

HOW TO COMPLETE THE HEAD START CHILDPLUS ONLINE APPLICATION PROCESS

Revised 2-1-24

SECTION 1: New Family Pre-Application

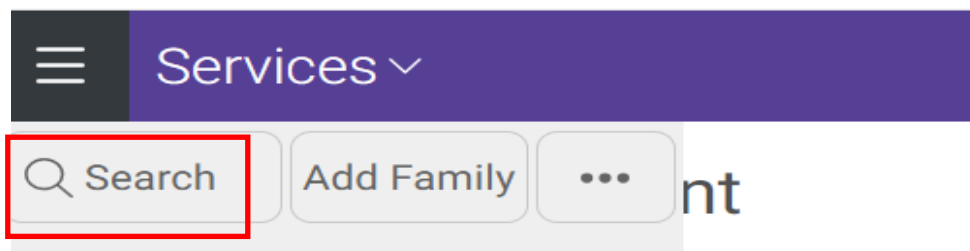
The Family Pre-Application (online application) is used for Head Start and Early Head Start new application process. If a family tries to complete their own online application and cannot submit it because their email address has already been used, they are instructed to contact Dee Dee. She will then contact the FES associated with that area and have them contact the family to get a completed application.

NOTE: Scanning the bar code on the yard flyers and SNAP postcards will direct people to the HS Inquiry Website Landing Page. Dee Dee will then contact FES for that area.

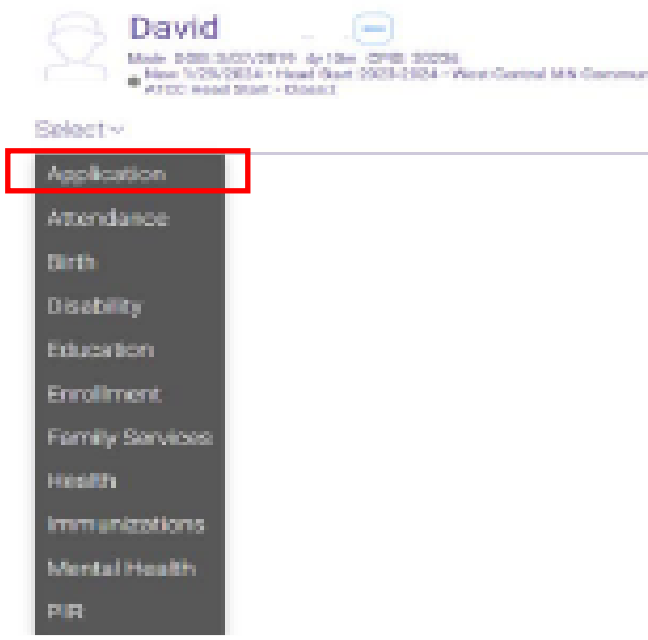
1. Go to www.wcmca.org/headstart
2. Click on Online Application
3. Follow the steps in the Annual Recruitment Training PowerPoint
4. The location preferences selected determine who gets the email for the online application.

SECTION 2: COMPLETING the APPLICATION PROCESS IN CHILDPLUS ONLINE

1. Go to ChildPlus Online by going to Help in ChildPlus Desktop or by following this link.
<https://app.childplus.com/WestCentralMN/services>
2. If you haven't logged in before, ChildPlus Online uses 2-factor authentication so you may need a sign-in code that will be texted or emailed to you.
3. Click in the Search bar, and search in one of the following ways:
 - Use at least the first 3 letters of first name and first 3 letters of last name.
 - Use date of birth or ChildPlus User ID
 - Check for other family members or full last name of different household members.



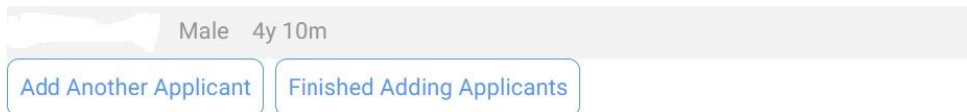
4. Once the correct household has been found, select the applicant so they show at the top of the page. Instead of the tabs being across the top of the page like in ChildPlus Desktop they are down the left side of the page. Click on Application and then click on Applicant's name.



5. ChildPlus Online has divided household members into 3 categories – Applicants, Parent/Guardians and Other Family Members. Click on each household member and double-check information such as name, date of birth, race, language, etc.

Application ▾

1. Applicants



2. Parents/Guardians



3. Other Family Members



4. Family Information

Add all family members before entering family information. Enter family information such as address, income, etc.

6. Verify Family Living Address. To add a new address if the family has moved or edit the current address to correct an error click on Edit.

7. For all Parents/Guardians verify phone number and email address. It is important that we have an email address for all Head Start families. You can add/delete and change email and phone numbers.

8. To add/remove household members, submit the Update Form to Dee Dee.

SECTION 3: SUBMITTING THE APPLICATION

9. Email the **Head Start Eligibility Verification Form (05-23)** signed and dated by you, *Income Calculation Worksheet, proof of income, and any other concerns/comments via email to your supervisor and Dee Dee. These forms can be found on the www.wcmcahs.com website under Policies, Procedures & Forms\ERSEA.
10. The steps in Section 2 and 3 will apply any time a new application is needed ex: a younger sibling, a foster child, a pregnant mom, transition from EHS to HS, etc.

**NOTE: When completing an application and the household is eligible based on homelessness, Public Assistance including TANF, MFIP, SNAP, or SSI, you do not need to complete the Income Calculation Worksheet.*