Contracted Slots ELRC Collaboration Plan Sample

Assigned Contracted Slots Specialist:
Date of CCW Provider Agreement with the ELRC:
Main Point of Contact for Contracted Slots Eligibility at the ELRC*: **Secondary Point of Contact for Contracted Slots Eligibility at the ELRC:** **Point of Contact for Contracted Slots Fiscal Reporting at the ELRC:** **Assigned STARS Quality Coach:** Please include telephone numbers and email addresses. If you anticipate enrolling families with eligibility in more than one ELRC region, please include the contact information for all relevant ELRCs.
Main Point of Contact for Contracted Slots Eligibility at the Program*: **Secondary Point of Contact for Contracted Slots Eligibility at the Program:** **Point of Contact for Fiscal Reporting at the Program:** Please include telephone numbers and email addresses.
Describe the process for referring a family to the ELRC to determine eligibility for Contracted Slots. Please include a reference to any specific forms or written communication.
Describe the process and timeline for informing the ELRC of Contracted Slots transitions, vacancies, or unenrollment in Contracted Slots funding.

Describe how the program meets the requirement to fill vacancies within 20 calendar days. Include strategies for coordinating with the ELRC and the Contracted Slots Specialist in the process.

Families meeting subsidy eligibility in another ELRC region but desiring childcare enrollment within an ELRC region providing Contracted Slots programs, are eligible for funding. ELRC regions must collaborate when enrolling such families. Describe how the program might work with the relevant ELRCs in this circumstance.

Describe the process for meeting with families to complete the Pre-K Intent Form (CS-IT Slots Only) and sharing the Pre-K Intent Form with the relevant ELRC and the Contracted Slots Specialist. Include any additional transition practices for children enrolled in CS-D slots.

Additional Notes:

*Contact Information must be updated and shared within 5 business days of a change.