

RECRUITMENT PLAN FOR CHILDREN WITH DISABILITIES

Goal: The Early Head Start Program will service at least 10 percent of the mandated enrollment of children with disabilities at the PSJA Early Head Start Campus and Child Care Partnerships. *Head Start Program Performance Standards 1305.6 (c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a).*

Objective: Recruitment efforts in order to meet the 10 percent mandated enrollment of children with disabilities will be conducted ongoing and will be recorded.

Targeted Task	Person(s) Responsible	Person Responsible for Monitoring	Timeline	Documents or Forms
<p>To meet 10% of the Head Start mandated enrollment of children with disabilities.</p> <ul style="list-style-type: none"> • Collaboration with the enrollment process team in the efforts of recruiting and meeting the 10% mandated enrollment of children with disabilities. <ol style="list-style-type: none"> 1. The eligibility criteria would have to be inclusive of children with disabilities. 	<p>Family Services Coordinator, Lead Teacher, ERSEA Program Manager, Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director</p>	<p>Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher</p>	<p>On going</p>	<p>Program Information Report, Monthly Report, ChildPlus, Management Meetings (Delegate)</p>
<ol style="list-style-type: none"> 2. A Child Find questionnaire will be conducted by the Family Service Coordinator with the collaboration of the lead Teacher (Disability) during 	<p>Family Services Coordinator, Lead Teacher, ERSEA Program Manager, Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director</p>	<p>Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher</p>	<p>On going</p>	<p>Child Find Questionnaire (English or Spanish)</p>

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the enrollment process for the purpose of recruitment and meeting the 10% mandate enrollment of children with disabilities.				
3. Collaborate with the Family Service Coordinator/Recruitment Team by providing them with a Child Find Brochure that will accommodate English/ Spanish speakers	Family Services Coordinator, Lead Teacher, ERSEA Program Manager, Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director	Disabilities Program Manager Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher	On going	Child Find Questionnaire (English or Spanish)
<ul style="list-style-type: none"> Lead Teacher will actively participate in the recruitment of children with disabilities in order to meet the 10% mandate of enrollment of children with disabilities. 	Lead Teacher	Disabilities Program Manager, Lead Teacher	On going	Child Find Activities, Agendas, Sign in sheets, Material/Documents discussed during meetings, Collaborative Agreements, Interagency Agreements, Child Find Recruitment Efforts (Agency to Agency) Form, Child Recruitment Efforts

Targeted Task	Person(s) Responsible	Person Responsible for Monitoring	Timeline	Documents or Forms
				Log, Child Find/Child Serve Agreement with Region One ESC, Child Find Recruitment Efforts Policy, Child Find Letters
1. Lead Teacher will be active member of the Child Find Committee with Region 1 Education Center.	Lead Teacher	Disabilities Program Manager Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher	On going	Agendas, Material/Documents discussed during meeting
2. Develop and implement Collaborative Agreements with PSJA Head Start Program, PSJA ISO, Easter Seal El Program, in order to meet the 10% mandate of enrollment of children with disabilities.	Lead Teacher	Disabilities Program Manager Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher	On going	Agendas, Sign in sheets, Material/Documents discussed during meetings, Collaborative Agreements, Child Find/Child Serve Agreement with Easter Seals

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<ul style="list-style-type: none"> All meetings and interactions in the community will serve as opportunities to recruit children with disabilities in the effort of meeting the 10% mandate of children with disabilities. 	Family Services Coordinator, Lead Teacher, Disabilities Program Manager, Director of Early Head Start (Grantee), Center Manager, Center Director	Disabilities Program Manager, Family Services Coordinator, Director of Early Head Start (Grantee), Center Manager, Center Director, Lead Teacher	On going	Agendas, Sign in sheets, Material/Documents discussed during meetings, Collaborative Agreements, Interagency Agreements, Child Find Recruitment Efforts Policy, Child Find Recruitment Efforts (Agency to Agency), Child Find Recruitment Efforts Log
If there is a need for a child to be transported to and from the campus <ul style="list-style-type: none"> Utilize Medicaid transportation services 	Family Services Coordinator and Parent	Family Services Coordinator, Center Manager, Center Director and Lead Teacher	On going	Family Partnership Agreement

Targeted Task	Person(s) Responsible	Person Responsible for Monitoring	Timeline	Documents or Forms
This will only occur if family does not qualify for Medicaid or is not enrolled in Medicaid	Family Services Coordinator, Parent, Center Manager, Center Director, Director of Early Head Start (Grantee)	Family Services Coordinator, Center Manager, Center Director, Lead Teacher	On going	Collaborative Agreement
<ul style="list-style-type: none"> • Utilize PSJA ISD Special Education Transportation Services 	Delegate	Director of Early Head Start (Delegate)	On going	Collaborative Agreement