

## **Recruitment and Placement of Children with Disabilities**

**Purpose:** To ensure that at least 10% of the children enrolled in Head Start are children with documented disabilities.

**Procedure:** During the spring recruitment campaign, brochures, applications, and our referral memorandum forms are made available throughout our service areas and to our collaborative partners. The LEA uses the Referral Memorandum form to refer age-appropriate children receiving their services to our Head Start program.

During the recruitment, selection, and enrollment period the ESD staff meets with the Head Start recruiting staff to review common children. This is to ensure that Head Start has received applications for all children ESD has referred and that ESD is aware of applications Head Start has received from children with documented disabilities without a referral from the ESD. Collaborative efforts are made to ensure that all of these children are recruited and included on waiting lists prior to selection process.

As selection occurs, ESD is notified of which children with documented disabilities have been selected. Prior to classes starting, ESD staff meets with Head Start staff to discuss and determine best placement of the children. In addition, the waiting list is reviewed to update the ESD staff on which other children with disabilities are being considered for placement as space becomes available. All final placement decisions for children on IFSPs are determined by the IFSP team.

Since families of children with disabilities may not meet the low-income guidelines required of 90% of Head Start families, Head Start reserves a portion of their slots to serve documented disability children from over-income families. The ESD assists Head Start in determining which families would most benefit from our program.

As the program year continues, ESD and Head Start maintain communication regarding newly referred children and the selection and placement of these children.