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**Enrolling 101-130% Federal Poverty Level**

**Policy: HS 1302.12 (d)** a program may enroll an additional 35 percent of participants whose families do not meet a criterion described in 1302.12 (c) and whose incomes are below 130 percent of the poverty line.

**Procedure:**

* Staff (PSC; CC Service Coordinator; Education Coach; FES) will contact DMT to ensure there are no eligible children on site/center waitlist. Eligibility Requirements are based on the following criteria.

 A pregnant women or child is eligible if:

* + The family’s income is equal to or below the 100% FPL
	+ The family is homeless
	+ The child is in foster/kinship care
	+ The family receives Supplemental Security Income (SSI) or Family Independence Program (FIP).

* Additional allowances may be given to enroll a child with a 101-130% Federal Poverty Level (FPL), if there are no eligible children on the wait list. Authorization will be given to enroll from DMT prior to acceptance. A Change of Status will be completed, checking the 101-130% box.
* If there are eligible children on the waitlist, that child will need to be enrolled. If the eligible child has a family circumstances that prevents them to enroll, a note will be written on the Enrollment Priority List of why they cannot enroll. DMT will need to be aware of this update for ChildPlus. Once this change has been made on the wait list an updated wait list needs to be printed and attached to the Change of Status enrolling a child with a 101-130% (FPL).
* The Change of Status (without the wait list attached) will be placed in the child’s file.
* Staff will make an additional copy of the wait list and Change of Status to be placed in a file labeled Enrolled 101-130% FPL. This file must be kept on site where the child is enrolled.

Reference: HS 1302.12 (d)

 3/19 P: hs/admin/ pro manual/ERSEA/ Enrolling 101-130% Federal Poverty Level