

# WCMCA Head Start New Enrollee Flow Chart

New Child is Accepted into Early Head Start/Head Start

Admin Assistant(ERSEA) sends email with information about new child to FES, Supervisor and HS Health Department.

**1302.15 (a)**  
A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

Center Supervisor and ERSEA Supervisor work together to fill vacancy by day 30

## Week 1

FES contacts parent/guardian within 5 days to set up enrollment home visit & child's first day of class. Contacts must include 3 attempts by phone, text, email or visiting home. FES documents contacts in ChildPlus Family Services/Communication Log.\*

If contact with family has not been made by **day 5**, FES contacts Supervisor so drop letter can be sent giving family 3 days to respond.

\*Note that contacts sent through ChildPlus will automatically be logged in the Communication Log.

## Week 2

### Enrollment visit is complete:

- FES submits enrollment paperwork to Supervisor and Admin Assistant (Health).
  - If EHS – child/expectant person is enrolled once paperwork is in ChildPlus
  - If Head Start child: FES must also notify Systems Specialist of child's first day of scheduled attendance and child is enrolled on the first day of classroom attendance.
- EHS FES documents completion of enrollment visit in Family Services/Events/ Add Event/Home Visits/Actions
- HS FES documents in Education Tab/Events/Add Event

**OR**

## Week 2

### Enrollment Visit is not complete/scheduled or no contact made with family:

- FES completes update form to drop the family and emails to Supervisor and Admin Assistant (ERSEA)