

E-ALERT

From: [Early Learning](#)
To:
Cc:

Subject: E-Alert: Menus, ERSEA and New Health Enrollment Information
Date: Friday, June 21, 2019 10:19:49 AM
Importance: High

E-ALERT E-ALERT E-ALERT

Hello all,

The following E-Alert has a combination of information, that we have tried to compile to eliminate multiple E-Alerts. We've tried to keep alike information contained in separate boxes below to keep things clear. If you have questions, please don't hesitate to reach out to the people listed in the gray box below.

Note: An additional E-Alert will be sent to Center Directors later today regarding **summer recruitment and enrollment hours for Family Support in part-year programs**. Family Support staff, please connect directly with your Center Director regarding this email.

QUESTIONS AND FOLLOW-UP

For ERSEA follow-up: ersea@psesd.org

For Health Enrollment follow-up: contact your Health/Nutrition/Safety Coach

For Menu follow-up: Shawn Peterson (speterson@psesd.org) or Kristi Walters (kwalters@psesd.org)

MENUS: Due to upgrades in our system, please send all menus to Fax: 888-311-1842 or menus@psesd.org until further notice.

ERSEA UPDATES

Per the May 2019 Connector, staff were asked to complete the following action for ENROLLMENT for 2019-2020 to move forward:

ECEAP, HEAD START, EARLY HEAD START

Over-Income Returners: If you anticipate returning children who are over Income, please submit the Over Income Returners 2019-2020 spreadsheet to ERSEA@psesd.org. This is overdue, so please turn in immediately. Thank you!

Recruitment Selection Plans: These were due May 31 to the ERSEA@psesd.org. Please send immediately and copy your FE Coach and Team Manager.

ECEAP ONLY

New Application must be created in School Year 2019-2020:

- We have noticed that staff are creating new applications in the year 2018-2019 for children enrolling for next program year.
- Please ensure you have changed the **Select School Year** (dropdown menu) to the new year 2019-2020 before creating a new application.
- If you have made this mistake, **there is NO need to redo the application.** Our Data Technician will be able to correct this error. From this point forward be careful – thank you!
- If you have a Head Start child “returning” to the ECEAP program next year, the child must have a Prescreen & Application entered in ELMS.

HEAD START, EARLY HEAD START ONLY

We need complete applications:

- **Please ensure the PSESD Application is completely filled out.** Applications are coming in with missing information; i.e. valid questions are left blank. Please ask family during the in-person interview if the question was left blank intentionally. If yes, then best practice would be to indicate “none” or “not applicable”.
- **Please do not forget** to include the *Selection Points Chart and Eligibility Verification Form*; again ensuring both are complete and signed/dated. If any information is missing when sent to the Apps@psed.org email, your application will be returned and you will be asked for this information to be completed before processing can occur.

HEALTH ENROLLMENT UPDATES

MMR/Certificate of Exemption

- As of July 28th 2019, State Law will no longer allow a personal and philosophical option to exempt children from the MMR vaccine required for school and childcare entry.
- All children, newly enrolled and returning children, will need to have the **new** [Certificate Of Exemption Form](#) filled out (if requesting an exemption for any immunizations) and signed by their health care professional and a new [Certificate of Immunization Status](#) form filled out showing the MMR. This new form is already in the Early Learning Program Manual.
- Remember to have parents sign up for [MyIR](#) so they can access their child’s records.
- **HS/EHS:** After it is filled out and signed by parent, please upload new forms into Child Plus.
- **ECEAP:** Document in ELMS.

Health History Forms

- Complete a Health History with each new enrollment OR Complete a review of the Health History for each returning child.
- Ensure parent signature and staff signature—including the date reviewed with parent/guardian.
- **HS/EHS:** Upload forms into Child Plus upon completion.
- **ECEAP:** Place form in the family file.

Well-Child Exam Forms (HS/EHS ONLY):

- As announced at the Pierce County Family Support Training, you will only need to UPLOAD these forms from now on.
- As forms are reviewed at the ESD, **we will enter the health event** for each exam in Child Plus.

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Thank you for attending to these items. We appreciate your efforts!

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EHS and HS Center Directors, FSS, Teachers
PSED FE Coaches, Team Managers, Implementation Team