

Department:	ERSEA	Effective Date:	07/01/2016	Procedure Number:	5160
Regulation Number:	1302.15; 1302.16	Regulation Topic:	Enrollment & Attendance	Procedure Title:	Weekly & Monthly Reporting Requirements (Form 5160)
Version:	1:2014 2:2015 3:2016			Version Date:	05/13/2014 08/01/2015 05/01/2016

Procedure:

- MAHS programs may obtain an electronic (pdf) file of the MAHS “Funded Enrollment Reports” (Form 5160) by phone or email request to the grantee ERSEA Manager or designated staff
- Reports to complete Form 5160 must be ran on the last business day of the month.
- Form 5160 is to be completed and returned to the grantee ERSEA Manager prior to the close of business on the following business day.
- Exceptions: If a program has vacant slots go past 30 days then that agency will be required to complete Form 5160 weekly until funded enrollment has been met for two consecutive months.
 - Weekly: Form 5160 must be completed and returned to the grantee ERSEA Manager prior to the close of business each Monday

All weekly and monthly submissions of Form 5160 records must be retained based on MARC's record retention policy from the date of submission.