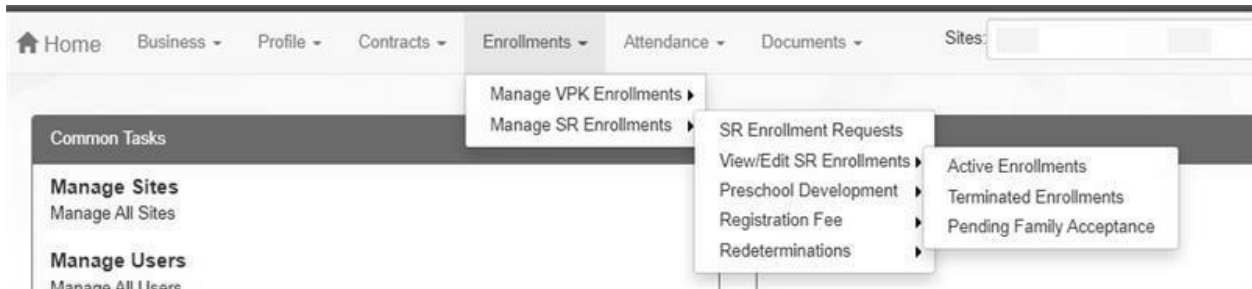


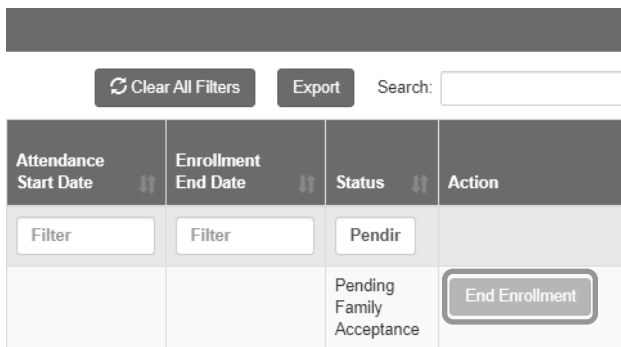
Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**.

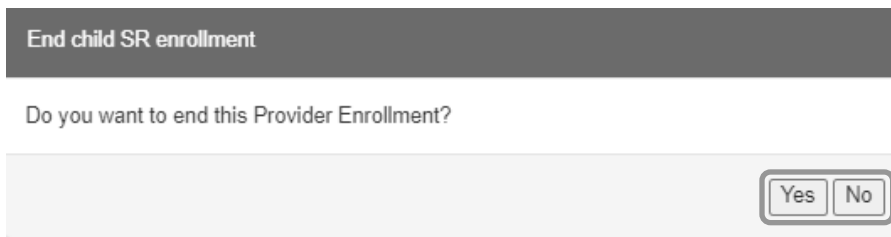


Ending Enrollments in Pending Family Acceptance

Providers can end enrollments in **Pending Family Acceptance**. Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **End Enrollment** button.



A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.



After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.

The screenshot shows a form titled "End SR Enrollment". At the top, a message box states "You have chosen to end enrollment for this child". Below this, there are three main sections: "End Enrollment Reason" with a dropdown menu currently set to "Select a Termination Reason"; "Last Attendance Date" with a date field showing "MM/DD/YYYY" and a calendar icon; and "Is there a post due parent fee?" with radio buttons for "Yes" and "No". Under the "Yes" option, there is a "Past Due Parent Fee" input field with the number "5" and a "Is there a payment plan in place?" section with "Yes" and "No" radio buttons. Below that, there is a "Please attach payment plan document." section with a "Choose File" button and the text "No file chosen". At the bottom of the form are "Save" and "Cancel" buttons.

After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.

The screenshot shows a dialog box titled "Confirm End Enrollment". The text inside reads: "Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?". At the bottom of the dialog box are "Yes" and "Cancel" buttons.

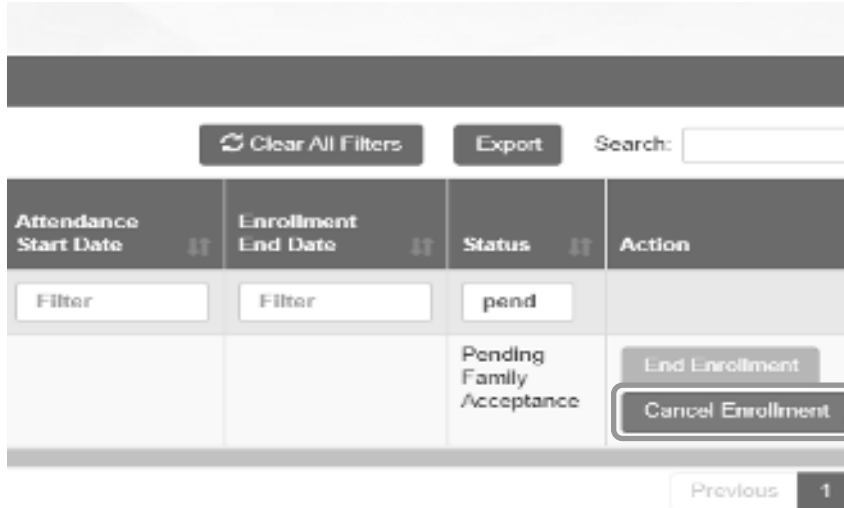
After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.

The screenshot shows a message box titled "End Enrollment" with the text "Child enrollment was successfully ended". At the bottom right of the message box is an "Ok" button.

Cancelling Enrollments in Pending Family Acceptance

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **Cancel Enrollment** button.



A confirmation pop-up window displays. Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

