

# Viable Waitlist Procedure

## Purpose

This explains why, when, and how to create a viable waitlist.

## Guidance

Each program must develop a waitlist at the beginning of each enrollment year and maintain it during the year. The waitlist ranks children according to program's selection criteria to make sure that eligible children enter the program as vacancies occur. The waitlist must be *viable*, which means that it is capable of functioning and developing adequately to meet the needs of the ERSEA process.

## Procedure

Please do the following within the first ten days of the months of **December** and **March**:

Contact at least the top 10% of families on the waitlist to verify their interest in the program and continuation on the waitlist. Ask the family if anything has changed that might impact their priority on the waitlist. If so, ask for supporting documents (i.e. homelessness, extenuating circumstances, etc.) and document it on the *Family Partnership Record and Contact Log*.

1. Date each contact attempt on the waitlist. Report in the margin or next to the family's name. (ECEAP should document efforts on the *Family Partnership Record and Contact Log*).
2. Make four attempts at various times of the day within a two-week period. If you're unable to make contact with the family by phone, text or email, send a letter to the family's current address requesting they contact you **within two weeks**. If they are still interested in the program, continue on waitlist.
3. If there is no response from the family or if they are no longer interested, consider the Application to be abandoned and document efforts and reason(s) why on *Family Partnership Record and Contact Log*.
  - **EHS/Head Start/Blended Sites**- Add an abandon date in Child Plus and child will no longer appear on the #2025 Report. Hit refresh button and print out updated report. File updated #2025 Report in the ERSEA notebook under the Waitlist Tab.
  - **ECEAP**- Create a Master List of families who are dropped from the waitlist, documenting efforts to contact and reason why family was removed from the waitlist. This Master List should be filed in the ERSEA notebook under the Waitlist Tab.

## Related Documents

*Family Partnership Record and Contact Log*.