**Enrollment**

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| **Performance** **Standards** |
| **EHS-CB****HS****EHS-HB**1302.15, 1302.70, 1302.71, 1302.72, 1302.41, 1302.41, 1302.50, 1302.51, 1302.52 | **ECEAP**PAO-51, PAO-52, PAO-10, PAO-11, PAO-17 |

**EN-1.** **Enrollment** **Requirements** **and** **Forms**

* Staff will not use discriminatory practices during the enrollment process. At least 10% of funded slots will be filled with children who qualify for [Individuals with Disabilities Education Act (IDEA).](https://sites.ed.gov/idea/about-idea/)
* Direct Service Staff will attempt first contact with family within 24 hours of being assigned.
* Direct Service Staff will attempt to contact family at least 3 different ways (text, phone or email).
* Communicate to Supervisor and ERSEA Program Manager if unable to connect with family for next steps.
* Once a family has accepted the enrollment opportunity, an initial contact must be scheduled based on individual family needs within 72 hours. Document every effort made to schedule or reschedule the enrollment visit in Eligibility Notes in ChildPlus.
* The initial contact must be in-person with the parent/guardian or the person who has authority to enroll, in a program option agreed upon with the family.
* Make sure all required enrollment documents are complete and that the child is manually enrolled in ELMS/ChildPlus before their expected first day of service.

**Drop Requests**

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| **Performance** **Standards** |
| **EHS-CB****HS****EHS-HB**1302.70, 1302.71, 1302.72 | **ECEAP**CO-2, FEP-3, FEP-11, PAO-20, PAO-29 |

**Drop** **and** **Transfer** **Requests**

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| **Drop & Transfer Requests in ChildPlus** |
| **Center Based:**When sending a **drop** **request** (ECEAP: exit child from ELMS), and ensure attendance is entered and current in ChildPlus. This is so the first day the child started, and the last day attended can be verified.1. Email ERSEA Program Manager and CC your supervisor within 24 hours of notification of drop with the following information:
* Provide the ChildPlus CPID number. Do not give the child’s full name.
* Include the last day of service.
* Provide the drop reason.
* Let the ERSEA Program Manager know if the family would like to remain on the waitlist. Family will be abandoned after 120 days.
1. An email will be sent as soon as the drop request is completed.

**Home Based:**1. Email Home Visiting Supervisor and cc the ERSEA Program Manager within 24 hours of notification of drop with the following information:
* Provide the ChildPlus CPID number. Do not give the child’s full name.
* Include the last day of service.
* Provide the drop reason.
* Let the ERSEA Program Manager know if the family would like to remain on the waitlist. Family will be abandoned after 120 days.
1. Home Visiting Supervisor will complete the drop.

 All **transfer requests** must be discussed with ERSEA Program Manager and your supervisor. Please send all **drop** **and** **transfer** requests to Candy Lester clester@oesd114.org  |

**Transfer Instructions for ERSEA Eligibility Staff**

**TR-1.** **Within** **OESD 114** **–** **Same** **Program** **Model**

**TR-1A.** **Within** **Same** **Program** **Year**

* HS to HS, ECEAP to ECEAP, EHS to EHS
* No new application needed
* No new eligibility verification needed
* Email Candy Lester clester@oesd114.org and Supervisor.
* ERSEA Manager will notify staff when transfer is approved and completed.

**TR-1B.** **Returning** **to** **Next** **Program** **Year**

* HS to HS, ECEAP to ECEAP, EHS to EHS
* Children will be rolled over to next program year in ChildPlus into accepted status
* No new eligibility verification needed

**TR-2.** **Within** **OESD 114** **–** **Different** **Program** **Model**

* Within Same Program Year or Return to Next Program Year
* Within OESD: HS to ECEAP, ECEAP to HS, EHS to HS or ECEAP
* New **application** needed
* New **eligibility verification** needed
* Email Candy Lester clester@oesd114.org and Supervisor.
* ERSEA Manager will notify staff when approved and completed.

**Early Head Start Transitions**

**TR-1.** **Early Head Start Transition** **to** **Preschool**

* Within OESD: All EHS models, ECLIPSE, IDEA and ESIT → ECEAP, All EHS models → HS
* Children turning 3 mid-year and entering preschool early
* New **Application** **required**
* New **Eligibility** **required**

**Follow** **these** **steps:**

1. Follow the applicable Transition steps.
2. Eligibility staff may complete the application review and eligibility verification and add the child to the waitlist up to 6 months before the child’s 3rd birthday.
3. ERSEA Manager may select the child within 30 calendar days of the child’s 3rd birthday. The child may start class on or after their 3rd birthday. If their birthday is after 30 calendar days, keep the child on the waitlist and select a child that is age eligible.

o **Example** **1:** There is an opening on October 1. The next child on the waitlist is transitioning from EHS and turns 3 years old on October 15. This child is eligible to start class on October 15 or after and can be selected for enrollment. This meets compliance with filling an open slot within 30 calendar days.

o **Example** **2:** There is an opening on October 1. The next child on the waitlist is transitioning from EHS and turns 3 years old on November 5. This child is not age-eligible to start class within 30 calendar days. This child must remain on the waitlist and the next child can be selected for enrollment. This ensures compliance is met with filling an open slot within 30 calendar days.

* If there is no opening at the new classroom/program, the child may remain in the existing EHS slot until an opening occurs, up to July 31 of the current program year if the child has already had a 3rd birthday. See **Transition Procedure**

o If the family is interested, share other community options. Examples include library programs, play and learn groups, co-ops, parks and recreation departments, community activities and events, etc. Notify ERSEA of drop.

o If a child has an IEP and gets into a developmental preschool, the child may stay enrolled in EHS until the end of the program year, if the family chooses.

O Due to childcare licensing requirements, some EHS programs may not allow a child to remain in their slot after their 3rd birthday. Waivers may be approved or notify ERSEA of Drop.