



WELCOME TO ERSEA/FAMILY AND HEALTH  
SERVICES EDUCATION VIDEO

THE FOLLOWING SLIDES WILL EDUCATE YOU ON  
HOW WE AT ICS DETERMINES ELIGIBILITY,  
SELECTION AND ENROLLMENT FOR AGE ELIGIBLE  
CHILDREN.

WE TRULY HOPE WE CAN SERVE YOUR CHILD OR  
CHILDREN AND HELP MAKE SMALL MIRACLES A  
GREAT SUCCESS.

THANKS FOR VISITING.



# EVERY CHILD DESERVES A HEAD START

Parents of all age eligible children are encouraged to apply and apply early. Parents of children with special needs, experiencing homelessness or in kinship care are highly encouraged to apply. ICS does provide transportation but it may be limited in some service areas.



# STARTING THE PROCESS

## Who Should Apply?

**Preschool children ages 3-4** born before or on September 1<sup>st</sup> of the Program School Year.

## How to Apply:

Complete an inquiry online at [www.ics-hs.org](http://www.ics-hs.org) under the Apply for Services Online on the Home page. Click Head Start/Early Head Start Online Application. **NOTE:** The online application will only allow you to enter one application. If you already have an application in the system you will not be allowed enter another one. Please contact the Center Family Services Staff.

Contact your local Head Start Center and ask to speak with Family Services Staff to complete an application via phone. **NOTE:** This process is not complete until you have met with Family Services Staff to sign the online documents and submitted all eligibility documentation.

Set an appointment at your local Head Start Center with Family Services Staff to do a face-to-face interview. **NOTE:** Please bring all eligibility documents.



ERSEA/Family & Health Services Secretary: Tisha Dean





# WHAT DO YOU NEED TO BRING OR SEND WHEN APPLYING AND WHY WE NEED IT?

**MS Form 121 or MS Form 122 (up to date immunization report or exemption form 122) MS Health Department or your family physician for the child/children**

**Proof of income(Tax Form, W-2 Form, Recent Check Stub, Unemployment Paperwork, SSI, SNAP Benefit Current Letter, Foster Care Payment**

**Proof of Insurance ( CHIP, Medicaid, Private)**

**Proof of Legal Guardianship (in situations where needed)**

**Child's Birth Certificate (If obtaining this document is a barrier, please contact the center family services staff)**

- The MS Department of Health requires that any child attending a public school setting must be up-to-date on immunizations form 121. This form must be provided before a child can sit in a seat in the classroom.
- If a child is exempt from immunizations due to religious or medical reasons the parent must contact the local Health Department and follow the guidelines and submit a form 122. This form must be provided before a child can sit in a seat in the classroom.
- Federal Office of Head Start requires verification of income for each family. This must be provided with the application.
- Each enrollment year, Head Start parents are asked to obtain a physical exam and a dental exam for their child. It will be mailed out with the acceptance letter and should be completed before the child starts school. The physical and dental forms can also be placed in the box at the centers when they are closed for the summer. Children are also required to have a blood lead test completed by age three or four. Head Start requires these screening and exams to insure the child is healthy and pain-free. All enrolled children are screened for an eye exam or hearing exam. We use this information to make sure children are healthy and ready to learn.



## ERSEA MEANING

**E – ELIGIBILITY** – Staff will conduct an interview with parents after the completion of the application to verify: Income, Age, Homelessness, Foster Care, Family Living Situation with number in the family and Disabilities. All applications are scored.

**R- RECRUITMENT** - In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the **recruitment area** of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including **homeless children** and children in **foster care**.

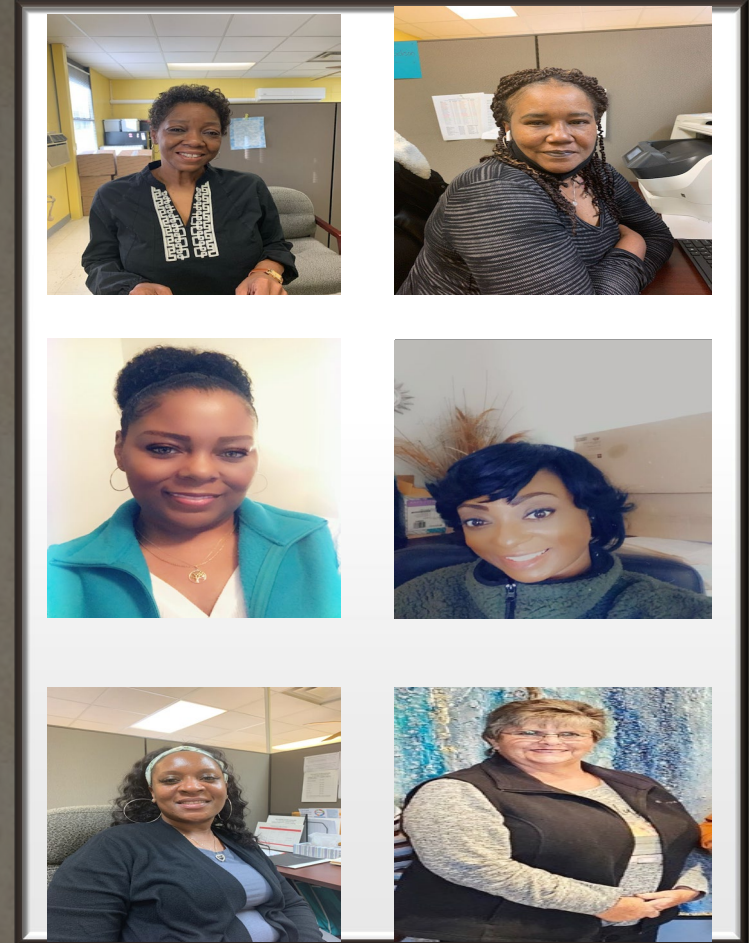
**S – SELECTION** - The program must annually establish selection criteria that weigh the prioritization of selection of **participants**, based on community needs identified in the community needs assessment including family **income**, whether the child is homeless, whether the child is in **foster care**, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) and, other relevant family or child risk factors. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

**E- ENROLLMENT** - A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. A program must make efforts to maintain enrollment of eligible children for the following year. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children.

**A – ATTENDANCE** - A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being. Support families to promote the child's regular attendance. Conducts home visit or make other direct contact if a child has multiple unexplained absences. If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program must consider that slot vacant.

Did you know that ICS officially starts recruitment in January for the upcoming school year? Your child may be considered eligible if he/she turns 3 years old on or before September 1. Once your documentation has been submitted and reviewed, eligibility will be determined. The selection process begins in April. Children are selected based on highest need. Federal Head Start regulations require that 90% of Head Start enrollee families are at or below federal poverty level income guidelines. Head Start is allowed to accept up to 10% over-income children. After the selection process is complete, families will be notified by May. All children who are not selected will be placed on the waiting list at the Head Start center where they applied. Selected children will officially be enrolled into the program once registration is complete and the child attends class for the first time. Children are expected to attend and participate in the learning process.

ERSEA/Family & Health Services Specialist left from top to bottom: Deirdree Fitts, Kimberly Benson and Sharita Smith



ERSEA/Family & Health Services Specialist right from top to bottom: Alice Jackson, Timeka Brown and Tanya Churchill





## **ERSEA/FAMILY SERVICES -**

DETERMINING COMMUNITY STRENGTHS, NEEDS AND RESOURCES AS WELL AS RECRUITMENT AREAS. IT CONTAINS REQUIREMENTS AND PROCEDURES FOR THE ELIGIBILITY DETERMINATION, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE OF CHILDREN.

## **HEALTH SERVICES -**

Provides high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness. Establishes and maintains a Health Services Advisory Committee that includes Head Start parents, professionals, and other volunteers from the community.



# 14 COUNTIES ICS HEAD START SERVICES

- Benton
- Clay
- Desoto
- Grenada
- Lafayette
- Lowndes
- Marshall
- Noxubee
- Oktibbeha
- Panola
- Quitman
- Tallahatchie
- Tate
- Tunica



# WE ARE THE FOUNDATION TO MAKING SMALL MIRACLES A GREAT SUCCESS!

ERSEA/ Family & Health Services Director

Family/Health Services Manager

Family/Health Services Secretary

Family/Health Services Clerk

Family/Health Specialist

Family/Health Services Center/Sites Workers

**Department Contact Information: 662-252-1582 ext: 149**

