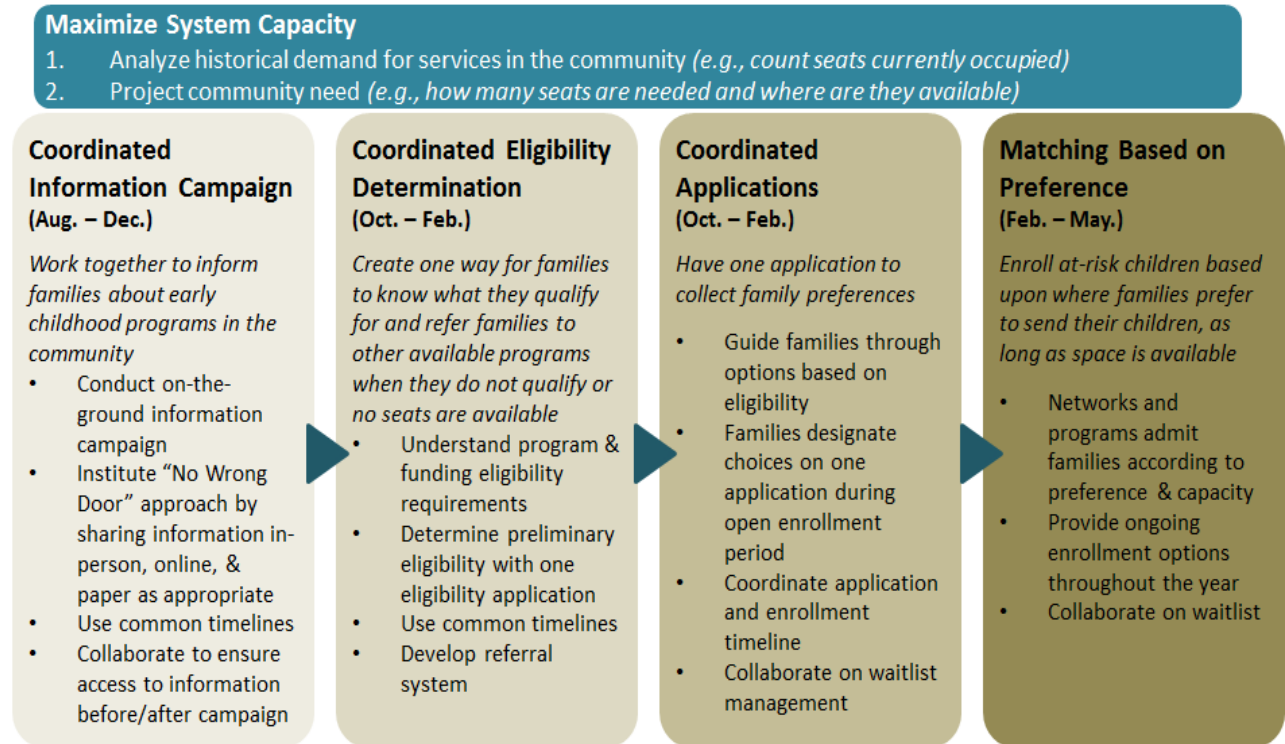


Coordinated Enrollment Success - The Full Model

When fully implemented, Coordinated Enrollment will follow the annual timeline illustrated in the graphic below. The narrative after the graphic provides additional detail.



Step 1: Build a Coordinated Enrollment Plan

Lead Agencies should convene Program Partners and count the at-risk gap, identify all funding sources and develop or refine the plan for implementing coordinated enrollment. The following questions may be considered:

- *What funding streams are being used to pay for publicly-funded children right now?*
- *How many children are currently being served?*
- *How many seats are these funding streams able to subsidize?*
- *How many more at-risk children are there in our community?*
- *How many children enter and exit programs mid-year and will those children be served?*
- *How many children with special needs and how will their needs be addressed?*
- *How will this community implement coordinated enrollment?*

Step 2: Coordinate Information Campaigns

Lead Agencies should use a single timeline for enrollment activities and develop coordinated ways to inform families about all early childhood programs in the community. This may include promotional materials such as guides, pamphlets, websites, and/or social media. Leaders may also plan joint enrollment events, such as round-ups or fairs. Information should include each program’s quality rating, philosophy, location, hours, eligibility and space availability. Note that

some families will require services outside of these events so Lead Agencies should ensure available and accurate information all year round.

Step 3: Coordinate Eligibility Determination

All Program Partners need to know the options available to at-risk children, so that families are not turned away when they may be eligible for another program. Lead Agencies should establish a referral system among program partners to reduce waitlists and serve more children. Eligibility information for each program should be provided in any informational materials or events.

Step 4: Coordinate Applications

Families need to be able to apply through a unified application that is used and accepted by all providers for all children birth to four. Lead Agencies should create single applications that provide clear and understandable directions, available in other languages when necessary. All Program Partners should enroll children on the same timeline, even when allowing for year round enrollment options. Lead Agencies should also prepare to closely coordinate communication and outreach to families.

Step 5: Match Based on Family Preference

Every family who submits an application through the coordinated enrollment system should be considered equitably. Coordinated enrollment systems cannot rely upon a “first-come, first-served” method - there must be open enrollment periods for all providers, through which children are matched to seats based on family preferences. Lead Agencies should establish a method for understanding family preferences and seat constraints in the community. With this information, Lead Agencies should work closely with Program Partners to increase diverse delivery and maximize funding to meet family demand.

Step 6: Apply for Funding as a Network

Under coordinated enrollment, Lead Agencies should work with Program Partners to apply for funding as a Community Network. For LA 4, 8(g), or NSECD funding, Lead Agencies apply through the eGrants Management System using the Early Childhood Competitive Application. Lead Agencies should make projections on family demand and convene Program Partners to discuss all applications for funding. Lead Agencies should coordinate projections and funding request to reduce the at-risk gap and ensure parent choice is honored. Leaders then submit the Community Network application to the Department.

Lead Agencies should work with Program Partners to maximize all funding resources. Specifically, Lead Agencies should pursue approaches such as diverse delivery and shared services. See Appendix for additional guidance on maximizing funding.