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| Department: | ERSEA | Effective Date: | 10/1/2018 | Procedure Number: | 5150 |
| Regulation Number: | 1302.11; 1302.15 | Regulation Topic: | Enrollment | Procedure Title: | Enrollment Planning |
| Version: | 2:2021 | | | Version Date: | 4/1/2021 |

Procedure:

- All programs must complete enrollment planning on an annual basis. This process must begin no later than March 1st of each year, be completed by May 1st and include the following:
 - Ongoing communication between program director and program ERSEA lead
 - Assessment of community need
 - Initial allocation of slots within each site and classroom

- The following steps must be completed annually according to the timeframe provided by MAHS
 - Classroom setup must be completed and submitted to the grantee prior to July 15 of every year. Each direct service provider must submit a complete Form 5150.
 - A classroom setup amendment may be submitted no later than July 31st.