Recruitment and Enrollment Procedures

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Today’s Goals

• To gain a better understanding of the recruitment and enrollment procedures for GSRP.
• To walk away with a few ideas to help you organize your children’s files.
• To learn how to properly document income and risk factors.
Overview of Macomb County

• In 2016-17 we served 3,216 children
• In 2017-18 we served 3,318 children
• In 2018-19 we served 3,379 children
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

• Age
• Income level
• Potential eligibility factors
Age Eligibility

• 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
  (See flow chart)
• 10% of families can be enrolled based on the sliding fee scale
Prioritization Steps

1) Collect applications
2) Calculate poverty level
3) Each child is ranked from lowest to highest family poverty level. Children whose families are at the same poverty level would be ranked according to eligibility factors
4) Refer to Head Start if eligible
5) Once final allocations are received by the MISD, programs may begin to fill slots (keeping in mind you should leave open slots for the neediest families)
Referral to Head Start

• Eligible children under 100% poverty level **must** be referred to Head Start
• Fax referral form to the Head Start office
• Keep a copy in the child’s file

(See Head Start Referral Guidelines)
Determining Income

• Last 12 months
• Preceding calendar year
• At time of enrollment
• Grantees use best judgment to accurately reflect the families situation
• All persons living in child’s household is used in determining eligibility

   (See income verification form for acceptable income documents)

Other Situations to consider:

• No income refer family to Head Start
• Children in foster care, experiencing homelessness, and children with an IEP (that calls for inclusive preschool placement) are automatically eligible and considered at the lowest quintile (0-50% FPL) for prioritization
• 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 then divided in half
- Child support should be factored for the parent receiving it
- If there is no child support you use both parents income and divide in half
Example:

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 size of 4)
Example:

Mother has custody of GSRP child and father pays $350 monthly 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
Sliding Fee Scale

• Beginning August 31- programs can begin enrolling 10% of slots with families above 250% poverty level
• Document any eligibility factors
• Charge tuition based on Macomb’s sliding fee scale
• Report children and funds to the MISD upon request
• Keep track of money brought in and how it will be used in the GSRP program
Eligibility Factors

• 7 eligibility factors
• Income is the primary factor but we still document any additional factors
• How to document:
  - Written statement by parents/guardians
  - Medical statements, IEP, real estate documentation, etc..
  (See manual for examples- Section: Eligibility page 4 of 5)

• Interview process is sensitive and confidential
See Macomb County Enrollment Process

Contact Kelly Adamek when any child from another county wants to enroll in your program.

We have a process we must follow with the other counties.
Child Files

• Must be kept for 7 years
• Educational and Eligibility records must be kept
• Electronic files must include proper security protocols
• Income verification forms must be signed by the staff member taking the information AND the parent/guardian
Thank you for attending!

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