

Department: ERSEA	Approval Date: 12/10/2016	Procedure Number: 5080
Regulation Number: 1302.15(b)	Regulation Topic: Enrollment	Procedure Title: Changes of Enrollment; Transfer of Participants between Delegate/Partnership Agencies (Form 5080)

The following procedures should be followed whenever a program receives a request from a family to transfer a child from one MARC Head Start agency to another. Depending on the circumstances, these procedures may be initiated by the program where the child is currently enrolled or the program to which the family wishes to transfer. All transfers will be facilitated by the grantee from one site to the other, including, but not limited to, the transfer of current file/information between agencies within ChildPlus.

Procedure:

*****Note that incorrect or incomplete forms will result in the form being returned for completion. This will require a new signature from the family. Please ensure that all forms are filled out accurately and completely to prevent delays for the family.*****

Form 5080

Step 1 – Determine if a family/participant is eligible to transfer between MARC Head Start Delegate/Contracting Agencies. The family must meet the following criteria:

- Participant must be currently accepted or enrolled at their present site at the time of the request
- Residency (As applicable for School District Delegates and Partnerships)
- Be assigned to one of the specified categories (see below)

Transfer:

A **currently accepted or enrolled** family or participant experiences a critical or emergency need that requires transfer to another location. The reasons for an acceptable transfer are the following:

- Loss of Housing
 - Placement into Foster Care/Kinship Care
 - Change in employment that requires a move or different schedule of services not available at current site
 - Current Valid IEP/IFSP
 - Victim in a Domestic Violence Situation
 - Incarceration/Loss of Primary Financial Provider
 - Transition of Home Based participants into a Center Based program option
- **Tier 1:** Automatic Transfer with an open slot available
 - A new application for enrollment is not required, and the transfer will be completed by the

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grantee upon receipt of the transfer request form (Form 5080).

- **Tier 2:** Automatic Transfer with no open slot available, and family can remain at the current location until a slot becomes available.
 - Family maintains enrollment at the current location and may be placed on the waitlist at the location where they wish to transfer.
 - MAHS staff will provide 1000 temporary points in the Adjustment field of the Selection Criteria and document in ChildPlus to ensure the child is identified for the next available slot.
 - When a slot becomes available, the delegate ERSEA content lead will notify the grantee ERSEA Specialist. MAHS staff will then complete the Enrollment process and the 1000 temporary points will be removed from the Adjustment field and documented in ChildPlus.
 - The qualified participant information will be transferred to the receiving MAHS program's waitlist.

Step 2 – Once it has been determined that the family is eligible for a transfer request, designated program staff will complete the Transfer of Enrollment Request Form 5080.

Prior to the child entering a program, the physical file must be transferred. A child cannot begin without a file transfer. If the file is not all electronic in ChildPlus, accommodation to transfer documentation is required. Because of this, next day transfers are prohibited.

Reminder: Incomplete, or incorrect forms will be returned.

The agency receiving the transferred child is responsible for initiating the file transfer procedure.

Delegate and Contracting Partner programs will follow their internal policy and procedures to determine who is responsible for the physical file transfer within their agency/site.

Immediate items that must be in place before a child can start, may be scanned to expedite a child's enrollment. These items include:

- ICP/IHP
- Shots/Immunizations
- Birth Certificate or proof of age
- Proof of residency
- Medication information

The program who will be receiving the file is responsible for travelling to get the physical file.

Programs have no more than 3 business days to complete a physical file transfer or scan the immediate items needed for enrollment.

If there are questions regarding who is responsible for the delivery or receipt of file information, please contact your program's ERSEA content lead or Head Start Program Director.

Sending agencies are to obtain parental consent for the release of the following information to the

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receiving agency. A signed copy of Form 5080 includes documentation of parental consent.

- Family Needs Assessment [Form 7000]
- Family Partnership Agreement [Form 7010]
- Health Information Exchange (HIE) [Form1020]
- Health History [Form 1075]
- Nutrition Assessment [Form1080]
- Physical [Form 1090] or approved forms per Health Procedure: 1070
- Dental [Form 1085] or approved forms per Health Procedure: 1070
- Individual Child Care Plan (ICCP/ICP) [if applicable]
- Immunizations
- Health screenings

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