

School Year 2020-2021 PHLpreK Enrollment Process for Providers

	For Providers Using ChildWare 2.0	For School District Providers	For System of Record Providers
Provider Determines Eligibility	1) Provider meets with the family, and family completes FY21 PHLpreK Application (<i>which will screen them for CCW subsidy care needs</i>) and all families must complete a Screening, Assessment, Data Sharing Release Form. Families are given the dental and Ready 4K consent form for optional consent. Complete Parent Fee Agreement and Emergency contact form with the families.	1) Provider meets with the family, and family completes FY21 PHLpreK Application (<i>which will screen them for CCW subsidy care needs</i>) and all families must complete a Screening, Assessment, Data Sharing Release Form. Families are given the dental and Ready 4K consent form for optional consent. Complete Parent Fee Agreement and Emergency contact form with the families.	1) Provider meets with the family, and family completes FY21 PHLpreK Application (<i>which will screen them for CCW subsidy care needs</i>) and all families must complete a Screening, Assessment, Data Sharing Release Form. Families are given the dental and Ready 4K consent form for optional consent. Complete Parent Fee Agreement and Emergency contact form with the families.
Data Entered into ChildWare	2) Provider reviews and collects proof of age (3 or 4 by September 1 st 2020) and residency (Philadelphia County), and makes an eligibility determination (signs attestation on FY 21 PHLpreK Application).	2) Provider reviews and collects proof of age (3 or 4 by September 1 st 2020) and residency (Philadelphia County), and makes an eligibility determination (signs attestation on FY21 PHLpreK Application).	2) Provider reviews and collects proof of age (3 or 4 by September 1 st 2020) and residency (Philadelphia County), and makes an eligibility determination (signs attestation on FY21 PHLpreK Application).
Intermediary Approves Enrollment Based on Vacancy & Completed Applications	3) Provider enters application information into ChildWare for Intermediary approval. The child's pre-enrollment date must reflect 48 hours after the application entry date.	3) Provider reviews and submits application information including consent forms and classroom information to Intermediary to enter into ChildWare. The child's pre-enrollment date must reflect 48 hours after submission of application to the Intermediary.	3) Provider enters application information into ChildWare 1.0 and submits information to the Intermediary to enter into ChildWare 2.0 including consent forms and classroom information. The child's pre-enrollment date must reflect 48 hours after sending the application to the intermediary.
Hubs Review Eligibility Documentation and Compliance with Enrollment Process during Monthly Monitoring. <small>*Payments will be held for incomplete files.</small>	4) Intermediary receives alert that a child has been enrolled in ChildWare, Intermediary confirms the child is not a duplicate, and notifies the provider with approval of enrollment within 48 hours.	4) Intermediary will confirm the child is not a duplicate and then notify the provider with approval of enrollment within 48 hours	4) Intermediary will confirm the child is not a duplicate and then notify the provider with approval of enrollment within 48 hours.
	5) The provider will notify the family that they are enrolled within 24 hours of receiving Intermediary approval. The child's start date must reflect the pre-enrollment date.	5) The provider will notify the family that they are enrolled within 24 hours of receiving Intermediary approval. The child's start date must reflect the pre-enrollment date.	5) The provider will notify the family that they are enrolled within 24 hours of receiving Intermediary approval. The child's start date must reflect the pre-enrollment date.
	Documentation retained in child's file	Documentation retained in child's file	Documentation retained in child's file
	<ol style="list-style-type: none"> 1) 2020-2021 PHLpreK Application* 2) Proof of age and residency documentation* 3) Screening, Assessment, Data Sharing Release Form 4) Emergency Contact Form 5) Parent Agreement 6) Dental Provider Consent Form (optional) 7) Ready4K Consent Form (optional) 	<ol style="list-style-type: none"> 1) 2020-2021 PHLpreK Application* 2) Proof of age and residency documentation* 3) Screening, Assessment, Data Sharing Release Form 4) Emergency Contact Form 5) Parent Agreement 6) Dental Provider Consent Form (optional) 7) Ready4K Consent Form (optional) 	<ol style="list-style-type: none"> 1) 2020-2021 PHLpreK Application* 2) Proof of age and residency documentation* 3) Screening, Assessment, Data Sharing Release Form 4) Emergency Contact Form 5) Parent Agreement 6) Dental Provider Consent Form (optional) 7) Ready4K Consent Form (optional)