

## Enrollments - SR

### Pending Family Acceptance Status

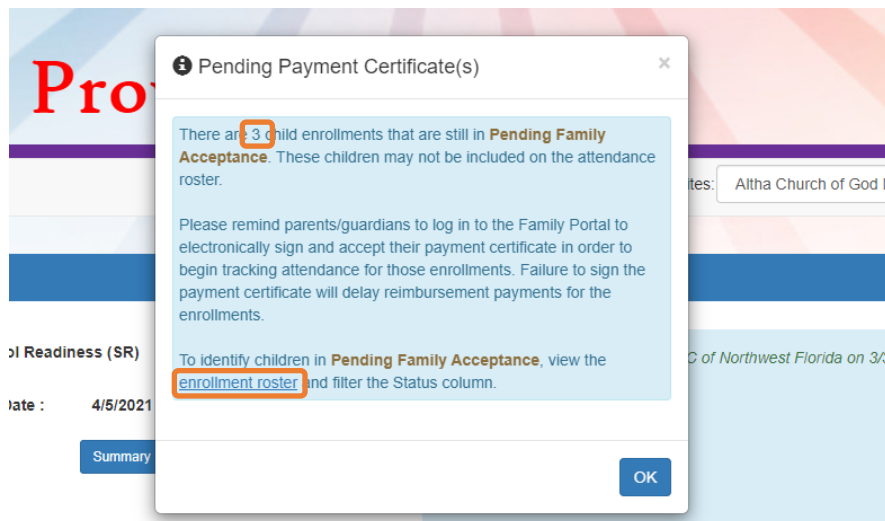
When a new School Readiness enrollment is created for an eligible child, families must accept the terms and conditions, establish their consent for developmental screening and/or child assessment, and sign the payment certificate. Families receive an email notification from OEL every five days until these steps are completed and the enrollment status changes from **Pending Family Acceptance** to **Enrolled**.

New enrollments in **Pending Family Acceptance** will not be visible on provider attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in **Pending Family Acceptance** will populate on attendance rosters
- Existing enrollments in **Pending Family Acceptance** that have already been submitted for attendance in previous months will continue to populate on attendance rosters

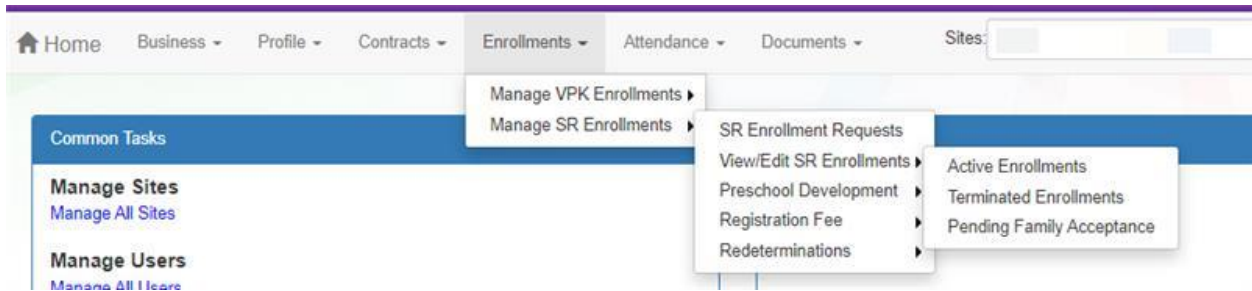
Providers will be able to process attendance and be paid for these enrollments, but not until the payment certificate is signed by the family.

If a provider has new enrollments in **Pending Family Acceptance**, when the provider accesses SR attendance, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.



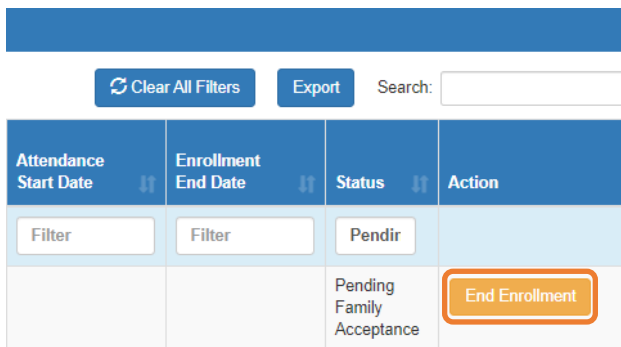
## Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**.

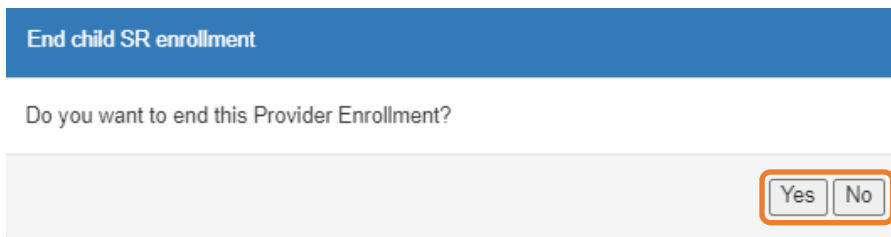


## Ending Enrollments in Pending Family Acceptance

Providers can end enrollments in **Pending Family Acceptance**. Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **End Enrollment** button.



A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.



After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.

End SR Enrollment

You have chosen to end enrollment for this child.

End Enrollment Reason \*

-- Select a Termination Reason --

Last Attendance Date \*

MM/DD/YYYY

Use the last day of the previous month if attendance has been submitted.

Is there a past due parent fee? \*

Yes  No

Past Due Parent Fee

\$

Is there a payment plan in place?

Yes  No

Please attach payment plan document.

Choose File No file chosen

Save Cancel

After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.

End S

Confirm End Enrollment

Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?

Yes Cancel

After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.

End Enrollment

Child enrollment was successfully ended.

Ok

## Cancelling Enrollments in Pending Family Acceptance

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **Cancel Enrollment** button.

The screenshot shows a web interface for managing SR Enrollments. At the top, there are buttons for 'Clear All Filters' and 'Export', and a search field. Below is a table with the following columns: 'Attendance Start Date', 'Enrollment End Date', 'Status', and 'Action'. The 'Attendance Start Date' and 'Enrollment End Date' columns have 'Filter' buttons. The 'Status' column contains 'pend' and 'Pending Family Acceptance'. The 'Action' column contains two buttons: 'End Enrollment' (orange) and 'Cancel Enrollment' (red, highlighted with a red box). At the bottom right, there are 'Previous' and '1' navigation controls.

A confirmation pop-up window displays. Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

The screenshot shows a confirmation pop-up window titled 'Cancel Pending Enrollment'. The text inside reads: 'You have selected to cancel this enrollment for [redacted] - Enrollment Start Date 02/26/2021. You should only cancel this enrollment if the child never attended on or after the enrollment start date listed above. Upon canceling this enrollment: This enrollment record will no longer appear in your enrollment listing or on your attendance rosters. Any attendance that has been saved but not submitted for this enrollment will be removed from your attendance roster. You will not be able to record or submit attendance for reimbursement once canceled. Do you want to proceed with canceling this enrollment for [redacted]?' At the bottom right, there are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box.