



Department: ERSEA	Effective Date: 01/01/2015	Procedure Number: 5120
Regulation Number: 1302.14(a)(4)(c)	Regulation Topic: Waitlist	Procedure Title: Waitlist Procedure
Version: 3:2019		Version Date: 5/2/2019 6/29/2022

Procedure:

MARC Head Start programs are responsible for:

- Analyzing the previous program year’s data to determine how many applicants the program needs to obtain in order to fill outstanding vacancies that normally occur within the year.
- Maintain at a **minimum** a waitlist that is equal to ten (10) percent of the funded enrollment of each site, program option, classroom or age group based on the classroom structure in the ChildPlus data base.
- Review all applications in the ChildPlus data base, regardless of the size of the current waitlist.
- Using ChildPlus Report 2025 - Enrollment Priority Listing Report to monitor the waitlist and to make selection determinations for enrollment opportunities or slot vacancies.