Early Learning Coalition
OF PINELLAS COUNTY

DEPARTMENT: **Eligibility**	SUBJECT: Procedures for **" Waitlist Placement Terminations"**
REVISED: 09-21	AUTHORIZATION APPROVAL: Manager, Family Services

1. Click on Change Status next to the child's name under Children Needing Care section.

Eligibility status: Pending Eligibility
Enrollment status: Not Enrolled
Date of birth: 09/24/2015
Ethnicity: Non-Hispanic
Races: White

Change Status

Eligibility

2. Terminate each child's status:
   a. New Status: Terminated
   b. Termination Reason: Select the appropriate reason from the drop down menu.
   c. Comments: Utilize appropriate verbiage from "Notice of Termination (Placement Termination)" handout. The highlighted sections of the handout *must* be included. Add only the applicable termination reason from the non-highlighted section.
   d. Save

Current Status	Pending Eligibility
New Status ＊	Terminated ▾
Termination Reason ＊	99-Ineligible - Over Income ▾
Comments ＊	Thank you for your interest in the School Readiness child care scholarship services provided by the Early Learning Coalition of Pinellas County, Inc. (ELC). Based on the information provided to the Coalition, you do not currently qualify for a School Readiness childcare scholarship and will be removed from the School Readiness Waitlist for the following reason(s): __x___ Income exceeds the school readiness childcare scholarship requirements. If you have questions, please call (727) ____400-4411_____ for further assistance.

Save   Cancel

3. Check that each child's status has changed to Terminated. Repeat these steps for each child.

Eligibility status: Terminated
Enrollment status: Not Enrolled

4. Upload any applicable supporting documentation or the income calculator before inactivating record.
5. Once all the children in the record have been terminated, <u>Change Household Status</u> to <u>Inactive</u>.

Change Household Eligibility Status

Current Status	Active
New Status*	Inactive ▾

Save Cancel

6. Additional Tips:
    a. If there are other children in the household in another funding category, DO NOT inactivate the household.
    b. If the client is ineligible for services, terminate ALL children from the Waitlist, including children who have not been offered funding yet.
7. Enter Case Note:
    a. Description: <u>Miscellaneous</u>
    b. Custom Code Type: <u>Parent</u>
    c. Custom Code and Note (Choose from below options as applicable):
        ✓ <u>WL OFFER TERM</u> - Used when a client does not respond to waitlist offer. Indicate that client was termed off the waiting list due to non-response and that file was inactivated or individual child(ren) were termed as applicable.

Description*

Miscellaneous ▾

Custom Code Type   **Custom Code**

Parent ▾   WL OFFER TERM ▾

Note

No response, inactivated record.

Save Cancel

        ✓ <u>WL TERM BECAUSE</u> - Used when a client is ineligible for SR or SR Plus services. Indicate that the client did not qualify for SR or SR Plus services and the reason the client was termed off the wait list (i.e., over income, not a resident, not working or in school), and that file was inactivated or individual child(ren) were termed as applicable.

Description*

Miscellaneous ▾

Custom Code Type   **Custom Code**

Parent ▾   WL TERM BECAUSE ▾

Note

Client did not qualify for SR or SR Plus services due to being over income, family size __ gross income _____, inactivated record.

Save Cancel

✓ <u>WL NO ENROLLMENT</u> – Used when a client is determined eligible but does not enroll a child. Indicate that client was eligible but did not enroll child(ren) and that file was inactivated or individual child(ren) were termed as applicable.

Description *

Miscellaneous

Custom Code Type

Parent

Custom Code

WL NO ENROLLMENT

Note

Eligible, never enrolled, inactivated record.

Save   Cancel

d. <u>Save</u>.

8. WL spreadsheet will need to be updated with "T". Email WL team
   a. Clearwater team - Email WL team
   b. St Pete team - Email Lillian

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.