

**Wayne County Early Childhood Program**  
**Head Start Referral/Release Process and Memorandum of Understanding**

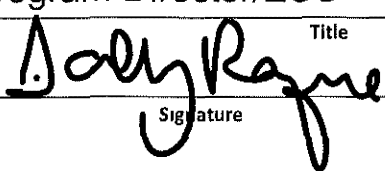
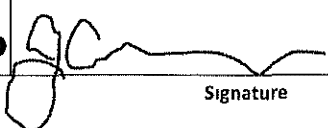
- Families interested in enrolling their 4-year-old child in GSRP must submit income documentation.
- If a family's income is 0-100% of the poverty guidelines the family is eligible for Head Start.
  - Any family who is Head Start income eligible will be referred to their local Head Start Agency. The Head Start Referral/Release form, found at [Wayne RESA's GSRP Page](#), must be completed with the parent and signed by the GSRP representative.
  - Once the Referral/Release form is **completed and signed by the parent** it will be sent to the program's **local Head Start agency**. The appropriate Head Start agency will be responsible for signing and returning the form to GSRP **within the agreed upon time frame (Not more than 72 hours or three business days)** of receiving the document from GSRP, even if the family is not released by Head Start.
  - Head Start staff is responsible for sharing information regarding the services that Head Start provides to families.
  - **GSRP authorized staff will complete Section 4 of the Referral/Release form when received from Head Start.**
  - GSRP is required to maintain documentation of attempts to have the Referral/Release form signed by Head Start. The following documents must be kept in the child's file:
    - The original completed Referral/Release form (without Head Start signature)
    - The Referral/Release form that was signed by Head Start and returned to GSRP.

Once GSRP staff has attempted to get the Referral/Release form signed by Head Start, GSRP has met their obligation and a child may be enrolled in GSRP if he/she meets the appropriate eligibility factors and age eligibility.

A current list of Head Start locations is available at [Wayne RESA's GSRP Page](#).

Contact your Early Childhood Consultant with any questions.

**The parties signing below agree to meet joint recruitment/enrollment referral requirements as established in the GSRP Implementation Manual by the Michigan Department of Education and Head Start Performance Standards by the US Department of Health and Human Services:**

Livonia Public Schools GSRP <small>Great Start Readiness Program Name</small>	Starfish Family Services <small>Head Start Agency Name</small>
Sally Roque <small>Printed Name</small>	Jennifer Cardamone <small>Printed Name</small>
Program Director/ECS <small>Title</small>	Enrollment & Recruitment Manager <small>Title</small>
 <small>Signature</small>	 <small>Signature</small>
6/19/20 <small>Date:</small>	6/19/20 <small>Date:</small>

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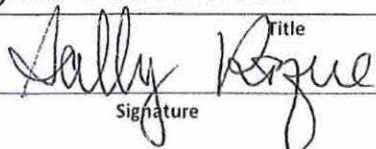
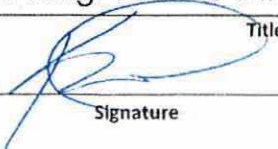
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Livonia Public Schools GSRP	Wayne Metro Community Action Agency
Great Start Readiness Program Name	Head Start Agency Name
Sally Roque	Kanika Cain / Chasity Alexander
Printed Name	Printed Name
Program Director/ECS	ERSEA Mgr / Asst. Director FCP
Title	Title
	
Signature	Signature
6/26/2020	6-25-20
Date:	Date: