

From: [Venissia Buyco](#)
To:
Subject: E-ALERT: ERSEA Update 4/6/18
Date: Friday, April 6, 2018 2:15:43 PM
Attachments: [image005.png](#)
[image009.png](#)

E-ALERT


ERSEA Update 4/6/18

Hello everyone,

This E-Alert contains several  updates. Please read all items (#s 1-9) in this E-Alert.

Thanks in advance for reading carefully and taking action!

(important)

-  ELMS has not rolled out their update for the 2018-2019 program year. We have not gone in to edit our risk-factor (non-priority) points because of this, **so please do not enter 2018-2019 Prescreen or Applications yet.** DEL's estimated roll out date is Monday, April 9, but it is possible that this date may change. Once we are notified that ELMS is ready to go for 2018-2019, we will edit our points and notify you in another E-Alert as soon as possible.

If you already entered a 2018-2019 Application in ELMS, please contact ELMS support (elms@del.wa.gov). The school year currently available for entering Prescreens and applications is still 2017-2018, as shown below:



Select School Year: 2017-2018 ▼
Current School Year

2. Documents Live on ELWA!

The [ERSEA Procedure](#) and the [ERSEA Forms Index Page](#) that contains most ERSEA-related forms are now published on www.earlylearningwa.org. If you are using Internet Explorer and the *ERSEA Procedure* doesn't open, make sure your pop-up blocker is disabled and open the link in a new tab. Remember that the *ERSEA Procedure* will be updated after the Enrollment trainings.

We have received additional feedback and questions from all of you since the March 30th E-Alert and have made the necessary changes to the documents. **As of today, 4/6/18, all documents posted on the website are the most up-to-date and final versions. Please use the current versions on the website.** No changes have been made to the *Early Learning Application*, *Expectant Mother Application*, or the *Eligibility Verification Form* since the March 30th E-Alert, but we recommend that you print these from the website to avoid confusion. We apologize for the inconvenience if you have printed the documents that were attached in the last E-Alert. **If you already printed, discard the old versions.**

Also, **please take time to read and study the Procedure before proceeding to point applications.** After reading multiple times and something still doesn't make sense to you, email your questions to ersea@psesd.org and copy your Family Engagement Coach. We appreciate your support in this process!

3. [Temporary Guidance 2018-2019 \(Returning Children Only\)](#)

This [guidance](#) outlines specific instructions regarding 2017-2018 children returning for 2018-2019. Please read it carefully and email ersea@psesd.org if you have questions. Copy your Family Engagement Coach in the email.

4. [2017-2018 Documents](#)

Please continue to use the procedures and forms that apply to the 2017-2018 program year until your program ends. These documents are listed on the [ERSEA Page](#) and labeled “2017-2018.” These will be removed from the website at the end of August.

ECEAP Extended Day and ECEAP Family Child Care: The 2018-2019 program year begins on July 1st. If the child is transitioning to Kindergarten in the fall of 2018-2019, exit the child from ELMS and re-enroll for July 2018 through the Kindergarten start date. Exit the child from ELMS to align with the Kindergarten start date. This guidance is included in the ERSEA Procedure.

HS Full Day Full Year and all EHS models: The 2018-2019 program year begins on September 1st. Follow the Temporary Guidance 2018-2019 for Returning Children.

5. [Family Contact Log \(formerly known as the Family Partnership Record and Contact Log\)](#)

The [Family Contact Log](#) has been updated to reflect the ERSEA Re-Design. More to come on the new “Focus Areas” at the Enrollment training.

6. [Center Director Meeting on April 26: Recruitment and Selection Plans](#)

In an effort to further align our programs and to make work easier for Shared Waitlist Sites, we have revised the [Annual Recruitment Plan](#). Center Directors will work on [Annual Recruitment Plans](#) and *Annual Selection Plans* (coming soon) at the next Center Director Meeting on April 26. Center Directors, bring your draft or final version of both documents to the meeting. Please wait to select children until your Selection Plan is approved.

7. [ERSEA Email vs. Apps Email](#)

ersea@psesd.org is for:

- Questions about policy, procedure or process
- Feedback and edits on your center or site’s recruitment flyers, if you created your own

apps@psesd.org is for:

- Questions about a specific child and family application, including pointing

8. [ERSEA Open House April 13 and April 16](#)

Keeping in line with [#weheardyou](#), we will be offering two optional Open Houses, where Family Support staff, center leaders, and ERSEA Committee members will have the opportunity to preview our new enrollment documents. For this phase of the re-design, we’ll be gathering your “Heartburn” and “Goes Down Easy” feedback on the new documents through these Open Houses, rather than at the trainings. Why? Because the enrollment documents need to be finalized very soon so that you can enroll families.

Friday, 4/13 from 1:30 – 4:00 at PSESD in Renton – [Register here](#)

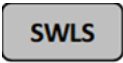
or

Monday, 4/16 from 9:00 – 11:30 at PSESD in Renton – [Register here](#)

This is a “Come and Go” type of event, where you can come at any time during the specified hours for each day.

9. Register for Training

If you haven't already, please register for a date below.



If you are at a Shared Waitlist Site and work with both HS and ECEAP classrooms, we recommend that you attend a HS/EHS training for HS-specific updates in health enrollment.

Monday 4/23	Tuesday 4/24	Wednesday 4/25	Thursday 4/26	Friday 4/27
ECEAP ONLY 9:00-12:00 at PSESD Register Here		ECEAP ONLY 12:30-3:30 at PSESD Register Here		ECEAP ONLY 9-12 at PSESD Register Here or ECEAP ONLY 12:30-3:30 at PSESD Register Here
Monday 4/30	Tuesday 5/1	Wednesday 5/2	Thursday 5/3	Friday 5/4
ECEAP ONLY 12:30-3:30 at PSESD Register Here	HS/EHS ONLY 12:30-3:30 at PSESD Register Here	HS/EHS ONLY 12:30-3:30 at PSESD Register Here		HS/EHS ONLY 9:00-12:00 at PSESD Register Here

Thank you!

ERSEA Re-Design Team

[#weheardyou](#)

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This message was sent to:

Team Managers, FE Coaches, H/N/S Consultants, ERSEA Data Team, ERSEA Re-Design Team

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- 1EC – ECEAP Center Directors
 - 1EC – ECEAP FSS King
 - 1EC – ECEAP FSS Pierce
 - 2EHS – EHS Home Visitors
 - 2EHS – FA King (includes Educare)
 - 2EHS – FA Pierce (includes WCCW)
 - 4HS – Center Coordinators
 - 4HS – Center Directors FD (full-day)
 - 4HS – Center Directors PD (part-day)
 - 4HS – FA King
 - 4HS – FA Pierce
 - 4HS – FSS King
 - 4HS – FSS Pierce