**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1305.5(a-b); 1304.51(g)

**INTAKE AND RECORD-KEEPING SYSTEM****S**

**POLICY**:

The Intake and Record-Keeping system ensures that recruitment, enrollment, and placement of children from the initial: *Head Start Application/Eligibility Verification Form*, is documented within the electronic record-keeping system, and that all eligible children are placed in appropriate program options.

**PROCEDURES:**

**Intake and Record-Keeping Systems**

Primary data entry and file maintenance is the responsibility of program Family Service Staff, or any staff for the purpose of maintaining the files.

When a parent expresses interest in enrolling his or her child in Head Start/Early Head Start, ERSEA staff process the Head Start Application Packet and creates an electronic record.

Family Service Staff designated by the program input data from all Packets into the electronic record-keeping system within 5 business days of receipt.

Any program staff person taking calls for enrollment at a site or on the Head Start Enrollment telephone line enters all pertinent data (family information, child information, priority score) into the electronic record-keeping system.

Program: Recruitment and Enrollment staff:

1. Review the application for accuracy and completion
2. Assign the child to a center when necessary
3. Notify the center either by e-mail or phone call of the assignment made, so that site staff may follow up.

The ERSEA Coordinator and Family and Community Manager reviews and monitors recruitment, enrollment, placement, and Waiting List data through the electronic record-keeping system.