

HS/EHS ERSEA Checklist

*Management Form



Applicant's Last, First Middle Name: _____

Site: _____

Name of staff completing enrollment: _____

Date: _____

Staff completing ERSEA review: _____

Date: _____

Documentation/Item to check	Item Complete	Not Applicable	Item Incomplete
Getting to Know My Child			
All questions answered, no blanks			
Proper follow-up completed (Consent to Release, Toileting Plan, etc.)			
Parent, Staff, and Enrollment Eligibility staff signatures and date in place			
Family Application			
Copy of birth certificate/record in file			
Verified Applicant's full legal name and DOB			
Applicant Information Complete, no blanks			
Verified Parent/Guardian's full legal name and DOB			
Parent/Guardian's Information Complete, no blanks			
All household size members were entered into ChildPlus			
All other additional family members information complete, no blanks			
Family PIR section completed, no blanks			
Household size was calculated correctly			
Full Living and Mailing Address Complete			
Family Phone Numbers Entered			
Parent signatures and dates in place			
Eligibility Verification Form			
Questions 1-5 on Eligibility Verification answered, no blanks			
Documents used to determine eligibility marked and match proof on file			
Staff completing enrollment name, signature, title, and date in place			
Income Calculation - Income Story			
Family Income Story verifies eligibility determination			
Appropriate pay period(s) completed			
Complete set of proof of income in file			
Social Security numbers are blacked out			
Proof of income reflect parent(s)/Guardian(s) names. If no, is reason documented in income story?			
Income sources(s) & Timeframe(s) documented correctly			
Total family income added correctly			
Categorically Eligible (if applicable)			
Over income form included (if applicable)			
Parent signatures and dates in place			
Staff completing enrollment signatures and dates in place			

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Staff reviewing enrollment signatures and dates in place			
Copy of Parents Photo ID in file			

Documentation/Item to check	Item Complete	Not Applicable	Item Incomplete
Enrollment Tab in ChildPlus			
Application Date (date enrollment was completed) is entered			
Eligibility Date (date ERSEA was verified) is entered			
Application status is Complete & Verified			
# in Family match the household size from Family Application			
Eligibility Income match the Family Application			
FPL calculated correctly			
Participation year (PIR) is accurate			
Child is eligible to participate in program and type of interview is answered			
Type of eligibility interview question is answered			
Income Status (PIR) is correct according to eligibility/income verification			
Documentation used to determine eligibility matches copies in the file			
Eligibility Criteria is set to the correct program term and match the form			
Color flags are marked and match documentation			
Applicant Eligibility & Enrollment Information			
Applicant is assigned to the correct Program Term & Site (no classroom)			
Eligibility Criteria			
Selection points added correctly			
Eligibility Notes verifies selection point determination			
Staff reviewing enrollment (Verifying Staff) signatures and dates in place			

Waitlist Verification:

- Participant qualifies for the program - Waitlist status in ChildPlus
- Participant is not eligible for the program - remain as new status in ChildPlus
- File is incomplete - remain as new status in ChildPlus

Assistant Center Manager or Designee Signature

Date