

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-09-01	2. Issuance Date: 03/12/2009
	3. Originating Office: Office of Head Start	
	4. Key Words: Certifying Eligibility for Enrollment in Head Start Programs	

INFORMATION MEMORANDUM [See Attachment at the bottom]

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Certifying Eligibility for Enrollment in Head Start Programs

INFORMATION:

The requirements for establishing proof of eligibility for the enrollment of children in Head Start programs are documented in 45 CFR 1305.4(e). Each child's record must include a signed statement by an employee identifying those documents which were reviewed to determine eligibility. Presently there is no uniform document which the employee must sign.

The lack of uniformity in enrollment records, in the past, has led to determinations that erroneous payments may have been made because of poor documentation.

Erroneous payment reviews are required by the Improper Payments Act and are conducted on site for each program receiving an annual or triennial review. In order to facilitate an efficient and accurate determination of eligibility, we ask that all programs use the attached template for determining eligibility and include the form in each child's record.

Use of this template cannot be required by the Office of Head Start without the review and approval of the Office of Management and Budget; however, OHS is requesting a review and if approved will require that all children's records contain the form.

/ Patricia E. Brown /

Patricia E. Brown
Acting Director
Office of Head Start

HEAD START ELIGIBILITY VERIFICATION

1. Child's name: _____

2. Child's date of birth: _____

3. Child's date of entry into program: _____

4. Verify Eligibility. Check which category of eligibility does this child falls into:

- Income
 - Below federal poverty guidelines
 - Between 100-130% federal poverty guidelines
(no more than 35% of enrolled children may fall into this category)
 - Over income *(counted as part of 10% maximum for non-AI/AN programs)*
 - AIAN Over income *(counted as part of the 49% maximum for AI/AN programs)*

- Public Assistance
- Homeless
- Foster Care

5. What documentation was used to determine eligibility?

- Income Tax Form 1040
- W-2
- TANF documentation
- Pay stub or pay envelopes
- Unemployment
- Documentation of no income _____
- Written statements from employers
- Foster care reimbursement
- SSI documentation
- Other
- If Other, please explain: _____

6. Staff signature _____ Date: _____

7. Staff Name: _____ Title: _____