

Eligibility At-A-Glance

Child Age	<ul style="list-style-type: none"> • Gradually changing dates until FY 2016-2017.
Sensitive Interviewing	<ul style="list-style-type: none"> • Builds a strong relational foundation with families. • Confidentiality is strictly maintained. • Phone or in-person interviews recommended.
Prioritization	<ul style="list-style-type: none"> • Required to use the <i>GSRP Eligibility Flow Chart</i>. • Written local procedures are required.
Risk Factors	<ul style="list-style-type: none"> • 8 risk factors. • Extremely Low Family Income is defined as below 200 percent of the federal poverty level. • Low Family Income is defined as between 200 to 300 percent of the federal poverty level. • At least 75 percent of the children enrolling into the program must be identified with either Extremely Low or Low Income. • Programs record all risk factors for each child at the time of enrollment. • Additional risk factors that staffs become aware of beyond the enrollment period are also recorded.
Income	<ul style="list-style-type: none"> • Must be verified for each family before determining that a child is eligible to participate in the program. • Income may be considered from the last 12 months, the preceding calendar year, or at the time of enrollment. • 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 or participating in the program. • For joint custody, the total number of family members of both families are summed and then divided in half, rounding up when necessary. • A child from a family that is receiving public assistance or a child in foster care is eligible for Head Start. • Student grants for tuition/books are exempt from income calculations. • If a parent is an active member of the U.S. Armed Forces, certain pay can be excluded from family gross cash income. • The best documentation of income is a copy of the most recent tax return. • Alternate forms of documentation are paycheck stubs (indicate pay period: bi-weekly, weekly, etc.), W-2 forms, written statements from employers, or documentation showing current status as recipients of public assistance. The program's documentation verifying the income calculation must be signed by the staff member and retained in the child's file.