

Assigning Newborn to Expectant Mother's Slot Procedure

For 2016-2017 ERSEA Process

Purpose

This explains how to enroll a newborn to the slot held by the pregnant mother after the 6th post-partum week.

Procedure

A pregnant mom is served until 6 weeks post-partum. A child application is needed to enroll the baby. Complete a child application and enroll the child no later than 6 weeks after birth using the following steps:

1. Create and apply the following label to the top of the application

Newborn assigned to pregnant mom's slot PM name: _____ Date sent to PSESD: _____
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2. Complete the entire child application, include concerns for the baby's health and development, family concerns and all information needed to process the application

- Transfer the Eligibility Information, including income from the enrolled expectant mother's application on the child's application

3. Point the application according to the points on the enrolled pregnant mom's application

- Transfer all points from the expectant mother's original application to the newborn's application in the correct category and selection point boxes, and put the total points at the top.

4. An Eligibility Verification Form is needed

The information on the application is for information and data entry, not for selection purposes. (The newborn application should not reflect the points related to the child information or any updates to the family concerns. It should strictly be the points brought over from the original pregnant mom's application.)

The newborn application does not get 8000 points assigned to it unless mom's current application has 8000 points (either due to a transfer or returning application adding 8000 to the pregnant mom's original points.)

- Copy the *Eligibility Verification Form* that went with the original pregnant mom's application.
- Cross off the pregnant mom's name by drawing a single line through the name.
- Create and apply this label at the top of the form:

Newborn assigned to pregnant mom's slot Child's name: _____ Date of birth: _____ Date Sent to PSESD: _____

If a pregnant mom has her baby while still on the waitlist, a child application must be filled out for the newborn by following the application and processing procedures, as any other child applying for the program.

5. Scan and email/fax the application to the application line

- When the application is in Child Plus (It may take a couple of days to be entered)
 - Assign the application an accepted date in Child Plus and give the newborn a classroom assignment. Email the following request to Tiffany (tmatthews@psed.org): "Please terminate mom (name) as of (date) and enroll the baby (name) as of (date) in classroom (#)."