



Department: ERSEA	Effective Date: 8/13/2022	Procedure Number: 5070
Regulation Number: 1302.11; 1302.15	Regulation Topic: Enrollment	Procedure: Change of Status
Version: 2:2022		Version Date: 4/1/2022

Procedure:

When there is a change of status within a program, an email should be sent to the MARC ERSEA Coordinator and/or MARC ERSEA Manager within 24 hours of the change of status.

The following must be included in the email:

1. The child/pregnant mom's first initial and last name. EX: K. Lawson
2. ChildPlus ID.
3. Enrollment Option i.e., EHS/HS/EHS Expansion/EHS State.
4. Classroom or Home Visitor to be assigned.
5. The date the record should be enrolled/dropped or transferred.
6. All drops must include the reason the participant is dropping and documented in the enrollment section of Child Plus.

Enrollment information should be sent once the child has attended/completed his first day-home visit in the center or at home.

The last business day of the month is blackout day and there should not be any adding or dropping of students on this day.