

# Selection Worksheet

## Purpose

This explains the steps to follow to ensure each slot is filled within 30 calendar days after a child vacates a slot.

## Procedure

Use this form to document how vacant slots are filled. Make sure children/families selected to fill vacant slots are those with the highest needs, based on:

1. Ensure each slot is filled within 30 calendar days.
2. Use one worksheet per slot and keep this worksheet with the ERSEA Notebook.

Name of child leaving: \_\_\_\_\_  
Date slot becomes open: \_\_\_\_\_  
Add 30 calendar days to determine: \_\_\_\_\_ = **Deadline to fill slot**  
Selection cut-off date: \_\_\_\_\_

Complete the following recruitment/eligibility efforts and document them on this form:

- Assist pending applicants with income verification
- Look in-house for eligible families (full day only)
- Contact referral sources (if wait list is small)
- Enter any subsequent completed applications into Child Plus/ELMS
- Other: \_\_\_\_\_

## Print Waitlist Report

On your selection cut-off date:

- EHS/Head Start - print Child Plus report #2025 and attach to this form, place in ERSEA notebook
- ECEAP- fill out selection worksheet and place in ERSEA Notebook
- Blended sites that use shared waitlist in Child Plus - print #2025 and attach this form, place in ERSEA Notebook

## Select

- Offer the child with the most points the slot
- If the family does not accept the slot, document reason(s) in the *Family Partnership Record Contact Log*
- Offer the slot to the next child on your waitlist

Name of child selected: \_\_\_\_\_  
Enrollment appointment date: \_\_\_\_\_  
Enrollment Date: (first day of attendance for ECEAP) \_\_\_\_\_

**Note: The enrollment date must be on or before the deadline to fill slot date listed above.**