



Recruitment and Enrollment Procedures

JoAnne Elkin

Grant Administrator

Kelly Adamek

GSRP Coordinator



Recruitment and Enrollment

- **Today's Goals**
 - To gain an understanding of the recruitment and enrollment procedures for GSRP.
 - To walk away with a few ideas to help you organize your child files.
 - To learn how to properly document income and eligibility factors.



Overview of Macomb County



2017

In 2016-17 we
received 3,216
seats



2018

In 2017-18 we
received 3,318
seats



2019

In 2018-19 we
received 3,379
seats



2020

2019-20 we
received 3,869
seats



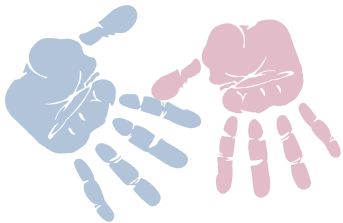
2021

2020-21 we
received 3,939
seats

Recruitment of Families

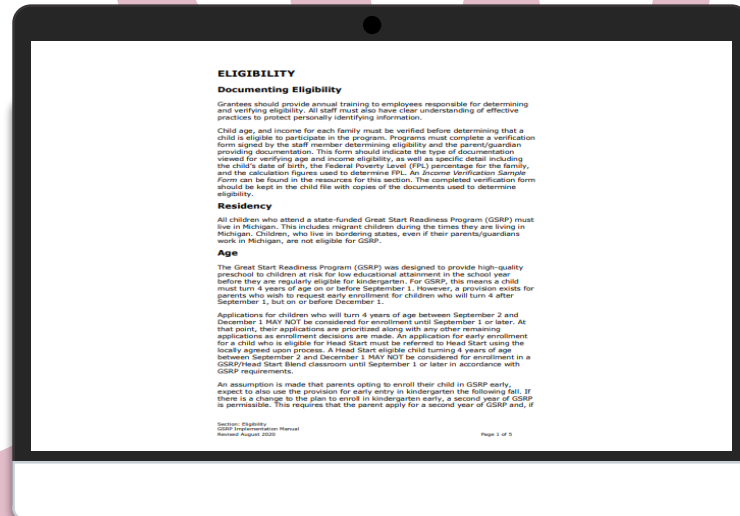
- Joint recruitment flyer
- Send home flyers with siblings/elementary students
- Recruitment tables at fairs
- Flyers at doctors, libraries, local businesses
- Displays at kindergarten round-up
- Signs outside your building
- Social media
- MISD support
- Robo call





Eligibility is Based on the Following Factors

- Age
- Income level
- Potential eligibility factors



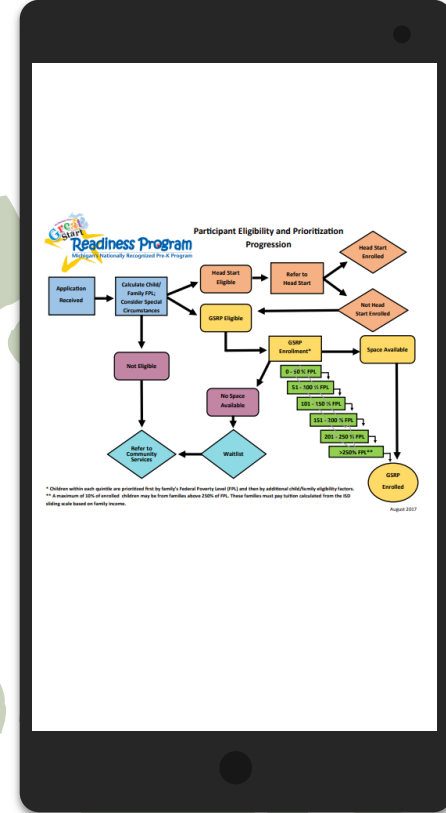
Age Eligibility (page 1 of the Eligibility Section)

- A child must turn 4 years of age on or before September 1.
- A provision exists for parents who wish to request a waiver from the September 1 enrollment date for children who will turn 4 after September 1, but on or before December 1. Children with submitted waiver applications MAY NOT be considered for enrollment until after September 1.
- Eligible children can repeat GSRP by going through the enrollment process again.
- If a child is eligible for Kindergarten (5 by September 1st) they are not eligible for GSRP.



Prioritization Process

- 90% of families must qualify under 250% of the federal poverty level
- 15% of families can be enrolled based on the sliding fee scale



Prioritization Steps



Collect applications



Calculate poverty level



Rank families from lowest to highest income and include any eligibility factors



Refer to Head Start if applicable



Once final allocations are received by the MISD, programs may begin to formally enroll

Determining Income

(page 2 of Eligibility Section)

- Last 12 months ([Quick Reference](#))
- At the time of enrollment
- Subrecipients use best judgement
- All persons living in child's household is used to determine income

Great Start Readiness Program (GSRP)
INCOME ELIGIBILITY GUIDELINES
for Fiscal Year 2020-21
Effective July 1, 2020 to June 30, 2021

Household Size	Quarter 01 Federal Poverty Level 1-30%			Quarter 02 Federal Poverty Level 31-50%			Quarter 03 Federal Poverty Level 51-75%			Quarter 04 Federal Poverty Level 76-90%			Quarter 05 Federal Poverty Level 91-200%		
	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY	ANNUAL	MONTHLY	WEEKLY
1	6,300	525	121	15,750	1,313	303	15,150	1,263	301	25,200	2,100	483	31,500	2,625	606
2	8,620	719	166	21,540	1,795	413	25,800	2,150	498	34,680	2,890	664	45,180	3,765	870
3	10,860	905	208	27,150	2,263	518	33,000	2,750	637	44,400	3,700	854	54,500	4,542	1,053
4	13,000	1,083	250	32,250	2,688	623	38,300	3,192	748	51,480	4,290	990	65,500	5,458	1,269
5	15,460	1,288	297	38,650	3,221	750	46,050	3,838	907	61,300	5,108	1,180	76,700	6,392	1,475
6	17,500	1,458	339	43,750	3,646	854	52,700	4,392	1,022	70,120	5,843	1,343	87,900	7,325	1,691
7	19,520	1,627	381	49,000	4,083	950	58,400	4,867	1,144	78,200	6,517	1,504	99,000	8,250	1,904
8	22,060	1,838	425	54,150	4,513	1,053	64,300	5,358	1,253	86,200	7,183	1,662	110,000	9,167	2,121
For each additional household member	2,240	187	43	4,400	373	86	4,750	396	92	8,500	708	163	11,200	934	215

*Household at or below 100% of poverty must be eligible to that level. Enrollment in GSRP is defined until fiscal process is complete.
**Head Start program that demonstrates all children at 100% are being served may request approval to serve up to 15% of their enrolled children from families with income up to 130% of the federal poverty level.



Let's Practice!



Determine Eligibility

- Family of 5
- Yearly income is 61,400 (what quintile?)
- Do we refer to Head Start? (yes or no)
- Family of 3
- Yearly income is 19,000 (what quintile?)
- Do we refer to Head Start? (yes or no)
- Family of 7
- Yearly income is 55,000 (what quintile?)
- Do we refer to Head Start? (yes or no)



Macomb County Community Services Agency
Head Start 0-5



Macomb
Community
Action

Referral to Head Start

- Eligible children under 100% poverty level **MUST** be referred to Head Start
- Keep a copy in the child's file

[See Head Start Referral Form/Guidelines](#)





Other Situations to Consider

- A family that reports no income is referred to Head Start but can ultimately enroll in GSRP if they choose
- Children in foster care, experiencing homelessness, and children with an IEP (that states “inclusive preschool placement”) are automatically placed in the lowest quintile (0-50% FPL) *May require HS Referral*
- A child from a family that is receiving public assistance is considered to be in the lowest quintile

Determining Income

Joint Custody:

- Total number of family members for both families are summed and divided in half
- Child support should be factored for parent receiving it
- If there is no child support you use both parents income and divide in half
- [Sample Income Verification Form](#)

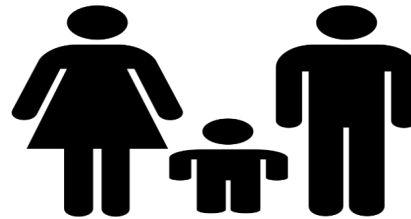


Example (page 3 of the Eligibility Section)

Both custodial parents are remarried and each have a child from this marriage -

The family size is 2 custodial parents + 2 spouses + 2 children + GSRP child = 7

7 divided by 2 = 3.5 (round up to a family of 4)

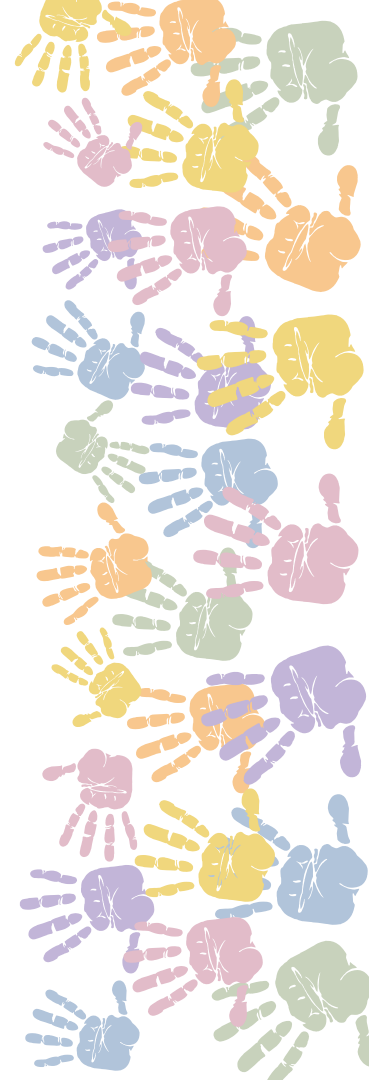


Example

Mother has custody of GSRP child and father pays \$350 per month in child support -

Mother's income	25,000
+ Child support	4,200
= Total income	\$29,200

Family size consists of mother and GSRP child = 2



Over Income Families

- Beginning September 1st programs can begin enrolling families who are over the 250% FPL
- 10% of families can be over income per classroom
- Document eligibility factors
- Charge tuition based on the [Macomb ISD GSRP Sliding Fee Tuition Scale](#)
- Report children's income level and funds spent to the MISD upon request
- Funds must be used to support GSRP programming



Eligibility Factors (page 5 of the Eligibility Section)

- 7 Eligibility Factors
- Income is the primary factor
- Interview process is sensitive and confidential

How to document:

- Written statement by parent/guardian
- Medical statement, IEP, real estate document, etc.





Out of County Children

- Contact Kelly Adamek when a child from another county wants to enroll in your program.
- We have a process we must follow with other counties.

Child Files

- Educational and Eligibility records must be kept for 7 years at the program level
- Electronic files must include proper security protocols
- Income verification forms must be signed by the staff member taking the information AND the parent/guardian
- [Reference sheet](#)

- Let's look at a few examples





Thank You!

JoAnne Elkin

jelkin@misd.net

Kelly Adamek

kadamek@misd.net