

Eligibility Progress Notes Guidance Sheet

PURPOSE STATEMENT:

Eligibility progress notes are to be used to document information related to program eligibility and contact with families throughout a child's/SPW's enrollment.

TIMELINE:

Eligibility progress notes are to be completed at the time of application.

STAFF RESPONSIBLE:

The staff person that is completing the Eligibility Application for the parent/guardian or SPW client and any staff person who has contact with a family.

INSTRUCTIONS:

Complete the form in ink.

Print information legibly.

Mark the content area that applies.

Record information clearly.

Staff making an entry must PRINT their first initial and last name; staff shall not use legal signature.

Program Eligibility

CEU Progress Notes are to be attached to the Application when the Eligibility Story has additional information beyond the hard copy income documents.