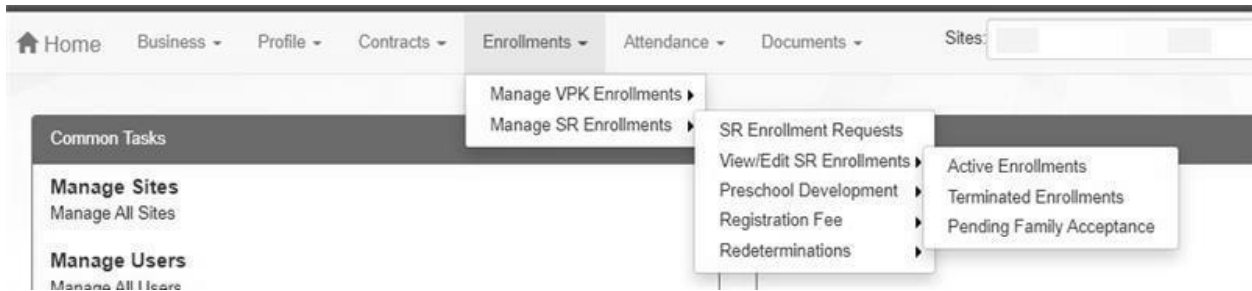


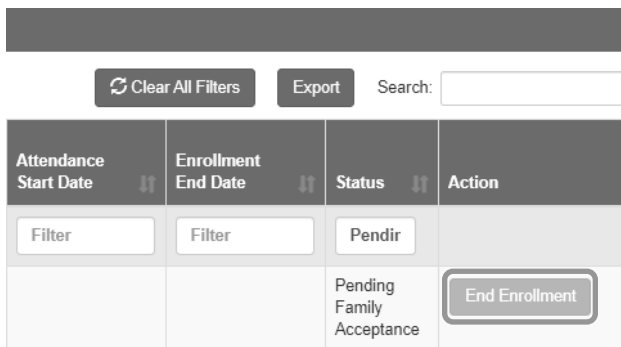
Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**.

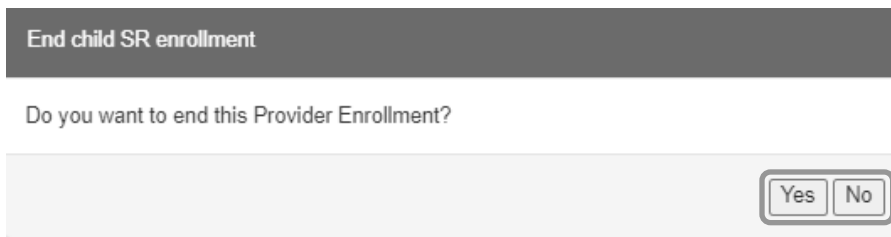


Ending Enrollments in Pending Family Acceptance

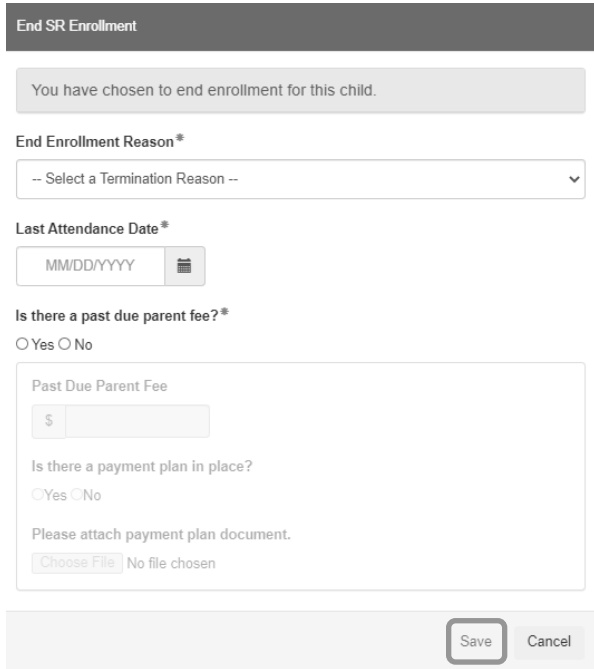
Providers can end enrollments in **Pending Family Acceptance**. Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **End Enrollment** button.



A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.



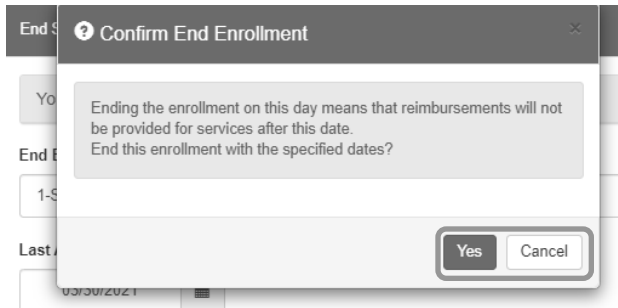
After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.



The form is titled "End SR Enrollment" and contains the following fields and options:

- A message box: "You have chosen to end enrollment for this child."
- "End Enrollment Reason*" dropdown menu: "-- Select a Termination Reason --"
- "Last Attendance Date*" date picker: "MM/DD/YYYY" with a calendar icon.
- "Is there a past due parent fee?*" radio buttons: Yes No
- A sub-form for "Past Due Parent Fee" containing:
 - A text input field with a "\$" symbol.
 - "Is there a payment plan in place?" radio buttons: Yes No
 - "Please attach payment plan document." with a "Choose File" button and "No file chosen" text.
- "Save" and "Cancel" buttons at the bottom.

After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.

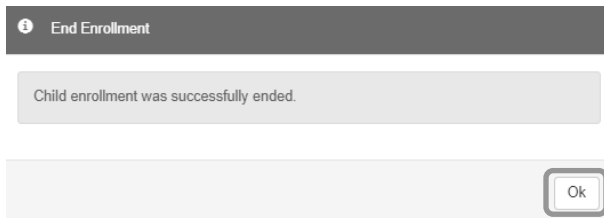


The dialog box is titled "Confirm End Enrollment" and contains the following text and buttons:

Ending the enrollment on this day means that reimbursements will not be provided for services after this date.
End this enrollment with the specified dates?

Yes **Cancel**

After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.



The message box is titled "End Enrollment" and contains the following text and button:

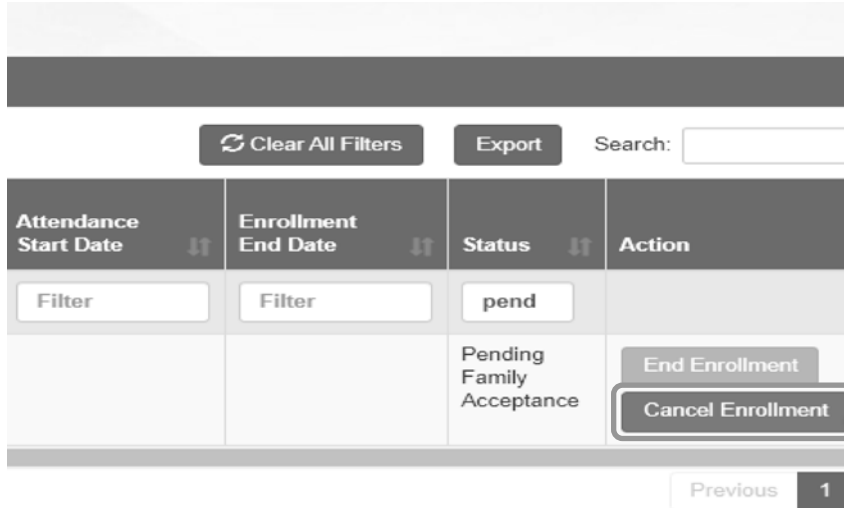
Child enrollment was successfully ended.

Ok

Cancelling Enrollments in Pending Family Acceptance

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **Cancel Enrollment** button.



A confirmation pop-up window displays. Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

