



---

## Unified Wait List (UWL) and Single Point of Entry (SPE) Procedure

---

### **PURPOSE**

To establish procedures established and maintained for the maintenance and enrollments from the Unified Wait List (UWL) and Single Point of Entry (SPE) for child care services funded by the Early Learning Coalition of Pasco and Hernando Counties.

### **BACKGROUND**

PHELC maintains the UWL for subsidized child care services in Pasco and Hernando Counties. Applicants may complete an application in person at a Coalition office, by mail, fax, email, or online through the UWL Single Point of Entry website.

### **POLICY**

It is the intent of PHELC to provide families with accessibility to the SPE/UWL to apply for early learning services. Children are placed on the UWL and subsequently enrolled in care as per the School Readiness Services and Wait List Priority Policy.

### **PROCEDURES**

#### **A. UWL Placement**

1. Applications will be reviewed for preliminary determination of eligibility.
2. If all required information is received the child(ren) are placed in the UWL database in chronological order by the date the information is received.
3. Families who have completed an application and meet the criteria will receive a "Notice of Placement on Wait List".
4. Families who receive referrals from TANF or At-Risk and their funding period has expired will be evaluated to determine if they are eligible to transfer into an alternative funding source or be directed to apply to UWL.

#### **B. Child Care Placement**

1. Coalition staff review a monthly report generated from UWL. The Finance Director will review utilization reports to determine the availability of funds for new placements.
2. Coalition staff will determine the number of children that will be notified for

placement by Coalition priority and available funding. Placement of children into care from within the same priority group will be completed by wait list date order.

3. Upon the decision to place children from UWL, families will be contacted via email and/or telephone regarding funding availability.
4. Parents will be given a designated time frame, not to exceed ten (10) business days, to attend a face-to-face eligibility interview.

**C. *Terminations***

1. Families must make at least one contact to update or verify existing information within a six (6) month period to remain active on the wait list.
2. Families who fail to contact and update their information with ELC during the six (6) month period will be notified that their child's name will be removed from the UWL unless they respond by a given date.
3. Families will also be removed from the UWL if they fail to respond to the notice of available funding within a designated time frame (not to exceed ten (10) business days).
4. Families who update their information and no longer appear to meet the guidelines will be removed from the UWL and receive written notification.
5. Families who respond to a funding opportunity and receive services will be removed from the UWL.
6. Families may also be terminated from the UWL upon their request.

Approved:  
Board of Directors – July 23, 2015