PHLpreK Enrollment and Waitlist Procedure for Providers
Effective Date: 6 /1/2020

1. Purpose

The PHLpreK enrollment and waitlist protocol provides guidance to contracted PHLpreK provider locations regarding requirements for enrolling and maintaining an active waitlist of eligible children.

Per the PHLpreK Provider Contract:

- *Providers are expected to be fully enrolled by the start of the program year and maintain 100% enrollment and a waitlist.*
- *Providers that have fully enrolled the allocation of PHLpreK slots must perform ongoing recruitment and maintain a waitlist comprised of applicants that have been determined eligible.*
- *Enrollments and an active waitlist must be maintained in ChildWare.*

2. Scope

Contracted PHLpreK provider locations will be responsible for collecting completed application documentation from families, verifying age and residency eligibility prior to entering applications into ChildWare.

3. Prerequisite

3.1 In order to complete this procedure Providers will need to collect the following enrollment documentation from families prior to entering information in ChildWare:

- PHLpreK application (required)
- Proof of Age (required)
- Proof of Residency (required)

Payments will be held if the documents outlined above are not verified and in the Child's file

Providers will also need to complete the following additional enrollment documents:

- Screening, Assessment, and Data Sharing Release Form (required)
- Parent Fee Agreement (required)
- Emergency Contact Form (required)
- Enrollment verification form (Child Care Works Subsidy, (if enrolled or interested)

- Dental consent form (optional)
- Ready4K consent form (optional)

Provider must add all enrollment documents to the child's file.

4. Responsibilities

4.1 Providers are responsible for the following activities:
   a. Collecting all application documentation from families and ensuring the documentation is complete
   b. Ensuring children are eligible for PHLpreK (age and residency)
   c. Maintaining application documentation in the child's file
   d. Providing copies of consent forms to the Intermediary, as applicable.
   e. Entering child applicant information into ChildWare 2.0/1.0 (1.0, SDP users submit paper applications to phlprek@phmc.org)
   f. Notifying families of approved enrollment and start date upon receiving notification from the Intermediary
   g. Building an applicant list (Waitlist) of children eligible for PHLpreK to backfill vacant seats
   h. Discharging inactive enrollments and discharging enrollments at the close of a program year.

4.2 The Administrative Intermediary (PHMC) is responsible for the following activities:
   a. Oversees the enrollment, waitlist, and discharge process and approves all enrollments in ChildWare
   b. Provides training, technical assistance and resource materials to support providers in the successful implementation of this process

4.3 The Hub is responsible for the following activities:
   a. Monitoring activities to verify approved enrollments for all children in PHLpreK
   b. Assists providers in understanding of the procedure and requirements to successfully implement the process

5. Procedure

Application Document Collection
5.1 All required enrollment documents must be obtained from the family to complete an enrollment in ChildWare.

5.2 Children may not start receiving service until approval is received from PHMC via the enrollment confirmation email.

5.3 All enrollment documents will be kept in the child's file.

5.4 Enrollment is prioritized in chronological order based on application completion date and should be considered as follows:
- Priority 1: Children who were enrolled in the PHLpreK program in the previous year
- Priority 2: Children who were attending the PHLpreK site, but were not age eligible for the program and have not receive preschool services at the location prior
- Priority 3: Any family that applies that meets the age and residency requirements

5.5 Enrollment documents must be collected from families prior to entering enrollment data into ChildWare. If families elect to not give consent to participate in certain services, this should be noted in the child's file. A list of the enrollment documents follows:

1) PHLpreK application (required)
   1) Must be signed and dated by the provider and the parent/guardian
   2) The date the application is completed and signed and is used as the referral date in ChildWare.
   3) The address noted on the application, proof of residency documentation, the Parent Agreement, the Emergency Contact form must match. The address noted in Child Ware for the Primary Contact must also match.
   4) Some questions within the application may be difficult to discuss with families, click here for guidance on how you can have those discussions with families.
   5) The following PHLpreK Family application data fields are required and must be completed on both the paper application and entered into the data system: Click here to see required applications fields.

2) Proof of Age (required)
   1) Providers will collect **ONE** form of acceptable documentation which indicates the child's age,
   2) A list of acceptable documentation to verify age eligibility are as follows: *(See also "Eligibility" in definitions section)*

   - Birth Certificate
   - Department of Human Services (DHS) letter on DHS letterhead*
   - Valid US Passport*
   - Social Security Card
   - Clinic/doctor/hospital records*
   - Day care or nursery school records
   - Another government issued document listing child's DOB

   If expired, a second form of documentation must be produced affirming the child's age meets eligibility requirements.

3) <u>Proof of Residency (required)</u>

1) Providers will collect <u>**ONE**</u> form of acceptable documentation which indicates the current address.

2) A list of acceptable documentation to verify residency eligibility follows: *(See also "Eligibility" in definitions section)*

- State issued ID or driver's license *
- Voter ID showing
- Current lease/rental agreement or mortgage document
- Current Utility Bill
- Social Security award letter
- Recent employer pay stub
- Wage statements (W2 tax form)
- CCW award letter received by parent
- Mail/notice/award letter from County Assistance Office/DHS
- Statement from social services agency attesting to client's residence (only if no other proof is available)

If expired, a second form of documentation must be produced affirming the child's current address meets eligibility requirements.

3) In instances where a child *resides at multiple addresses*, for example, in instances of shared custody, at least one parent must reside in the City of Philadelphia.
   a) The parent that resides in the City of Philadelphia must provide the proof of residency.
   b) The proof of residency provided should be the proof of residency in the child's file as well as all documents should be signed by the parent who resides in Philadelphia.

4) Families *experiencing homelessness* as defined by the McKinney Vento Act, must have such noted in the child's file as well as documented in ChildWare as a risk factor.
   a) Providers cannot deny families from proceeding with enrollment processes if a child / family is homeless and unable to provide the required documentation.
   b) Providers will create an action plan around helping families to obtain missing documentation and inform their Hub and PHMC.
   c) Acceptable documentation for McKinney Vento families:
      - Letter from person the family is temporarily staying with
      - Letter from DHS stating children does not have permanent housing
      - Letter from Shelter or OSH (Office of Supportive Housing)
      - Letter from family verifying homelessness
   d) Families residing with someone else and are therefore unable to provide proof of residency in their own name must submit one of the following documents:
      - Letter listing the person they are residing with and address.

- Letter from the person they are residing with confirming the address.
- Acceptable proof of residency for the person they are residing with

5) <u>Emergency Contact Form (required)</u> – Providers must collect a completed emergency contact form indicating contact information of person to call in the event of an emergency. This form will be updated every six months.

6) <u>Screening, Assessment, and Data Sharing Release Form (required)</u>
   1) Providers must explain the purpose of the form to families during the enrollment process.
   2) All parts of this form should be completed by the family and initialed and signed by parent or guardian.

7) <u>Parent Fee Agreement (required)</u> – Providers shall collect a completed fee agreement for all children which outlines the terms of the PHLpreK program, associated costs for before and after care, late pick up and policies associated with late pick-up.

8) <u>Child Care Works (CCW) Enrollment Verification Form</u> (if applicable)
   1) Fill out all portions of the form indicating the hours of PHLpreK programming and send to the respective ELRC. Providers should email forms to eligibility@caringpeoplealliance.org
   2) Should be collected for all families receiving subsidy.
   3) Can also be utilized to refer families who interested in subsidy so a determination can be made about subsidy eligibility by the ELRC.
   4) <u>Notifying the CCW subsidy office of PHLpreK program start and end dates</u> to ensure appropriate funding is being disbursed to the Provider.
   5) <u>Archiving the Enrollment Confirmation form in the Child File and entering CCW subsidy status into ChildWare</u>. This documentation will be audited by PHLpreK staff.

9) <u>Dental consent form</u> (optional)
   1) Providers must review this form with families during the enrollment process
   2) Families wishing to participate in the dental services offered through PHLpreK must complete this form.
   3) For families opting to participate, the Provider will file the original form in the child's file and will send a copy of the form to the PHLpreK <u>Child Care Health Consultant</u> at PHMC at [llynch@phmc.org.](mailto:llynch@phmc.org)
   4) Families may elect to opt out of the dental services provided through PHLpreK. In this instance the provider should make a note in the child's file.

10) <u>Ready4K consent form</u> (optional)
   1) Providers must review this form with families during the enrollment process
   2) Families wishing to participate in Ready4K must complete this form.
   3) For families opting to participate, the Provider will file the original in the child's file and will send a copy of the form to the PHLpreK <u>Data and Enrollment Coordinator</u> at PHMC at ckyriazis@phmc.org

4) Families may elect to opt out of the dental services provided through PHLpreK. In this instance the provider should make a note in the child's file.

* A note about Optional Consent Forms (Ready4K Consent and Dental Consent)- During the Novel Coronavirus Pandemic much of PHLpreK enrollment will need to occur virtually with families . Programs may choose to delay distribution and collection of Ready4K & Dental Consent optional consent forms as well Parent Fee Agreement until in person PHLpreK programming begins in the fall, to reduce the administration burden of electronic enrollment on families over the summer.

** Electronic signatures may be used to complete enrollment activities virtually with families prior to program start. Providers will need to obtain original signatures on these enrollment forms from families on the first day of programming.

5.6 PHLpreK Providers are not permitted to deny enrollment or an opportunity to be placed on the waitlist to any family determined eligible for PHLpreK funding.

5.7 A Provider may not deny a child admission to a program by reason of the child's disability. Programs must be inclusive to children with identified individualized health needs, developmental delays or disabilities, or both, and provide inclusive environments for these children. If a Provider determines during intake or during the course of service delivery that they are unable to deliver the services necessary to meet the needs of the child and/or family, they must notify the Administrative Intermediary for support in developing an appropriate support plan or transition plan.

5.8 Providers may not require any additional application information or fees in advance of enrollment in the PHLpreK program

5.9 Once Enrollment Confirmation Approval is received from the Intermediary, providers are responsible to notify families of their start date within 24 hrs.

Waitlist Process

6.0 The application documentation collection process for children to be added to the waitlist is outlined above in prerequisite and responsibilities section

6.1 Only children eligible for the current program year are to be added to the waitlist.

6.2 The waitlist will be sequenced in order of priority based on the time and date stamp of application completion.

6.3 As children drop out of the program or are discharged from the program, Providers are expected to fill the vacant seat immediately by following the PHLpreK procedure for approval.

6.4 Families who are not currently participating in PHLpreK may be on the waitlists of no more than three locations.

6.5 Providers must have a written Waitlist policy/procedure within their programs handbook to ensure families are aware of how children are prioritized for approval.

Waitlist Process Tip sheets

- [2.0 Users](#)
- [1.0 Users-System of Record Providers and SDP Providers](#)

Interested Families

6.6 The Child List in Childware can be used can be used to gather and document information from interested families who have not yet submitted all required PHLpreK application documents, or for families whose children are not yet age eligible for the PHLpreK program. Programs can use this list to keep track of interested families and conduct follow up to collect outstanding application documents. As outlined in the Waitlist section, only families with complete enrollment documentation that are determined eligible for the current program year can be added to the waitlist.

6.7 Once complete Application documentation is received, the child can be added to either the program waitlist or entered for enrollment approval if there is a vacant seat.

Discharge Process

6.8 Programs are responsible for maintaining an active list of approved enrollments in Childware so that vacant PHLpreK seats can be filled with eligible children.

   As outlined in the PHLpreK contract, children should be discharged under the following circumstances:

- Unless prohibited by DHS, a program must begin serving a child within 7 program days of the approved enrollment start date by PHMC. If the child does not attend within that timeframe, before discharging request confirmation from the family, if the family identifies a health related reason for the child not starting on the original start date, then allow 21 days before proceeding to discharge the child from the system.
- If a family notifies the program that the child no longer resides in the Philadelphia city limits, the Provider must inform the family immediately that the child is no longer eligible for PHLpreK and must be discharged by the end of a 30 day period. The Provider should work with the family to secure alternate funding or find another appropriate care setting and may do so for a period of up to 30 days before the child is discharged from the PHLpreK program.
- If attendance of a chronically absent child does not improve after 30 days of working with families to improve attendance, a child may be eligible for discharge with approval from the Administrative Intermediary.

6.9 Programs are also responsible for entering discharge dates for all enrollments At the close of a PHLpreK program Year

Discharge Process Tip sheets

- [2.0 Users](#)
- [1.0 Users-System of Record Providers](#)

- School District Providers

ChildWare Entry

7.0 Upon receipt of all enrollment documents and ensuring the child meets the age and residency requirements the Provider must enter/submit the enrollment into ChildWare following the ChildWare Enrollment procedures for either ChildWare 2.0, ChildWare 1.0 and System of Record Users (SOR).

7.1 ChildWare Tip Sheets provide guidance on entering information into ChildWare. Tip sheets can also be found here.

The following tip sheets will be helpful in the completion of this procedure.

1.0 Users/System of Record Users:
- Pre-enrolling Children- Tip sheet

2.0 Users:
- Creating a Child Application and Enrollment in ChildWare-Tip sheet
- Re-enrolling Returning Children in ChildWare-Video
- Troubleshooting Enrollment in ChildWare- Tip sheet

7.2 Once all data entry requirements have been completed the Administrative Intermediary will approve or disapprove the enrollment based on data entry compliance and slot availability and the provider will receive a notification about the status of the enrollment. This review will be completed within 48hrs and It is only after receipt of this confirmation email from the intermediary, that the program should contact the family with a start date.

7.3 Hub Compliance Staff will verify eligibility of all PHLpreK approved enrollments

As a reminder of the enrollment process providers should reference the FY21 Enrollment Flow chart. Additionally, providers can utilize the enrollment guide which outlines the appropriate time frame of when providers should submit a pre-enrollment date in the system.

6. Definitions

Provide a list of definitions for terms that are used in this procedure and may need clarification.

Administrative Intermediary. Supports implementation of the PHLpreK system including managing the provider procurement process, coordinating provider contracting and payment processes in collaboration with other Hub Agencies, developing compliance monitoring protocols for the system, coordinating quality supports to providers, overseeing the enrollment process, and collecting provider- and child-level data for analysis and reporting.

Child Care Works (CCW). Pennsylvania's childcare subsidy program funded through a federal-state partnership to increase the accessibility of childcare for Temporary Assistance for Needy Families (TANF), former TANF and low-income working families who earn up to 200% of poverty at the time of application.

ChildWare: Is the data management system used for the PHLpreK program to track enrollment, attendance, child and family demographics, and other data requirements of the PHLpreK program. There are two ChildWare databases, ChildWare 1.0 and ChildWare 2.0. All PHLpreK enrollments will be maintained in ChildWare 2.0.

Dental Consent Form. This form is an optional service that provides consent from the parent to allow children to receive dental services. A state licensed dentist will regularly check your child's mouth & teeth, as well as provide a cleaning, x-rays as necessary, fluoride treatment and apply sealants, as needed. Additional care, such as fillings, may also be provided. A dental report card will be sent home with your child. Includes initial dental care & follow-up visits.

CCW Verification Form. This document helps to identify a family that has a child enrolled in the PHLpreK Program. This document will confirm the possible need for wrap-around care during the PHLpreK program year for the family who meets the subsidized childcare eligibility requirements.

Eligibility: Children are defined as eligible to participate in PHLpreK if they: 1) are three or four years old on or before September 1 of the enrollment year and younger than the entry age for kindergarten in the school district; and 2) reside in the City of Philadelphia.

Hub Agencies (Hubs). Agencies that serve as administrators for a subset of PHLpreK Providers. Hub Agencies are responsible for ensuring assigned Providers comply with the provisions of this Agreement, managing the contracts and invoicing with the assigned Providers.

Individualized Education Plan (IEP). A document that defines the individualized objectives of a child who has been determined to have a disability, as defined by federal regulations. Developing an IEP requires assessing students in all areas related to the known disabilities, simultaneously considering ability to access the general curriculum, considering how the disability affects the student's learning, forming goals and objectives that correspond to the needs of the student, and choosing a placement in the least restrictive environment possible for the student.

Ready4K Consent Form. This form is an optional consent for families interested in receiving messages weekly designed to provide families with developmentally appropriate activities to support child's learning. What is Ready4K? Ready4K is a research-based text messaging program for parents provided at no cost. Each week, you will receive FUN FACTS and EASY TIPS to boost your child's learning. Ready4K activities build on the things that you already do with your child – like getting ready for school, eating meals together, and going to the store – to make boosting your child's learning fast, fun and easy

Screening, Assessment, and Data Sharing Release Form. This form acknowledges permission from families to PHLpreK to complete the screenings, outcomes assessments, and allows data sharing with the local agency if a referral is made or the child has an active Individual Education Plan (IEP).

System of Record (SOR) Users. ChildWare 1.0 users are defined as System of Record sites. These sites expand use of ChildWare beyond PHLpreK programming. School District of Philadelphia sites utilize COPA for enrollment and attendance and are also defined as SOR locations.