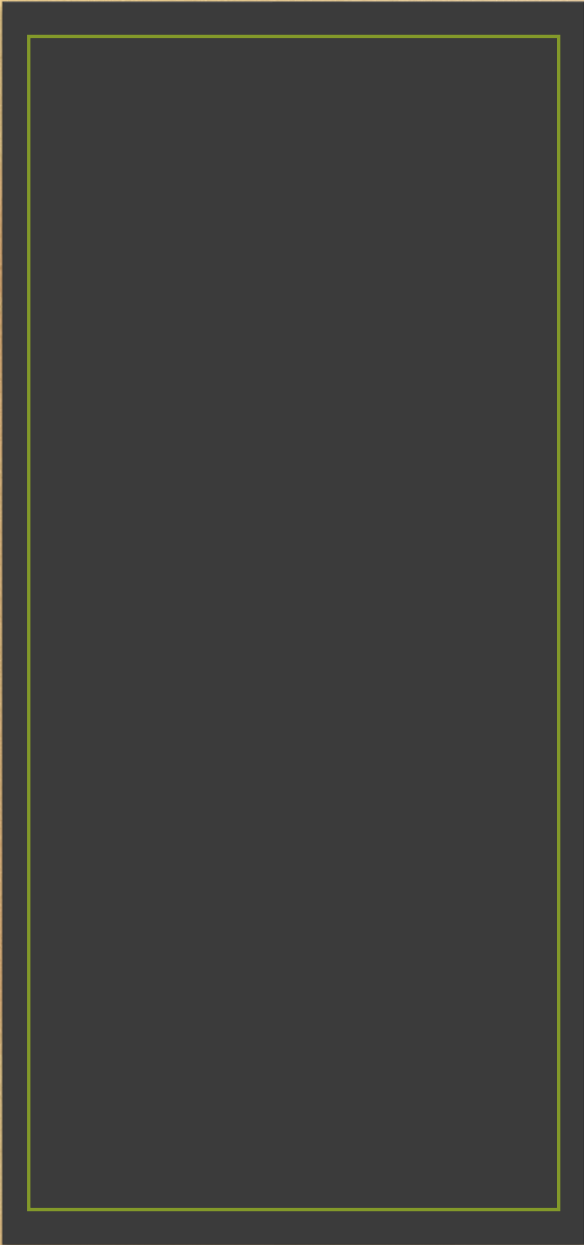


Head Start Eligibility

HSPPS 1302.12

Policy Council Training

November 19, 2025

- 
- **By the end of this training, we will have an understanding of CSB's policies on:**
 - Methods of collecting complete and accurate eligibility information
 - Explanation of the excessive housing cost deduction
 - Strategies for treating families with dignity and respect
 - Individuals who attempt to provide or intentionally provide false information

Eligibility Process



**One-on-one interviews
with families to
determine eligibility in
person or over the phone**



**Use of consent forms to
contact third parties to
assist families with
obtaining eligibility
documentation**

Eligibility Documentation

Request and assist families
with obtaining documentation
to verify eligibility based on:

Child Age

Head Start: age 3-5

Early Head Start: age 0-3
and pregnant mothers

Categories of Eligibility

Income at or
below federal
poverty
guidelines*

Public
assistance or
SNAP

Experiencing
Homelessness

Foster Care

Allowances for Excessive Housing Costs

Housing expenses that exceed 30% of the gross income can be deducted to lower gross income.

Housing costs may include rent or mortgage payments, homeowner's or renter's insurance, utilities, interest, and taxes on the home.

Utilities include electricity, gas, water, sewer, and trash.



Excessive Housing Cost Example

A family of three reports an annual income of \$30,000, which is above the poverty guideline.

Housing expenses that exceed \$9,000 can be deducted (30% of \$30,000).

The family provided documentation of \$14,000 in housing costs. The deductible amount is \$5,000 (\$14,000 - \$9,000).

Now the family gross income is reduced to \$25,000 (\$30,000 - \$5,000).

This adjusted income now makes them eligible for Head Start, as it brings them below the poverty line for their family size

Family Support

Individualized enrollment process allows for in-person or phone interviews and needs assessments

Comprehensive Services support begins during the eligibility process

On an ongoing basis, support provided through family partnership agreements, family meetings, Mental Health Unit services, etc.

CSB ensures that all families are treated with respect and dignity.

CSB's Confidentiality Policy

Child files maintained
in locked cabinets with
access logs used

Staff trained on
HIPAA (Health
Information Portability
Accountability Act)
requirements

Access is limited to
staff that are directly
involved with a family
or child

Code of Conduct

- **Staff, consultants, and volunteers sign CSB's Code of Conduct which states:**
 - The unique identity of each child and family will be respected and promoted.
 - Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services.
 - Failure to adhere to these policies may be cause for disciplinary actions up to and including termination

Caregiver's Responsibility



Application for Services

Caregivers sign under penalty of perjury that the information they provided is true and correct to the best of their knowledge



Family Handbook

Slot for childcare services may be vacated for falsification of information on enrollment forms

Resources

- Valuable resources can be found on the Head Start Website found at:

<https://headstart.gov/>

For eligibility questions you may contact:

Ellen de Senna

Administrative Analyst

Centralized Enrollment Unit

925-608-8843

edesenna@ehsd.cccounty.us

Kelly Chun

Comprehensive Services Manager

Centralized Enrollment Unit

925-608-8804

kchun@ehsd.cccounty.us

Questions?



Thank You!

