



**ERSEA****Task: Selection Criteria**

<b>Task</b>	<b>Person Responsible</b>	<b>Time Frame</b>
<p>2. Continued</p> <ul style="list-style-type: none"> <li>• Determination of other factors:               <ul style="list-style-type: none"> <li>○ If the family has a current DCS case assign 100 points and note how this was verified in the comment section.</li> <li>○ If the family was referred by another service agency assign 80 points and note which agency referred them in the comment section.</li> <li>○ If the family has a current crisis assign 100 points and note what type of crisis in the comment section.</li> <li>○ If the family is need of childcare, assign 80 points.</li> <li>○ If the family is in transition, assign 80 points and describe the transition.</li> <li>○ If either parent is unemployed due to the inability to find or keep a job assign 80 points and list which individuals in the comment section.</li> <li>○ If the family has a language primary other than English, assign 60 points.</li> </ul> </li> </ul>	Family Advocate	Family Advocate
<p>3. The staff member who verified the documents and completed the form will sign and date in the appropriate area, along with adding any applicable notes under the comment section.</p>	Verifying Staff Member	Upon Completion
<p>4. The information from the Selection Criteria Form will be entered into ChildPlus. The selection criteria totals must match on both the paper copy and under enrollment tab.</p>	Family Advocate	
<p>5. The Selection Criteria Form will be scanned into the application section of ChildPlus, along with application information. The “Pre-Enrollment Checklist” found under the enrollment tab will then be completed as appropriate.</p>	Family Advocate	Immediately after entry
<p>6. The Selection Criteria Form and application documents will be reviewed for accuracy.</p>	Family Services Manager	Upon each Completed Application
<p>7. Family Services Manager will review for accuracies. If inaccuracies are found, the Selection Criteria Form will be returned to the Advocate to be revised. If needed, additional training will be provided on the proper use of the Selection Criteria.</p>	Family Services Manager	Upon review
<p>8. Until acceptance, the family advocate is to keep the selection criteria and application documents in a locked file cabinet in the family advocate office. Once a child is accepted and enrollment interview has been completed, a file is made for the child and kept in the file cabinet at Central Office in the appropriate classroom drawer.</p>	Family Advocate	Upon enrollment and once all signatures are obtained

\*See “Preparing Children’s Files” under ERSEA for more information on child files.