

DHS Contract Eligibility Check List

2015-2016

Revised 06-15

Provider: Umatilla-Morrow Head Start

DHS Office: _____

Contact Name: Suellen Whitlock

Contact Name: _____

Phone or Fax # (circle one): 541-564-6878

Phone or Fax# (circle one): _____

(Contractor Section)

FAMILY INFORMATION

Slot available date: _____

* Parent's name: _____ *SSN: _____ *Work hours per week _____
(or DHS case#)

* Parent's name: _____ *SSN: _____ *Work hours per week _____
(or DHS case#)

* Contracted Child's Name: _____ *SSN: _____
*DOB _____ Male Female

* Contracted Child's Name: _____ *SSN: _____
*DOB _____ Male Female

* Contracted Child's Name: _____ *SSN: _____
*DOB _____ Male Female

Secondary Provider Name _____ **DHS Provider #** _____

Head Start Staff Signature: _____ Date: _____

(DHS Section)

- Client currently on ERDC: YES (App or reapp processed in current or prior month)
 (See back) NO (not currently open or App/APR not in current month)
 Application Pending (see comments or attached)
 Application Denied - Reason _____

If YES

APR dates: _____ (if needed, change so last cert ends in August)

Client's UCMS Case # _____ UCMS coding completed: YES NO (see comments)

Child(ren) SNR eligible? YES NO If yes, which child(ren)? _____

If NO, Pending, or Denied, client must contact DHS office.

DHS approval of client for contract: YES effective date for contract _____
 NO (not appropriate for contract)

Comments: _____

DHS Staff Signature _____ Date: _____

The DHS/Head Start Eligibility Check List is used by both Head Start and DHS staff to document contract slot requests, approvals, and denials. This form provides a standard communication system between DHS and Head Start regarding filling contracted slots. This is a general checklist that can be used for any contracted child care, e.g. Head Start, Early Head Start and Child Care Partnerships.

Submission of this form to DHS indicates Head Start has approved the child for enrollment into the Head Start program and is requesting approval from DHS for placement in a contracted slot.

Instructions:

1. All * items are required to be completed for identification of the specific family and child enrolled with Head Start.
2. Eligibility for ERDC must be determined in the current or prior month before a child is approved for a contracted slot.

Client must have a child care need due to employment (students are not eligible).
Family income must be less than income standard for ERDC.
Family copay (based on income) must be less than the DHS payment rate
3. SSN is required for the parent and child enrolled (or to be enrolled) in Head Start and the contract. If parent SSN not known, can substitute the DHS case number.
4. SNR = Special Needs Rate (the child is eligible for the special needs rate).
5. APR date = Certification of eligibility period (the client's eligibility for ERDC is reviewed)
6. Coding = computer codes used by DHS to enter the child into the contracted slot
7. Siblings being considered for a future slot placement must have a new request at the time of placement. Family will need to have a review for ERDC eligibility, if last determination was made before the current or prior month.
8. Narration of approval for contract must be made in TRACs by DHS staff. Narration must include effective date, work hours, total income, regular copay, name of child approved, and date APR processed.