

**Miami Dade County
Community Action Agency
Head Start/Early Head Start Program
2008-2009
Recruitment and Enrollment At A Glance**

Date	Recruit and Enroll Plan At A Glance
December 12, 2007	Inquiry List Letters Mailed to Families
December 12, 2007	Waiting List Letters Mailed to Families
December 14, 2007	A Schedule of Open Enrollment and Recruitment Activities are due from Delegates Agency and Grantee Clusters to ERSEA and Regional Coordinators
January 2, 2008	Start up- Open Enrollment and Recruitment Campaign
January 2, 2008 – August 2008	Recruitment and Enrollment Activities
January 2, 2008 – August 2008	Monitoring/Tracking Enrollment Numbers via HSFIS
January 31, 2008	Returning Families Letters Distributed
February 15, 2008	Generate HSFIS Returning Children Report
March 28, 2008	Finalize 2008 Transfers Requests
March 28, 2008	Finalize 2008 Early Head Start Transition Requests
March 28, 2008	EHS Children Transitioning to HS Income Verification Completed by HS Social Workers
April 18, 2008	End – Open Enrollment Campaign
May 1, 2008	ERSEA Monitoring Onsite Visits
May 2, 2008	Generate HSFIS Application Prioritization Report – Submit a copy to ERSEA Coordinator
May 7, 2008	Eligibility Letters Mailed to New/Transfers/Transitions Families
May 12, 2008	Start – Social Work Interviews of New Families
June 6, 2006	Selection and Non-Selection Letters Mail-out
June 18-20, 2008	First Enrollment Record Audit of New Applications
July 16-18, 2008	Second Enrollment Record Audit of New Applications
July 17, 24, 31, 2008 August 7,14, 2008	HSFIS Verification of Enrollment Numbers
August 12-14, 2008	Final Enrollment Record Audit of New Applications
August - 2008	First Day of School - Full Enrollment
August - September 2008	Daily, Weekly and Monthly HSFIS Verifications of Enrollment and Attendance
August - 2008	No-Shows Dropped (ten days maximum)
August - 2008	Weekly -HSFIS Verification of Enrollment
September - 2008	End of Month - HSFIS Verification of Enrollment
October 31, 2008	PIR – On line Enrollment Reporting
January -31, 2009	PIR – On line Enrollment Reporting
March -31, 2009	PIR – On line Enrollment Reporting