have been selected. Prior to classes starting, ESD staff will meet with Head Start staff to discuss and determine best placement of the children. In addition, the waiting list will be reviewed to update the ESD staff regarding additional children with disabilities are being considered for placement as space becomes available. All final placement decisions for children on IFSPs are determined by the IFSP team.

Since families of children with disabilities may not meet the low-income guidelines required of 90% of Head Start families, Head Start reserves a portion of their slots to serve documented disability children from over-income families. The ESD will assist Head Start in determining which families would most benefit from our program.

As the program year continues ESD and Head Start will maintain communication regarding newly referred children and the selection and placement of these children.