

Master Waitlist and File Drawer Procedure – EHS

Purpose

This document provides a visual procedure to follow to setup a filing system that reflects the waitlist of eligible children in your program in order to ensure the equitable process of every application.

Procedure

The picture below depicts the centralized filing system to keep all required files in one location. Keep all sensitive information locked and secure at all times.

Note: A file drawer key should be accessible to PSESD staff during monitoring and file review.



Key:

- 1 = Apps not yet processed
- 2 = 8000
- 3 = 950
- 4 = 250
- 5 = 225
- 6 = 200
- 7 = 150
- 8 = 125
- 9 = 100
- 10 = 50
- 11 = Moved out of area
- 12 = No longer interested