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Procedure:

All MAHS programs will incorporate within their organization the following strategies for selection:

- Once the program is notified of a vacancy, utilization of ChildPlus report 2025, with the Selection Criteria approved by the Governing Body to determine the next family to contact.
- Establish a timeline within 24 hours or 1 business day for program to initiate first contact with a new family.
- Establish a time frame of no more than 72 hours or 3 business days for the parent to contact and accept the open spot, along with steps in the event of no return contact.
- Documentation within ChildPlus enrollment notes of contact and communication with families.
- Documentation and the change in status within ChildPlus from waitlisted to accepted based on family contact with documentation of orientation and potential start date.
- Process of Selection of over-income children.
- Programs are required to document specific requirements for room selection if necessary, i.e. age, special needs, etc.
 - Children who are in community spots or siblings of enrolled children receive additional points based on the established program selection criteria. These children should only be enrolled if there points place them at the top of the prioritized waitlist (CP 2025).