Task: Checking Applications and ChildPlus Data for Accuracy

Task	Person Responsible	Time Frame
Data Accuracy Testing		
1. Run Report 2025 (Enrollment Priority Listing) using the following settings: -Status: New/Waitlisted/Drop/Wait -*Drop/wait will check on default and should be unchecked if pulling 2025 for recruitment -Grouping: Site -Report Type: Detail (Only Option) -Show contact information -Show Eligibility Criteria Detail -Show each participant's location preferences -Show CACFP data -Print Gridlines *Exclude ineligible applicants will check on Default and should be unchecked Prioritize By: Eligibility Points (Highest First) then: Percentage of Poverty (Lowest First) then: Class Age (Oldest First) Application Status: -All should be checked Report Columns to Show: Accept, Eligibility Points, Name, App Date, App Status Enrollment Status, Current Age, Class Age, Birthday, Primary Language, # in Family, Eligibility Income, Income Status, % Poverty Level, Medicaid, TANF, SSI	Family Advocate This procedure is to be used for monitoring by the Family Service Manager	After recruitment push-May/June and any time prior to accepting children
2. Highlight all blanks on Report 2025.	Family Advocate	Prior to accepting children
3. Enter the missing data **AND** make the appropriate changes to the application by marking through the incorrect information, writing in the correct information, and initialing the change.	Family Advocate	Prior to accepting children
4. Print Report 2025 again using the following options: - Upcoming program term - Desired site - Application Status of "Complete and Verified" - Use default settings for all other areas	Family Advocate	After entering all missing data
5. Ensure the income status of each application is correct on Report 2025 by following each step below in the order listed . A) Highlight all TANF answers listed as "Yes". B) Highlight all Income Status answers listed as "Public Assistance". C) Circle each TANF highlight that does not have a matching "Public Assistance" highlight and vise versa. D) Investigate any discrepancies and make the necessary adjustments in ChildPlus **AND** on the application.	Family Advocate	Prior to accepting children
6. Review TANF/SSI incomes by verifing documentation of TANF/Families First or Supplemental Security Income (SSI) paperwork.	Family Advocate	Prior to accepting children

Task: Checking Applications and ChildPlus Data for Accuracy (con't)

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7. Review the Public Assistance Status by doing the following: A) Highlight all statuses listed as "Public Assistance" that have a TANF answer of "No". B) Review Page 3 of the application to ensure "SSI" is selected. C) Investigate any discrepancies and make the necessary changes in ChildPlus AND on the application.	Family Adovcate	Prior to accepting children
8. Ensure all points are assigned correctly according to the Selection Criteria Chart.	Family Adovcate	Prior to accepting children
Note: If errors are noted and corrections made, the person making the correction must initial and date the change on the application form. Changes must be noted in Child Plus, under the area/component in applies, ie. eligibility, income, enrollment.	Family Adovcate	Prior to accepting children
10. Ensure the Income Status is correct ("E", "H", "F", "P","O") for all children by comparing income and number in family to the Federal Poverty Guideline Chart. (Eligible, Homeless, Foster Care, Public Assistance, Over Income)	Family Adovcate	Prior to accepting children
11. Ensure all completed applications have the appropriate Application Status of "Complete and Verified".	Family Service Worker	Prior to accepting children
12. Follow up on Applications marked incomplete or too young for program by: Changing status to complete and verified once child reaches age 3. Contacting family to procure documents or necessary items to complete application.		
13. FSM will re-check/audit application, income, proof of birth prior to accepting any child. Copies will be kept in FSM files.	Family Service Manage	Prior to accepting children
14. Submit monitored 2025 to FSM at monthly FS Meeting.	Family Advocate	Monthly