APPLICATION ROUTING PROCESS

START HERE

Email completed application with APPLICATION in the subject line to your supervisor and Dee Dee

Your supervisor will review w/i 48 hrs

Dee Dee will enter into ChildPlus w/i 24 hrs

Dee Dee will email FES & supervisor & advance to Deb H

Deb H will review and enter eligibility and criteria

If application is complete supervisor will email FES and Dee Dee it is good to go

If more information is needed supervisor will confer with Deb H and/or Dee Dee

Your supervisor will be the contact for FES

Supervisor will email FES and Dee Dee when it is good to go

Dee Dee will enter into Childplus w/i 24 hrs

Dee Dee will email FES & supervisor & advance to Deb H

Deb H will review and enter eligibility and criteria w/i 24 hrs

If FES has questions or is waiting on an application, please contact your supervisor