

Department:	ERSEA	Approval Date:	5/9/2016	Policy Number:	5080
Regulation Number:		Regulation Topic:	Enrollment	Policy Title:	Changes of Enrollment; Transfer of Participants between Delegate/Partnership Agencies (Form 5080)
1302.15(b)					

Policy:

In addition to adherence to the above regulations, designated staff of MAHS programs must complete the “MAHS Change of Enrollment Transfer Request” (Form 5080) only for eligible families.

To determine if a child and/or family is eligible, please review MAHS Procedures *ERSEA 5080 – Changes in Enrollment*.

Each delegate and partnership agency is required to develop policies and procedures to manage implementation of MAHS Policy and Procedure ERSEA 5080.

Once Form 5080 has been completed and signed it must be approved by the grantee’s ERSEA Specialist or other pre-identified grantee staff prior to making any changes to enrollment within ChildPlus®. A copy of the form must be included within each participant’s file and are subject to random audit by MAHS staff.