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**Enrolling 101-130% Federal Poverty Level, Over Income and Reserved Slots**

**101-130% Federal Poverty Level**

**Policy: HS 1302.12 (d)** a program may enroll an additional 35 percent of participants whose families do not meet a criterion described in 1302.12 (c) and whose incomes are below 130 percent of the poverty line.

**Procedure:**

Applicants that fall within 101-130% FPL may be enrolled as income eligible when a current opening exists and there are no eligible children on the waitlist.

A pregnant women or child is eligible if:

* + The family’s income is equal to or below the 100% FPL
  + The family is homeless
  + The child is in foster/kinship care
  + The family receives Supplemental Security Income (SSI), Family Independence Program (FIP), or Supplemental Nutrition Assistance Program (SNAP).
  + **EHS Home Based, EHS Center Based and EHS/HS Collaborative Centers:** staff will get waitlist verification from DMT prior to enrollment.
* **Head Start:** FES, Education Coach and classroom staff will get waitlist verification from ERSEA Manager prior to enrollment.

Staff must attach a current waitlist, which indicates that a child is being enrolled, to a *Change of Status* during the acceptance process. This will verify there are no income eligible children on the waitlist. If there are eligible children on the waitlist, it must be noted why they are not being enrolled. The 101-130 box must be checked on the Change of Status.

**EHS Home Based and Center Based Additional Guidance**

EHS 101-130% will have continuous enrollment for Collaborative Centers, Home Based and Center Based.  Staff will communicate with DMT when rolling over to the next year, identifying who will continue to be 101-130%. Children that are not communicated with DMT will automatically switch to OI the next program year.  These children will maintain their initial eligibility throughout their duration of the program (645A from the Act, 1302.12 (j) of the standards and 1302.15 (b)(2)).  Waitlists that were used for initial enrollment will be filed for that child through the duration of their enrollment.

**Over Income**

**Policy: HS 1302.12 (c) (2)** If a family does not meet a criterion for eligibility, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program’s enrollment.

**Procedure:**

* **EHS Home Based:** staff will get approval from DMT and EHS Manager to enroll an Over Income child.
* **Head Start and GSRP:** staff will get approval from the ERSEA Manager to enroll an Over Income child. GSRP children that are over 250% FPL will need to get an approval from the ISD.
* **Collaborative Centers and EHS Center Based:** staff will get approval from the Manager to enroll an Over

Income child.

**Reserved Slots**

**Policy: HS 1302.15 (c)** the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program’s funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section. NMCAA Policy Council Approval: 9/14/23, NMCAA Board Approval: 9/21/23

10/23 P: hs/admin/ pro manual/ERSEA/ Enrolling 101-130% Federal Poverty Level