

ERSEA: Developing Policies and Procedures

Determining, Verifying, Certifying and Documenting Eligibility

**In-depth Training
...2 In-Depth Days!**

***Ensuring your program is selecting
children with the greatest need!***



***Rated best in-class training
by Federal Reviews!***



Here's what you'll learn...

With the changing economy and the addition of Pre-K programs, Head Start ERSEA teams must ensure they are determining eligibility effectively and only enrolling the child with the greatest needs. The biggest obstacles that ERSEA staff will face is determining eligibility and selecting only those families who meet the NEW! Federal Final Rule. This 2 day in-depth conference will present information on determining, verifying, and certifying eligibility within the context of ERSEA. This conference will lay the groundwork for correctly verifying eligibility and develop policies and procedures that encompass the changes made through the Head Start Management as well as the new Performance Standards. Participants will understand how to strengthen procedures of documentation and recordkeeping. At the end of this conference, you will:

- Understand how to use forms to record and track eligibility, enrollment and attendance
- Understand how to establish procedures to verify eligibility information
- Understand how to plan and design systems for accountability at all levels
- Understand how to establish policies and procedures describing the actions that will be taken against staff who violate eligibility requirements
- Understand how to manage data, design forms and monitor processes through reports

ERSEA...

...Helping Agencies give all eligible children a chance to participate in Head Start.”

Most agencies understand how important a Head Start experience can be in the lives of our nation’s disadvantaged children and families. Because Head Starts are not able to serve all of the low-income children who meet its eligibility criteria, one of the most important responsibilities programs have is to decide which children are selected to be enrolled and which are not. In order to accomplish this effectively, agencies must understand and implement the requirements set forth by 45 CFR 1305.



This conference is designed to address challenges some Head Start programs have such as ensuring the accuracy of their income eligibility documents, developing selection criteria that ensures the selection of the children with the greatest need, developing eligibility procedures that appropriately considers families that lack income documentation, and developing systematic processes that collect and verify income eligibility and homeless families.

Workshop Agenda

Program hours: 9 a.m. to 4:00 p.m.

What you’ll learn and how you’ll benefit...

This conference is designed so that ERSEA teams can attend and return with an action plan for their agency. It is designed to provide participants with an understanding on how to develop and implement effective ERSEA procedures that ensure program compliance. This training will help you determine the children with the greatest needs based upon information found in the Community Assessment (CA). Students will be taught how the CA is used to identify selection criteria, recruitment strategies and types and location of families that need Head Start services. You will also learn how to evaluate your current program option to determine how it affects enrollment and attendance, as well as how the CA will be incorporated into Federal reviews. This conference teaches you how to use an integrated, systemic approach to ERSEA requirements. Upon completion, you will be understand:

- **Eligibility**—Students will learn income eligibility requirements that include the New Performance Standards for November 7th!
- **Recruitment**—In-depth strategies and processes will be given to use in recruitment that ensure programs will have the ability to maintain a waiting list and fill vacancies as they occur.
- **Selection**—Participants will learn how to create a selection process that ensures only the families that meet eligibility requirements are selected for enrollment.
- **Enrollment**—Participants will return with proven methods for maintaining full enrollment.
- **Attendance**—Participants will learn about managing systematic program attendance issues.
- **Suspension and expulsion**—Participants learn the limitations and prohibitions of the use of suspension.
- **Fees**—Participants will learn how to establish policies on fees, what are allowable fees and how to serve a diverse economic background.

Day One - ERSEA Management Systems & Eligibility

What’s New in ERSEA Systems

- ERSEA Performance Standards Changes
- ERSEA Aligned Monitoring Definition Changes

Determining, verifying and documenting Eligibility

- Age Eligibility
 - Age of children and Family income
 - EHS to HS programs
- Family Income Eligibility
 - Definition of Income
 - Income Eligibility Process
 - Receipt of Public Assistance
- Homeless Eligibility
 - Defining homeless children
 - Student Residency forms
- Military Family Incomes
 - Adjustment to Income
- Undocumented Children
 - No income documentation
- Over Income Families

Recruitment of Children

- Developing a Recruitment Process
- Setting Recruitment Task Timelines
- Determining Recruiting Strategies

Day Two - Selection, Enrollment and Attendance

Determining Community Strengths & Needs

- Determining Strengths & Needs in the Community Assessment (CA)
 - Examining CA Data
 - Identifying Issues & Concerns
- Determining Selection criteria
- Determining ERSEA Issues in CA
- Using the CA to Determine Recruitment Strategies

Developing a Selection Process

- Establishing Criteria
- Determining Disabilities Criteria
- Maintaining Wait Lists
- Monitoring the Selection Process

Enrollment and Re-enrollment

- Maintaining Full Enrollment
- EHS Transition Eligibility
- Re-enrollment

Attendance Process

- How Attendance is calculated
- Monitoring Attendance
- Addressing Absenteeism
- Procedures for Chronic Absenteeism
- Policy for Vacating slots

Suspension and Expulsion

- Limitation on Suspension
- Prohibition on expulsion

Fees

Wrap Up & Questions

Get answers to your most pressing questions....

And gain valuable hands on experience in HSU's trainings!

Over the years we have developed teaching techniques and materials that provide all participants with the benefit of the most progressive training available. We cover the vast amount of information you need in a fast paced environment to maximize your time and learning experience. Actual regulations, information memorandums and standards will be utilized throughout the training. Your workbook is designed explicitly for this workshop. Topics will be covered in a sequence designed to clarify. Questions and comments will be addressed as you proceed through the material courseware.

Who should attend...

- Head Start staff who want to save time by learning the latest requirements and keep their ERSEA skills and knowledge
- Anyone who is responsible for recruitment, applications, enrollment and selection of families to their program
- Component managers who use ERSEA regulations to monitor enrollment and attendance
- The office person that everyone goes to with ERSEA problems but who never had any training
- Anyone who wants to better understand how ERSEA should be regulated,

A conference event that puts your program beyond quality...

Our Credentials

...means Being the Best!

Our **credential** is a academic collegiate degree-seeking program. It is not a one-time training. Our credential program is designed to convert to college credits toward higher education degrees. Students who are enrolled in our credential program are building a college transcript that can be used to meet the educational requirements of professional degree programs. As an education partner with University of Phoenix, we can offer education and professional development programs targeted for Head Start professionals. University of Phoenix and HS University have aligned a curriculum designed to meet Head Start competency standards. Our credential programs have shaped assignments to real Head Start situations students encounter in their programs to help apply to their jobs and program quality. HS University credentials build upon previously earned credentials thereby cost may be less than the costs listed, based upon the type of credential earned from other Universities or training programs.

What types of credentials are offered?

HS University offers two types of credentials. Each credential is a process that consists of the attainment of a specific skill level and knowledge of regulations and the assessing of the candidate's educational background and experience. A credential is then awarded to the professional who meets the standards set for the content area. The credential program is designed as a valid and reliable measure of a candidate's understanding of the core regulations related to a content area. Candidates enrolled in the credential program acquire a skill set of the best practices for implementation.

What is a license?

Our **license** is a "**permission to practice.**" It is not a one-time training. Our license program is designed as upper division college credits that can be transferred toward meeting higher education degrees. Our license programs have designed the curriculum to initiate real Head Start situations that students will encounter in their programs to help them apply best practices at their jobs to improve program quality. HS University's license builds upon previously earned credentials thereby cost may be less than the costs listed, based upon the type of credential earned from other Universities or training programs. A management license is a "collegiate diploma." It is a post secondary academic process of establishing the qualifications of skilled professionals in Head Start programs. The management license focuses on the importance of management quality and demonstrates how the achievement of quality management systems depends on shared Head Start values and an exemplary management team.

About Our Credentials



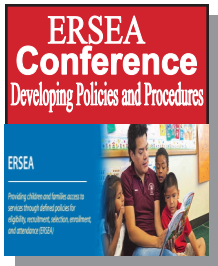
ERSEA Credentials and Licenses

The Power
to
Know.



FREE to every participant... ERSEA Toolkit

When you attend this workshop, you'll get web-based access to Blackboard Learn, our online system with powerful, time-saving forms and regulations to help you pinpoint and develop procedures and instructions at your program... as well as the most up-to-date regulations and more.



Your program workbook will become an immediate action plan for your program.

You'll walk away with a comprehensive workshop manual containing information, tips and

Online Training...

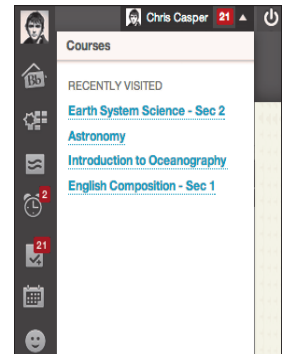
You can complete 100% of our University studies from virtually anywhere in the US.

Our computer-based educational delivery system has extended the boundaries of the classroom. The Online program uses the power of the Internet to deliver online learning that is independent of time and location. Rather than gathering in a workshop, students and instructors interact online or offline in a forum using the online environment.

Students can access research material from the University's Electronic Library. The Online program is designed to benefit working Head Start professionals in a number of ways. Classes are offered one at a time, in sequence. There are no semesters, so students can begin a course of study any month of the year. A student can concentrate on one level at a time, and when a credential level is obtained they can move on to the next level or move forward to receive a professional certificate.

Each online class lasts six weeks. A student can sign on any hour of the day or night, taking part at times that best fit his or her schedule. While this flexibility is unprecedented, it requires greater than average discipline and does not allow a student to "coast." Students devote an average of fifteen to twenty hours a week to their studies.

HS University uses Blackboard Learn for its online instructions. Blackboard is a Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience.





HS University

About HS University

HS University Showcase...

HS University takes its services on the road to showcase learning around the US. The showcases provide opportunities for Head Start staff to learn about our training services available to them. They can see a live demo of the education portal, which includes log on instruction, course registration, webinars, online study and keynote speakers. Mini workshops on such topics as Head Start eligibility, health services, and supporting families can be offered at the showcase as well. To request a showcase at your location, call (901) 748-0293.



Earn college credits while you train...

At HS University, we've reinvented training for today's Early Childhood professionals. In fact, we have made significant investments in our technology, services, faculty and campuses to bring you the best educational experience possible. Training with HS University means you are earning credits toward higher education degrees. HS University has partnered with local universities in all 50 states to allow credits earned through HSU to apply towards upper and lower division requirements of degree programs. Our online courses are built on Blackboard Learning Systems™. This allows students to attend classes online via their laptops, iPads, iPhones or other Android devices, 24 hours a day, 7 days a week. We are also a training partner with National Association for Social Workers (NASW). Meet your license requirements by earning NASW Continuing Education credits.



Why do so many Agencies depend on HS University and not someplace else? It's because HS University isn't like anyplace else.

Comprehensive.

HS University provides the most comprehensive training choices available today, enabling you to meet all your program training needs, no matter what your program options. We offer more than 400 courses and more than 15 Credential programs. As one of the largest Head Start training integrators, Agencies rely on us for all their training needs from program policy to volunteers. With HS University, the same university that trains your staff on family support can also train your staff on program monitoring. Training can also enhance your staffs productivity by helping staff to become more confident. With HS University training, you keep pace with the rapid complex changes taking place in the Head Start environment.



If you don't see a class you need...

HS University offers many classes in closed sessions or based on demand. Call an Account Executive for information about classes not listed in this schedule.



About HS University...

HS University is a private university designed by experts in the field of Early Childhood Education. We offer the best of both worlds with campuses listed all over the US and a diverse online education program. Since our focus is on school employees, we set the standards when it comes to regulatory compliance. We provide personal attention, but we also collaborate with Office of Head Start as part of our training development. Our curriculum emphasizes teamwork and excellence in service. Class sizes are small and typically have 15 or fewer students per class. We believe you learn more when you can interact with your classmates and your instructors. This intimate classroom setting provides you with a place to practice, try out new ideas, develop communication skills and test your leadership abilities. The University has close to 1000 graduates since its beginning in 1994. The classes offer an online community for students who never set foot in a class.

Visit us online at www.hsuniversity.org!

ERSEA Credential...

“Developing Policies, Procedures and Maintaining Compliance”

This conference is designed to help ERSEA administrative staff coordinate, plan, implement and organize ERSEA functions in a Early Head Start/Head Start program. Participants will learn how to place a greater emphasis on current eligibility systems and how to enhance the quality of ERSEA systems and the management of ERSEA services. Learn what’s new for FY 2018 in the integration of community assessment data and how to monitor ERSEA eligibility, enrollment and attendance for compliance, and distribute specialized program reports that meet requirements for Federal on-site reviews. Learn how to address the NEW 2017 protocol requirements.



Eligibility, Recruitment, Selection, Enrollment & Attendance

What you’ll learn and how you’ll benefit...

This course delivers best practices for creating policies and procedures that ensure the new requirements for determining, verifying and documenting eligibility. It also addresses the new regulations that are issued in the final rule and the newly released NEW performance standards changes.

Participants will gain strategies and best practices that will help you to:

- Understand ERSEA and how it relates to the new Protocol
- Understand how to use CA data in recruitment, eligibility, and selection
- Understand eligibility requirements such as income verification, documenting homelessness and public assistance
- Be able to monitor attendance and understand how to manage chronic absenteeism
- Use the planning process to manage ERSEA policies and procedures
- Evaluate communication, record-keeping and recording system to determine ERSEA effectiveness
- Design forms to track and record ERSEA processes
- Use tools to evaluate and report enrollment and attendance to local, state, and federal grantors
- Work as teams to design and implement ERSEA policies and procedures
- Create comprehensive ERSEA area plans and policies

Who should participate?

This training is beneficial for all staff members. ERSEA managers, Data entry staff, Home Visitors, Family Service Workers, Health and Disabilities staff will gain knowledge to improve your program’s ERSEA systems.

(Credits earned: 9-12 for Credentials, 18 for License)

ERSEA Conference

Starting at \$595.00 per person...

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EBD/Registration Deadline: 07/14/17
- **GH' @: i Jg** • T æ ÁGEG HÁGEFI
 Phoenix Embassy Suites
 Event ID: 1613216
EBD/Registration Deadline: T æ ÁFI
- **@Jg J YI Ug** ÁR } ^ ÁG EG ÉGÉFI
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 Event ID: 161HGÉ
EBD/Registration Deadline: R | ^ ÁF

NOTE: Conferences will repeat every 6 months. Students may choose to attend online events or campus locations in order to complete credentials or license. In order to receive a credential or license, a student must complete application into the program and pay credit hour cost for each course. *Enrollment into the credential or license program is not mandatory.* Students can also pay a \$25 fee per course to receive CEUs.

ERSEA REGISTRATION INFORMATION

5 easy ways to register:

What ever your method of registration, be sure to enroll right away since space is limited. As soon as we receive your registration, we'll send you a registration confirmation. To register, mail or fax the registration form to (901) 748-0297 or call (888) 282-7817. You may email the registration information to hsutrain@hsuniversity.org. Registrants will be notified if a course is over subscribed or canceled. If not notified to the contrary, your registration has been accepted. **Payment:** Payment must be received two weeks prior to conference date unless other arrangements are made in advance. POs are accepted, but PO must be cleared prior to training. **Cancellation or Substitution.** Cancellations received at least fifteen business days prior to conference are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire conference fee, which you may apply toward a future conference. Please note that if you don't cancel and don't attend, you are still responsible for payments. Substitutions may be made at any time. If for any reason we are required to cancel a conference, our liability is limited to the return of the registration fee only. **HSU will award (1.8 CEUs)** Continuing Education Units for this training. To register for CEUs, please mark the appropriate box on the Registration Form and include an additional \$25 per person in your payment. **On-Site Training.** For only \$5495, we can deliver a 2 day conference right to your company's door. For complete details and a no-obligation quote, call 1-888-282-7817 and ask for the on-site training department. Price includes all travel cost for trainers and manuals for up to 10 staff members. For credential on-sites you must add \$800 per person. **ECS Credential:** The ECS Credential is a competency-based training program relevant to the work of ERSEA staff and Managers. The ERSEA Credential concentrates on the Head Start environments and provides staff a chance to showcase skills and knowledge through training and examination process. The cost includes \$595 (2 day course fee), \$370 exam fee, \$485 program fee, \$125 manual, and \$75 workbook and \$45 CD toolkit. A \$1795 total value for \$1495. A savings of \$300! **Your satisfaction guaranteed!** Your complete satisfaction is important to us. If you are dissatisfied for any reason, you may attend this conference again for FREE!

By PHONE
1-888-282-7817 or 1-901-748-0293

ON-LINE
Enroll at www.hsuniversity.org

By E-MAIL
mdavis@hsuniversity.org

By FAX
1-901-748-0297

By MAIL
Complete and mail form to:
HS University
P.O. Box 2482
Cordova, TN 38088-2482

Course Only - \$595.00 ▪ Credential: \$1495.00 ▪ Credential Group Price: \$990.00 ▪ License Program: \$3195

Credential program is 12 week program and includes an online exam, completion of portfolio packet, and 90 hours of field work. The license includes a student practicum as well as a management and train the trainer course given online. The license program is a 36 week program. Rates are per person. Groups are for 10 or more from the same agency for the same workshop.

Names of Attendees: Please list additional registrations on separate sheet and attach.

Student Name and Email _____	#Event ID _____
Student Name and Email _____	#Event ID _____
Student Name and Email _____	#Event ID _____
Student Name and Email _____	#Event ID _____

Discounts: Early Bird (Deduct \$G / person)(**Note:** Payment due 1 month before start date)
 Group Discount (Deduct \$25/person) (**Note:** (or m ore students for same training)

CEU: CEUs (add \$25 per person) **Credential Award Package:** Award Package (add \$25 per person)

Agency _____

Contact Name & Email: _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Telephone _____ **Fax** _____

Payment Information (*Prepayment is required. Please pay before the workshop!*)

Check enclosed payable to: **HS University**, Admission & Registration PO Box 2482, Cordova, TN 38088-2482
 Purchase order attached: # _____ (Please fax a copy with registration form)

Charge to: MasterCard Visa Discover American Express

Card number _____ Exp. Date _____ Security Code: (on Back) _____

Signature _____

ERSEA: Developing Policies and Procedures

Did you know...

...Head Start agencies are required to... "enroll 100% of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations."

Section 642(g) of Head Start Act, 42 U.S.C§ 9837(g)

Rated #1 as best in-class training by Federal Reviews!



Become a leader in ERSEA!



HS University

PO Box 2482, Cordova, TN 38088-2482
901-748-0293 phone | 901-748-0297 fax
www.hsuniversity.org



Get on the right path....

Are your professional development goal's clear? Earn your **ERSEA Credential** for Head Start success!

Did you Know?...

Programs can count our ERSEA credential or license program in their PIR 2016 staff development! That 95 percent of programs state they do better in Federal reviews when their staff has completed ERSEA credentialing program?