

## Temporary Guidance

2018-2019 ONLY

Updated 7-9-18

### 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.

Commented [VB1]: Fixed typo

Early Learning Returning Application 2018-19			
psesd excellence & equity in education Puyallup School District			
STAFF ONLY: Returning Child Information	17-18 Points	Returning Points	Total
Complete if the child is returning for the next program year. Do not reverify income.	<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
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Send to [apps@psesd.org](mailto:apps@psesd.org) as soon as it is signed and completed.

3. 

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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.

PSESD will evaluate how June 1<sup>st</sup> works out when planning for the 2019-2020 program year.

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

Commented [VB2]: Removed Returning Expectant Mother information - no longer needed

## MH 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.

Commented [VB3]: New, per E-Alert sent on 7/3/18

## DEL ELMS Application Statement – ECEAP :

We have received a formal exception from DEL 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.

Commented [VB4]: New, per E-Alert sent on 7/3/18