



Department: ERSEA	Effective Date: 8/13/19	Procedure Number: 5052
Regulation Number: 1302.14	Regulation Topic: Selection	Procedure Title: Preference Procedure
Version: 2:2019		Version Date: 5/2/2019(original) 12/17/2019(revision)

Procedure:

Centralized Application

- When an applicant applies, the designated MARC Head Start staff will review location options with the family.
- A maximum of 3 location preferences maybe chosen.
- Once the application is complete and a parent wants to add or remove location preference, the designated MARC Head Start staff will notify the MARC ERSEA Manager of needed changes.

Direct Service Providers

When a program receives an applicant on their waiting list with multiple preferences, the Direct Service Provider will:

- Contact the family to let them know they have been waitlisted for their site.
- Families with 1st location preference of your program will remain on your waiting list.
- In the event the family does not want the preference, the Direct Service Provider will notify designated MARC staff to have preference removed.
- The Direct Service provider will document in Child Plus in the enrollment notes section that child has been selected for the program and the conversation with the parent.
- If family still wishes to be on the waitlist for the other location preferences, then this becomes a transfer- proceed to policy and procedure 5080.
- The Direct Service Provider will proceed to policy and procedure 5120 for waiting list maintenance.
- The Direct Service Provider will use location preferences using the following timeline:
 - March through July- first location preference.
 - August through February- any location preference designated for their site can be used to fill vacancies.

Grantee

- Once the participant is accepted, the Direct Service Provider will contact the MAHS ERSEA Manager or Coordinator to remove preferences.
- Grantee staff will remove location preference(s) from Child Plus upon written request.