



0.0 Child File Cover **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of the Child File Cover Sheet is to provide basic information related to the child's current enrollment in the program.

TIMELINE:

To be completed at the time of enrollment. A new form must be completed if the child transfers to a different site and/or program option, and when there are changes to the family information.

STAFF RESPONSIBLE:

The Child File Cover Sheet is completed by Early Head Start/Head Start (EHS/HS) staff responsible for child files at the site (i.e. Family Services Advocates, Home Visitors, and EHS Teaching Staff). Other staff may assist with the completion of this form as needed.

INSTRUCTIONS:

- Check off applicable program type: EHS or HS
- Check the applicable program option: Home Base, Full Day, or Part Day AM or PM
- Check if the child is new or a returnee in current program.
Note: A child who transitions from EHS to HS is NOT a Returnee.
- Complete all sections of the form completely as follows:
 - Child's Full Legal Name-write in child's name from PROMIS
 - Date of Birth – write the DOB for the enrolled child
 - FID # - write the Family Identification Number from PROMIS
 - PID # - write the Personal Identification Number from PROMIS
 - Initial Date of Attendance (DOA) in Program (EHS or HS) - write the first day that the family began receiving services in the EHS or HS program. For example, if the child is a returnee in the HS program, you would document the first date of attendance from the child's first year in the HS program. If a child has transferred between sites or program options (i.e. Home-Based (HB) to Center-Based (CB)), staff shall put the first date of attendance for the original site or program option.
 - Date of PROMIS Status Start Date PY 54 - write the current program enrollment date from PROMIS (Status Start Date) for the current Program Year 54 (2019-2020)
 - 1st Day of Attendance PY 54 – write the actual first day of attendance (i.e. child's first day in class (CB).
 - 1st Home Visit PY 54 (HB option only) – write the date of the child's first home visit.
 - Write the Parent/Guardian(s) names and identify whether the child lives with Parent/Guardian A or B. Contact information is found on the Emergency Contact Information form.
 - Indicate, by checking the box, if there are any current court orders in place for the family/child. If an order exists, a copy must be obtained, submitted to Area Office and placed in the Child File.
 - Due dates based on child's first DOA – Write the 30, 45, 90 dates into the program year for this child based on his/her first day of attendance (DOA).