

**EARLY CHILDHOOD COORDINATED ENROLLMENT PLAN
DUE FEBRUARY 1, 2019**

Community Network:
New Orleans Early Education Network (NOEEN)

Lead Agency:
NOEEN

Completed by:
Kristen Illarmo and Jen Roberts

General Instructions:

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

Further Questions:

If you have questions or need assistance, please contact Lindsey Bradford at Lindsey.Bradford@la.gov

If any aspect of the Coordinated Enrollment model will not be in place for families applying and enrolling for 2019-2020, you will need to apply for a Coordinated Enrollment Waiver.

Program Partner Review – Include signatures from each program partner demonstrating they have been engaged in the planning process and approve the plan. Add lines as necessary.

Signature:	Program Name & Type:

1. MAXIMIZE SYSTEM CAPACITY

<i>a. What was the 2018-2019 family demand for publicly-funded early childhood seats in your community? This is the unduplicated number of applications received for 2018-2019. Be careful about double-counting applications if families applied to more than one program.</i>					
Age Group	2018-19 Family Demand (#) <i>Based on applications for 2018-2019</i>	Process to arrive at these numbers: These totals represent the number of unique Main Round 2018_19 early childhood applications and Open and Late Enrollment EC Eligibility records from November 1st, 2017 to November 18, 2018.			
<i>Example - threes</i>	100	These totals include everyone who completed valid applications that included school choices or where they were eligible for programs.			
Infants	774	Note that the number of families who completed the eligibility determination process is lower than the total number of unique applicants.			
Ones	1184				
Twos	1495				
Threes	2602				
Fours	3433				
<i>b. What was the unmet demand in your community for 2018-2019? After you complete the Oct. 1 child count, complete the table below with the service percentages from your coordinated enrollment work last year.</i>					
Age Group	At-Risk Cohort (#) <i>Based on size of K Cohort at 200% FPL</i>	2018-19 Family Demand (#) <i>Based on applications for 2018-19 (see 1.a.)</i>	2018-19 Service (#) <i>Based on Oct. 1 2018 Count</i>	Service based on Demand (%) <i>2018-19 Service/2018-19 Parent Demand</i>	Service based on Need (%) <i>2018-19 Service/At-Risk Cohort</i>
<i>Example - threes</i>	125	100	75	75%	60%
Infants	2838	774	206	27%	7%
Ones	2838	1184	466	39%	16%
Twos	2838	1495	645	43%	23%
Threes	2838	2602	1261	48%	44%
Fours	2838	3433	2872	84%	101%

c. Please specifically describe your network’s plan to address at-risk service gaps. Particularly, how will your network manage and share waitlist information for all children ages (each answer should be no more than 250 words):

The largest at-risk service gap is for the infant to 3 cohorts. In the past, Early Head Start, EHS+CCAP, and CCAP were the only public funding sources available to serve this population. Early Head Start grantees are using their maximum number of allotted seats for EHS and EHS+CCAP to serve children from infant to 2 year, but there is still a sizable service gap for this group. The 2018-19 school year is the first year that city funds were used to create 50 seats for children infant to 2 yr. That city partnership was doubled for the 2019-20 school year, funding an additional 50 seats for this highest need population.

Waitlist offers for all early childhood grades are made centrally by the EnrollNOLA team. The team has access to all open seats in the enrollment system and can see how families ranked their choices. The team works to ensure that families receive their best possible offer at the highest ranked school with available seats.

Note that the complete number of students who applied for EHS+CCAP and CCAP programs is not represented here because those seats are not actively managed in Schoolforce because the network cannot certify a family eligible for CCAP.

- Is the network meeting the demand of the community? Are more families applying for seats than there are seats available, or is the number of seats currently offered enough to meet the application demand?***

The Network is not meeting demand, particularly for families needing childcare for infant to 3 year olds. However, again for school year 2018-19, we have open PK 3 and PK 4 seats with no children on the waitlist at several Head Start centers, schools, and early learning centers. It appears there are not enough eligible children who want to take seats at those particular centers and schools. However, other PK3 and PK4 programs continue to have waitlists, suggesting that there is some mismatch between supply and demand for seats in the network.

- If the network is able to serve more children, how will you do that – braiding, reverse mainstreaming, local funds, Title I, etc.?***

We are using the framework and questions outlined in our Ready Start Network application to more fully explore our capacity to serve more children, including, but not limited to, reviewing census, supply, demand, waitlist, and quality information across funding and program types.

o Which sites can serve more children?

d. How many more at-risk children will your Community Network be able to serve in 2019-2020? Complete the table below with the service percentages from the count and your targets for next year.

Age Group	2018-19 Service (#) Based on Oct. 1 2018 Count	2018-19 Service (%) 2018-19 Service/ At-Risk Cohort (above)	Proposed 2019-2020 Service (#)	Target Service (%) Proposed Service/At- Risk Cohort (above)	Growth (%) Proposed growth in service from 2018-19 to Target Service
Example - threes	75	60%	80	64%	4%
Infants	206	7%	221	8%	1%
Ones	466	16%	482	17%	1%
Twos	645	23%	664	23%	0%
Threes	1261	44%	1,300	46%	2%
Fours	2872	101%	2,865	101%	0%

2. COORDINATED INFORMATION CAMPAIGN (No more than 200 max words per answer):

a. When is your Information Campaign scheduled to begin?

Start Date:	End Date:	# of weeks:
Main Round Information Campaign Start Date: November 1 st , 2018	Main Round Information Campaign End Date: February 22, 2019	MR Info: 17 weeks
Open Enrollment Information Campaign Start Date: March 11 th , 2019	Open Enrollment Information Campaign End Date: June 26 th , 2019	Open Enrollment Info: 16 weeks
Late Enrollment Information Campaign Start Date: July 8 th , 2019	Late Enrollment Information Campaign End Date: September 30, 2019	Late Enrollment Info: 13 weeks

b. What specific minor and major event(s) does your network plan to hold? Describe each below. Add rows as needed.		
Event type and description:	Which partners are/will be included?	
Four Saturday events aimed at families who need to complete verification (eligibility determination) and/or complete the application.	Head Start, Early Head Start, EnrollNOLA	
Urban League School Expo- major showcase for all schools and centers in New Orleans, early childhood through 12 th grade	All type III early childhood providers are invited by Urban League, as well as private schools, and public schools	
Participating in community partner scheduled events	Details below	
c. In addition to your current program partners, what other community partners will be involved in your Information Campaign? Add rows as needed.		
Name of community partner(s):	How will this community partner help your network's information campaign?	
Urban League of Greater New Orleans	Urban League has partnered with EnrollNOLA to ensure that all information in the Early Childhood School Guide and on EnrollNOLA.org stays up to date and accurate.	
New Orleans Library	EnrollNOLA annually trains New Orleans Library staff to help families' complete applications. Branches can direct families to the website and assist with finding the right materials.	
The Parenting Center	Annually attend the School Fair and Readiness Forum, organized by the Parenting Center. This October 2018, EnrollNOLA participated in a panel discussion about early childhood and Kindergarten readiness. EnrollNOLA also tabled and answered parent's questions about the process and informed families about participating programs.	
d. What are some specific master information guides and materials your network will produce/use to support its Information Campaign? Add rows as needed.		
Title:	Material Type:	Partners involved:
Early Childhood Education Catalog Inf to PK 4 2019-2020 School Year	Printed catalog, PDF	EnrollNOLA and all CE participating early childhood providers
New Orleans Guide to Early Childhood Education	Printed book, PDF	Urban league of Greater New Orleans, EnrollNOLA, Agenda for Children, NOEEN, all early childhood programs in Orleans

EnrollNOLA.org	Website	EnrollNOLA and all CE participating early childhood providers; including: CCAP, Head Start, Early Head Start, NOEEN, PEG, NSECD, LA4, and Type IIs
Facebook, Twitter	Social Media	EnrollNOLA
<p><i>e. What are some specific ways your network will use the School and Center Finder website, to enhance its Information Campaign and widely promote sites to families?</i></p>		
<p>School and Center finder is an active link in each school’s profile on EnrollNOLA.org. Parents are encouraged to click the “center report card” link which takes them directly to that school’s profile in the School and Center finder.</p> <p>EnrollNOLA Family Resource Center staff also frequently direct parents to the School and Center finder as another source for information.</p>		
<p><i>f. Please identify your network’s website address. Where can families find a link to School and Center Finder on your network’s current website?</i></p>		
<p>Enrollment information website: https://enrollnola.org</p> <p>Link to the School and Center finder is included in each program’s profile. Example below:</p>		

Philosophy: Quality education shaping leaders for a changing world.

Program Type: Gifted & Talented

Cost (tier): Free

Cost for 1 YR to PK4: Free

Cost for Infants: Free

Additional Fees: Contact School for More Information

Schedule Type: School Year Only

Center Performance: 6.14 (Excellent)

School Finder Page: [Center Report Card](#)

Licensed Capacity: 11

g. What if any updates are you planning to make to your network's website?

No significant updates, beyond branding changes, are anticipated for 2019.

h. How will your network's Information Campaign include and provide useful information to all families, specifically:

<p>Children with disabilities</p>	<p>New Orleans Guide to Early Childhood Education includes a two page section aimed at answering questions for families with children with special needs. Early Childhood catalog also includes information about children with IEPs in its eligibility and priority sections. EnrollNOLA.org also includes information in the Frequently Asked Questions section aimed at helping this population navigate the process.</p>
<p>English Language Learners or for families who don't speak English</p>	<p>EnrollNOLA materials are translated into Spanish and Vietnamese and sent out weekly (via the newsletter) to participating early childhood providers. The application itself can be converted, through the use of Google translate, into Spanish and Vietnamese. Each Family Resource Center has a Spanish speaker on site and EnrollNOLA has partnered with OPSB to provide a Vietnamese speaker to assist families as needed.</p>

Gifted/Talented	Several questions on the application pertain to GT programs and are aimed at informing families about this program and letting families know how to schedule an evaluation with OPSB if they are interested in pursuing that option.
Children experiencing homelessness	Family Resource Center staff follow McKinney Vento law and do not require any documentation from families experiencing homelessness. Children experiencing homelessness also receive priority to Head Start and Early Head Start seats. Materials encourage families to come to a Family Resource Center if they think they qualify but do not have all required materials.
Foster children	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.
<i>i. What specific changes or improvements have you made or plan to make to your network's Information Campaign from last year?</i>	
Change(s) or improvement(s) made/planned:	Why:
EnrollNOLA worked with providers to streamline the language in some application questions again this year.	Certain terms such as SNAP, FITAP, TANF, IEP, etc are necessary to use on the application but are not widely understood by applicants. More work was needed to streamline the application questions that used these terms.
We have partnered with ERA again to improve texting capacity for Main Round 19_20 application.	Texting is a powerful way to reach parents to remind them to complete the verification process. Signal Vine allows us to have quick back and forth with families to determine the verification roadblock.
Partnered with ERA to send targeted mailers, emails, and texts to rising PK 4 students.	This communication series targets families who applied for PK 3 last school year. A portion of this group will receive a general application reminder, a portion will receive a reminder that includes the scores for the highest performing PK's in the city, and a portion will receive a list of which centers are in their zip code (to include designated neighboring zip codes).
Revised "Where to Verify" flyer	Revised "where to verify" flyer to make it more clear to families where they can verify based on the age of the child, to assist families in determining whether they verify at Head Start or a family resource center.

3. COORDINATED ELIGIBILITY DETERMINATION *(No more than 200 max words per answer):*

a. How will specific information regarding eligibility determination requirements and process for all providers be included in your network's Information Campaign?

Income guidelines and other eligibility requirements for each program are included in the Early Childhood Education catalog and appear before the program list for that particular funding source. Eligibility and priority information is also included on EnrollNOLA.org in each school and center's profile. Supplemental information regarding eligibility is also included in the Frequently Asked Questions on EnrollNOLA.org. Detailed eligibility information is also included in the Urban League New Orleans Guide to Early Childhood Education.

b. How will all providers be informed about the eligibility determination (criteria) of other providers? Specifically, how will eligibility information be shared among all providers?

Eligibility criteria for all program types is publically available in the locations mentioned above. Early Childhood providers are encouraged to review this information to help families find suitable programs.

c. How does your network verify income eligibility?

1. Applicant shows proof of eligibility at a designated verification site.
 - a. Applicants to LA4, NSECD, and PEG must present approved documents at a Family Resource Center to be deemed eligible. (See attached list of documents required)
 - b. Applicants to Head Start or Early Head Start verify at a Head Start verification site of their choice from the list of participating centers.
2. Approved documents are reviewed by EnrollNOLA and/or Head Start staff, staff answers verification questions in Schoolforce enrollment system, system confirms program eligibility for programs applied to.
3. Eligible, verified applicants are included in the Main Round lottery.

d. How will your network implement the new Direct Certification system for determining eligibility of families at or below 200% FPL?

Once access to EScholar is granted, EnrollNOLA staff will upload EC applicant data to Escholar using the required format. Students who match are not required to submit any further proof of income but they must still submit proof of residency and age by the application deadline 2/22/19.

Some portion of students will receive a “no match” or a “near match,” these families can still submit proof of income at a family resource center and be deemed eligible for the program through the original verification process. The size of the “no match” or “near match” batches will determine how effective this tool will be in the short term.

e. What specific actions or steps will your network take to ensure that all partners are prepared to explain eligibility information to families regarding?

Children with disabilities	Through trainings and other scheduled meetings we will ensure that providers know where to find information for families with children with special needs (the Early Childhood Catalog, the New Orleans Guide to Early Childhood Education, and EnrollNOLA.org).
English Language Learners or for families who don't speak English	EnrollNOLA sends out translated flyers weekly through the early childhood newsletter. In training, staff also ensure that providers know the application and website can be translated into multiple languages.
Gifted/Talented	Information about the Gifted and Talented process is included in annual enrollment trainings.
Children experiencing homelessness	Information about how to assist families experiencing homelessness is included in annual enrollment trainings and has been added to the Coordinated Enrollment framework, the policy document for NOEEN.
Foster children	Information about how to assist students in foster care is included in annual enrollment trainings.

f. What specific referral systems does your network have in place or plan to use, to ensure that families are able to find available seats?

Our network relies on the EnrollNOLA Family Resource Centers to disseminate information about seat availability. The three Family Resource Centers are staffed with one Spanish speaker each and help families complete the application (early childhood to 12th grade) and verify early childhood applicant's eligibility. Staff will review the list of available seats with families seeking a seat for the current school year.

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.

Coordinated Eligibility Determination <i>This should be the same across sites</i>	Step by step process, activities, milestones, etc.	Timeframe and Location
<p>Community Network: <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>EnrollNOLA staff and Head Start staff verify eligibility for all applicants who complete this required step. Verification occurs at any FRC or designated Head Start center.</p> <p>Staff review the proof of age, residency, and income for all adults in the household and input that information into Schoolforce. Documents are uploaded and attached to the student’s record in Schoolforce.</p>	<p>Timeframe: November 19th to February 22rd Main Round Verification</p> <p>End of April through June for Open Enrollment Verification</p> <p>July through upcoming school year for Late Enrollment</p> <p>Location: FRCs (3 locations) and designated Head Start sites</p>

	<p>Details of the eligibility and verification processes are included in the NOEEN Coordinated Enrollment Framework.</p>	
<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>High level landscape:</p> <ul style="list-style-type: none"> • Family Resource Centers have computer labs and bi-lingual staff to assist families with the application and verification. Participating programs are encouraged to have computers available to help families complete the application. Programs are also encouraged to direct families to an FRC if they are not equipped to assist the parent. • More than 10 Head Start sites are designated as verification centers. These sites verify applicants for EHS and HS. • Programs that are not verification centers direct families to a Head Start verification site or a Family Resource Center to complete their next step. 	<p>Timeframe: November 19th to February 22nd Main Round Verification</p> <p>End of April through June for Open Enrollment Verification</p> <p>July through upcoming school year for Late Enrollment</p>

	<p>Process steps:</p> <ul style="list-style-type: none"> • When a parent arrives with documentation, FRC or HS verifying staff looks the student up in the Schoolforce enrollment system to ensure they have completed an application. • Staff then reviews the documents submitted and asks the family follow up questions. Answers are recorded in Schoolforce and staff uploads documents. • The system confirms eligibility based on answers provided by the verifying staff. Staff inform the family at that time whether they are eligible for the programs they have applied to. • Families not eligible for OneApp programs are directed to complete the CCAP application. 	<p>Location: FRCs (3 locations) and designated Head Start sites</p>
<p>Families: <i>What is the step-by-step process for families?</i></p>	<ul style="list-style-type: none"> • Apply at EnrollNOLA.org • Bring proof of eligibility to an FRC or designated Head Start site <ul style="list-style-type: none"> ○ Parent’s ID, proof of student age, proof of residency, and proof of income for all adults 	

	<ul style="list-style-type: none"> Families only verify at one HS site, and can choose any HS site, regardless of the center options included on their application 	
<p><i>Where are there gaps or questions in the process? How will you address them?</i></p>	<p>Gaps or Questions</p> <ul style="list-style-type: none"> Getting families to complete verification continues to be a hurdle for the process due in part to the documents required. In many cases families must return more than once to a Head Start or the FRC in order to complete this step. Ensuring an adequate number of Head Start centers are available for July is a challenge because many HS sites are closed for portions, or all, of July. 	<p>Plan to Address them</p> <ul style="list-style-type: none"> Improve communication with families through Signal Vine texting service. Send weekly reminders that include link to document list. Explore possibility of having families send in documents remotely. Use enrollment data from Late Enrollment 2018 to determine the number of families who may attempt Head Start verification in July. Work with HS to ensure that an appropriate number of centers will be open to serve this expected number of families.

Coordinated Application <i>This should be the same across sites</i>	Step by step process, activities, milestones, etc.	Timeframe and Location
<p>Community Network: <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>	Annually, EnrollNOLA and Agenda invite all early childhood partners to review the application to determine what improvements can be made.	August- September
	EnrollNOLA holds training sessions twice a year for all participating early childhood programs and partners to highlight the changes and demonstrate the revised application. Spring training sessions focus on registration.	October and March
	Opening date for the 19_20 application was moved to open after the most recent performance scores were made available by LDOE.	November 19, 2018
<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	All participating programs are invited to August policy and application review sessions.	August
	All participating programs are invited to October training sessions to demo the application.	October
	Once the application opens in November schools and centers are encouraged to set up computer banks to assist families complete the application.	November
<p>Families: <i>What is the step-by-step process for families?</i></p>	Families log on to EnrollNOLA.org	November 19, 2018 to February 22, 2019
	On the Homepage families click a link that takes them to the application. Or they can click “How to Enroll” to learn more and then click a link.	

	<p>The link takes families to the parent portal. Parents enter an email address and a password, temporary passwords are generated for new parents or forgotten passwords.</p>	
	<p>Parents enter demographic information, address is validated against USPS data to confirm address is correct, parent answers the eligibility questions and then picks up to 8 schools from a list of schools tailored to their eligibility. School list includes the performance profile score for each site, the neighborhood that the center is located in, and the distance from home in miles based on the applicant's entered home address.</p>	
	<p>The application informs families that the process is not complete until they prove their eligibility at a Family Resource Center or a Head Start center.</p>	
<p><i>Where are there gaps or questions in the process? How will you address them?</i></p>	<p>Gaps or Questions</p> <ul style="list-style-type: none"> • Adding address validation for this Main Round was a big leap forward because now all applicants can see how far each center is from their house. • For the future, we are considering whether it would be useful or advisable to highlight high performing centers in a similar way to how we are highlighting geography now. 	<p>Plan to Address them</p> <ul style="list-style-type: none"> • Discuss with stakeholders ideas for restructuring the applicant school list.

Matching Based on Preferences <i>This should be the same across sites</i>	Step by step process, activities, milestones, etc.	Timeframe and Location
<p>Community Network: <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>EnrollNOLA conducts match of eligible students based on parent preference, seat availability, and applicant priorities.</p> <p>See a video that describes the lottery process here: https://enrollnola.org/about/about-oneapp/</p>	<p>Late March</p> <p>OPSB Central Office 2401 West Bend Parkway NOLA, 70114</p>
<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>Head Start centers must provide their match target to EnrollNOLA by date required. Details in NOEEN Coordinated Enrollment Framework.</p>	<p>Early February</p>
	<p>Match targets for LA4, NSECD, and PEG come from the BESE allocation.</p>	<p>Early February</p>
	<p>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 8.</p>	<p>Complete by application deadline</p>
	<p>Centers with PK 4 and no K must review completion reports supplied by EnrollNOLA to ensure that all of their rising K applicants have completed a kindergarten application.</p>	<p>On-going November through February</p>
	<p>Centers whose free seats end at 2 yr similarly must review completion reports to ensure that parents have completed an application and verified if they intend to stay in a free Head Start seat.</p>	<p>On-going November through February</p>

<p>Families: <i>What is the step-by-step process for families?</i></p>	<p>Families must list their school choices in true order of preference on the application and complete the verification process.</p> <p>Check results online or in email when delivered in April.</p>	<p>Main Round, Nov-February</p> <p>Results, early April</p>
<p><i>Where are there gaps or questions in the process? How will you address them?</i></p>	<p>Gaps or Questions</p> <ul style="list-style-type: none"> EnrollNOLA continues to combat myths about the match process to ensure families understand the critical rules, such as, if your student has a seat and you complete an application and get assigned to a school on your application you cannot choose to return to your former school. Reason: all seats are included in the match process, one student gives up a seat and it is taken at the same time by another student. 	<p>Plan to Address them</p> <ul style="list-style-type: none"> EnrollNOLA regularly attends school and center events to answer questions about the process. The application also now includes check boxes that require the parent/guardian to read the statement and check the box showing that they understand the statement. These statements address common myths.

<p>Registration at the Site <i>Sites may have different requirements at the time of enrollment</i></p>	<p>Step by step process, activities, milestones, etc.</p>	<p>Timeframe and Location</p>
<p>Community Network: <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>EnrollNOLA gives schools and centers access to their upcoming school year roster in early April. Roster will be called "Future School" roster.</p>	<p>Early April</p>

<p>Sites: <i>What is the step-by-step process for sites and programs?</i></p>	<p>Registration is completed at the school and center level.</p> <p>Programs should download and review eligibility documents attached to the student record in Schoolforce.</p> <p>Documents include everything reviewed for the initial eligibility check: Proof of age, parent ID, proof of income, proof of residency.</p>	<p>Early April to registration deadline estimated June, 2019.</p>
	<p>If documents are missing or unclear, schools and centers must seek additional information from parent/guardian.</p>	<p>On-going through registration</p>
	<p>Schools and centers must include LINKS immunization information with expiration dates.</p>	<p>On-going through registration</p>
	<p>All documents presented must be compared to eligibility requirements listed on the Family Eligibility worksheet to ensure accuracy.</p>	<p>On-going through registration</p>
	<p>Schools and centers must ensure all required documents are uploaded into Schoolforce by the child's first day of school.</p>	<p>April to Child Start Date</p>
	<p>Families: <i>What is the step-by-step process for families?</i></p>	<p>Families must complete registration at the school by the registration deadline.</p>
	<p>Gaps or Questions</p>	<p>Plan to Address them</p>

<p><i>Where are there gaps or questions in the process? How will you address them?</i></p>	<ul style="list-style-type: none"> • Working with providers to ensure they all know how to access documents uploaded to Schoolforce and that they understand the eligibility requirements and review those at registration. • Providers have requested a policy change to move the registration up from late July to June. Exact June date is not determined yet. 	<ul style="list-style-type: none"> • Spring training 2019 will cover actions that schools need to take at registration in detail. • A separate training is being considered that would delve into the monitoring process and what to expect when your school is flagged for review. • Talks are on-going to establish the new June registration deadline.
--	---	--

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. Vacancies are tracked through reports that show open seats by student age level.

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

For the Main Round application, EnrollNOLA does not communicate seat availability to families. The number of available seats at a school or center depends on how many students are applying to leave that school or 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.

For families seeking a current year placement, EnrollNOLA Family Resource Center staff discuss all open seats with families. During Late Enrollment a report is posted on EnrollNOLA.org daily that shows which programs have open seats and an estimate of the number of seats that are open (ex: more than 10).