



Parent/Guardian File Organization Chart

Page 1
Applicant ID (<i>latest on top</i>)
Proof of Residency (<i>latest on top</i>)
Proof of Age/Citizenship for Child
Proof of Status as a Parent (<i>for primary applicant</i>)
Any other "Permanent" Documents including:
Copy of Early Learning Services Appeal Document ELCNC-224
School Readiness Payment-An Overview for Parents ELCNC-300
History Notes (<i>on top</i>)
Page 2
Needs (<i>copy of enrollment form showing needs checklist-ELCNC-216</i>)
Page 3
Immunization Forms (<i>by child, divided, latest on top</i>) (<i>no longer required from 7/1/10-leave current documentation in place</i>)
Page 4
Physical Forms (<i>by child, divided, latest on top</i>) (<i>no longer required from 7/1/10-leave current documentation in place</i>)
Page 5
SR Eligibility Review Checklist & Appt. Checklist ELCNC-285
Page 6
Parent Eligibility/Redetermination Documents (<i>in chronological order - but see note below re: ELCNC-211 Child Attendance Notice</i>)

Eligibility Documents: (from top)

- Child Care Certificate computer generated, with ELCNC-268 footer
- Disposition (if applicable) ELCNC-240
- Referral (if applicable)
- At Risk/Rilya Wilson FAQ, (if applicable) ELCNC-204
- EFS Enrollment Form
- Parent Enrollment Form ELCNC-216
- Verification of Family Status ELCNC-217
- EFS generated SR#100 Income Worksheet
- SR#100 Income Worksheet (completed and signed by the parent)
- Employment and Unearned Income Information (with calculation tape attached) if applicable paystubs/child support and/or Proof of Purpose of Care
- Pay History Calendar ELCNC-238 (if used)
- Terms and Conditions ELCNC-215

Cases with Multiple Active Eligibilities

Effective 7/19/11 for cases containing multiple active eligibilities, the Child Care Certificate, disposition (if applicable), referral (if applicable), EFS Enrollment Form and copy of enrollment form completed by the parent, EFS generated and SR#100 Income Worksheet completed by the parent, earned and /or unearned income information and/or proof of purpose of care and any other pertinent eligibility documentation will be placed together as a set of eligibility documents for EACH BILLING GROUP/ELIGIBILITY CODE, not grouped as multiple child care certificates, multiple referrals etc.

NOTE: If ELCNC-211 Child Attendance Notice is submitted by a provider, indicating that a parent fee balance is unpaid, the document should be placed in the **UPPERMOST** position in the eligibility/redetermination document section until the payment issue is resolved.