

EL001 - Application for Services

PURPOSE	To collect family information for data input into Child Plus. This allows for waitlist placement, verification of income, and birth.
WHO/WHEN COMPLETED:	Staff completes and signs upon waitlist request from parent. Must be accompanied by Eligibility Form and other supporting documentation as appropriate.
HOW TO FILL IT OUT:	Staff completes front and back and signs the application.
CHILD PLUS DATA ENTRY:	ERSEA processes for waitlist placement.
WHERE TO FILE:	Electronically attached to Child's file and Administration Office.
IMPORTANT NOTES:	All applications must be filled out completely and be accompanied by Eligibility Form, and other supporting documentation as appropriate.