

Getting An Edge on Eligibility: Ensuring Accuracy & Integrity in Determining Eligibility

September 1-2, 2010, Hilton Atlanta Airport, Atlanta, Georgia

As reported in *Undercover Testing Finds Fraud and Abuse at Selected Head Start Centers* (May 18, 2010), an ongoing Government Accountability Office investigation found several instances where Head Start programs fraudulently misrepresented eligibility information, disregarded portions of family income, and registered over-income children in under-income slots. In light of this GAO report, a critical spotlight is being shined on Head Start and Early Head Start programs nationwide, and all programs should be evaluating their current Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) policies and practices to ensure they are meeting Federal laws and regulations.

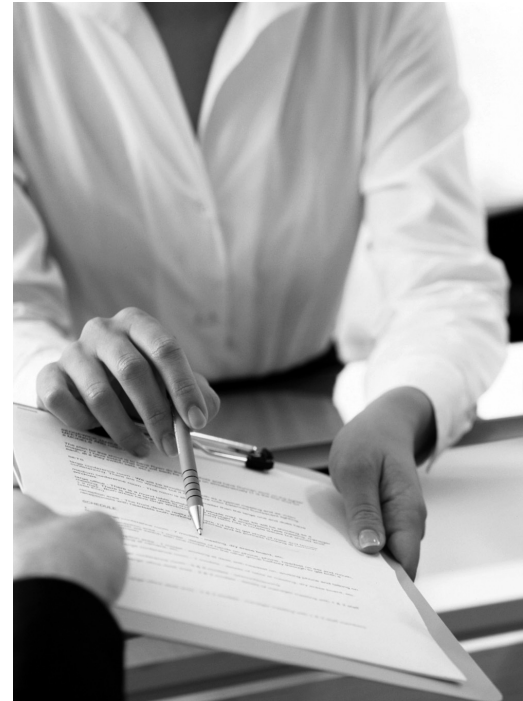
It is essential that staff have access to accurate and complete information in order to successfully and effectively serve children and families with the greatest need as defined by Federal guidelines and the Communitywide Strategic Planning and Needs Assessment. **Getting An Edge on Eligibility: Ensuring Accuracy and Integrity in Determining Eligibility** will help Head Start and Early Head Start programs re-double their efforts to properly train and educate all staff in appropriately determining Head Start eligibility. Participants will recognize how recruitment, selection, enrollment and attendance policies and practices influence a program's effectiveness and success in meeting regulations.

This timely two-day institute supports effective programming that is grounded in specific regulations and best practices for Head Start and Early Head Start. **Getting An Edge on Eligibility** also helps ensure that staff not only have access to accurate information about ERSEA, but that they understand and appropriately apply the relevant regulations that govern ERSEA practices. The event will specifically focus on helping staff correctly determine family eligibility and will explore how recruitment, selection and enrollment practices impact full enrollment. Family Services staff, managers, and coordinators will all benefit from **Getting an Edge on Eligibility**, as well as Head Start and Early Head Start Directors and all other staff who play a role in ERSEA.

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 per person. (Some restrictions may apply based on the level of your subscription; please visit www.ttas.org/ays.html for information on how to become a subscriber.) For details on registering, including how to earn 1.025 Continuing Education Credits (CEUs) for this event, please see page 3.

Learning Outcomes

- ★ Participants will assess their current ERSEA policies and practices, particularly in the area of eligibility.
- ★ Participants will be more familiar with the Federal laws and regulations related to ERSEA.
- ★ Participants will be more conversant in the responsibilities that policy-making groups have in all areas of ERSEA.
- ★ Participants will understand how to accurately determine Head Start eligibility.
- ★ Participants will better understand the poverty guidelines and the limitations on serving over-income families.
- ★ Participants will recognize the varied factors which influence full enrollment.
- ★ Participants will better understand the significant role that the Communitywide Strategic Planning and Needs Assessment plays in ERSEA activities.
- ★ Participants will appreciate the impact that Head Start Management systems have on the success of ERSEA.



Your Presenters



Jennifer Pecot, Family & Community Partnerships Specialist, provides training and technical assistance in the areas of parent and community involvement, family partnership agreements, ERSEA, health and nutrition in family services, and fatherhood initiatives. She also has extensive experience training Head Start and Early Head Start Boards and Policy Councils. Jennifer has a BS degree in Human Development from Seattle University, and is certified in all four modules of the Program for Infant/Toddler Caregivers (PITC) for infant and toddler services.

Robin Gadsden-Dupree, Family and Community Partnerships Specialist and adjunct college professor, has an EdD in Organizational Development and Higher Education Leadership. Her previous experiences include serving as a Head Start Director, a Child Care Director, a Home-Based Supervisor, and a preschool teacher. She has extensive experience in ERSEA, Family Partnerships, delegate agency issues, and working with Governing Bodies and Policy Councils/Policy Committees.



Hotel Accommodations

The Hilton Atlanta Airport is located at 1031 Virginia Avenue in Atlanta, Georgia. Hotel accommodations are available at the special conference rate of \$129 per night, single or double occupancy (plus applicable taxes). The hotel provides complimentary breakfast vouchers for all guests. To qualify for the special conference rate, please state that you will be attending **Head Start ERSEA Training** when making your hotel reservations. Please make your hotel reservations **no later than August 10, 2010** by calling 404-767-9000 or 800-HILTONS.

The room block will be held until the stated deadline or until the block is sold out, whichever comes first. Reservations are accepted on a space and rate availability basis by the hotel, and room blocks often fill quickly. Please consult the hotel for information on their specific cancellation policies, to learn about additional charges that may apply to hotel guests (i.e., parking fees, local phone charges, internet access fee, etc.), and to learn about available amenities, such as room service, in-house dining, and additional area attractions.

The Hilton Atlanta Airport is located just five minutes north of Hartsfield-Jackson Atlanta International Airport, two miles from the Georgia International Convention Center (GICC) and eight miles south of downtown Atlanta and the Georgia World Congress Center. The Hilton is also just a short drive from such area attractions as HiFi Buys Amphitheatre, the Martin Luther King Museum, Underground Atlanta, the World of Coca-Cola, the Georgia Aquarium and Zoo Atlanta, the Georgia Dome, Six Flags Over Georgia, and the Atlanta Motor Speedway. In addition to in-room dining and the light fare of The Coffee Bar, the Hilton also features beverages and snacks in the Finish Line Sports Bar, fine Italian cuisine in Andiamo, and your favorite American dishes in the Magnolia Grill.



Tentative Agenda

Wednesday, September 1, 2010

8:00 - 9:00 a.m.	Registration
9:00 a.m. - Noon	The Systemic Support of ERSEA
	Determining Community Strengths and Needs
Noon - 1:30 p.m.	Lunch on Your Own
1:30 - 4:00 p.m.	Selection Criteria
	ERSEA Regulations
	Determining Income Eligibility

Thursday, September 2, 2010

8:30 a.m. - Noon	Verifying Income
	Over Income Families
	Computing Income
Noon - 1:30	Lunch on Your Own
1:30 - 3:30	Accurately Determining Age Eligibility
	Mandates, Recommendations and Best Practices
	Q&A Session

Registering for T/TAS Events

- ★ **To Register On-Line:** Go to www.ttas.org/calendar.html, locate the event for which you wish to register, and then click on the **Register** button. OR you can visit our home page at www.ttas.org, click on the **On-Line Registration** link, and select the event for which you wish to register.
- ★ **To Register By Mail:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and return with check, money order, or Purchase Order (made out to **T/TAS**), or with Credit Card info (Visa, MasterCard, or Discover) to: **T/TAS, 1906 College Heights Boulevard #11031, Bowling Green, Kentucky 42101-1031.**
- ★ **To Register By Fax:** Copy the Registration Form in this catalog; OR go to www.ttas.org/calendar.html, click on title of the event for which you wish to register, and print the Registration Form from the on-line post; OR call 800-882-7482 and we will send the form you need by mail, fax, or e-mail. Complete the form, and fax your Registration Form with Purchase Order or Credit Card info (Visa, MasterCard, or Discover) to our office at **270-745-3340 or 270-745-2142.**

Registration forms will not be processed unless accompanied by payment, credit card info, or Purchase Order. Registrations will be accepted until events fill. ***Due to the requirements of the Information Technology administrators, registrations for all on-line events must be received 10 days prior to the start of the event.***

Enrollment is Limited: T/TAS cannot guarantee enrollment at events. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. T/TAS is not liable for any hotel or travel penalties or fees that may be incurred by participants or registrants.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide your e-mail address on the registration form if you wish to receive a confirmation. If you do not receive a confirmation within five days of registering for the event, please contact Mike Hartz at 800-882-7482.

Cancellations/Substitutions Policy: If you cancel your registration *in writing* 10 or more business days before the event, registration fees will be refunded, less a \$25 enrollment charge. No refunds will be made less than 10 business days prior to the event; however, you may designate a substitute to attend in your place. T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

T/TAS Also Brings the Training to You

Did you know that T/TAS is also a leading provider of **on-site** professional development opportunities? Our knowledgeable experts deliver the same high-quality training and materials in your local program setting, reaching all of your staff at a cost competitive with the cost of sending just a few to a conference or seminar. Most of the events in our training catalogs can be adapted for presentation to your local program or to a cluster of programs in your geographic area. T/TAS also specializes in adapting our training style and content to meet the specific needs of your program, staff, and colleagues. To learn more, to discuss your local training needs, or to schedule training, call **800-882-7482!**





Event Registration Form

PLEASE COMPLETE ALL FIELDS AND PRINT NAME & POSITION of person attending exactly as it should appear on the name tag. Copy form as necessary for registering additional persons.

Name: _____ Position: _____

E-Mail Address: _____

Agency/Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Enrollment is Limited: T/TAS cannot guarantee enrollment in any event. In the event that available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations. We recommend you do not make hotel or travel arrangements until you receive your registration confirmation. There will be no on-site registration.

EVENT	SELECT FEE(S)
<input type="checkbox"/> GETTING AN EDGE ON ELIGIBILITY: ENSURING ACCURACY AND INTEGRITY IN DETERMINING ELIGIBILITY , SEPTEMBER 1-2, 2010, HILTON ATLANTA AIRPORT, ATLANTA, GA	<input type="checkbox"/> Standard Registration: \$375 <input type="checkbox"/> TTAS@Your Service Subscribers: \$350 * <input type="checkbox"/> Check if requesting 1.025 CEUs (10.25 contact hours) from Western Kentucky University and include an additional \$25 in payment.

* Subscribers, please include **TTAS@Your Service** Enrollment No. _____. Some restrictions may apply; visit www.ttas.org/ays.html for information on becoming a subscriber.

Room blocks often fill quickly; please make your hotel reservations by the date listed in the conference descriptions.

CHECK METHOD OF PAYMENT (Forms will not be processed unless accompanied by payment):

Check payable to T/TAS.

Purchase Order No. _____ payable to T/TAS.

Credit Card (Mastercard, Visa, Discover only): _____ - _____ - _____ - _____

Expiration Date: _____ Signature: _____

Visa Card Users, please include 3-digit V number from back of card: ____

Return to: **T/TAS**
1906 College Heights Boulevard #11031
Bowling Green, Kentucky 42101-1031
Fax: 270-745-3340 or 270-745-2142
Call 800-882-7482 for more information

Accessibility Needs:
Do you have any disability that requires special materials or services?
Do you have a special dietary need?

Cancellations: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received **in writing** 10 working days prior to the start of the event.