Stanislaus County Office of Education

State/Head Start Collaboration Program
Enrollment Flow Chart

When a vacancy occurs the Child Development Supervisor (CDS) will notify the Child Care Specialist (CCS) and Family Service Worker (FSW)

CCS will pull a CEL Priority /Contact List
and change the child's status to pending

CCS contacts families according to the admission priorities by telephone to verify age, need, and income eligibility for State and Head Start

Eligible
CCS schedules pre-registration appointment

Not Eligible
Family updates information on CEL

Pre-registration Appointment
CCS shall review the program process and procedures, and the certification process. Enrollment packet shall be reviewed. An enrollment appointment to return packet will be scheduled to occur within two business days

Pre-enrollment Appointment
Step 1: FSW will take HS Application to verify eligibility. FSW will enter data into COPA, print HS application, obtain parent signature. FSW will forward documentation to Health Staff and CDS for approval

Step 2: CCS will review and verify all contents of the State basic data file to determine eligibility. Family data shall be entered into KT and needed signatures obtained

Eligible
Pending approval from CDS and Health Staff

Not Eligible
Move child back to active on CEL. If needed, family updates information on CEL

CDS will notify CCS and FSW when applications have been approved

CCS will approve or deny family's eligibility
by issuing an NOA

Child care center orientation is held

CCS updates child's status on CEL

Child starts services