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| <b>Department:</b>        | <b>ERSEA</b>                              | <b>Effective Date:</b>   | <b>July 2014</b>         | <b>Procedure Number:</b> | <b>5090</b>  |
| <b>Regulation Number:</b> | <b>1302.11(b)(1-3);<br/>1302.20(a)(1)</b> | <b>Regulation Topic:</b> | <b>Funded Enrollment</b> | <b>Procedure Title:</b>  | <b>Transfer of Slots Within Program Options &amp; Black-out Exceptions</b> |
| <b>Version:</b>           | <b>1:2018</b>                             |                          |                          | <b>Version Date:</b>     | <b>01/12/2018<br/>06/29/2022</b>   |

**Procedure:**

- MARC Head Start programs need to identify a process that recognizes when slots within your program need to be moved by:
  - Analyzing trends in attendance
  - Monitoring shifts in funded enrollment
  - Denoting migration of children within the community
  - Following individual program’s child selection procedures
- Once changes are identified, documented approval must be obtained internally by the program director or ERSEA content lead.
- All slot transfer requests must be made seven (7) days prior to the enrollment of the child.
- Any requests received less than seven (7) days prior to the last business day of the month (ERSEA Black Out Date) will be transferred the following month.
- MARC Head Start programs must communicate transfers of slots via email to the grantee ERSEA Lead. All transfer communications must include the following:
  - Type of Funding (Head Start, Early Head Start Federal, EHS Expansion, EHS State, etc.)
  - Name of Location
  - Number of Slot(s) to be Moved
  - Classroom Losing Slot(s)
  - Classroom Gaining Slot(s)
  - Reason for Slot Movement
  - Example. “Please move 2 EHS Federal slots from Classroom A to Classroom B at Site Z. Children were already enrolled community slots within Classroom B, and have the highest points on the waiting list to receive EHS services.”
- Once the request to transfer slots has been submitted to the grantee ERSEA content lead, the decision will be communicated within seven (7) business days.

**Exceptions to Black-Out Date Restrictions:**

- Exceptions to the ERSEA Black Out Date may be considered when enrollment numbers have fallen to a level which jeopardizes the program's funded enrollment status.
- Requests for exceptions must be communicated directly to the grantee ERSEA content lead.