

# CHANGE OF STATUS

1. Site/CFS \_\_\_\_\_ 2. Child/Expectant Mother: \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_

**4. [ ] STATUS CHANGE:**

[ ] EHS [ ] GSRP [ ] HS [ ] CLEO [ ] HS-GSRP Blend [ ] 101-130% [ ] Over Income [ ] Homeless [ ] FIP [ ] SNAP [ ] SSI

[ ] Add Accepted Date \_\_\_\_\_ Enrolled Date \_\_\_\_\_

[ ] Drop Effective Date \_\_\_\_\_ Last Day Attended \_\_\_\_\_

[ ] Transfer to Site/CFS \_\_\_\_\_ Effective Date \_\_\_\_\_

[ ] Replaces \_\_\_\_\_ Remove from Waitlist? \_\_\_\_\_

Drop/Transfer Explanation

NOTE: If the Participant has dropped, follow the Drop File Procedure. It can be found on the Weebly site for your program.

**5. [ ] NAME CHANGE:** From \_\_\_\_\_

[ ] Child/Expectant Mother To \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian To \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_

**6. [ ] ADDRESS/TELEPHONE/Email** Belonging to: First & Last Name \_\_\_\_\_ (Update Child Information Record)

[ ] Living \_\_\_\_\_ Zip Code \_\_\_\_\_ Mailing (if different from living) \_\_\_\_\_ Zip Code \_\_\_\_\_

[ ] Phone Cell \_\_\_\_\_ Can they receive a Text Message \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

**7. [ ] CUSTODY TO:** (Teacher completes a new Household Income Eligibility Statement. GSRP Only.)

[ ] Natural Parents [ ] Foster Care [ ] Guardian [ ] Family Member Date of Change \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Employment Status \_\_\_\_\_ Education Level \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Employment Status \_\_\_\_\_ Education Level \_\_\_\_\_

**8. [ ] NEW CHILD IN FAMILY THROUGH:** (Check which applies) Birth Adoption Guardianship Power of Attorney

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

**9. [ ] INSURANCE CHANGE**

Health Insurance [ ] Drop Date \_\_\_\_\_ [ ] Add Date \_\_\_\_\_ Insurance Company/Type Name \_\_\_\_\_

Dental Insurance [ ] Drop Date \_\_\_\_\_ [ ] Add Date \_\_\_\_\_ Insurance Company/Type Name \_\_\_\_\_

Other Notes

**Staff Signature/Date** \_\_\_\_\_