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**EARLY CHILDHOOD COORDINATED ENROLLMENT PLAN  
DUE FEBRUARY 1**

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Community Network: Orleans (NOEEN)  
Lead Agency: Agenda for Children  
Completed by:

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**To submit the Coordinated Enrollment Plan, please upload to the FTP:**

- Samples of program guides, brochures, flyers, etc. (*one per type*) – *scan as pdf*
- Samples of any other coordinated information campaign materials – *scan as pdf*
- Applications, eligibility forms, links to websites – *scan as pdf*
- Policies and procedures for Coordinated Enrollment
- Responses to the questions below with signatures of each program partner

If you have questions or need assistance, please contact Kaye at [Kaye.Eichler@la.gov](mailto:Kaye.Eichler@la.gov) .



**1. MAXIMIZE SYSTEM CAPACITY**

**a. What was the 2016-2017 family demand for publicly-funded early childhood seats in your community? This is the unduplicated number of applications received for 2016-2017. Be careful about double-counting applications if families applied to more than one program.**

Age Group	2016-17 Family Demand (#) <i>Based on applications for 2016-17</i>
<i>Example - threes</i>	100
Infants	<b>741</b>
Ones	<b>1296</b>
Twos	<b>1664</b>
Threes	<b>2174</b>
Fours	<b>3653</b>

Process to arrive at these numbers:  
Applications were received from November 2015 to the end of February 2016 to fill seats in Early Head Start, Head Start, IDEA/MPF funded programs, and all free PK 4 seats. CCAP applications are not included in these totals, only LDOE has CCAP applicant data. Another round of applications was received from April to May to fill remaining seats or add families to waitlists. This total reflects the number of unique valid applications from both application rounds and the late enrollment placement process ending on 9/1/2016. Not all of these applications were verified as eligible. No application was counted twice. The PK 4 application data does include applicants to the tuition-based PK 4 programs. Applications are received in the Salesforce SchoolForce platform and stored on the student's record.

**b. What was the capacity to serve children meeting the following characteristics:**

Age Group	Children with Disabilities (#) <i>Based on October 1 Counts</i>	English Language Learners (#) <i>Based on October 1 Counts</i>	Gifted/Talented (#) <i>Based on October 1 Counts</i>	Children Experiencing Homelessness (#) <i>Based on October 1 Counts</i>	Foster Children (#) <i>Based on October 1 Counts</i>
Infants	0	Data unavailable*	0	Data unavailable*	Data unavailable*
Ones	0	Data unavailable*	0	Data unavailable*	Data unavailable*
Twos	1	Data unavailable*	0	Data unavailable*	Data unavailable*

\*English Language Learner, Children Experiencing Homelessness, and Foster status was not collected as part of the Child Count, and we do not currently collect this data in our centralized system.

Threes	26	Data unavailable*	20	Data unavailable*	Data unavailable*
Fours	101	Data unavailable*	11	Data unavailable*	Data unavailable*

c. **What was the unmet demand in your community for 2016-2017?** After you complete the Oct. 1 child count, complete the table below with the service percentages from your coordinated enrollment work last year.

Age Group	At-Risk Cohort (#) <i>Based on size of K Cohort at 185% FPL</i>	2016-17 Family Demand (#) <i>Based on applications for 2016-17 (see 1.a.)</i>	2016-17 Service (#) <i>Based on Oct. 1 2016 Count</i>	Service based on Demand (%) <i>2016-17 Service/2016-17 Parent Demand</i>	Service based on Need (%) <i>2016-17 Service/At-Risk Cohort</i>	*Please note that this number DOES NOT include CCAP applications, as the Network does not have access to this data.
Infants	3109	741*	146	19.7%	5%	
Ones	3109	1296*	394	30.4%	13%	
Twos	3109	1664*	530	31.8%	17%	
Threes	3109	2174*	1271	58.4%	41%	
Fours	3109	3653*	2883	78.9%	93%	

d. **Specifically describe the network’s plan to address at-risk service gaps, particularly to manage and share waitlist information for all ages (each answer should be no more than 250 words):**

- Is the network meeting the demand of the community? Are more families applying for seats than there are seats available, or is the amount of seats currently offered enough to meet the application demand?**  
 No, the network is not meeting the demand of the community for infants through three-year-olds. All infant through three-year-old seats have been filled and remain full. However, the network has had a number of unfilled four-year-old seats for the 2016-17 school year though, so we are actually slightly exceeding demand in that age group.
- If the network is able to serve more children, how will you do that – braiding, reverse mainstreaming, local funds, Title I, etc.?**  
 No additional funds have become available to increase the number of publicly-funded seats being served for 2017-18. Head Start funds have remained flat, the number of PEG seats will remain the same, and the Network is receiving a small cut to NSECD and LA 4 funds (despite NOEEN’s request to LDE for a small increase in these funds). However, we are working hard to ensure all existing

four-year-old seats are filled in 2017-18, which will result in a small net increase in four-year-olds being served. We are accomplishing this through: 1) shifting seats from lower demand to higher demand sites through the Coordinated Funding Request, 2) working with Head Start operators to set enrollment targets that shift additional four-year-old seats to serve three-year-olds, and 3) increasing outreach efforts through the information campaign to make sure more eligible four-year-olds apply and complete verification. Please refer to the attached supplemental document entitled “NOEEN Citywide Needs Update – January 2017” for further/graphical explanation.

- **Which sites can serve more children?**  
n/a
- **If the network is not able to serve more children next year, what are the constraints – physical capacity, funding, etc.?**  
As described above, the constraint is funding.
  - **How are the constraints similar or different for child care, Head Start, and schools?**  
The per-child amount for Head Start four-year-olds is significantly higher than the LA 4, NSECD, PEG, or CCAP amount for four-year-olds. However, some nonpublic and public schools are better able to cope with this under-funded LA 4 and NSECD seats than centers because those organizations are able to subsidize operations of the PK4 class through using money intended for K-12 students. However, very few centers who are allocated PEG and NSECD seats are able to survive financially under this arrangement.

**e. How many more at-risk children will your Community Network be able to serve in 2017-18? Complete the table below with the service percentages from the count and your targets for next year.**

Age Group	2016-17 Service (#) <i>Based on Oct. 1 2016 Count</i>	2016-17 Service (%) <i>2016-17 Service/ At-Risk Cohort (above)</i>	Proposed 2017-18 Service (#)	Target Service (%) <i>Proposed Service/At- Risk Cohort (above)</i>	Growth (%) <i>Proposed growth in service from 2016-17 to Target Service</i>
Infants	146	5%	Head Start targets coming soon	TBD	
Ones	394	13%	Head Start targets coming soon	TBD	
Twos	530	17%	Head Start targets coming soon	TBD	
Threes	1271	41%	Head Start targets	TBD	

			coming soon		
Fours	2883	93%	Head Start targets coming soon	TBD	

**2. COORDINATED INFORMATION CAMPAIGN** (each answer should be no more than 200 words):

**a. When will the Coordinated Information Campaign take place?**

Start Date: Launch November, 2016	End Date: On-going	# of weeks: On-going
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**b. What will the major event(s) look like ( add rows as needed)?**

Major Event and description	Date /Time of day	Which partners are included?
<b>Saturday Verification Event: Livingston (NOEast)</b>	<b>January 14, 10 am to 2 pm</b>	<b>All EC participating programs invited to recruit.</b>
<b>Saturday Verification Event: Paul Habans School (West Bank)</b>	<b>January 21, 10 am to 2 pm</b>	<b>All EC participating programs invited to recruit.</b>
<b>Urban League Schools Expo</b>	<b>February 4, 10 am to 2 pm</b>	<b>K-12 schools public and private, All Early Childhood programs invited including type 1 and 3.</b>
<b>Saturday Verification Event: ReNew School (Uptown)</b>	<b>February 11, 10 am to 2 pm</b>	<b>All EC participating programs invited to recruit.</b>

**c. What master information guides and materials exist for the Coordinated Information Campaign (add rows as needed)?**

Title	Material Type	Partners involved
Early Childhood Education Catalog	Printed Catalog and PDF	EnrollNOLA and all partners who attended policy meetings
New Orleans Guide to Early Education	Printed Book and PDF	Urban League and all providers included (includes descriptions of all programs tuition and free)
EnrollNOLA.org	Website	Urban League, Agenda for Children,

		EnrollNOLA
Early Childhood Flyers	Flyers	EnrollNOLA

**d. How will the network ensure that the campaign accommodates and includes actionable information for all families regarding:**

<b>Children with disabilities</b>	EnrollNOLA.org includes information about how programs serve students with disabilities in the program descriptions for centers and schools. The FAQ section of the website also lays out the priority structure for students with disabilities.
<b>English Language Learners or for families who don't speak English</b>	All flyers are in Spanish and Vietnamese. The website can be switched to Spanish, Vietnamese, and French. The online only application is available in Spanish and Vietnamese. Parents tell us via the application which language they prefer to receive follow up information. Follow up information (such as school placement) is sent in the requested language.
<b>Gifted/Talented</b>	EnrollNOLA worked with ChildSearch to develop a GT flyer that outlines all of the steps parents need to take in order to complete the G/T evaluation process. That information is also outlined in the FAQs section on the website. EnrollNOLA also sends follow up emails to all families who have applied to GT programs outlining the next steps.
<b>Children experiencing homelessness</b>	The application asks families where they live and "experiencing a temporary living situation" is one option. Families who pick that option are eligible for all publicly-funded seats. EnrollNOLA Family Resource Center (FRC) staff and Head Start staff are trained to not require burdensome documents from families stating that they are experiencing a temporary living situation.
<b>Foster children</b>	The application asks families if the child is living in Foster Care. Families who pick that option are eligible for all publicly-funded seats. EnrollNOLA FRC staff and Head Start staff are trained to request the required documentation.

**e. What have you improved or changed from last year and why?**

Early Childhood flyers have been updated to be more simple and precise. The application includes a few additional statements and questions regarding the GT process to make it more clear what is required. Based on feedback from multiple policy discussions in the Fall

2016, other major changes are now in effect. For example, the NOEEN Steering Committee voted to reduce the number of application choices from 20 to 8 and voted to remove the 2<sup>nd</sup> round of the application. The average number of choices included on an application was 5, so reducing it from 20 would not limit most people’s choices and may ensure that parents choose centers and schools they are familiar with. Eliminating the Round 2 application allows EnrollNOLA to start waitlist calls in April instead of July and allows centers and schools without waitlists to fill seats on a first-come, first-served basis starting in the Spring. The hope is that rosters will be stabilized by the Summer, instead of after the school year has already begun. Another key change from last year is that now documents are scanned and attached to the student’s record during the verification process.

**3. COORDINATED ELIGIBILITY DETERMINATION** *(each answer should be no more than 200 words):*

**a. How does the coordinated information campaign include eligibility criteria for all providers?**

In the Early Childhood Education Catalog (catalog), programs are grouped by program type. Eligibility requirements for that program type are included as a header to each section. On the website, each school profile has an eligibility section that explains who is eligible for that program.

**b. How are providers informed about the eligibility criteria for other providers?**

Eligibility for all programs is explained in plain language in the catalog and on the website.

**c. How does the network verify income eligibility?**

EnrollNOLA or designated Head Start staff verify proof of age, residency, and income for all applicants complete that required step in the process. The results of the review are recorded in a shared system by the verifier and verification documents are uploaded to the student’s verification record. Only verified eligible applicants are included in the lottery, or match, process.

**d. How will the network ensure that all partners are prepared to explain eligibility information for all families regarding:**

<p><b>Children with disabilities</b></p>	<p>Priorities for children with disabilities are explained in the NOEEN Coordinated Framework, page 9. Program partners should direct all families to the website, catalog, or EnrollNOLA FRCs for more information if they feel like they cannot answer the question properly. Partners can assist families with the application which asks questions about ability and tailors the list of programs</p>
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	to the family’s circumstance.
<b>English Language Learners or for families who don’t speak English</b>	Program partners can call the FRCs to request an interpreter or can present the family with the application which can be translated to Spanish or Vietnamese at the click of a button.
<b>Gifted/Talented</b>	The GT application requirements and questions asked of parents are detailed in the NOEEN Coordinated Enrollment Framework, page 19. Program partners should direct all families to the website, catalog, or EnrollNOLA FRCs for more information if they feel like they cannot answer the question properly. The application asks if families are interested in pursuing a gifted and talented IEP and lays out how to get started.
<b>Children experiencing homelessness</b>	Priority for families experiencing homelessness is detailed in the NOEEN Coordinated Enrollment Framework, page 8 and page 13. Program partners should direct all families to the website, catalog, or EnrollNOLA FRCs for more information if they feel like they cannot answer the question properly. Providers should be aware that families experiencing homelessness are eligible for all program types and families should be directed to a Family Resource Center to check on seat availability.
<b>Foster children</b>	Questions regarding a child’s status in Foster Care are outlined in the NOEEN Coordinated Enrollment Framework, page 20. Program partners should direct all families to the website, catalog, or EnrollNOLA FRCs for more information if they feel like they cannot answer the question properly.

**e. What referral system is in place to ensure families are able to find available seats?**

Families looking for a placement within the school year must come to one of the three EnrollNOLA FRCs. Staff will check eligibility and seat availability in desired programs. If the desired program is full staff will let parent know which schools and centers do have available seats.

**4. COORDINATED ELIGIBILITY DETERMINATION, APPLICATION, MATCHING, and REGISTRATION**

**a. What steps will the network take to implement a unified application process? All programs are income-based and serve specific ages – please ensure that your answers below explain how eligibility for each seat will be verified. Your answers do not need to repeat the answers above, but should reflect them.**

<b>Coordinated Eligibility Determination</b> <i>This should be the same across sites</i>	<b>Step by step process, activities, milestones, etc.</b>	<b>Timeframe and Location</b>
<p><b>Community Network:</b> <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i></p>	<p><i>Community network will meet to review updated eligibility requirements released by the LDOE</i></p>	<p><i>January, school board office</i></p>
	<p><i>Leadership team will organize trainings for required staff on new eligibility requirements</i></p>	<p><i>February, school board office</i></p>
	<p><i>Lead Agency will provide every site with copies of the eligibility worksheet</i></p>	<p><i>In early February, it will be emailed out. Copies will be handed out at the February network meeting</i></p>
	<p><i>Community network will conduct round-up events where families can be determined eligible. At other points, families can go to any site to be determined eligible for all programs.</i></p>	<p><i>March and May, Civic center, library, and festivals</i></p>
	<p><i>Eligibility determinations will take place February- August</i></p>	<p><i>First round will be from February-May Second round will be from May-August Then on-going</i></p>
<p><b>Sites:</b> <i>What is the step-by-step process for sites and programs?</i></p>	<p><i>Every site must ensure that at least 1 staff member is trained on the eligibility determination process</i></p>	<p><i>By February 14, must send one person to the school board office for training</i></p>
	<p><i>Sites must document eligibility determination process using the eligibility worksheet, and retain copies of documentation</i></p>	<p><i>February through May, documentation must stay at the site</i></p>
	<p><i>Sites must submit documentation to Lead Agencies once a month between February</i></p>	<p><i>By the fifth day of each month, must fax or deliver documentation to lead agency</i></p>

	<i>and August</i>	
	<i>If families are determined ineligible for a program, sites will refer families to child care centers who can serve the child</i>	<i>Immediately, sites should use 1 pager on referrals</i>
	<i>If families are determined eligible for programs, sites will provide the unified application for a family to complete. If the family completes the application on the spot, it must be submitted to Lead Agency to be routed to the correct programs</i>	<i>Applications must be sent to the Lead Agency by the fifth day of every month</i>
<b>Families:</b> <i>What is the step-by-step process for families?</i>	<i>Families must bring proof of income to a site or to a roundup</i>	<i>February through May May through August</i>
	<i>If a family is not eligible for publicly-funded programs, they will receive a referral for a program that can serve them with tuition</i>	<i>Immediately</i>
	<i>If families are eligible for publicly-funded programs, they will receive the unified application and can complete it on the spot or take it home and submit at a later date</i>	<i>Applications must be submitted to the school board by May for first round, by August for second round</i>
	<i>Families who may qualify for CCAP are provided with the LDOE link</i>	<i>Immediately</i>
	<i>If families have questions that the site cannot answer, the families are referred to the Lead Agency to answer questions</i>	<i>Families can be given phone number to call with questions</i>

<p>Where are there gaps or questions in the process? How will you address them?</p>	<p><b>Gaps or Questions</b></p> <ul style="list-style-type: none"> <li>Who will train individual staff members on eligibility determination?</li> <li>If a site does not have a person trained on determination, how will they handle incoming parents?</li> </ul>	<p><b>Plan to Address them</b></p> <ul style="list-style-type: none"> <li>Lead Agency will determine the staff to train</li> <li>In February network meeting, if a site does not have staff trained on determination, plan will be made to handle</li> </ul>

<p><b>Coordinated Eligibility Determination</b> <i>This should be the same across sites</i></p>	<p><b>Step by step process, activities, milestones, etc.</b></p>	<p><b>Timeframe and Location</b></p>
<p><b>Community Network:</b> <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i></p>	<p>The eligibility and verification processes are detailed in the NOEEN Coordinated Enrollment Framework, page 7.</p>	<p>November – February Main Round Verification; on-going for mid-year and open enrollment placements.</p> <p>Any FRC or designated Head Start center</p>
<p><b>Sites:</b> <i>What is the step-by-step process for sites and programs?</i></p>	<p>Eligibility determination, or verification, is detailed in the NOEEN Coordinated Enrollment, page 8 for PK4 and Head Start programs.</p>	
	<p>Families determined ineligible for programs are referred to the Catalog where they can learn more about the LDOE CCAP application. Families can review the cost for private pay centers and are asked to follow up directly with centers to find out if a seat is available.</p>	<p>No referral form used.</p>
<p><b>Families:</b> <i>What is the step-by-step process for families?</i></p>	<p>Families must bring proof of age, residency, and income to an FRC, Head Start, or Saturday Verification event. Requested documents included on page 22 of the NOEEN Coordinated Enrollment</p>	<p>For Main Round application November to February M-F 8:00 to 4:30 or Head Starts various times as posted in Catalog and other materials.</p>

	Framework.	
	Families who may qualify for CCAP are provided with the LDOE link	Immediately- provided link through the application
	If families have questions that the site cannot answer, the families are referred to the Lead Agency to answer questions	All materials direct families with questions about CCAP to Agenda for Children.
<i>Where are there gaps or questions in the process? How will you address them?</i>	<b>Gaps or Questions</b>	<b>Plan to Address them</b>
	<ul style="list-style-type: none"> <li>Head Start partners are working to ensure each grantee approaches verification in the same way.</li> </ul>	<ul style="list-style-type: none"> <li>EnrollNOLA supports the effort to ensure we have a unified approach to verification from all partners.</li> </ul>

<b>Coordinated Application</b> <i>This should be the same across sites</i>	<b>Step by step process, activities, milestones, etc.</b>	<b>Timeframe and Location</b>
<b>Community Network:</b> <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i>	See NOEEN Coordinated Enrollment Framework Revised Fall 2016 for application timeline, format, process, and content, pages 4-6.	
<b>Sites:</b> <i>What is the step-by-step process for sites and programs?</i>	Sites are trained in Fall on how to help parents complete the application process	Fall, Agenda for Children
<b>Families:</b> <i>What is the step-by-step process for families?</i>	See "123" flyer and verification flyer	
<i>Where are there gaps or questions in the process? How will you address them?</i>	<b>Gaps or Questions</b> <ul style="list-style-type: none"> <li>Several changes to the application process are being tested this application process.</li> </ul>	<b>Plan to Address them</b> <ul style="list-style-type: none"> <li>Review effectiveness of new strategies in Summer 2017.</li> </ul>

<b>Matching Based on Preferences</b> <i>This should be the same across sites</i>	<b>Step by step process, activities, milestones, etc.</b>	<b>Timeframe and Location</b>
<b>Community Network:</b> <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i>	Match based on preference process is detailed in the NOEEN Coordinated Enrollment Framework on pages 3 and 12.	End of March, EnrollNOLA
<b>Sites:</b> <i>What is the step-by-step process for sites and programs?</i>	Schools and centers must identify siblings and continuing students from applicant pool.	February
	Centers must provide their match target to EnrollNOLA by date required. Details in NOEEN Coordinated Enrollment Framework on page 12.	January
	Schools and centers with special application instructions must identify all applications as eligible or not, meaning applicant fulfilled additional requirements or did not. Details in NOEEN Coordinated Enrollment Framework on page 6.	Close of Application, February
<b>Families:</b> <i>What is the step-by-step process for families?</i>	Complete the application and verification process. Check results online or in email when delivered in April.	Week of April 10 <sup>th</sup>
<i>Where are there gaps or questions in the process? How will you address them?</i>	<b>Gaps or Questions</b> <ul style="list-style-type: none"> <li>This year notification will be sent to parents via email and available through the parent’s online account.</li> </ul>	<b>Plan to Address them</b> <ul style="list-style-type: none"> <li>We will review the effectiveness of this online notification strategy.</li> </ul>

<b>Registration at the Site</b> <i>Sites may have different requirements at the time of enrollment</i>	<b>Step by step process, activities, milestones, etc.</b>	<b>Timeframe and Location</b>
<b>Community Network:</b> <i>What is the step-by-step process for the Community Network? This includes the Lead Agency, the leadership team, and other partners you may include in the process.</i>	EnrollNOLA conducts match of eligible students based on parent preference. See a video that describes the lottery process here: <a href="https://enrollnola.org/about/about-oneapp/">https://enrollnola.org/about/about-oneapp/</a>	Week of April 10 <sup>th</sup>
<b>Sites:</b> <i>What is the step-by-step process for sites and programs?</i>	Registration process for programs is detailed in the NOEEN Coordinated Enrollment Framework on page 14.	Week of April 10 <sup>th</sup> to May 12 <sup>th</sup>
<b>Families:</b> <i>What is the step-by-step process for families?</i>	Families claim their seat at the school/center by the seat acceptance (or registration) deadline. Included in notification emails and texts to parents.	Seat Acceptance Deadline May 12 <sup>th</sup> (Note: deadline optional for programs)
<i>Where are there gaps or questions in the process? How will you address them?</i>	<b>Gaps or Questions</b>	<b>Plan to Address them</b>
	<ul style="list-style-type: none"> <li>Working with all providers to ensure they know the registration deadline, and know it is optional.</li> </ul>	<ul style="list-style-type: none"> <li>All providers are invited to Spring training (March) to review registration policies.</li> </ul>

**b. How will you track how many seats are available for each provider for each age level?**

Schools and centers in Coordinated Enrollment use SchoolForce to track enrollment for all publicly-funded seats.

**c. How will you communicate to families how many seats are available for each provider for each age level?**

We don't communicate that information to families. The number of available seats at a school or center depends on how many students are applying to leave that center in a given application cycle. That is an ever-changing number and would not be helpful to the process of finding a quality school or center for families.

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***If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2017-2018, you will need to apply for a Coordinated Enrollment Waiver.***