|  |
| --- |
| Electronic Eligibility Child File documents will be stored on ChildPlus under the Application Tab to protect personal identifiable information of our children and families. You may be asked to pull these documents from ChildPlus during a Licensing or Head Start Review. Family and Center Specialist: print the Eligibility documents A and B.  |
| **Child’s Name:** |  | **Initial and Date Reviewed** |
| **Teacher:** |  | Nov | Nov | Nov |
| **Site:** |  | Mar | Mar | Mar |
| **Family & Center Specialist** |  | Aug | Aug | Aug |
| **Please upload forms in ChildPlus in the following order:** |  **Year:**  |  **Year:** |  **Year:** |
| **Electronic Eligibility File on ChildPlus – Application Tab**(documents uploaded by Recruitment & Health Specialist – R&H) |  |  |  |
| A. Head Start Eligibility Verification Page |  |  |  |
| B. Intake Application Pages 1 and 2 |  |  |  |
| C. Income as Required (child support, W-2, 1040, paycheckstubs, Family Income Status, Third Party, etc.) |  |  |  |
|  D. Additional Documentation for Eligibility if applicable:* 1. Homeless (Families in Transition)
	2. Supplemental Security Income (SSI)
	3. Foster Care Documentation
	4. DHHS Cash Assistance (FIP)
 |  |  |  |
| E. Recertification (if applicable for returning children) |  |  |  |
| F. Birth Verification (MICR, Birth Certificate, MDHHS docs, Court docs) |  |  |  |
|  G. Release of Health Information |  |  |  |
| H. Release of Oral Health Information |  |  |  |
|  I. Customer Connections Form |  |  |  |
| **LARA/EHS Files in Locked Cabinet on Site** | **Year:** | **Year:** | **Year:** |
| 1. Child Information Record with Date of Admission |  |  |  |
| 2. Emergency Care Plan (if applicable) |  |  |  |
| 3. Parent/Guardian Release (includes permission for topical andnon-prescription medications) |  |  |  |
| 4. Parent Pickup Policy |  |  |  |
| 5. EHS Parent Orientation Training Review Checklist |  |  |  |
| 1. MCIR (Immunization Record) or waiver
	* Keep most current date (Official MICR from Dr. and updated immunizations when child was not up to date at enrollment)
 |  |  |  |
| 7. NMCAA EHS/HS/GSRP Program Physical Screening or Physical Health Statement w/Physical Exam Notes or Health Services Waiver\* |  |  |  |
| 8. EHS/HS Medical Follow-up |  |  |  |
| 9. Dental Exam |  |  |  |
|  10. USDA Participant Enrollment Form  |  |  |  |
|  11. Eligibility Verification page\* |  |  |  |
|  12. Intake: Application page 1 and 2\* |  |  |  |
|  13. Change of Status |  |  |  |
|  14. Illness/Incident Report Form |  |  |  |
|  15. Incident Report State of MI BCAL-4605 (if applicable) |  |  |  |
| \*Documents found in ChildPlus |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **LARA/EHS File in Locked Cabinet on Site cont’d** | **Year:** | **Year:** | **Year:** |
| 16. Toilet Training Report (if applicable) |  |  |  |
| 17. Medication Authorization Form |  |  |  |
| 18. Authorization for Releasing an Enrolled Child to a Minor |  |  |  |
| 19. Special Diet Statement |  |  |  |
| 20. Parent Request to Provide Food |  |  |  |
| 21. Fluid Milk Substitute Request |  |  |  |
| 22. CACFP Formula/Food Sign-Off Statement |  |  |  |
| 23. BMI Follow Up |  |  |  |
| 24. Nutrition Referral |  |  |  |
| 25. Other Parent Contact Information |  |  |  |
| 26. Miscellaneous Court Documents |  |  |  |
| 27. Daily Report (found in Learning Genie) |  |  |  |
| 28. Report of Actual or Suspected Child Abuse/Neglect-3200 (Store in Confidential File for CPS Reports ONLY, while enrolled. |  |  |  |
| 29. Other |  |  |  |
| 30. |  |  |  |
| 31. |  |  |  |
| **Educational File to be kept behind the LARA/EHS File in locked****cabinet in the following order:** | **Year:** | **Year:** | **Year:** |
| 1. Child and Family School Readiness Plan
 |  |  |  |
| 1. Developmental Screener ASQ
 |  |  |  |
| 1. Child Comfort Survey
 |  |  |  |
| 1. Disclosure with Parental Consent
 |  |  |  |
| 1. Request for ISD Consultation
 |  |  |  |
| 1. IFSP/IEP from ISD/Miscellaneous ISD Paperwork
 |  |  |  |
| 1. Interim Services Plan
 |  |  |  |
| 1. Mental Health Forms
 |  |  |  |
| 1. E-DECA, Strategies and Reports
 |  |  |  |
| 1. Contacts and Social Service Tracking (optional)
 |  |  |  |
| 1. Program Information Report (PIR)
 |  |  |  |
| 1. Customer Connections Form
 |  |  |  |
| 1. Attendance Letter
 |  |  |  |
| 1. Attendance Success Plan
 |  |  |  |
| 1. EHS Transition Paperwork
 |  |  |  |
| 1. GOLD Development and Learning Report(s)
 |  |  |  |
| 1. Directions to Home
 |  |  |  |
| 1. Home Safety Checklist
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Random Child Files will be reviewed by the Site Coordinator and Family & Center Specialist:** |  | **Initials and Date** |
| Oct/Nov |  |  |  |
| Feb/March |  |  |  |
| June/July |  |  |  |

\*Documents found in ChildPlus

**Child File Review Guidance**

**Policy**: Child records are maintained following Licensing, Head Start and GSRP requirements.

**Procedure:** Use the Child File Review as a checklist to þ the items in the file. Dates are not required.

**Returning Child:**

When completing the child’s file review for returning children, place the most current forms from the previous year in the child’s file that does not need to be redone for the child’s second year. Consult with your site supervisor and/or education coach for further guidance.

**Electronic Eligibility Files (A-I):**

To access Electronic Eligibility Files (A-I) log into ChildPlus:

1.Click on Services.

2.Search for the participant using name.

3.Click on Application Tab.

3. Click on Attachments

4. Click on the current program year Applications and Recertifications.

5. Click view.

R&H are responsible for uploading Electronic Eligibility Files into ChildPlus once a child is on the waitlist. The Electronic Eligibility File will have the child’s eligibility paperwork (income, birth certificate, MCIR/Immunization, McKinney-Vento determinations, foster care information, SSI, FIP) along with the application and verification page.

**LARA/HS/GSRP Files and LARA/HS/GSRP as needed**:

Follow the Child File Review Checklist to ensure appropriate documents are in the file at time of enrollment (first day of school for the child) and stored in a locked filing cabinet on site. Communication with your R&H is essential to ensure health (Immunizations/MCIR and Physical) documentation is collected. Additionally, Teachers will need to print the MCIR and Physicals from ChildPlus for the child’s file. These documents can be found under the “Health” tab.

For the Child’s file, Teachers will discuss with Coaches who will print the Eligibility documents A and B or I and J from ChildPlus (see #’s 11, 12 and 13). **\*\*To protect personal identifying information of our children and family’s income documents will not be printed.** Please shred income documents if printed from ChildPlus. FCS will print needed documents from ChildPlus in the Early Head Start Center Base classrooms documents A, B, and F.

Report of actual or suspected child abuse or neglect documentation should be kept in a separate file for the remainder of the current school year. Refer to Site Supervisor/Coordinator or Ed. coach if you have questions.

**Educational Files (Separate file)**

Educational documentation for each child is distinctively different from eligibility and Licensing documentation and should be in separate files.

Educational Files will be available to families regarding child’s education progress. For the Child’s file, FCS will print the Electronic Eligibility document labeled Customer Connections form (#12 under Education Files).

Educational documents are ongoing and completed throughout the program year.

**Dropped or Transferring Files**

When a child drops or is transferring to another program, ensure all forms are included in the child file. It is important to refer to the Program Drop Files document on Weebly. 3200 reports will be pulled from the Confidential File for CPS Reports ONLY and returned to the child’s file when exiting or completing the program for final storage. Note: When a child transfers between NMCAA classrooms, the 3200 report follows the child’s file to the new center. The report is then placed in the Confidential File for CPS Reports ONLY at the new classroom until the child exits or completes the program. Once the child exits or completes the program, the report is returned to the Child’s File for final storage.