

Snohomish County ECEAP Prioritization Policy

Purpose

The purpose of this policy is threefold:

- 1) To ensure that Snohomish County ECEAP enrolls children based upon the priorities outlined in the ECEAP Performance Standards, and in alignment with the Priority Points included in the Early Learning Management System (ELMS).
- 2) To provide specific procedures for enrollment staff to follow to ensure that all income-eligible children with the highest priority points are enrolled first, and that all remaining slots are filled with over-income children (above 110% of Federal Poverty Guidelines) most in need of services.
- 3) To outline procedures for instances in which the standard procedures may be vacated, and a child who appears, on the surface, to be less in need than others on the waiting list, can be given priority enrollment.

Policy

Snohomish County ECEAP is committed to ensuring that the children who live within our service area and are most in need of services are prioritized for enrollment. Initial priority is given to children who are four years old, but not yet five years old, by August 31st of the school year, whose family income is equal to or less than 110% percent of the Federal Poverty Guidelines, and with family circumstances such as CPS or FAR involvement, homelessness and foster care, and/or with research-based risk factors. Secondary priority is given to income-eligible three-year-olds with the family circumstances noted above. Enrollment is based upon priority points calculated automatically when a child's prescreen form and application are completed in ELMS.

Beginning in mid-August, if ECEAP slots remain unfilled, over-income children may be considered for enrollment, prioritized by the family circumstances and risk factors described above. **Site enrollment staff must obtain approval from their County Coordinator before they enroll any over-income children.**

Should staff be aware of extenuating circumstances in the lives of children not captured entirely by the priority points, but resulting in a significant need for the child and family to be in ECEAP, staff may consult with their County Coordinator to seek permission to enroll the child outside of the priority point structure in ELMS.

Procedures

- 1) Site enrollment staff complete the ECEAP Prescreening and Application forms with each family; this can be done using the paper forms or entered directly into ELMS during an interview.

- 2) If paper forms are used, information from the ECEAP Prescreening and Application forms **must** be entered into ELMS as soon as possible, not more than 7 days from completion.
- 3) When ELMS has transitioned to the new program year, **income-eligible** four-year-old children may be enrolled into a class in Spring 2018 based upon priority points assigned in ELMS. **(Please note: these children will have 85 or more priority points in ELMS, however, not all children with 85 or more priority points are income eligible. All over-income children will have an "OI" on the waiting list in ELMS.)**
- 4) Sites may also enroll **income-eligible** three-year-olds with at least 65 priority points in Spring 2018.
- 5) Upon return to work in August, sites may continue to enroll **income-eligible** three-year olds with 50 – 64 priority points.
- 6) Beginning in mid-August, sites may consider enrolling over-income children. **Site enrollment staff must obtain approval from their County Coordinator before they enroll any over-income children. Site staff must email their County Coordinator with the following information: Child's ELMS ID, Child's age, Family Size, FPL %, Priority Points, and a description of the child/family risk factors.**
- 7) In the rare instances when site enrollment staff are aware of extenuating circumstances in the lives of over-income children not captured entirely by the priority points, but resulting in a significant need for the child and family to be in ECEAP, staff may consult with their County Coordinator to seek permission to enroll.
- 8) During the program year, children transferring between sites within Snohomish County ECEAP are given priority for enrollment into the next available slot, should a vacancy occur.

Applicable ECEAP Performance Standard

The applicable ECEAP Performance Standard state:

B-108 Prioritization

Contractors must systematically review all applications of eligible children and prioritize them to determine which children to enroll in the available ECEAP slots.

Contracts must prioritize children who are:

- *Four years old by August 31 of the school year*
- *From families with the lowest poverty levels*
- *Homeless, as defined by the federal McKinney-Vento Homeless Assistance Act*
- *In the foster care system*
- *Eligible and from families with multiple needs*

Contractors must use either the standard or customized priority points built into ELMS. Contractors may customize the environmental risk factor section of the priority points into ELMS to best meet the needs of the families in their community.