

2017-2018 Application Procedure

Purpose

This procedure provides guidance to site/center staff on how to follow up with the applications received from families, how to assign points to completed applications, and how to submit completed and pointed applications to PSESD Early Learning.

Procedure

Processing New Applications

1. Upon receiving a new application:
 - a. Review the application.
 - b. Call the family to verify all information on the application. If there is information that is not current or is missing, cross out old information (do not white out), initial, date, and enter new information. Some information may require additional follow-up. Examples are listed, but situations are not limited to the following:
 - You may need to learn more to determine family size and/or income accurately, and you may need to request additional income documentation in order to determine eligibility.
 - If the application indicates the family is homeless, a *Living Situation Survey* will need to be filled out with the family. (Refer to *Living Situation Survey Procedure*.)
 - If the family states their child previously was enrolled at another Early Learning program, you will need to gather more information for pointing appropriately including more about the location, model, or program the child was enrolled in at the previous center and when the child last attended.
 - c. Initial, date changes, and document conversation in the *Family Partnership Record/Contact Log*
2. Assign category and risk factor points to the completed application by:
 - a. Referring to appropriate procedure for guidance
 - *Category and Risk Factor Points Procedure*,
 - *Application Pointing Tool – Child*
 - *Application Pointing Tool - Expectant Mother*
 - Eligibility Section of the Early Learning Program Manual for guidance.
 - b. Add all risk factor points and the highest qualifying points for category and write total of all points in the box at the top right of the application.
3. Once pointing is completed, eligibility has been determined and Eligibility Verification Form is completed:
 - a. For EHS, HS, and HS/ECEAP centers using a shared waitlist, send completed and pointed applications along with *Eligibility Verification Form* to PSESD Early Learning via **fax or email** at least 3 business days before running waitlist to select.

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- b. For ECEAP only sites, do not submit applications to PSESD Early Learning, and instead follow the *Master Waitlist and File Drawer Procedures*.

The following chart is a tool to help Family Support staff determine which application to fill out and where to send them.

1. Find the model on the horizontal column
2. Find the scenario below it
3. Refer to the 1st column on the chart for the type of application and Eligibility Verification Form to fill out

Applications and Where to Send Them by Program Model

	Head Start Part-Day (128 days) Head Start Part-Day (180 days, 6 hrs) Head Start Full-Day	Early Head Start Home-Based	Early Head Start Center-Based Early Head Start Childcare Partnership	ECEAP Part-Day ECEAP Full-Day ECEAP Extended Day	Family Childcare Centers
New PSESD Early Learning Application and Eligibility Verification Form	<ol style="list-style-type: none"> Newly applying children ages 3-5 Entering HS for the 3rd year Transferring to ECEAP (for ELMS entry) Applying after more than 60 day break in service Transferring children coming from Children's Home Society (8000 points) Transferring children coming from an ECEAP, EHS or HS program outside of PSESD (800 points) 	<ol style="list-style-type: none"> Transferring to Head Start Transferring to ECEAP (for ELMS entry) Applying after more than 60 day break in service Transferring children coming from Children's Home Society (8000 points) Transferring children coming from an ECEAP, EHS or HS program outside of PSESD (800 points) 	<ol style="list-style-type: none"> Newly applying children ages 3-5 Transferring to Head Start HS transferring to ECEAP (for ELMS entry) Applying after more than 60 day break in service Transferring children coming from Children's Home Society (8000 points) Transferring children coming from an ECEAP, EHS or HS program outside of PSESD (800 points) 	<ol style="list-style-type: none"> Newly applying children ages 3-5 Transferring to HS class, if application and EVF for prior year is not already in ChildPlus Applying after more than 60 day break in service Transferring children coming from Children's Home Society (8000 points) Transferring children coming from an ECEAP, EHS or HS program outside of PSESD (800 points) 	<ol style="list-style-type: none"> Newly applying children ages 3-5 Entering HS for the 3rd or 5th year Applying after more than 60 day break in service Transferring children coming from Children's Home Society (8000 points) Transferring children coming from an ECEAP, EHS or HS program outside of PSESD (800 points)
Returning Application	<ol style="list-style-type: none"> Entering 2nd year 	<ol style="list-style-type: none"> Entering 2nd year child or expectant mother 	<ol style="list-style-type: none"> Entering 2nd year 	<ol style="list-style-type: none"> Entering 2nd year Shared waitlist children entering 2nd year 	<ol style="list-style-type: none"> Children 2nd and 4th year
New Expectant Mother Application and Eligibility Verification Form		Newly applying expectant mothers			

For Classroom Change Scenarios

- Classroom Change during the year within same program (HS, EHS): Call Tiffany Lyons at: 425.917.7824 or email tlyons@psed.org
- Classroom Change during the year within same program (ECEAP): Call or Email Sue Gettmann at 425.917.7887 sgettman@psed.org Colette Dutton at 425.917.7888 cdutton@psed.org

Where to send applications and EVFs

- For HS, EHS and blended sites using ChildPlus to establish shared waitlists, send applications and EVFs to PSESD: Fax 1.888.979.5898 or email to apps@pugetsoundhs.org
- For sites with ECEAP slots only, enter applications and income information into ELMS