



**Early Learning  
Coalition**  
OF PINELLAS COUNTY

DEPARTMENT: <b>Eligibility</b>	SUBJECT: Procedures for “ <b>Waitlist Placement Terminations</b> ”
REVISED: 09-21	AUTHORIZATION APPROVAL: Manager, Family Services

1. Click on Change Status next to the child’s name under Children Needing Care section.

Eligibility status: **Pending Eligibility**  
Enrollment status: Not Enrolled  
Date of birth: 08/24/2015  
Ethnicity: Non-Hispanic  
Race: White

[Change Status](#)  
[Eligibility](#)

2. Terminate each child’s status:
  - a. New Status: Terminated
  - b. Termination Reason: Select the appropriate reason from the drop down menu.
  - c. Comments: Utilize appropriate verbiage from “Notice of Termination (Placement Termination)” handout. The highlighted sections of the handout *must* be included. Add only the applicable termination reason from the non-highlighted section.
  - d. Save

Current Status: Pending Eligibility

New Status: Terminated

Termination Reason: SS-Ineligible - Over Income

Comments: Thank you for your interest in the School Readiness child care scholarship services provided by the Early Learning Coalition of Pinellas County, Inc. (ELC).  
Based on the information provided to the Coalition, you do not currently qualify for a School Readiness childcare scholarship and will be removed from the School Readiness Waitlist for the following reason(s):  
\_\_x\_\_ Income exceeds the school readiness childcare scholarship requirements.  
If you have questions, please call (727) \_\_400-4411\_\_ for further assistance.

Save Cancel

3. Check that each child’s status has changed to Terminated. Repeat these steps for each child.

Eligibility status: **Terminated**  
Enrollment status: Not Enrolled

4. Upload any applicable supporting documentation or the income calculator before inactivating record.
5. Once all the children in the record have been terminated, Change Household Status to Inactive.

Change Household Eligibility Status

Current Status Active

New Status Inactive

6. Additional Tips:
  - a. If there are other children in the household in another funding category, DO NOT inactivate the household.
  - b. If the client is ineligible for services, terminate ALL children from the Waitlist, including children who have not been offered funding yet.

7. Enter Case Note:
  - a. Description: Miscellaneous
  - b. Custom Code Type: Parent
  - c. Custom Code and Note (Choose from below options as applicable):
    - ✓ WL OFFER TERM - Used when a client does not respond to waitlist offer. Indicate that client was termed off the waiting list due to non-response and that file was inactivated or individual child(ren) were termed as applicable.

Description ▼  
Miscellaneous

Custom Code Type Custom Code  
Parent WL OFFER TERM

Note  
No response, inactivated record.

- ✓ WL TERM BECAUSE - Used when a client is ineligible for SR or SR Plus services. Indicate that the client did not qualify for SR or SR Plus services and the reason the client was termed off the wait list (i.e., over income, not a resident, not working or in school), and that file was inactivated or individual child(ren) were termed as applicable.

Description ▼  
Miscellaneous

Custom Code Type Custom Code  
Parent WL TERM BECAUSE

Note  
Client did not qualify for SR or SR Plus services due to being over income, family size gross income, inactivated record.

- ✓ WL NO ENROLLMENT – Used when a client is determined eligible but does not enroll a child. Indicate that client was eligible but did not enroll child(ren) and that file was inactivated or individual child(ren) were termed as applicable.

Description <sup>+</sup>

Miscellaneous

Custom Code Type: Parent

Custom Code: WL NO ENROLLMENT

Note

Eligible, never enrolled, inactivated record

Save Cancel

d. Save.

8. WL spreadsheet will need to be updated with "T". Email WL team

a. Clearwater team - Email WL team

b. St Pete team - Email Lillian

**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.