



**Early Learning
Coalition**
OF PINELLAS COUNTY

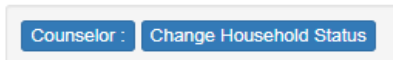
DEPARTMENT: Eligibility	SUBJECT: Procedures for “ Adding Siblings to the Waitlist ”
REVISED: 10-21	AUTHORIZATION APPROVAL: Manager, Family Services

Summary: If a client already has open eligibility but would like to add a child to the Waitlist, they will not get a button in their account to apply for the Waitlist. An Eligibility Specialist must manually add these children on the Eligibility Verification side.

- ✓ If the family already has children in care, a new child can be added to the Waitlist as long as the household income does not exceed 85SMI.

Process:

1. Explain to the client that they will need to go through the EV wizard and update their account with current proof of purpose for care and the current pay stub. They will also be responsible for reporting any other changes with supporting documentation, such a new household member or return from maternity leave.
2. Change Household Status to allow client to upload new docs.
 - a. Press Change Household Status on top left of record.



- b. Change Household Eligibility Status:
 - i. **New Status:** Pending Update.
 - ii. **Comments:** Indicate what documents client will need to upload and which children are to be added to Waitlist.
 - iii. **Save.**

Change Household Eligibility Status

Current Status: Active

New Status: Pending Update

Review Period:

Comments: Please upload current pay stub in order to add Jane to the wait list

Save Cancel

3. Enter Case Note:
 - a. **Description:** Miscellaneous
 - b. **Custom Code Type:** Parent
 - c. **Custom Code:** TELEPHONE CALL or CLIENT CONTACT (Select the applicable option of how client made the request.)
 - d. **Note:** List which children the client would like to place on the waitlist. Indicate if there are any reported changes especially a change to the household size. Set file to Pending Update for client to upload requested proof.
 - e. Save.

Add Case Note

Description*

Miscellaneous
▼

Custom Code Type **Custom Code**

Parent
▼

TELEPHONE CALL
▼

Note

Client called to add Jane to the wait list. Requested that client upload 4 weeks of current and consecutive pay stubs. Set record to Pending Update for client to upload requested proof.

4. When record is submitted, review the notes to see which changes the client is reporting, if the client is eligible, and which children need to be on the waitlist.
 - a. If the client is still at the same job and there have been no changes, an income calculator is not needed.
 - b. If there have been job changes, household size changes (new baby), etc, complete a fee change/check to address possible co-pay changes of children already in care.
5. The child must be added to the Waitlist from the EV side.
 - a. Click on the Change Status button next to the child's name who needs to be added to the Waitlist.

Eligibility status: (new)

Date of birth: 07/20/2007

Ethnicity: Non-Hispanic

Races: White

SSN: 772-62-5872

Care days: Monday

Care types: Parttime

Citizenship: Unknown

Age verification: Unknown

Medicaid eligibility: Unknown

- b. Change the child's status:
 - i. **New Status:** Child is on the Waitlist
 - ii. **Priority:** See Funding Chart
 - iii. **Billing Group:** BG8
 - iv. **Eligibility:** See Funding Chart
 - ✓ If the client already has a child under BG8, add the sibling to same BG8 Eligibility funding group. (Ex. Child in care is under BG8-ECON. Add sibling to BG8-ECON.)
 - v. **Save.**

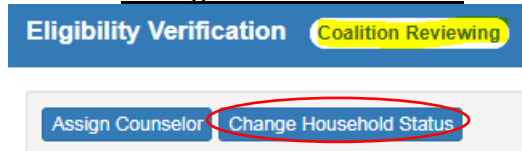
Current Status	(new)
New Status *	Child is On the Waitlist
Priority *	3
Billing Group *	BG8
Eligibility *	ECON - Economically Disadvantage

Save Cancel

c. Repeat Steps 5a-5b for every child that needs to be added to the Waitlist.

6. Household Status will automatically switch to Coalition Reviewing. Must switch back to Active.

- a. Click on Change Household Status on left corner of screen.



- b. Change Household Eligibility Status:
 - i. **New Status:** Active
 - ii. **Save.**

Change Household Eligibility Status	
Current Status	Coalition Reviewing
New Status *	Active

Save Cancel

7. Enter Case Note:

- a. **Description:** Miscellaneous
- b. **Custom Code Type:** Parent
- c. **Custom Code:** WL SIB-ADD
- d. **Note:** List child(ren) added to the waitlist. Indicate whether there were any changes and include any applicable changes made.
- e. **Save.**

Add Case Note

Description ▼
Miscellaneous ▼

Custom Code Type ▼ **Custom Code** ▼
Parent ▼ WL SIB-ADD ▼

Note
Added Jane to WL, received pay stubs, no changes to client's purpose for care.

Save Cancel

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.