



<b>Department:</b> ERSEA	<b>Approval Date:</b> 5/27/2014	<b>Policy Number:</b> 5090
<b>Regulation Number:</b> 1302.11(b)(1-3); 1302.20(a)(1)	<b>Regulation Topic:</b> Funded Enrollment	<b>Policy Title:</b> Transfer Slots Within Program Options (Form 5090)

**Policy:**

In addition to adherence to the above regulations, delegate and partnership designated staff must complete the MAHS "Slot Transfer within Program Option Request" (Form 5090) on all requests for movement of slots within the same delegate or partnership. These slot transfers must be between the same program options. The form once completed must be sent to the grantee's ERSEA Specialist or requesting MAHS staff for approval prior to movement of slots. A copy of the form must be maintained and is subject to random audit by MAHS staff.