



Recruitment and Enrollment Procedures

JoAnne Elkin

Grant Administrator

Sherine Katba

GSRP Compliance Specialist

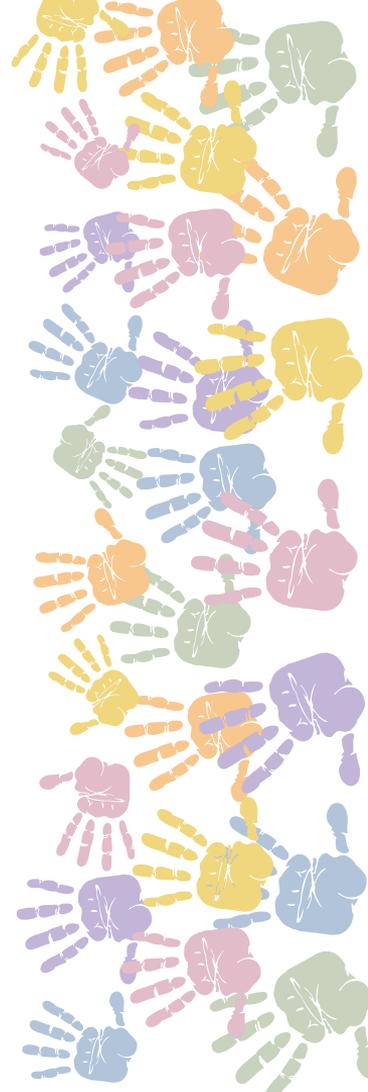
Amanda Semkiw

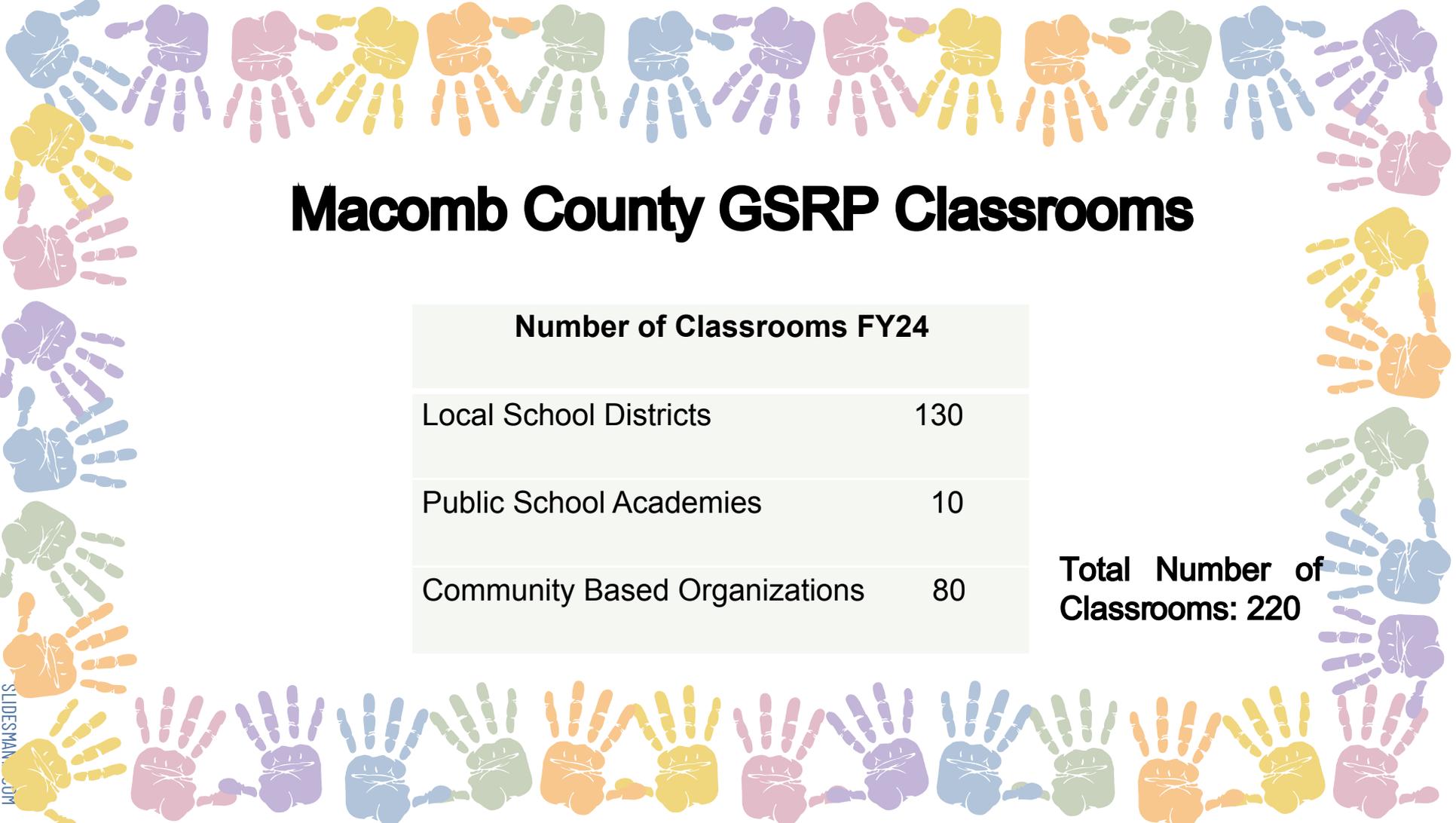
Lead GSRP Coordinator



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.
 - To learn about possible FY25 budget recommendations that impact enrollment.



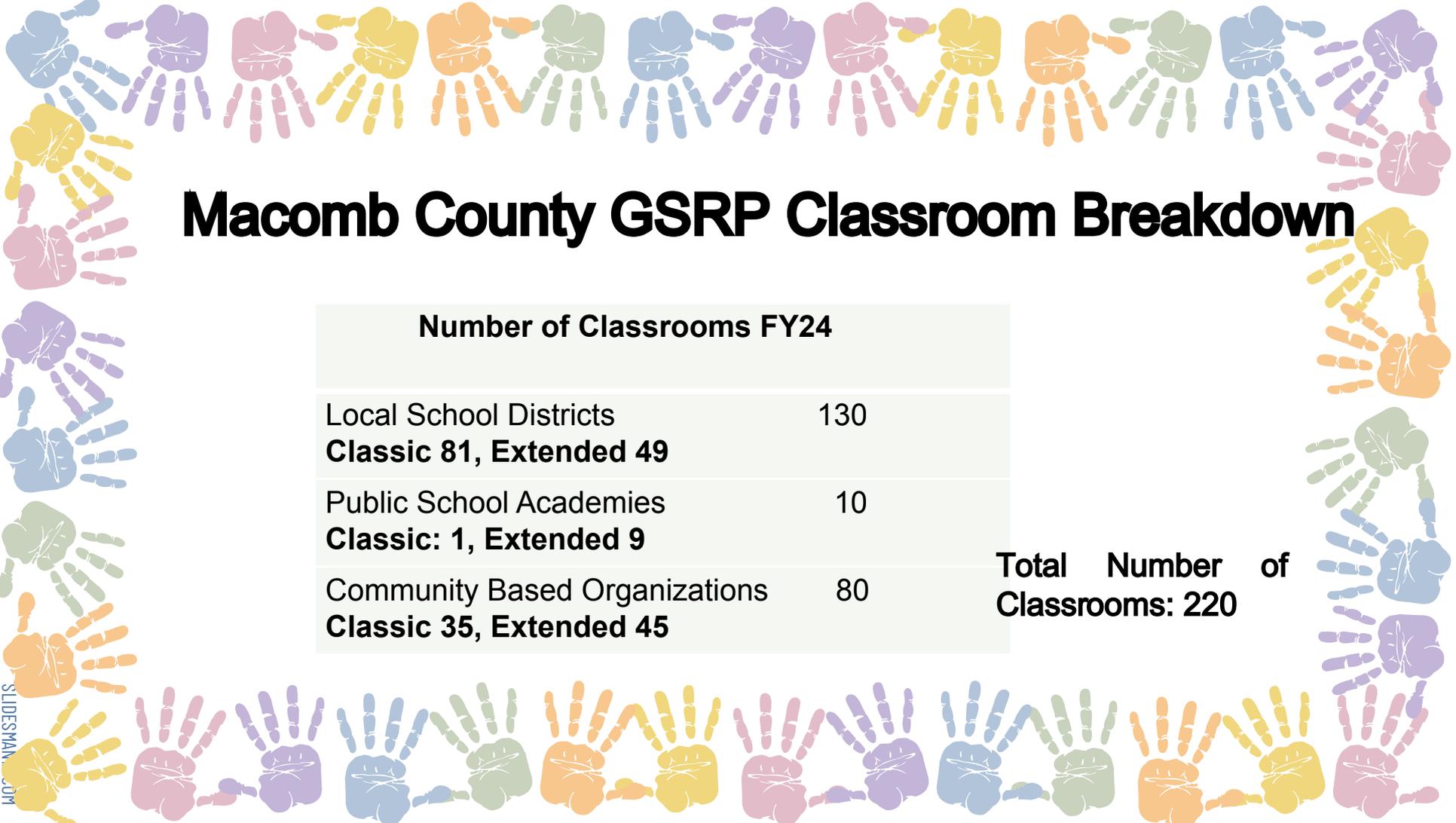
A decorative border of colorful handprints in various colors (blue, purple, pink, yellow, orange, green) surrounds the central content. The handprints are arranged in a circular pattern, with some overlapping.

Macomb County GSRP Classrooms

Number of Classrooms FY24

Local School Districts	130
Public School Academies	10
Community Based Organizations	80

Total Number of Classrooms: 220

A decorative border of colorful handprints in various colors (blue, purple, pink, yellow, orange, green) surrounds the central text and table. The handprints are arranged in a circular pattern, with some overlapping.

Macomb County GSRP Classroom Breakdown

Number of Classrooms FY24

Local School Districts 130

Classic 81, Extended 49

Public School Academies 10

Classic: 1, Extended 9

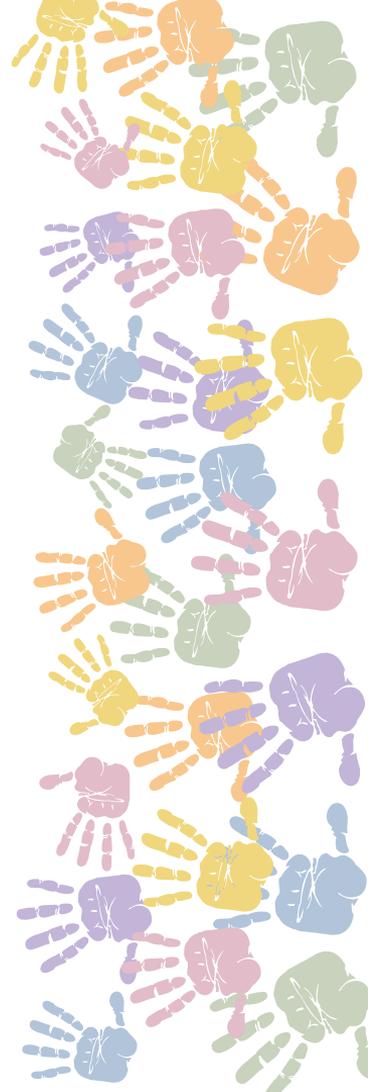
Community Based Organizations 80

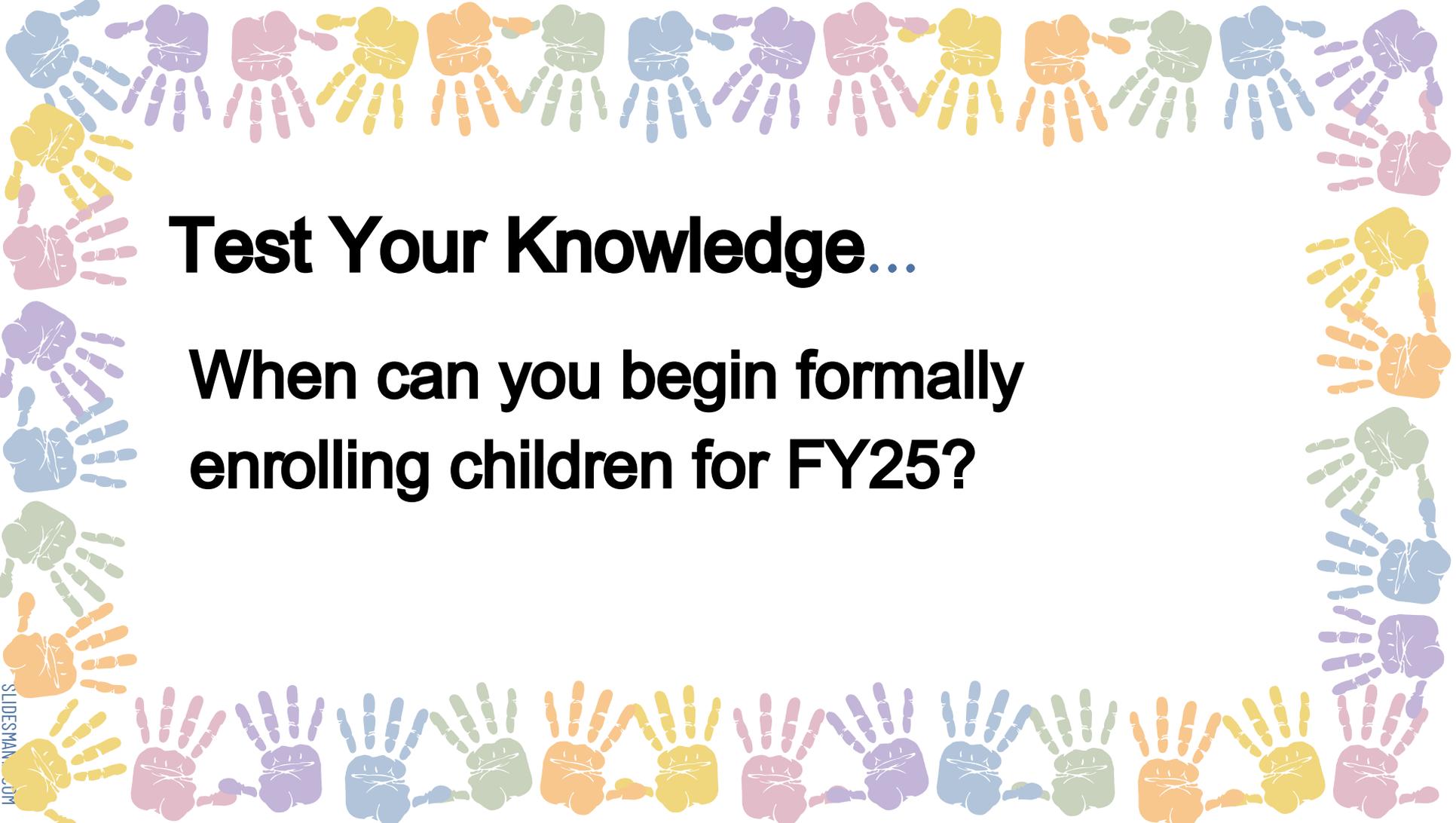
Classic 35, Extended 45

Total Number of Classrooms: 220

Who is Responsible for GSRP Enrollment?

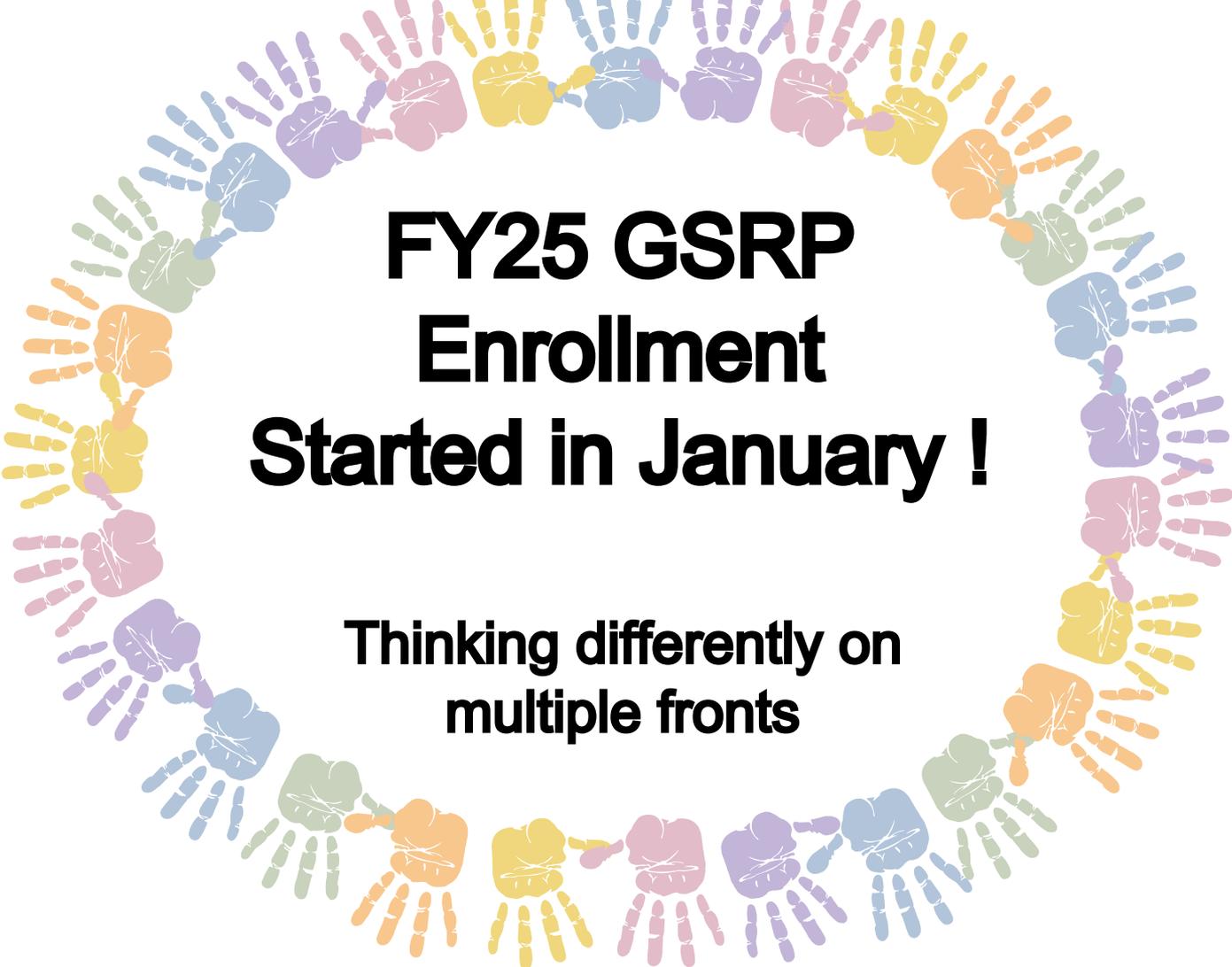
- Program Director/Owner
- Program/Building Secretary
- Lead/Associate Teacher
- Early Childhood Specialist
- Other





Test Your Knowledge...

When can you begin formally enrolling children for FY25?



**FY25 GSRP
Enrollment
Started in January !**

**Thinking differently on
multiple fronts**

Legislative Updates

Governor's Budget released on 2-7-24



Updated Macomb County Enrollment Process

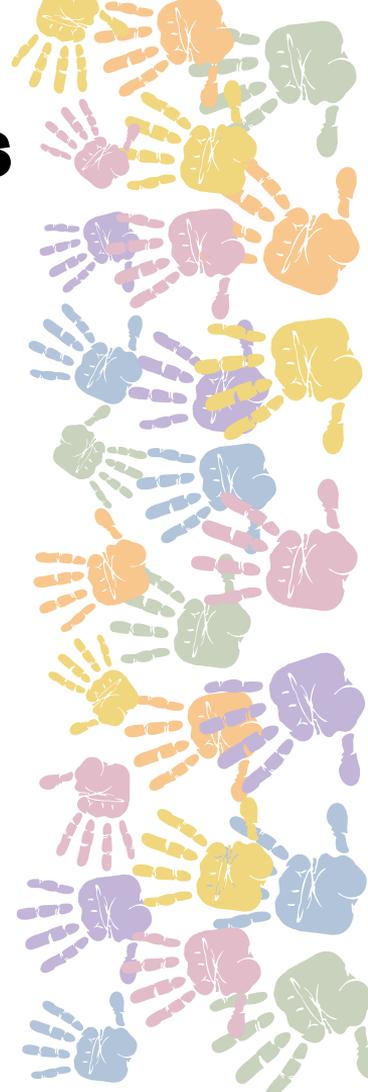


Macomb County GSRP Enrollment Process

- 1) Programs may begin collecting applications and formally enrolling in January.
- 2) Families that are under 100% FPL must be referred to Head Start.
- 3) Once programs receive confirmation of their GSRP slots from the MISD, you may begin enrolling families below the 300% FPL following the prioritization process (keep in mind that you should continue to leave a few open slots for the neediest families).
- 4) Beginning June 1st you may begin enrolling over income families.
- 5) Children who turn 4 by September 1 are eligible for GSRP. If a child turns 4 after September 1 but before December 1 they may not be considered for enrollment until after September 1.
- 6) When an out of county child wants to enroll in your program you must contact [Sherine Katba](mailto:Sherine.Katba@misd.net) at skatba@misd.net.
- 7) Remember to continue to fill GSRP slots when families leave your program. This should be going on all year to ensure we serve as many eligible children as we can. Open slots may result in a reduction of GSRP funding.

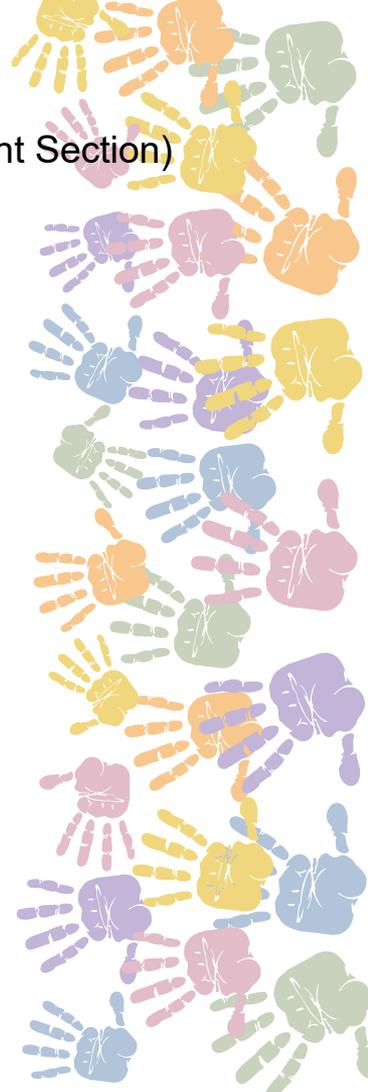
JoAnne Elkin
Early Literacy, Early Childhood Consultant
jelkin@misd.net

Amanda Semkiw
GSRP Coordinator
asemkiw@misd.net



Recruitment of Families (Page 2 of 11 in Recruitment/ Enrollment Section)

- 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
- Partridge Creek/Macomb Mall
- Statewide marketing campaign video
- MiFreePreschool.org



Recruitment and Enrollment Ideas



Hooray PreK for ALL!

**GSRP Family Event in Collaboration with Head Start
Saturday, May 18 (10am-2pm)**

FY22

310 Families Attended
70 Children Enrolled



FY23

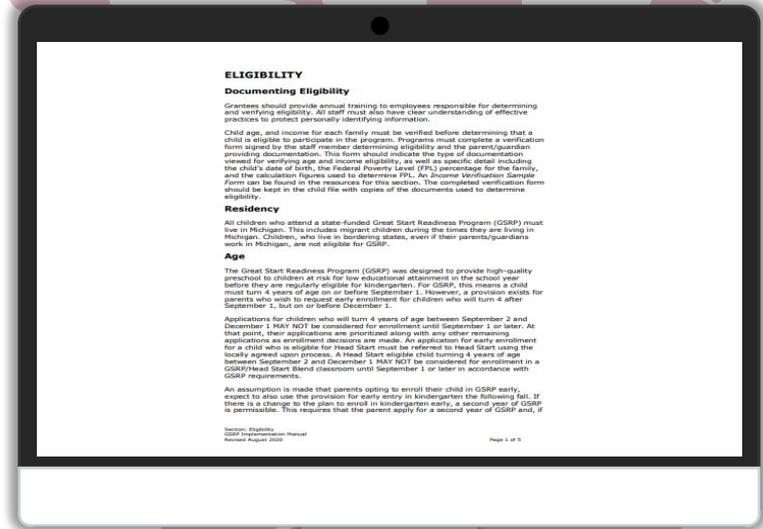
728 Families Attended
202 Children Enrolled





Eligibility is Based on the Following Factors

- Age
- Income level
- Potential eligibility factors



ELIGIBILITY

Documenting Eligibility

Grantees should provide annual training to employees responsible for determining and verifying eligibility. All staff must also have clear understanding of effective practices to protect personally identifying information.

Child age, and income for each family must be verified before determining that a child is eligible to participate in the program. Programs must complete a verification form signed by the staff member determining eligibility and the parent/guardian providing documentation. This form should indicate the type of documentation viewed for verifying age and income eligibility, as well as specific detail including the child's date of birth, the Federal Poverty Level (FPL) percentage for the family, and the calculation figures used to determine FPL. An Income Verification Sample form can be found in the resources for this section. The completed verification form should be kept in the child file with copies of the documents used to determine eligibility.

Residency

All children who attend a state-funded Great Start Readiness Program (GSRP) must live in Michigan. This includes migrant children during the times they are living in Michigan. Children, who live in bordering states, even if their parents/guardians work in Michigan, are not eligible for GSRP.

Age

The Great Start Readiness Program (GSRP) was designed to provide high-quality preschool to children at risk for low educational attainment in the school year¹ before they are regularly eligible for kindergarten. For GSRP, this means a child must turn 4 years of age on or before September 1. However, a provision exists for parents who wish to request early enrollment for children who will turn 4 after September 1, but on or before December 1.

Applications for children who will turn 4 years of age between September 2 and December 1 MAY NOT be considered for enrollment until September 1 or later. At that point, their applications are prioritized along with any other remaining applications as enrollment decisions are made. An application for early enrollment for a child who is eligible for Head Start must be referred to Head Start using the locally agreed upon process. A Head Start eligible child turning 4 years of age between September 2 and December 1 MAY NOT be considered for enrollment in a GSRP/Head Start blend classroom until September 1 or later in accordance with GSRP requirements.

An assumption is made that parents opting to enroll their child in GSRP early, expect to also use the provision for early entry in kindergarten the following fall, if there is a change to the plan to enroll in kindergarten early, a second year of GSRP is permissible. This requires that the parent apply for a second year of GSRP and, if

Age Eligibility (Page 1 of the Eligibility Section)

- A child must turn 4 years of age on or before September 1 (provision exists- see next bullet).
- Applications for children who will turn 4 between September 2 and December 1 **MAY NOT** be considered for enrollment until September 1 or later.
- 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.



Determining Income

(page 2 of Eligibility Section)

- Last 12 months (Quick Reference)
- At the time of enrollment
- Subrecipients use best judgement
- A family includes all persons related by blood, marriage, or adoption, living within a household who are supported by the income of the parent or guardian of the child enrolling in the program.

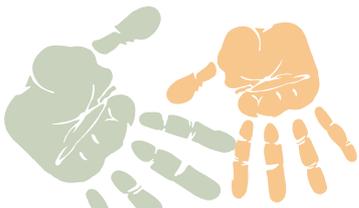
Great Start Readiness Program (GSRP)
FY 2025 INCOME ELIGIBILITY GUIDELINES
Effective July 1, 2024 - June 30, 2025

Household Size	GSRP Income Eligible														
	Federal Poverty Level 1-10%			Federal Poverty Level 11-20%			Federal Poverty Level 21-30%			Federal Poverty Level 31-40%					
	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income			
1	13,680	1,140	264	17,568	1,464	349	22,464	1,872	432	36,360	3,030	699	47,264	3,938	909
2	20,256	1,688	397	27,024	2,252	516	36,912	3,076	706	49,824	4,152	955	66,336	5,528	1,285
3	27,024	2,252	516	36,912	3,076	706	49,824	4,152	955	66,336	5,528	1,285	88,272	7,356	1,713
4	34,080	2,840	656	45,456	3,784	878	60,576	5,048	1,159	80,784	6,732	1,553	103,632	8,636	2,006
5	41,424	3,452	802	55,232	4,603	1,069	73,632	6,136	1,413	98,304	8,192	1,878	124,224	10,352	2,393
6	49,056	4,088	956	65,424	5,452	1,264	87,936	7,328	1,688	114,624	9,552	2,208	147,168	12,264	2,848
7	56,976	4,748	1,116	76,304	6,365	1,479	102,432	8,536	1,963	133,296	11,108	2,573	172,176	14,348	3,393
8	65,280	5,440	1,288	87,024	7,252	1,700	117,984	9,826	2,251	154,368	12,864	2,968	197,280	16,440	3,840
Federal Poverty Level	2,000	167	38	2,667	222	50	3,333	278	64	4,000	333	76	5,000	417	95

Household Size	GSRP Income Eligible						Child Income								
	Federal Poverty Level 1-10%			Federal Poverty Level 11-20%			Federal Poverty Level 21-30%			Federal Poverty Level 31-40%					
	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income	Annual Income	Monthly Income	Weekly Income			
1	40,200	3,350	769	52,733	4,394	1,014	66,200	5,517	1,273	87,733	7,311	1,689	109,200	9,100	2,090
2	54,200	4,517	1,039	70,267	5,856	1,359	92,733	7,728	1,782	123,267	10,272	2,352	164,200	13,683	3,140
3	70,200	5,850	1,350	90,733	7,561	1,748	123,267	10,272	2,352	164,200	13,683	3,140	214,200	17,850	4,080
4	86,200	7,183	1,661	111,267	9,272	2,139	148,733	12,394	2,853	194,267	16,189	3,690	244,200	20,350	4,680
5	102,200	8,517	1,971	132,733	11,079	2,542	176,267	14,689	3,398	234,267	19,522	4,480	294,200	24,517	5,620
6	118,200	9,850	2,281	154,267	12,856	2,949	204,733	17,061	3,918	274,267	22,855	5,230	344,200	28,683	6,560
7	134,200	11,183	2,591	175,733	14,643	3,352	234,267	19,522	4,480	314,267	26,189	6,020	394,200	32,850	7,560
8	150,200	12,517	2,901	197,267	16,441	3,755	264,733	22,061	5,039	354,267	29,522	6,840	434,200	36,017	8,400
Federal Poverty Level	20,000	1,667	383	26,667	2,222	511	33,333	2,778	644	40,000	3,333	769	50,000	4,167	952



Let's Practice!



Determine Eligibility

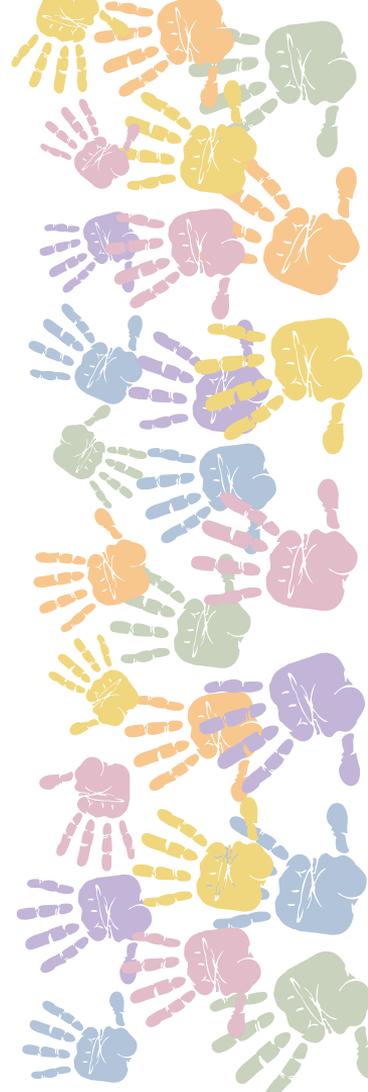
- Family of 5
- Yearly income is 61,400 (what quintile?)
- Do we refer to Head Start? (yes or no)
- Family of 3
- Yearly income is 19,000 (what quintile?)
- Do we refer to Head Start? (yes or no)
- Family of 7
- Yearly income is 55,000 (what quintile?)
- Do we refer to Head Start? (yes or no)

Determining Income

(Page 3 of 7 in Eligibility Section)

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



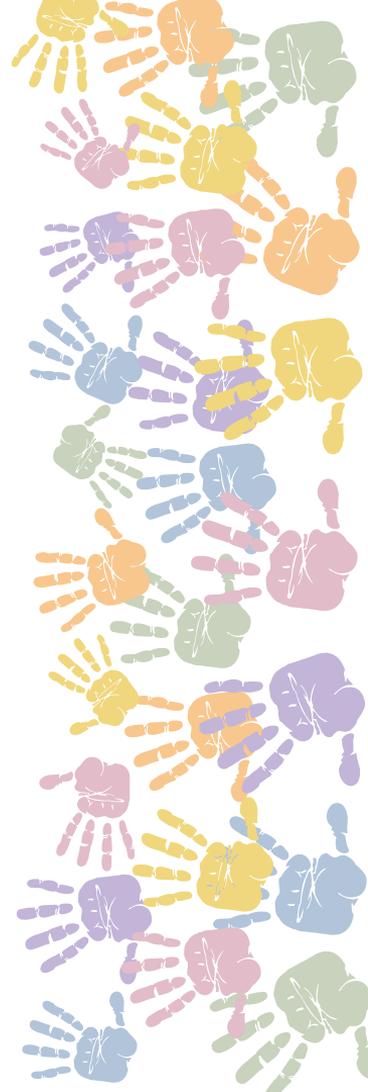
Example

(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 + 1 GSRP child = 7

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



Example

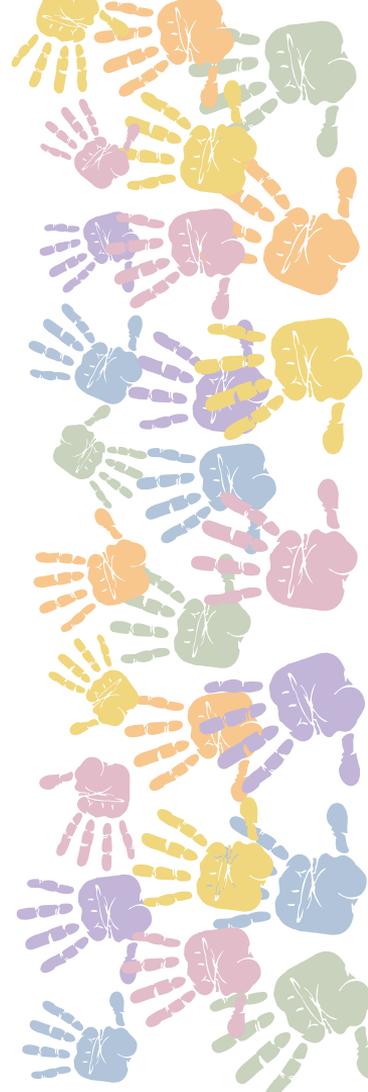
Mother has custody of GSRP child and father pays \$350 per month in child support-

Mother's income 25,000

+ Child support 4,200

= Total income \$29,200

Family size consists of mother and GSRP child = 2





Macomb County Community Services Agency
Head Start 0-5



Macomb
Community
Action

Referral to Head Start (Page 3 of 11 in Recruitment/Enrollment)

- 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](#)



Prioritization Steps



**Collect
applications**



**Calculate
poverty level**



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

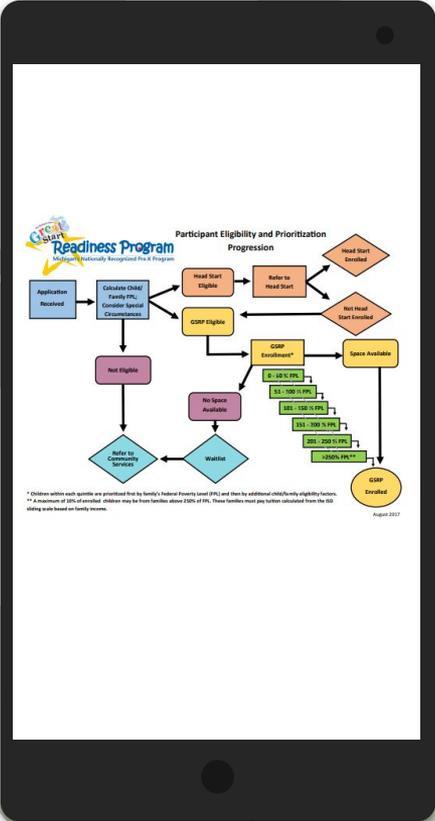


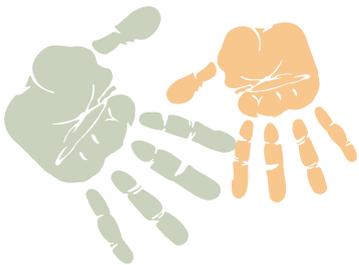
**Refer to
Head Start if
applicable**



**Family intake
interviews to
review
enrollment
information**

Prioritization Process





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 (SSI/TANF) is considered to be in the lowest quintile

Over Income Families

- Beginning June 1 programs can begin enrolling families who are over the 300% FPL. Email Sherine Katba skatba@misd.net
- 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 6 of the Eligibility Section)

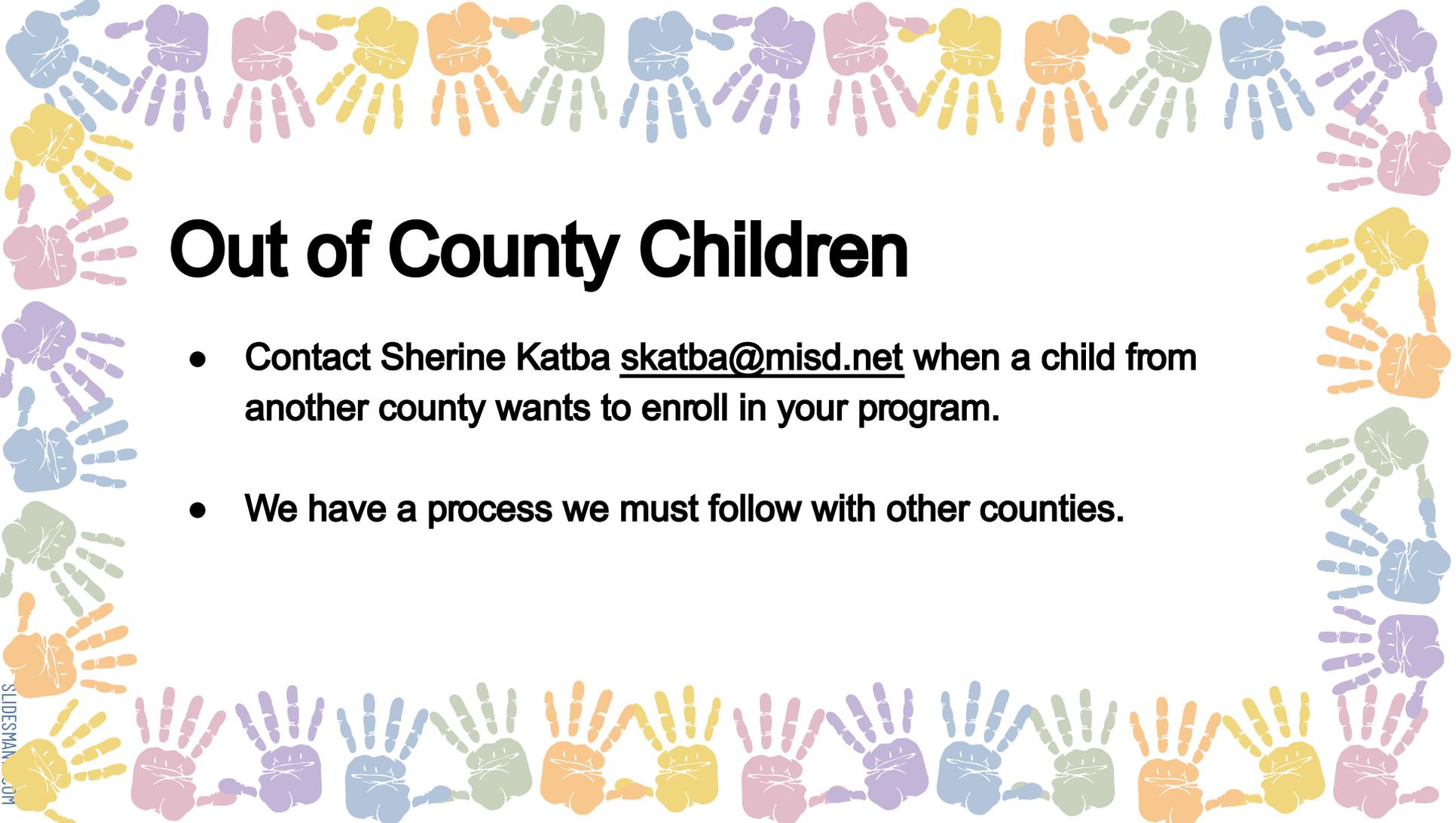
- 7 Eligibility Factors

- 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.



A decorative border of colorful handprints in various colors (blue, purple, pink, yellow, orange, green) surrounds the central text. The handprints are arranged in a circular pattern, with some overlapping.

Out of County Children

- Contact Sherine Katba skatba@misd.net when a child from another county wants to enroll in your program.
- We have a process we must follow with other counties.

Child Files

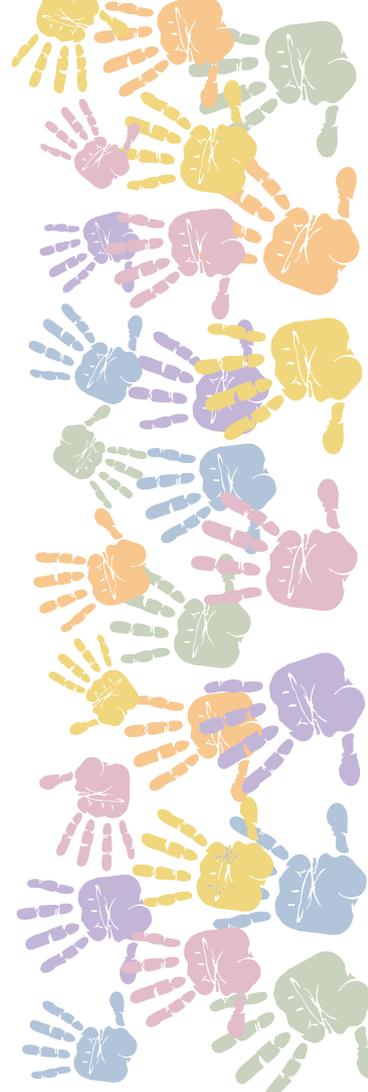
- Educational and Eligibility records must be kept for 7 years at the program level
- Electronic files must include proper security protocols
- Income verification forms must be signed by the staff member taking the information AND the parent/guardian
- * See reference sheet in folder

- Let's look at a few examples....



Key Enrollment Reminders

- Children must be 4 by September 1 - but no later than December 1. Starting September 2 you can enroll children who will be 4 by December 1 (priority will be given to children who will be 4 years old by September 1, 2023).
- As a county we can have 15% over income families. Programs can begin enrolling over income families starting June 1
- Families 100% and below the Federal Poverty Level must be referred to Head Start.
- A child from a family receiving public assistance (SSI/TANF), a child in foster care, or a child who is experiencing homelessness are considered in the lowest quintile (0-50%).
- A child with an IEP recommending placement in an inclusive preschool setting must be considered in the lowest quintile (0-50%) regardless of family income.





Thank You!

JoAnne Elkin

jelkin@misd.net

Sherine Katba

skatba@misd.net

Amanda Semkiw

asemkiw@misd.net