



City of Chicago  
Richard M. Daley, Mayor

Chicago Department of  
Children and Youth Services

Mary Ellen Caron, Ph.D.  
Commissioner

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**To:** Head Start/Early Head Start  
Executive/Program Directors

**From:** Loukisha Smart-Pennix  
Director of Systems Unit  
Children Services Division

**Date:** October 2, 2006

**Subject:** Enrollment

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We would like to take this time to thank all of our Delegate Agencies and Partners for their tremendous efforts to achieve our full funded enrollment numbers for this program year. We made it!

Please be advised, that effective October 2, 2006, the responsibility for over income approval and/ or denial will move to Craig Zemke, Supervisor of Children Services - Data Unit. The same process will continue to be utilized for approvals and/or denials.

The process is as follows:

- Delegate agency staff should input all family and child data into the COPA system and place the family on the waiting list. Delegate agency staff should review the current HHS poverty guidelines to ensure that the family does not exceed those guidelines by more than \$5000.00.
- Delegate agency staff should then print a blank HSEV form (found under the enrollment tab at the bottom left-hand side of the page).
- Staff is to manually complete the HSEV with the family information, obtain a parent signature, and staff must sign and date the form.
- The completed form should then be faxed to Mr. Zemke, at (312) 743-0400. Once Mr. Zemke approves or denies the request, he will fax a letter to the site with the determination indicated.
- The letter of approval or denial should be filed with the family's enrollment information.

Thank you.

