

Enrollment Process for Keystone Babies

1. Vacant Slot – complete within 48 hours:

- a. Provider reviews enrollment in current infant/toddler classrooms and identifies whether a child who is currently receiving a Child Care Works subsidy could be switched into the Keystone Babies classroom. If so, the provider contacts the family and completes the classroom change within 10 days of vacancy.
OR
- b. Provider contacts assigned person at CCIS to determine if the CCIS has an infant/toddler on the waiting list. CCIS contacts family and gives until the close of business the following day for response. CCIS contact notifies provider of anticipated date of start and provider contacts family for orientation plans.
OR
- c. Provider looks at internal waiting list to determine if there is an eligible infant/toddler. Provider contacts eligible family and provides contact information for CCIS. Family deadline to contact CCIS is 48 hours from original contact.
OR
- d. If no child/family is immediately available on CCIS list, provider asks CCIS contact to notify subsidy enrollment staff to suggest Keystone Babies pilot option as an available opportunity for families.

2. Vacant Slot – complete within 5 days:

- a. If the CCIS advised the provider that there are no eligible children on the waiting list, the provider will contact other early learning programs.
- b. Provider notifies early learning programs within the community of an opening; this would include agencies such as Early Intervention, Early Head Start, Children and Youth and other programs that may provide services to infants and toddlers.
- c. As appropriate, early learning programs contact families, provide them with CCIS contact information and notify provider of enrollment possibility. Referral agencies should instruct parents to tell the CCIS of their interest in Keystone Babies.
- d. The family will complete an application for a subsidy and submit all required documentation to the CCIS. The CCIS will determine the family's eligibility upon receipt of all required documentation. If determined eligible, the CCIS will add the child to the waiting list and process the enrollment as long as there are no children higher on the waiting list that are eligible.
- e. The CCIS calls the provider if a child who is Keystone Babies eligible is added to the waiting list. Enrollment process proceeds.
- f. The provider sets up an enrollment/orientation meeting with the parent as soon as the CCIS confirms enrollment.

3. Vacant Slot – complete within 9 days:

- a. The provider completes enrollment plan and sends, electronically, to the assigned infant/toddler specialist.
- b. The infant/toddler specialist faxes the approved enrollment plan to the CCIS contact.
- c. The infant/toddler specialist contacts the provider to explore additional recruitment and outreach strategies if no enrollment has been arranged and notifies OCDEL and the PA Key.

Keystone Babies Enrollment Plan

Submit a copy of this enrollment form to your Infant/Toddler Specialist **NO LATER** than the 10th day following a vacancy.

Provider Name: _____ Date of Vacancy: _____

Provider Contact: _____

_____ **Within 48 hours of the vacancy**, I have checked but do not have an infant or young toddler receiving a Child Care Works subsidy within the program that will move to the Keystone Babies classroom.

_____ **Within 48 hours of the vacancy**, I have contacted my CCIS to determine if there is an infant/toddler on the CCIS waiting list and identified next steps for follow-up.

List date of contact with CCIS, person spoken to, and next steps:

_____ **Within 5 days of the vacancy**, I have sent out vacancy notice to local early childhood programs that serve infants and toddlers, including Early Intervention, Early Head Start, Children and Youth, Nurse Family Partnership, Parent-Child Home Program. Contact information for CCIS and program is included. Describe other implemented recruitment strategies.

List agencies where notification was made and additional recruitment efforts:

_____ **Within 5 days of the vacancy**, submit this form to your Infant/Toddler Specialist

List date submitted to Specialist: _____

_____ **On the 10th day of the vacancy**, contact the CCIS contact person to learn if new names have materialized and to assure payment will be made to the provider for the 11th-20th day. Describe ongoing communication strategy: _____

Provider signature: _____ Submission Date: _____

Infant=Toddler Specialist signature: _____

Approve _____ Disapprove _____

If disapproved indicate reason: _____

Date plan faxed to CCIS contact: _____

CCIS Completion: Date of enrollment plan receipt: _____

Indicate families' contacted and result of contact:

Name of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Name of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Name(s) of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Name of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Name(s) of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Name of Infant or Toddler on CCIS waiting list: _____

Date of family contact: _____ Outcome: _____

Date of notification to provider: _____ Expected start date in facility: _____

Obsolete