

## Marking Applicants as Enrolled in ChildPlus

With the new ChildPlus.net system we are able to show our applicants as **Enrolled in the program as soon as we have verified income and know that they are income/categorically eligible, age eligible and we have determined that they are prioritized on the basis of need as the next applicant on the list.**

Once all of the other required paperwork is completed and immunizations are up to date, the applicant can start classes or home visits as a Head Start child/expectant mom. **The date of first attendance in class or the first home visit after all other paperwork is completed will be the Entry Date.** This is the date that starts the clock for all health screenings.

Enrollment Steps:

- 1) Application is collected and pointed.
- 2) Income is verified.
- 3) Both the application and the income verification sheet are sent to the ESD for entry into ChildPlus.
- 4) When a slot is available – family support staff runs report #2025.
  - The family (families) that have the highest number of points on report #2025 are offered the slot(s).
  - The family (families) accepts the opportunity to enroll and say they are ready to start.
  - **Family support staff enters the Accepted Date and the classroom assignment in ChildPlus.**
  - Family support staff emails [tlyons@psed.org](mailto:tlyons@psed.org) and cc's their coordinator with:
    - Applicant's Name
    - Classroom assignment (so it can be checked)
    - Enrollment date (date the family accepted the slot **or** first day of new program term/first day of class in the new program term regardless of applicant's attendance on that day)

Or family support faxes a copy of report #2025 with the applicants selected, date of acceptance and classroom indicated.

- If the family declines, then family support completes the appropriate entry in ChildPlus.
  - If the **family is no longer interested** – family support staff enters an **Abandoned Date** for the applicant.
  - If the **family is still interested** but cannot accept at this time – family Support staff note the reason on report #2025, place it in the file and make sure the applicant has a **Waitlisted Date** entered in ChildPlus. They then move on to the next applicant on the list.

Before the beginning of a new program year, please **enter the Accepted date and classroom assignment** before September 1<sup>st</sup> for each applicant expected to enroll in the new year. All slots should be filled as early as possible and applicants can be enrolled as of September 1<sup>st</sup> to show your classes fully enrolled on day one.

If for some reason the enrolled applicant does not show up or decides not to complete the rest of the enrollment process, please contact Information Systems and your coordinator to let them know. The applicant will be terminated as a “No Show” and will not be included in PIR data collection or reporting.

6/27/2016  
11:28 AM

## Puget Sound ESD - HS/EHS 2025 - Enrollment Priority Listing

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Program Term: 2015 - 2016 HS, Agency: Puget Sound ESD - HS/EHS, Enrollment Status: New, Waitlisted, Dropped, Drop/Wait Application Status: C - Complete & Verified, I - Incomplete, V - Complete, Needs Income Verification

*Sorted by Eligibility Points (Highest First) then by Application Date (Earliest First) then by Last Name*

		<b>Test Site</b>															
Accept?	Eligibility Points	Name	CPID	Appl. Status	Enroll Status	Current Age	Class Age	Birthday	Primary Lang.	Num. In Fam	Eligibility Income	Income Status	% of Poverty	TANF	SSI	Appl. Date	
9/1	7000A	9,008	Child 1	56150	C	New	4y 7m	4y	11/24/11	English	3	4,100.00	Homeless	21	N	N	3/14/16
---		8,988	Child 2	38477	C	Waitlisted	4y 9m	4y	9/03/11	English	4	5,736.00	Public Assistance	24	Y	N	6/12/15
---		8,939	Child 3	46710	C	Waitlisted	4y 7m	4y	11/04/11	English	4	20,347.00	Public Assistance	84	N	N	9/04/15
---		8,939	Child 4	49118	C	New	4y 9m	4y	9/04/11	English	3	8,698.00	Public Assistance	44	Y	N	1/08/15
---		1,013	Child 5	53445	C	New	4y 3m	4y	3/09/11	English	3	1.00	Homeless	1	N	N	9/01/15
---		955	Child 6	53350	C	Waitlisted	4y 0m	3y	6/19/12	English	4	1,848.32	Inc below 100%	8	N	N	
---		955	Child 7	53351	C	Waitlisted	4y 11m	4y	7/14/11	English	4	1,848.32	Inc below 100%	8	N	N	8/03/15
---		937	Child 8	53362	C	Waitlisted	4y 10m	4y	8/22/11	English	5	27,939.00	Inc below 100%	99	N	N	8/28/15
---		935	Child 9	52582	C	New	4y 0m	3y	6/26/12	English	4	26,281.00	Public Assistance	109	N	N	7/27/15
---		616	Child 10	49747	C	New	3y 10m	3y	7/31/12	English	3	16,505.00	Inc below 100%	83	N	N	2/04/15

**Test Site: 10 Eligible Participant(s)**

\* = Indicates an enrolled participant who is included in the report because of a location preference (i.e. they want to transfer to a different location)

## Enrollment Flow

