

# ERSEA Institute Agenda



**Date:** September 22<sup>nd</sup> to 24<sup>th</sup>, , 2026

**Location:** Hampton Inn & Suites RDU/Brier Creek  
8021 Arco Corporate Dr., Raleigh, NC

## Day 1 (8:30 am to 4:30 PM)

### Welcome and Opening

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#### ERSEA Management Systems, and Eligibility

- Overview of how the ERSEA management system supports program goals, objectives, and operations
  - Systems outlook and approach to ERSEA
  - Review of Program Information data and how it relates to ERSEA
  - Community Assessment requirements
  - Key definitions for understanding the ERSEA process
  - New Head Start Program Performance Standards
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#### Intro to Eligibility

- Age Requirements
  - Family Income Eligibility
  - Income Eligibility Process
  - Homeless Eligibility
  - Income calculation (including adjustment for housing allowance)
  - Eligibility determination records
  - Verifying Eligibility
  - Verifying Age
  - Eligibility Duration
  - Transition
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## Day 2 (8:30 am to 4:30 PM)

### Eligibility

- *Age Requirements*
- *Family Income Eligibility*
- *Income Eligibility Process*
- *Homeless Eligibility*
- *Income calculation (including adjustment for housing allowance)*
- *Eligibility determination records*
- *Verifying Eligibility*
- *Verifying Age*
- *Eligibility Duration*
- *Transition*

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### Scenarios and Practice


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### Recruitment

- *Recruitment process*
  - *Recruitment plan*
  - *Recruitment strategies*
  - *Record keeping and documentation*
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*Note: Daily lunch break scheduled from 12:00 pm – 1:00pm*

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## Day3 (8:30 am to 2:00 PM)

### Selection

- *Determining Strengths and Needs in the Community*
  - *Reviewing the community assessment data*
  - *Identifying selection criteria*
  - *Selection process*
  - *Maintaining a waitlist*
  - *Monitoring the selection process*
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### Enrollment

- *Maintaining enrollment*
  - *Transition eligibility*
  - *Monitoring enrollment*
  - *Vacancies*
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### Attendance

- *Attendance process*
  - *Monitoring attendance*
  - *Absenteeism*
  - *Procedures for systematic and chronic absenteeism*
  - *Process for withdrawal and vacating slots*
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### Assessment and Closing

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