

Department:	ERSEA	Approval Date:	05/06/2014	Procedure Number:	5100
Regulation Number: 1302.11(b)(1-3); 1302.20(a)(1); 1302.16(b); 1301.02(b)(1-2);1301.3(c) (1-2); 642(c)(1)(E)	Regulation Topic: Funded Enrollment		Procedure Title: Transfer Slots Between Program Options		
Version:	1:2018			Version Date:	01/12/2018

Procedure:

To determine if slots need to be transferred between program options delegates need to:

- Identify a process that includes the agency’s Policy Committee in the decision making process by:
 - Analyzing trends in attendance
 - Monitoring shifts in funded enrollment
 - Changes in the needs of the community

When requesting to transfer funded enrollment slots from one program option to another (e.g. from center based to home based) the following procedures will be followed:

- The program will complete the following items to transfer slots between program options:
 - Narrative explanation for the changes
 - Documentation of parent feedback regarding the changes
 - Updated Form 5150 (Exhibit A-1)
 - Updated Classroom Setup
- The narrative explanation should explain the need and outline how the change will affect funded enrollment and the community. All documentation must be submitted to the grantee ERSEA lead and CC: the grantee Head Start Director
- Slot request(s) will be reviewed and the final decision will be communicated within seven (7) days via email
- Once the request is approved MAHS staff will update the information in ChildPlus® and the Head Start Enterprise System® according to the timeline included in the narrative statement.