



Early Learning Coalition of the Nature Coast  
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Complete Waitlist Applications: Counselor Tracking Form

Month and Year: _____ _____	# of Children Qualified for Waitlist	Date Complete Waitlist Application Received*	Date Waitlist Application Input in UWL	Validated: Check When Validated	Date Due for Update Reminder: Place on Calendar	Date Update Sent to Parent	Update Complete or Termination for No Response or N/A	Date Notification of Funding Letter Mailed to Applicant	Date of Parent Enrollment Interview or Date Application Dropped	Applicant Name removed from UWL?

\*Note: In the event INCOMPLETE waitlist applications are received, Client Services Counselors MUST return the entire application to the parent applying for services. The Client Services Counselor will document "returned" (specifying the reason for the return) in HISTORY NOTES in EFS and complete ELCNC307: Returned Waitlist Application: History Notes. The completed ELCNC-307 will be maintained in a "Waitlist Returns" file pending further action by the applicant. ELCNC-307 will be attached to the complete waitlist application if the parent submits an acceptable application. ELCNC-307 and EFS will be updated to reflect receipt. The application will then be logged on this tracking form. **A copy of ELCNC-306: Complete Waitlist Applications: Counselor Tracking Form must be submitted to the Coalition's CCR&R Coordinator on the first business day of each month for review and verification.**