**Enrolling Families in CDC Procedures and Responsibilities**

Coordinators or Family Services Specialist:

* NMCAA staff assigned to Collaborative Center programming will explain the requirement of layering funding with CDC subsidy and EHS CCP.
* NMCAA staff assigned to Collaborative Center programming will bring a CDC application to the appointment for the NMCAA application.
* Parents will be encouraged to apply at the time of NMCAA application. If time does not permit, the family will be encouraged to apply as soon as possible to help expedite the enrollment process.
* NMCAA staff assigned to Collaborative Center programming will provide a “Child Development and Care Subsidy Documentation” form for families to complete at time of NMCAA application.
	+ This form includes the following:
		- An explanation of how layered funding is necessary for EHS CCP programming.
		- How the parent will apply? Online, paper form, etc.
		- If the parent has already applied.
		- Agreement to share documentation of rejection.
		- Agreement to reapply if circumstances have changed or if they change in the future.
		- The website address to apply online.
		- Next steps to be followed up by the center director.
* When a child has been accepted to the center and prior to enrollment in EHS, the NMCAA CCSC/FSS will share with the Collaborative Center the completed CDC Subsidy Documentation form and any known information about the parent applying.

Directors or Assigned Representative from the Collaborative Center:

* As the enrollment in CDC subsidy is integral to individual centers budgeting and programming, all follow up on the application process for CDC subsidy will be through the center director or assigned representative.

**Documenting CDC Enrollment**

Directors or Assigned Representative from the Collaborative Center:

* Once in the MDHHS system, each family is assigned a unique MDHHS Case Number. Near the end of each quarter, the center director will submit a list of all the EHS children currently receiving the CDC subsidy including their case number.
* Quarter 1: October - December; Quarter 2: January – March; Quarter 3: April – June; Quarter 4: July – September.

NMCAA Collaborative and EHS Center-based Manager

* Will submit quarterly records of all children enrolled in EHS who receive the CDC subsidy.