

# Finding the Keys to ERSEA

**E**ligibility,  
**R**ecruitment,  
**S**election,  
**E**nrollment, and  
**A**ttendance

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# The Master Key

The Head Start parent/family is our customer and partner. We know that it takes the right key to motivate, inspire and unlock the door to successful partnerships. The same is true for staff as we try to understand regulations, rules, and sometimes “Head Start folklore.”

**Finding the Keys to ERSEA** is designed to unlock the mystery and open up new doors that can lead to better practices grounded in regulation. It is essential that staff have access to accurate and easily readable information, so we’ve designed this document around specific keys for success. One of the difficulties in the area of Eligibility , Recruitment, Selection, Enrollment and Attendance (ERSEA) is that there are many keys (regulations) that govern our approach to the topic. In **Finding the Keys to ERSEA**, we have brought the relevant regulations together for you in one place. We also provide some basic questions for you to ask while looking for the key in your program.

The keys are organized according to each section of ERSEA - Eligibility, Recruitment, Selection, Enrollment, and Attendance. The first section of each key provides you with thoughts that should be considered in the management of your program. There are additional keys that contain Frequently Asked Questions followed by a brief discussion.

A **Master Key** is the one everybody wants because it opens *all* the doors. Understanding Head Start and Early Head Start management systems is the Master Key to opening the ERSEA doors. The objective of the Master Key is to establish cohesive management systems that support continuous improvement and foster commitment to providing the highest level of services to children and families. The Master Key is connected and interrelated with all program services. ERSEA impacts every system and every service.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) interfaces with all eight management systems - Program Governance System, Program Planning System, Communication System, Record-Keeping and Reporting System, On-Going Monitoring System, Self-Assessment System, Human Resources System, and Fiscal Management System. The term “interface” is defined as the place at which independent and often unrelated systems meet and act on or communicate with each other. The Master Key focuses on how management systems support the requirements of ERSEA. To unlock this door, we need to review a series of key questions in each system relating to ERSEA. The questions provide the rationale and guidance on what activities must occur in each of the management systems to ensure the successful implementation of ERSEA.

