

Temporary Guidance

2018-2019 ONLY

Updated 10/3/18



ECEAP

DCYF Over Income Slot Request Form

Per the Department of Children, Youth, and Families (DCYF), all PSESD ECEAP Programs have reached the Over Income limit, as of 9/20/18. From this point forward, ECEAP Programs must follow the Over Income request process below:

Regardless of risk factors, including 100 or 1000 priority points, if the selected child is over income, staff must complete the [DCYF Over Income Slot Request Form](#) and send to ERSEA@psed.org.

1. Use this form to thoroughly explain why this child should be enrolled in ECEAP, regardless of their income level.
2. Take time to review the application with the family and make sure all possible developmental/environmental/health risks are included.
3. **Do not use the PSESD Request for Over Income Form.**

NOTE: It may take up to two weeks to receive approval from DCYF.



ECEAP

Enter All “Actual Start Dates”

Remember to enter the child’s “Actual Start Date” in ELMS **as soon as possible** so that DCYF may view accurate enrollment numbers. Not entering this date also impacts teachers’ ability to begin work *MyTeachingStrategies GOLD*. To complete a bulk update, follow these steps:

1. Log in to ELMS
2. Click on the “Child” tab
3. Click on “Bulk Update”
4. Enter the “Actual Start Date” (the first day the child attended class) for each child
5. **Click “SAVE”**



HS

EHS

EHS-HB


Federal Review Prep

To prepare for the Office of Head Start (OHS) Review the week of November 5-9, the following eligibility self-audit process is being asked of Center Directors and Family Support, Family Advocates, Family Educators, and Home Visitors:

1. **Family Support staff:** Use the *Eligibility Self-Audit Checklist* ([printable](#), [fillable](#)) to self-audit 100% of this program year’s enrolled family files
 - a. FSS must not edit or change items on the EVF and should only document any oversight on the Family Contact Log e.g. “After self-audit, income calculation was off by \$100 per income documentation.”
 - b. Complete your checklist and submit to your Center Director before October 15.
2. **Center Directors:** Submit all checklists at one time to your assigned FE Coach by October 15. Our expectation is that every file has been reviewed, and every checklist completed.
3. **PSESD:** As checklists are received, PSESD will randomly select 20% of files for each class to be monitored for accuracy.
4. **Family Support staff:** Of the selected 20% per class, upload all eligibility documentation (income verification, age, family size, authority to enroll) to the Application tab in ChildPlus within 3 business days of notice.

Returning Children

1. If a child who was enrolled in 2017-2018 program year is returning for the 2018-2019 program year, complete the [2018-2019 Returning Child Application](#).
 - a. As shown below in the top right-hand corner of the 2018-2019 Returning Child Application, fill in the child's points from the **original** 2017-2018 Application, add 1000 points, and then total. These are the child's points for 2018- 2019.

Early Learning
 **psed**
excellence & equity in education
Puyallup Sound Educational Service District

Early Learning Returning Application 2018-19

STAFF ONLY: Returning Child Information <small>Complete if the child is returning for the next program year. Do not reverify income.</small>	17-18 Points	Returning Points	Total
	<input type="text"/>	1000	<input type="text"/>

- b. Income does not need to be reverified and an EVF does not need to be completed.
- c. Note: The 2019-2020 "Returning Child Information" on page 6 of the [Early Learning Application](#) is not relevant for children returning for 2018-2019.

2.

HS	EHS	EHS-HB
----	-----	--------

Send to apps@psed.org as soon as it is signed and completed.

3.

ECEAP

File the application and update ELMS.

New Enrollment Forms for Full-Year Programs

June 1, 2018 will be the start date for using the new Family Engagement & Health/Nutrition Enrollment documents in Full-Year Head Start/Early Head Start, Early Head Start Home-Based, and ECEAP Extended Day programs.

These families will then be re-enrolled into the program for 2018-2019 by following the guidance that was given to part-year staff and is documented in the ERSEA Procedure. Families that enroll in June, July, and August should be monitored closely for up-to-date documentation.

PSES will evaluate how June 1st works out when planning for the 2019-2020 program year.

ECEAP

Documentation in ELMS can stay the same. Once a family is enrolled, continue to only document in ELMS.

Mental Health Consultation Services

The Emergency Treatment and Consent Form has been updated to obtain parent/guardian consent in receiving Mental Health consultation services. This was an oversight on our end and **not** a new change.

Action Steps:

Utilize the revised form that is attached for all new future enrollments

OR

For those enrollments that have already been completed this summer, either;

- Complete a new Emergency Treatment and Consent Form **OR**
- Use the temporary Mental Health Consultation Services Consent Form
 - This new form can be utilized to obtain initials for those that have already completed their Emergency Treatment and Consent Form.
 - Simply cut and attach the completed piece to each existing Emergency Treatment and Consent Form. There are several entries on a page to accommodate those enrollments that have already occurred.

ECEAP

DCYF ELMS Application Statement

We have received a formal exception from DCYF to use the statement at the bottom of our PSESD application rather than the statement on the ELMS application.

Explanation of Exception: Contractor will omit fraud statement and the dollar amount that ECEAP costs. They will also include the revised statement (see below) on their PSESD application. The signed statement on the PSESD application is used in lieu of the statement in ELMS and therefore meets the intent when checking the verification box in ELMS.

PSESD Application Statement: *I have answered the questions to the best of my knowledge and have provided the requested documentation that I have available.*

NOTE: Remember that the ELMS application does **not** need to be printed out for a parent's signature. If you did print it out and parents signed, there is no need to do anything else.