

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

SUBJECT:

**Recruitment and Enrollment of Children
with Disabilities**

POLICY:

To actively recruit and enroll children with special needs/disabilities.

This policy relates to Head Start Performance Standards 45 CFR Part 1302.12, 1302.13, 1302.14, and 1302.17.

PROCEDURE:

1. The program will adhere to the recruitment and enrollment procedures as outlined in Recruitment, Selection and Enrollment policies and procedures.
2. The grantee Disability Services Manager and **designated delegate staff** will communicate and coordinate with the LEA, health professionals, mental health providers, social services agencies, special services professionals, **Part C Local Lead Agencies (Infant /Toddler early intervention programs)** and Interagency Councils to solicit and initiate referrals to the Head Start program.
3. The grantee will coordinate and assist the delegate agencies in their participation in local “child find” efforts in collaboration with LEA’s and other specialized agencies.
4. All Head Start staff who engage in recruitment and enrollment efforts will be advised on the provisions of 45 CFR Part 84, Nondiscrimination on the Basis of Disability in Program and Activities Receiving or Benefiting from Federal Financial Assistance, the Americans with Disabilities Act of 1990, (42 U.S.C. 12101), **and the Individuals with Disabilities Education Act (IDEA) of 2004.**

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5. The program will access resources and a plan for placement options, such as dual placement, use of resource staff and training, so that a child with a disability for whom Head Start is an appropriate placement according to the child's IEP is not denied enrollment because of:
 - . staff attitudes and/or comprehension
 - . inaccessibility of facilities
 - . unfamiliarity with the disabling condition, or
 - . need for special equipment or personalized special services
6. No child shall be denied enrollment solely on the basis of the disability **or chronic health condition** or its severity.
7. The program's established eligibility and selection criteria for all children apply to children with disabilities.
8. **Children will be selected for enrollment following the policies/procedures and selection criteria established by the Grantee agency and the established points system process, which allows additional points for a child with an identified disability. It is the responsibility of the Grantee Disability Services Manager and the delegate agency staff assigned to the disability services component to ensure that referrals received through Part C (Early Intervention Local Lead Agency), as well as any extenuating circumstances, are identified as priority factors on the child's eligibility application prior to enrollment selection.**
9. The program will ensure at least 10 percent of its total funded enrollment is filled by children having a disability (eligible for services under Individuals with Disabilities Education Act).

Approved by Policy Council, August 2017