Guidance for Completing the Recertification Over the Phone

**Purpose:** Due to COVID-19, changes have been made to original Recertification Guidance. A recertification is used when a child was enrolled for the 2019-2020 school year as an income eligible child and the family intends for the child return to the same program. Recerts will be completed by R&H Specialists and Collaborative Center Staff. For a child to be considered for the next program year, a recert must be completed fully by the end of their current school year.

**Procedure:**

Who will need a recert?

* Returning children that were income eligible previous year.
* Returning children that were homeless, in foster or kinship care, or families receiving Family Independence Program (FIP cash assistance) or Supplemental Security Income (SSI) (current supporting documentation will be needed for eligibility for this school year).

Who will need to make an appointment for a new application to be completed?

* Children whose income was 101-130% of poverty
* Children who were labeled Over Income
* Children that want to go to a 100% GSRP classroom next school year
* Children that will be going into their 3rd year of Head Start

**Forms needed to complete the recert packet. Forms can be found on Weebly (Procedure Manual-ERSEA)**

* Copy of current year Client Intake (application) first page, found in your child’s file or ChildPlus. 2nd page of the application may need to be updated with Eligibility Factors for children that are going to be placed in a blended classroom and are 4 years old.
* Recertification

**Steps to complete a recertification:**

1. Determine who will need a recert or a new application completed by appointment.
2. Communicate with teachers regarding families wishes for 2020-2021 placement. If the family would like to return to our Head Start classroom, they will need to complete a recert to be considered for the next school year. If a family wants to attend a 100% GSRP classroom (CAPS, TCAPS, etc.) they will need a new application completed.
3. Staple a blank recert on the top of the current client intake (application) copy of first page. If the 2nd page is needed for updating, attach also.
4. Recerts will be completed over the phone with the family, you can facetime if you would like to.
5. While talking to the family, compare what the original application says and make any changes on the recert in the areas that are gray. If there is not a change, write “same” in that box, indicating that the information from the original application is still the same. All gray boxes must be completed.

**Section 1**-Child’s Legal Name, Last and First

**Section 2**- Date of Birth

**Section 3**-Does the family have a different phone number then original application?

**Section 5**-Does the family have a different address then original application?

**Section 6**- Has there been a change in the child’s health and dental insurance? Is the child going to a different Doctor or Dentist since the original application?

**Section 12**- Is the child living with someone different from the current intake? Has the number of children in the family changed?

**Section 17**-Is the mother pregnant or father expecting? What is the due date?

**Section 19**- Any specific family need/crisis or changes? (Incarcerations, divorce, death, moved, custody arrangements, social service needs since original application)

**Section 20**-Did the family experience marriage or divorce since the original application? Add date of birth, gender, education level and present employment status if adding another adult.

**Section 21**- First and Last name, gender, and date of birth of children in the family that are not on the original intake

**Section 23**- Does the family currently receive: Foster/Kinship Care, FIP, SSI or are you Homeless? If so, we will need current supporting documentation.

**Section 24**- Refer to DocuSign Guidance to complete. You will need an email address from the family to complete this.

**No income needs to be taken for a recert**.

1. If there is any other information that has changed with the family, now is the time to document that information on the recert.

**What to do when the Recert Phone Call is completed**

**DocuSign Guidance:**

* Open DocuSign app on IPad
* Click **+Create** at bottom of screen
* When box pops up, click **Scan,** this will open a camera
* Line up the completed recert as well as you can, and take a picture
* Rotate document if needed
* If you have other documents to scan (1st page of application, supporting documents, MCIR, 2nd page of application if needed, etc.) click **+**
* Click **Done**
* Click **Next**
* Click **Others**
* Type in the parents first and last name and their email address, click **Save**
* Click **Add Recipient**, this will be your name and email address
* Click **Add Recipient** if you have ALL documents needed to send recert to Alicia
* Type in Alicia Temple, [atemple@nmcaa.net](mailto:atemple@nmcaa.net) and click the **Receive Only** option
* **Add Fields** Click on the signature line for the parent to sign, click **Signature,** then click on the area for the date, click **Date**
* Click **Change**
* Click on the signature line for you to sign, click **Signature,** then click on the area for the date, click **Date**
* Click **Next**
* If you would like to type a message to the family, now is the time to do so. You will then click **Send**
* If you go back to the **Home Screen** for DocuSign, you will see that you have a document waiting for signature, you can also see your Recent Activity or something that is waiting for your signature.
* After the parent has signed, log into your email and open the email via DocuSign.
* Click **Review Document,** scroll down to where you sign and date. Click on **Sign,** then click **Finish**
* You will get an email from DocuSign that it is complete and you can open a PDF of your document to save, email or print.

Staff will email copies of the 2019-2020 application, the recert with signatures and any supporting documents to the teacher, FES and ERSEA Manager.

ERSEA Manager will review recert before submitting to DMT. DMT will update ChildPlus with any new information and place the child on the waitlist for the 2020-2021 school year.

FES, R&H and CCSC will scan and upload all recerts into ChildPlus under the application tab as an attachment.