PEACE INC
EMPOWERING PEOPLE TO THRIVE | EST. 1968

Planning Committee Minutes
Wednesday, March 13, 2024
via zoom/telephone/in person

Part 2 of 2



ERSEA Overview

ERSEA OVERVIEW

Coordinator : Katy Hollins

Eligibility

- Age
  - HS a child must be three to attend, priority given to four year olds
  - This year four year olds were born 2020 or Dec 1 - 30th of 2019
  - EHS serves pregnant woman and zero to three year olds
- Income
  - Families must be at or below the poverty guidelines (90%)
  - Families maybe slightly over the federal guidelines 130% (35%)
  - Families over the guidelines maybe considered when in need (10%)
  - Children with disabilities should be considered (10%)

Categorically Eligible

- Homeless families
- Foster care
- TANF and Food stamps recipients
- SSI recipients

- These families must provide us with proof of receiving these services.

The 2024 poverty guidelines are in effect as of January 12, 2024.

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES

For families / households with more than 8 persons, add $5,380 for each additional person.

Persons in family / household	Poverty Guideline
1	$15,060
2	$20,440
3	$25,820
4	$31,200
5	$36,580
6	$41,960
7	$47,340
8	$52,720

- In order to reach those in need of Head Start services, each individual site or option must develop and implement their own recruitment plan
- An overall global plan is created to address how we will secure applicants in general
- The best recruiter is our families
- We solicit double the need, current enrollment 1043, which means we may process up to 2086 applicants (This allows for us to select the neediest of the community)



Selection

- Selection Criteria

A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment.

Changes to the Selection Criteria

- Housing Insecurity (5 points) - added category to reflect the rising housing safety concerns and housing shortages occurring in our communities
- Food Insecurity (3 points) - point increase from 1 point to 3 points to reflect the increased struggle of families to obtain sufficient nutrient rich food as a result of inflation and housing insecurity
- Large Family (3 points) - point increase from 1 point to 3 points to reflect the struggles faced by families with 3 or more children in the home such as mental health concerns, food insecurity, housing insecurity, etc.
- Undiagnosed Depression/ Anxiety (3 points)- point decrease from 5 points to 3 points to give priority to families with a mental health concern that is diagnosed.
- Kinship Care- elimination of category because the foster care definition has been expanded to include kinship care

Criteria from the Community Assessment

OTHER FACTORS:	Child Abuse History	Cultural barriers	Domestic Violence
Mental Health	Language	Drug Abuse History	Health
Transportation	Nutrition/ Food Insecurity	Housing Insecurity	Worker experience ETC.

Other benefits of the Child Selection Criteria

Not first come first serve.

Who should go next

We are never discriminatory against families

1. We rank children for our wait list
2. It allows us to select the neediest families
3. Family Worker's guide to services needed
4. A resource

It's a process and not a person

1302.15 Enrollment

- A program must maintain its funded enrollment level and fill any vacancy as soon as possible
- A program must make efforts to maintain enrollment of eligible children for the following year.
- If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area.

1305.16 Attendance

- A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
- If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance.
- If the child's attendance does not resume, then the program must consider that slot vacant.
- 85% attendance is the goal

HEAD START/EARLY HEAD START
CHILD SELECTION CRITERIA

Head Start	Point Allowed	X	Points
INCOME: Select only one from this category			
Eligible 100% poverty	10		0
Eligible 130%	6		0
Homeless	30		0
Over income guidelines	2		0
PARENTAL STATUS: Select only one from this category			
Foster Family	20		0
Senior Parent/Caregiver	4		0
Single parent	10		0
Biological Parent < 21 Years Old	5		0
Two parent	2		0
DISABILITY: Select only one from this category			
Child diagnosed (IFSP / IEP or disability)	10		0
Developmental concerns	6		0
ENGLISH FLUENCY: Select only one from this category			
Speaks English Not At All	5		0
Speaks English Not Well	4		0
Speaks English Well	2		0
AGE OF CHILD: Select only one from this category			
HS 3 Year Old	4		0
HS 4 Year Old	10		0
EHS transition	10		0
ENROLLMENT			
Child Previously Enrolled in HS	10		0
How did Family Hear about Head Start?			
Agency	2		0
OTHER FACTORS: Check all that applies			

Early Head Start	Point Allowed	X	Points
INCOME: Select only one from this category			
Eligible 100% poverty	10		0
Eligible 130%	6		0
Homeless	30		0
Over income guidelines	2		0
PARENTAL STATUS: Select only one from this category			
Foster Family	20		0
Senior Parent/Caregiver	4		0
Single parent	10		0
Biological Parent < 21 Years Old	5		0
Two parent	2		0
DISABILITY: Select only one from this category			
Child diagnosed (IFSP / IEP or disability)	10		0
Developmental concerns	6		0
ENGLISH FLUENCY: Select only one from this category			
Speaks English Not At All	5		0
Speaks English Not Well	4		0
Speaks English Well	2		0
AGE OF CHILD: Select only one from this category			
EHS 0-11 Months	10		0
EHS 1 Year to 18 Months	8		0
EHS 19 to 29 Months	6		0
EHS 30 Months to 3 Years	4		0
ENROLLMENT			
Child Previously Enrolled in HS	10		0
How did Family Hear about Head Start?			
Agency	2		0
OTHER FACTORS: Check all that applies			

Completed High School / GED	1		0
Completed K - 9th Grade	3		0
Completed 10-12 No Diploma	2		0
No Formal Education	5		0
Diagnosed mental illness	5		0
Depression / Anxiety	3		0
Domestic violence	10		0
Family Employed	4		0
Family Training / School	5		0
Health concerns	3		0
History of child abuse	5		0
Justice System Involvement History	4		0
Cultural barriers	4		0
Large family	3		0
Disabled parent/caregiver	3		0
Limited / No Personal Vehicle	2		0
Limited / No Public Transportatio	6		0
Housing Insecurity	5		0
Nutrional concern- BMI	1		0
Nutritional concern- Lead/Toxic	1		0
Nutritional concern- developmenta	1		0
Nutritional concern- parent prefere	1		0
Nutritonal concern- medical/allerg	1		0
Nutritional concern- food insecurit	3		0
Recent / Current Exposure to Trau	5		0
Open CPS case/referral	7		0
Special Circumstances	5		0
Substance Abuse History	4		0
Unemployed Parent / Caregiver	6		0
TOTAL			0

Completed High School / GED	1		0
Completed K - 9th Grade	3		0
Completed 10-12 No Diploma	2		0
No Formal Education	5		0
Diagnosed mental illness	5		0
Depression / Anxiety	3		0
Domestic violence	10		0
Family Employed	4		0
Family Training / School	5		0
Health concerns	3		0
History of child abuse	5		0
Justice System Involvement History	4		0
Cultural barriers	4		0
Large family	3		0
Disabled parent/caregiver	3		0
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Unemployed Parent / Caregiver	6		0
TOTAL			0

P.E.A.C.E., Inc. Head Start / Early Head Start

Selection Criteria Guidance

Income

- Homeless, Foster care, Public assistance, SNAP and SSI recipients should be listed as 100% poverty.
- Over-income families should be listed as over income.

Age / Trimester

- Head Start
  - The applicant is treated as a four-year-old if their fourth birthday is on or before December 1st of that program year.
  - Children who are three at intake or will be three by December 1st for the upcoming program year.
  - Three-year-olds transitioning from the Early Head Start Program.
- Early Head Start
  - The applicant should be listed as their age at the time of intake.
- Pregnant Moms
  - The applicant should be listed as their trimester at the time of intake.

Parental status

- Foster/kinship care/guardian – someone other than parent is responsible for child and/or raises the HS/EHS child. (20 points)
- Senior parent - currently guardian of HS/EHS child and is over the age of 55. (4 points)
- Single parent - raising the child with no other support. If the biological parents of the child live in the same household but the parents are not married, this is NOT a single-parent household. (10 points)
- Two parent – HS/EHS child is in the home supported by two individuals. If the biological parents of the child live in the same household and are not married, they are a two-parent household. (2points)

Disability (10 points)

- Child has an Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) **and is currently enrolled** in a Special Class in an Integrated Setting (SCIS)/Special Education Itinerant Teacher (SEIT) Program.
- Child has an Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) **and is NOT currently enrolled** in a Special Class in an Integrated Setting (SCIS)/Special Education Itinerant Teacher (SEIT) Program.

Pregnancy history

- Current pregnancy has been deemed high risk by a health professional.
- The mom has inconsistent/no prenatal care. (5 points)
- Previous pregnancies have had complications. (5 points)

Other Factors

Developmental concern (6 points)

- There are significant developmental concerns with the child as noted/observed by the parent
    - Speech and language processing eg. Following directions understanding what is being said
    - Expressive language – articulation errors difficulty understanding what child is saying, very few words in child's vocabulary
    - OT- fine motor concerns eg. Difficulty using writing instruments or utensils
    - OT- sensory or self-regulation concerns that may impact behavior
    - PT- gross motor concerns- difficulty balancing, running

Child abuse history (5 points)

- Family has experienced any type of ongoing abuse, current or past.

Service Delivery:

- As mandated reporters of child abuse and neglect, it is the responsibility of all HS/EHS staff who suspects child abuse and/or neglect to **immediately report the incident.** HS/EHS staff should use their training to stay aware of signs of current or past abuse. If there is reasonable cause to believe that child abuse or neglect is occurring, HS/EHS staff must immediately report the incident to the New York State Child Abuse Hotline at **1-800-342-3720**.
    - The staff person must contact the Site Supervisor/designee or Home-based Supervisor.
- The Site Supervisor/designee and/or the child's Family Worker or Home-Based Visitor are responsible for securing the child's client file in order to have all family information available when the hotline phone call is placed.
- Documentation must begin immediately after the incident is reported through the New York State Child Abuse Hotline. The **DSS 2221** form must be readily available and filled out by the staff person reporting said child abuse. The Hotline will decide whether or not to accept the case.
    - If the case is not accepted, the DSS 2221 form must be shredded immediately. The staff person must then complete an HS/EHS **Record of Injury or Concern (RIC)** form. This must be submitted to his/her supervisor immediately.
    - If CPS accepts the report, the DSS 2221 form must be sent to the ERSEA Coordinator or Family and Community Partnerships Manager within 24 hours. The ERSEA Coordinator or Family and Community Partnerships Manager must submit the completed DSS 2221 form to CPS within 48 hours of the initial report.
- For more details and information on next steps, please refer to **PEACE, Inc. Head Start/Early Head Start Policies and Procedures Manual, Program Design and Management 128 Reporting Child Abuse and Neglect.**
- Additionally, all employees of Head Start/Early Head Start are required to record any injury or concerns for enrolled children and families.
    - The **Record of Injury or Concern Form (RIC)** is an internal reporting tool for recording injury or concerns for enrolled children and families.

- After completing a RIC, an action plan should be completed by the Family Worker or designee for the site. For more information, please refer to **PEACE, Inc. Head Start Early Head Start Policies and Procedures Manual, PDM 142 Record of Injury or Concern Procedure (RIC).**

Cultural barriers (4 points)

- Family is experiencing difficulties assimilating to American culture that makes it difficult for them to function day to day.

Service Delivery:

- The Family Worker or Teachers working with a family experiencing cultural barriers should determine if this family is receiving help from agencies outside of Head Start. Families may be facing barriers that prevent them from meeting basic needs such as education, food and nutrition, or transportation. It should be determined whether or not basic needs are being met and what agencies this family is connected to. If the family is in need of basic needs services, agencies they may be referred to include, but are not limited to:
  - PEACE, Inc. Family Resource Centers
  - Center for New Americans
  - Interfaith Works of Central New York
  - Refugee and Immigrant Self-Empowerment (RISE)
  - Syracuse Community Connections (SCC)
  - Syracuse Northeast Community Center (SNCC)
  - Spanish Action League, La Liga
  - Westcott Community Center

Depression/Anxiety (3 points)

- One or more household members are or have experienced feelings of depression/anxiety. Examples an applicant may disclose include:
  - Mood changes
  - Behavior changes
  - Self-harm or harming others

  **These examples are often addressed by mental health workers such as Social Workers, Psychologists, Psychiatrists, and Doctors.*

Service Delivery:

- If someone in the family is in need of crisis or emergency services, they should be connected with one or more of the following services:
  - ACCESS Crisis Services for Children/Youth: 315-463-1100
  - Vera House (DV/Crisis Intervention): 315-468-3260
  - Health and Human Services Referral Line: Dial **211**
- Hotlines:
  - Local - Contact Suicide and Crisis Hotline: 315-251-0600
  - National Suicide Prevention Lifeline: 1-800-273-8255 (You may also text "Got5" to 741741 to receive text support)
  - SAMHSA (Substance Abuse and Mental Health Services Administration) National Helpline: 1-800-662-4357

Diagnosed mental health (5 points)

- Child/parent/caregiver has or had a diagnosed mental health condition. Examples an applicant may disclose include:
    - Personality Disorder
    - OCD
    - Phobias

Service Delivery:

- If a HS/EHS staff member is concerned or aware of a child's mental health issue, the staff member must complete a **HS/EHS Internal Alert Form**. Please refer to your HS/EHS Site Supervisor for this form.
- Additionally, if a HS/EHS staff member is concerned about a child/parent/or caregiver's mental health, the Family Worker or Teacher should make a referral to the family's Site Supervisor. The Site Supervisor will then make a classroom observation and if needed, make an internal or external referral for the family.
    - Internal referrals will be sent to Head Start/Early Head Start's Mental Health Coordinator or Behavioral Specialist.
        - The Head Start/Early Head Start and Syracuse University MOU states that ESL families from HS/EHS can seek help and therapy sessions through Syracuse University. Head Start provides interpretation services for the family during sessions.
    - External referrals include those to Head Start/Early Head Start and Syracuse University's MOU agreement or other external agencies such as,
        - Contact Community Services
        - AccessCNY
        - Or Onondaga County's Single Point of Access (SPOA), which assists individuals who have serious psychiatric disabilities and need specific mental health services.
- Head Start and Early Head Start staff must ensure the safety of children and staff at all times, especially in the event a child exhibits a consistent pattern of challenging behavior. Frequent or excessively aggressive challenging behavior can become unsafe behavior when it violates or is injurious to themselves and/or other persons in the classroom. This includes but is not limited to biting, hitting, kicking, spitting, punching, grabbing, throwing items, screaming, destroying property, and violating another's personal boundaries.
- If education staff has a concern with a child's Unsafe Behavior, they will:
    - Complete the **Unsafe Incident Report** (please refer to **PEACE, Inc. Head Start Policies and Procedures Manual, Mental Health 424 Unsafe Behavior**);
    - Have a conversation with the parent/guardian concerning said behavior;
    - Initiate the Program **Alert** process (please refer to **PDM 141 Program Alert**);
    - Document information in the child's case notes and;
    - Continue documentation on additional Unsafe Incident Reports of further aggressive behaviors.
- If strategies recommended through the **Alert** process have been unsuccessful in reducing challenging behaviors, or if behaviors escalate, the classroom staff must notify the Site Supervisor who will notify the Mental Health Coordinator. The Site Supervisor and

Mental Health Coordinator will decide whether or not to proceed with the **Unsafe Behavior Process.**
    - For more details and information on next steps, please refer to PEACE, Inc. Head Start Policies and Procedures Manual, Mental Health 424 Unsafe Behavior.
- For more Mental Health Resources provided by Head Start ECLKC, please visit Mental Health Resources to Support Response and Recovery | ECLKC (hhs.gov)

Disabled parent/caregiver (3 points)

- Parent or caregiver is receiving or has received services for a diagnosed disabling condition.

Service Delivery:

- If a family with a disabled parent or caregiver is in need of services outside of HS/EHS, Head Start should make the family an external referral. Agencies a family may be referred to include, but are not limited to:
    - AccessCNY
    - Meals on Wheels
    - LAUNCH CNY
    - Exceptional Family Resources (EFR)
    - EFR has a directory of resources that could be helpful for families with a disabled household member.

Domestic violence history (10 points)

- Any family member in the household has experienced any type of violence, current or past.

Service Delivery:

- If a Family Worker or Teacher finds reasonable cause to believe domestic violence is occurring in a family, steps towards intervention should immediately be made. The **Domestic Abuse Intervention Project** details Intervention Steps and can be found in the appendix of this document. Briefly, intervention steps include:
    - **Validating** the abused person's experience and letting them know help is available
    - **Providing information about domestic violence** and discussing the patterns of abuse in violent relationships
    - **Safety Planning,** which will depend upon the person, their situation, priorities, and the options he/she decides will work best
    - **Contact the Police** and inform the victim that battering is a crime and legal help is available
    - **Child Abuse Reports.** Discuss the hazards of having children continue to live in an abusive home and the potential consequences of Child Protective Services
    - **Referrals** to local domestic violence service agencies and other community agencies
- Families experiencing domestic violence may be referred to one or more of the following agencies:
    - Vera House
    - Volunteer Lawyers Project CNY

  - Hiscock Legal Aid Society, Civil Program
  - Salvation Army, Domestic Violence Services
- Families experiencing domestic violence should be aware of the following hotlines:
  - The National Domestic Violence Hotline: 800-799-SAFE (7233) (toll-free)
  - StrongHearts Native Helpline: 844-7NATIVE (762-8483) (toll-free)
  - New York State Domestic Violence Hotline: Text: 844-997-2121 Hot-Line: 800-942-6906 (24 Hours / 7 Days)

Education completed

- No formal education - Has never completed any type of formal education in U.S. or any other country (5 points)
- Completed K-9th grade in the U.S. or any other country (3 points)
- Completed 10th-12th grade in the U.S. or any other country but did not receive a diploma (2 points)
- Completed high school and received a diploma/GED in the U.S. or in any other country (1 points)

Service Delivery:

- The steps taken for a family with missing education will depend on the level of education completed.
  - **No formal education:** The family should be referred to literacy and GED programming.
  - **Completed K-9th grade:** The family should receive guidance for literacy programming
  - **Completed 10th-12th grade:** The family should receive GED guidance; encouraged to attend college-based field trips to Onondaga Community College (OCC), SUNY Educational Opportunity Center (EOC), OnPoint for College, or other continuing education programs as seen fit for the family.
  - **Completed high school:** The family should receive information and guidance on scholarships/grants/stipends which support continued education.
- Families in need of educational assistance and programming may be referred to one or more of the following programs:
  - Onondaga County Public Libraries, Literary Resource Center
  - Syracuse City School District, Adult Education
  - SUNY EOC, High School Equivalency Program
  - Community Centers offering GED programs: Westcott Community Center, Syracuse Northeast Community Center
  - For more literacy resources, visit the National Literacy Directory.

English language learner

- The family cannot speak English at all and needs the aid of an interpreter to communicate with program staff. (5 points)
- The family knows some English, but does not speak the language well and can somewhat communicate with program staff, although there is a struggle to explain some information. (4 points)
- The family notes that English is their second language, but speaks English well enough to communicate with program staff. (2 points)

Service Delivery:

- If a family would benefit from interpretation services during socialization, parent-teacher conferences, and other HS/EHS related services, the family should be informed of HS/EHS and **Mohawk Valley Interpreters** services.
    - Mohawk Valley Interpreters provide on-site, telephonic, and video interpretation services in various languages.
    - HS/EHS staff may access this service for a family in need. Interpretation services can be used for socializations, parent teacher conferences, and the like.
- If an English language learning family is in need of external support, they may be referred to one or more of the following agencies:
    - Refugee and Immigrant Self-Empowerment (RISE), ENL Services
    - Onondaga County Public Libraries, English for Speakers of Other Languages (ESOL)
    - Syracuse Interpreter Circle
    - Center for New Americans
    - SUNY EOC, English as a Second Language
    - Northside Learning Center
    - Westside Learning Center

Health concerns (3 points)

- An ongoing, diagnosed health issue that impacts the child or family.
- For example:
    - Requires regular visits to the home by a medical professional.
    - Requires regular visits to a medical professional.
    - Low birth weight/premature birth.
    - Medical concerns relating to nutrition (Type I or Type II diabetes; anemia).
    - Child requires medication
    - Child needs dental treatment
    - Child has elevated lead levels
    - Cigarette smoker in the household

Service Delivery:

- HS/EHS staff who identify, through intake, screenings, daily health checks, or elsewhere, that a family experiencing any of the above health concerns, should the family to their HS/EHS site Health Advocate.
    - HS/EHS Health Advocates should assist families in finding appropriate long-term care to sustainably address these issues.
    - Community Health Clinics in Onondaga County:
        - Community Clinics, Onondaga County (211cny.com)
    - HS/EHS Health Advocates may inform families of simple long-term health solutions and resources:
        - Health Tips for Families Series | ECLKC (hhs.gov)
        - Oral Health Resources for Families
        - Oral Health Policies, Procedures, and Standards for HS/EHS Staff

Homelessness (30 points)

- In a car/on the street - the family is living in their car or sleeping outside at night.
- In a shelter - the family has been forcibly relocated to a shelter.
- Living with family/friend - the family has been forcibly relocated to live with family or friends.
    - This can also include residences deemed unlivable by housing authorities. The unit has (but is not limited to):
        - Severe safety concerns for those living in the house (broken windows, falling plaster, exposed electrical outlets)
        - Poor to no plumbing, electrical and/or heating problems, pest infestations
        - High lead exposure

Service Delivery:

- Family Workers/Teachers with a family experiencing homelessness should follow the Early Childhood Learning and Knowledge Center (ECLKC) training on Supporting Children and Families Experiencing Homelessness
- Other homelessness webinars, tools, and resources can be found on here.
- Additionally, HS/EHS welcomes any family experiencing homelessness to the site. Families may use the **Parent Room** to spend time with their child while they're at school.

Justice Involvement History (4 points)

- Either parent/caregiver (mother or father) of the child is currently or previously incarcerated.

Service Delivery:

- Families with a parent/caregiver who is currently incarcerated may be referred to **PEACE, Inc.'s Reentry and Family Reunification Program**
    - PEACE, Inc.'s Reentry and Family Reunification Program provides families with formerly incarcerated individuals reenter society through comprehensive employment, case management, and other critical services.
    - Contact: PEACE, Inc. ESFRC: Michael Willacy - michael.willacy@peace-caa.org

Large family (3 points)

- Family has three or more children in the household.

Nutritional concerns

- An ongoing nutritional issue that impacts the child or family. Intake Workers should assess the specific nutritional concerns listed below.

- **Nutrition Concern: Food Insecurity** (3 points)
  Use the following questions and criteria to assess food security with your families:
    - The USDA Validated questions for assessing food insecurity include:
        - Within the past 12 months, we worried whether our food would run out before we got money to buy more.
        - Within the past 12 months, the food we bought just didn't last and we didn't have money to get more

- Respondents who say "often true" or "sometimes true" to either question qualify as a positive screen for food insecurity

Other food insecurity related questions include:

- Do you [the family] have a safe place to shop for food?
- Do you [the family] have tables/chairs, refrigerator, freezer, hot/cold water, stove, or microwave where you live?
- Do you have a safe place to prepare and eat food that is free from bugs, mice, rats?
- Do older children/adults in the environment consume greater amounts of the family's food?

Other criteria includes:

- Lack of access to grocery stores due to distance, transportation, safety, or health
- Lack of food preparation due to lack of knowledge, skills, equipment, or utilities
- Lack of money to buy nutrient rich foods such as milk, eggs, meats, fruit or vegetables

- **Nutrition Concern: Modified Diet due to Food Allergies/Intolerances/Health/Medical Conditions** (1 points)
  Use the following questions for assessment of modified diet due to food allergies/intolerances/health/medical conditions:
  - Does your child have a diagnosed or suspected food allergy?
  - Does your child have a diagnosed or suspected food intolerance?
  - Has your child ever had a reaction to food after eating it?
  - Does your child have any health or medical issues that might require a special diet or medication (diabetes, celiac disease, PKU, G6PD, etc.)?
  - Intake Workers: *Head Start requires a medical confirmation (signed by a licensed provider) for any modified diet that is due to a medical condition.*

- **Nutrition Concern: Special Diet due to cultural/religious/parent preference** (1 point)
  Use the question below for a Special Diet assessment:
  - Is your child restricted from foods due to religious, cultural, or other personal beliefs? Including but not limited to: no pork, beef, or meat.
  - Intake Workers: *Parents/guardians are required to fill out our Nutrition Concern form for any modified diet that is not due to a medical issue. The only approved milk substitutes that do not require a MD note are lactose-free cow's or soy milk. All other milk substitutes (rice, almond, flax, oat, coconut milk, etc.) would require a medical note because they are not nutritionally equivalent to cow's milk.*

- **Nutrition Concern: Developmental/Sensory (1 point)**
  Use the follow questions for a Developmental/Sensory nutrition concern assessment:
  - Have you noticed that your child has difficulty eating, chewing or swallowing food?
  - Does your child eat or chew things that aren't food (such as ashes, clay, plaster, paint)?
  - Do you have any concerns about your child's teeth?

- For Early Head Start:
  - Does your child receive breastmilk and/or infant formula or other beverages?
  - Are you currently breastfeeding?
  - Have you experienced any challenges with breastfeeding?
  - Do you have any concerns about your child's eating or appetite?
- For Pregnant Mothers:
  - Do you have a health provider who you see for your pregnancy?

- **Nutrition Concern: BMI (High/Low) (1 point)**
  Use the following questions for BMI assessment:
  - Does the parent/guardian have any concerns about the child's weight (underweight or overweight)?
  - Has a pediatrician discussed any concerns about the child's weight (underweight or overweight)?
  - Does the child receive any supplemental drinks (such as Pediasure)?

- **Nutrition Concern: Lead or other toxic concern** (1 point)
  Use the following criteria to assess the child's exposure to lead or other toxic substances
  - Lead in home or known exposure to lead (peeling or chipped paint; has lived in home built before 1978; experienced home repairs that may disturb paint, such as sanding or scraping).
  - History of fetal alcohol syndrome
  - Concerns about water supply, safe drinking water
  - Other environmental concerns: Smoking in home, bug/mice infestation, etc.

Other examples of nutrition concerns include:

- Severe food allergy that requires an EPI-pen
- Medically-based special diet (lactose intolerant, Celiac Disease, requires a feeding tube)
- Family has utilized a food pantry or soup kitchen excessively in the past year
- No safe storage of food or any way to prepare food (no refrigerator, running water, stove or oven)
- History of weight issues that affect everyday life
- Doctor or WIC concerns about weight
- Anemia
- Disability, Acute/Chronic Medical conditions
- Other factors that may impact food intake, health, and well-being. For example:
  - Homelessness, mental health concerns (trauma, violence, chaos, etc.)
  - Food purchasing power
  - Lack of food shopping/food preparation knowledge or skills
  - Lack of working food prep appliances, safe food storage
  - Geographic location relative to adequate, affordable, safe food resources
  - Lack of access to at least ⅔ of nutrient requirements that can be consumer in a positive interactive, meal environment

- Older children/adults in the environment consuming a greater volume of family's food

Service Delivery:

- Any nutrition related concerns should be communicated with the HS/EHS Nutrition Coordinator and HS/EHS Nutrition Program Specialist via email, internal alert system, and/or Google Docs special diet system.
- Children with allergies, intolerances, special dietary needs:
  - Staff will refer to internal policy: NU 516 Modified Diets
  - PEACE, Inc.'s Food Farmacy Program can assist in purchasing food items for special dietary needs for eligible families. This is a new program that should be starting early 2024, contact Stephanie Bingham at stephanie.bingham@peace-caa.org.
- Other nutrition concerns related to the enrolled child or pregnant mom:
  - Staff will refer to internal policy: NU 525 Identification of Nutritional Needs
- Families with children under five,infants and pregnant moms can receive nutritional counseling/education, breastfeeding support, and food benefits:
  - Women, Infants & Children (WIC)

Are you pregnant or breastfeeding? Do you have a child under age five? Then WIC may be for you! It's easy to apply and many working families qualify.

- Families identified as being food insecure:
  - Staff will provide resources and referrals as needed
  - Supplemental Nutrition Assistance Program (SNAP) provides food benefits to low income families.
  - Diaper Bank provides 50 free diapers per child/month at several walk-in locations.
  - DSS Temporary Assistance (TA) program provides temporary financial assistance to eligible families.
- Families facing nutritional concerns may be directed to the following resources:
  - Emergency Food Pantries | PEACE, Inc. (peace-caa.org)
    - County West Family Resource Center
    - Viola G Chisholm Eastside Family Resource Center
    - Emma L. Johnston Southside Resource Center
    - Westside Family Resource Center
  - Food Bank of CNY Food Finder Food Bank of Central New York Food Finder (arcgis.com)
    - The Food Finder tool will allow families to find emergency food programs serving areas near them. Family Workers may assist families in finding a food pantry most convenient for their needs and location.
  - Food ene Program helps families stretch their budget by purchasing quality food at a discounted price.

Open CPS case/referral (7 points)

- Family is under investigation or has a founded case of child abuse or neglect.

Service Delivery:

- As mandated reporters of child abuse and neglect, it is the responsibility of all HS/EHS staff who suspects child abuse and/or neglect to **immediately report the incident.**

HS/EHS staff should use their training to stay aware of signs of current or past abuse. If there is reasonable cause to believe that child abuse or neglect is occurring, HS/EHS staff must immediately report the incident to the New York State Child Abuse Hotline at **1-800-342-3720**.

- For more details and information on next steps, please refer to **PEACE, Inc. Head Start/Early Head Start Policies and Procedures Manual, Program Design and Management 128 Reporting Child Abuse and Neglect.**

- Additionally, all employees of Head Start/Early Head Start are required to record any injury or concerns for enrolled children and families.
  - The **Record of Injury or Concern Form (RIC)** is an internal reporting tool for recording injury or concerns for enrolled children and families.
  - After completing a RIC, an action plan should be completed by the Family Worker or designee for the site. For more information, please refer to **PEACE, Inc. Head Start Early Head Start Policies and Procedures Manual, PDM 142 Record of Injury or Concern Procedure (RIC).**
- If a family is currently under investigation or has a founded case of child abuse or neglect, the family's appropriate HS/EHS staff must contact Onondaga County Child Protective Services to coordinate services for the child and their family.
  - When contacting Onondaga County Child Protective services, HS/EHS staff must record what services the family is receiving at CPS. When making a HS/EHS service plan for the family, ensure that HS/EHS is providing beneficial services unduplicated with those of CPS.

Postsecondary Education Training (5 points)

- Applicant is participating in the following training options: Postsecondary Education Training (university, college, trade or vocational schools, and certificate programs).

Service Delivery

- A family of this criteria may be referred internally or externally based on their needs and training or employment goals.
- Internal Referrals will go to **PEACE, Inc.'s Employment Program**
  - The Employment program provides employment supports and comprehensive referrals for un and underemployed individuals. To contact Karen Barry, fill in the referral form.
- External Referrals will be made based on needs and goals of the parent/caregiver.
  - OnPoint for College: For individuals with general inquiries about further education and training.
  - SUNY EOC: For individuals seeking introductory enrollment in medical and manufacturing training or GED attainment.
  - CNY Works: For those seeking employment, changing careers, or building skills.

Referral to HS/EHS program (2 points)

- All agency referrals are given priority.
  - Contact should be made within three working days after referrals are received.
  - Referrals must be written – if a phone referral is made, staff must document it as a telephone referral and follow up with the referring agency to obtain a hard copy of the referral.

Service Delivery: Once a referral is received, the HS/EHS **Data Specialist** will input the referral into **MyHeadStart**. Once received, the **Intake Specialist** should confirm the referral is accurately recorded in MyHeadStart.

Substance use history (4 points)

- Parent/caregiver reports past or current substance use.

Service Delivery

- Family Workers/Teachers who have reason to believe a family is experiencing past or current substance abuse should use their training to stay aware of signs of current or past abuse.
- If a family is in need of further support, agencies of referral include but are not limited to:
    - For families in need of evaluation:
        - Belvedere Addictions Center
        - Helio Health
    - For families in need of prevention services:
        - Prevention Network OCAA
        - Liberty Resources, Inc. Integrated Healthcare
    - For families in need of counseling services:
        - AccessCNY
        - Bright Path Counseling Center

Special circumstances (5 points)

- Any situation the family is experiencing that does not qualify for any other criteria. All information must be explained in the intake summary to make a case for assigning these points. The ERSEA Coordinator will determine whether or not the situation qualifies as a special circumstance.

Teen Parent (5 points)

- At the time of the birth of their first child/children, either parent/guardian was 21 or younger.

Service Delivery

- HS/EHS staff working with teen parents/guardians must evaluate the parent/guardian's understanding of child care and development in order to determine their need of parenting classes and/or training.
    - If teen parents/guardians show interest in further parenting education they can be encouraged to attend Prevention Network trainings, Frog Street education, etc.
    - External teen parent/guardian referrals may be sent to:
        - Catholic Charities, Parent Education Programs
- HS/EHS should follow best practices when engaging teen parents/guardians. Learn more about engaging teen parents Engaging Teen Parents: Lessons from Teens about What Works for Them | ECLKC (hhs.gov)

Transportation

- Parent/caregiver has a vehicle that is not reliable on a day-to-day basis or does not own a vehicle. (2 points)

- Parent/caregiver has extremely limited access to public transportation (the bus stop is miles away) or has no access to public transportation. (6 points)

Service Delivery

- Families with unreliable or limited transportation access may be referred to and/or made aware of the following opportunities:
    - Transportation Programs, including but not limited to:
        - Providence Services of Syracuse | Solve Unemployment (providence services syracuse.org)
        - Central New York Regional Transportation Authority, Call-A-Bus
        - DSS-TA Employment provides transportation vouchers to work for eligible individuals.

Trauma (5 points)

- One or more household members have experienced a recent or current exposure to trauma. Examples an applicant may disclose include:
    - Life threatening or serious injury
    - Exposure to crime
    - General disaster
    - Sexual or physical assault

Service Delivery:

- HS/EHS staff working with a family or family members who have experienced a recent or current exposure to trauma should refer to Head Start ECLKC training, *Promoting Empathy, Understanding Trauma*. The webinar training can be found here.

Unemployed parent/caregiver (6 points)

- Either parent/caregiver living in the household is unemployed at the time of the intake.

Service Delivery:

- Unemployed parent/caregivers may be internally referred to PEACE, Inc.'s Employment Program that provides employment supports and comprehensive referrals for un and underemployed individuals. Fill in the referral form, you can also get it here: https://rb.gy/1c5a89
- Unemployment contacts:
    - New York State Unemployment Insurance
        - File a Claim: 888-209-8124
        - General Inquiries: 888-469-7365
        - Unemployment Debit Card Replacement: 866-295-2955
        - More information: File Your First Claim for Benefits | Department of Labor (ny.gov)
    - CNYWorks
    - Onondaga County Department of Social Services
        - DSS - TA Employment: 315-442-3242
        - Applications for Temporary Assistance/Emergency Assistance/SNAP/HEAP/Daycare: 315-435-2700
    - New York State Benefits

Employed parent/caregiver (4 points)

- Either parent/caregiver living in the household is employed either full-time or part-time at the time of the intake.

Housing Insecurity (5 points)

- Families have moved two or more times in the past year.
- There is a health/safety concern in the home (i.e. lead, out of code, vermin/insect infestation, etc) but have nowhere else to go.
- Family has received an eviction notice or rent has increased and parents are unsure they will be able to make the payments which could lead to eviction.
    - For renters falling behind in rent and utilities. Immediately contact the county at: http://www.ongov.net/dss/EvictionHelp.html
    - For assistance with utility bills
    - If an eviction notice was received, contact free legal services for advice:
        - Legal Services of CNY
        - Volunteer Lawyers Project of CNY
        - Frank H. Hiscock Legal Aid Society
    - Emergency Support at Catholic Charities: For families who received an eviction notice or their home is unfit for habitation contact Catholic Charities.
    - Apply for waitlists for section 8 housing at Syracuse Housing Authority, or affordable housing at Housing Visions.
    - Emergency Shelters:
        - Catholic Charities housing assistance for families with children 315-378-4054
        - Catholic Charities Men Shelter 315-530-1946
        - Oxford Street Inn shelter for homeless men, including mental illness and substance abuse 315-423-9137
        - Rescue Mission emergency shelter for homeless men 315-701-3102\
        - Salvation Army offers shelter and transitional housing for older troubled youth and their families 315-475-1688

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter	GY Start	GY End
Allyn Foundation	Free Tax Prep	Free Tax Prep	10/30/23	$50,000	Awarded	11/29/23	$25,000	Todd Goehle	1/1/24	12/31/24
Amazon	Free Tax Prep	Free Tax Prep		$10,000						
American Heart Association	ESFRC Know Diabetes by Heart	Family Services	11/23/23	NA	Awarded	12/6/22	$16,650.00	Brittany Taylor (AHA)	1/27/23	12/31/24
AmeriCorps	FGP Replacement and Expansion Opportunity	Foster Grandparents	1/31/24	$135,000	Declined			Beth O'Hara & Maribel Arce		
Berkshire Hathaway Bank Foundation	Free Tax Prep	Free Tax Prep	10/9/23	$25,000	Awarded	11/6/23	$3,000	Todd Goehle	1/1/24	12/31/24
BNY Mellon	BBBS All Mentorship Programs 2023 - re-application	BBBS	2/22/23	$20,000	Awarded	3/30/23	$15,000	Lucy Totino	2/1/23	1/31/24
Central New York Community Foundation	Free Tax Prep	Free Tax Prep	4/7/23	$50,000	Awarded	6/21/23	$50,000	Lucy Totino	7/1/23	6/30/24
Central New York Community Foundation	Community Conversations	Agencywide	1/17/24	$1,000	Awarded	1/18/24	$1,000	Todd Goehle	1/18/2024	6/30/2024
City of Syracuse NBD CDBG PY50	Let Me Be Great	Family Services	10/27/23	$49,097	Tentatively Approved		$27,824	Maribel Arce		
Cornell Lab of Ornithology	Let Me Be Great	Family Services	12/29/23	$900	Approved	2/27/24	$900	Maribel Arce & Hannah Snyder		
DASNY - NICIP	WSFRC Capital Improvement	Maintenance	12/15/23	$410,000	Pending			Maribel Arce & Jerry Barker		
Dot Foods	Family Resource Centers	Family Services	June/July 2023	NA - FRCs requested product types	Awarded	8/8/23	$8,000	FRC staff	NA	NA
Food Bank CNY	Family Resource Centers	Family Services	5/24 -5/25/2023	$51,080 total	Awarded	6/30/23	$45,825	Stephanie Bingham	7/1/23	6/30/24
Gifford Foundation	Fatherhood Initiative	Family Services	2/26/24	$10,000	Awarded			Maribel Arce		

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter	GY Start	GY End
JP Morgan Chase Bank	Free Tax Prep	Free Tax Prep	8/8/23	$7,500	Awarded	11/14/23	$7,500	Todd Goehle	1/1/24	12/31/24
KeyBank Foundation	Free Tax Prep	Free Tax Prep	8/13/23	$20,000	Awarded	9/28/23	$20,000	Todd Goehle	1/1/24	10/30/24
KeyBank Foundation	Free Tax Prep - Super Saturday	Free Tax Prep	1/17/24	$2,500	Awarded	1/18/24	$2,500	Todd Goehle	1/18/2024	6/30/2024
Kresge Foundation	Boost Program Collaboration with OCC	Agencywide	9/20/19	$450,000	Awarded	12/12/2019	$495,000	Todd Goehle & Nicole Schlater (OCC)	1/1/20	10/31/23
M&T Bank	Free Tax Prep	Free Tax Prep	9/6/22 - asked for Free Tax Prep	NA	Awarded	11/16/22	$2,500	Todd Goehle	6/1/23	9/30/23
Micron Techology	Early Childhood Career Parthways	Family Services	1/2/24	$1,000,000 for 5 years	Approved	1/1/24	$1,000,000 for 5 years	Todd Goehle	4/1/24	3/31/25
Microsoft	$5k Tech Grant	IT/AgencyWide	1/19/24	$5,000	Registered and Pending			Todd Goehle/Doug Thomas		
Mother Cabrini Health Foundation	Family Reentry Program	Family Services	7/26/23	$75,000	Awarded	10/2/23	$75,000	Lucy Totino	10/1/23	9/30/24

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter	GY Start	GY End
Mother Cabrini Health Foundation	Food Pharmacies Partnership with St. Joesph Health	Family Services	5/26/23	$60,000	Awarded	11/28/23	$60,000	Eric Stone of St. Joseph Health	1/1/24	12/31/24
Music for the Mission	Pantries - Hygene and toiletry products	Family Services	1/31/24	$2,000	Pending			Mary Beth Welch, Maribel Arce		
National Grid	ESFRC Senior Program	ESFRC	9/20/22	$5,000	Awarded	10/24/22	$5,000	Lucy Totino	11/1/22	1/31/24
NYS ConnnectALL	NYS ConnectALL surveys with CNYDIC	CNYDIC / Family Services	5/31/23	NA	Awarded	5/31/23	$3,000	Lucy Totino	5/18/23	6/30/23
NYS Parks, Recreation & Historic Preservation	Connect Kids Field Trip Grant for ESFRC	ESFRC	2/10/24	NA	Pending			Andrea Bernard	NA	NA
Onondaga County - AEI	Early Childhood Career Parthways	Family Services	Pending	TBD	Pending		TBC		5/1/24	6/30/25

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter	GY Start	GY End
Onondaga County DCFS - YDPS	BBBS Onondaga County Mentorship Programs	BBBS	10/5/22	$15,000	Awarded	9/14/23	$15,000	Lucy Totino	10/1/23	9/30/24
Onondaga County DCFS Family Services Youth Development Program Services	BBBS Onondaga County Mentorship Programs	BBBS	10/5/22	$15,000	Awarded	1/11/23	11250 (per shortened contract)	Lucy Totino	1/1/23	9/30/23
Onondaga County Department of Adult and Long Term Services	Eastwood Brick and Mortor	Eastwood Community Center	5/19/23	$100,000	Awarded	7/10/23	$100,000	Todd Goehle	11/15/23	9/30/24
Onondaga County Department of Child and Family Services	The Department of Energy and Housing	Aging-In-Place Senior Home Modification Program	11/18/21	$100,000	Awarded	3/7/2022	$100,000	Todd Goehle		
Onondaga County Save the Rain Program	Southside Revitalization Project	SSFRC	12/17/21	$82,676	Awarded	3/28/23	$50,800	Jerry Barker		
OPWDD	Project Connections	ESFRC	9/8/23	$448,871	Awarded	9/8/23	$448,871	Mary Beth Welch, Nancy Turo	1/1/24	12/31/24
Oswego County Youth Bureau	BBBS Oswego County/Central Square School-Based	BBBS	9/1/23	$5,000	Awarded	10/18/23	$5,000	Todd Goehle	10/1/23	9/30/24
Snow Foundation	Free Tax Prep	FTP	2/1/24	$10,000				Maribel Arce		

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter	GY Start	GY End
State Assemblyman William B. Magnarelli	Free Tax Prep	Free Tax Prep	5/18/23	$25,000	Tentatively Approved			Todd Goehle		
State Senator Mannion DASNY-CREST	Vehicle Replacements for Nutrition and Maintenance	Nutrition, Maintenance	7/21/23	$250,000	Tentatively Approved			Todd Goehle		