**Transfer of New or Abandoned Participant Records within ChildPlus Request [Form 5080C]**

**New, Abandoned, or Dropped Participants Only!**

Incomplete forms will be returned for completion

<table>
<thead>
<tr>
<th>Staff Name:</th>
<th>Site Name:</th>
<th>Date of Request:</th>
</tr>
</thead>
</table>

**Section 1: Current Applicant Status (Select only one)**

- **□ “New” Applicant Status**
  ONLY select this if participant has a status of “New” in ChildPlus
- **□ “Abandoned” Applicant Status**
  ONLY select this if participant has a status of “Abandoned” in ChildPlus
- **□ “Dropped” Applicant Status**
  ONLY select this if participant has a status of “Dropped” in ChildPlus

**Section 2**

**Type of Transfer**

Applicant MUST complete a new application:

Please document the circumstances for the transfer request

**Notes**

**Section 3**

**Applicant’s Enrollment Information**

<table>
<thead>
<tr>
<th>1 Program Option:</th>
<th>2 Applicant’s Name:</th>
<th>3 Applicant’s DOB:</th>
<th>4 Current Site:</th>
<th>5 New Site:</th>
<th>6 Slot Available at New Site:</th>
<th>7 Expected Transfer Date*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Head Start</td>
<td>□ Early Head Start</td>
<td>□ State Early Head Start</td>
<td></td>
<td></td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>8 Primary Adult’s Name</td>
<td>9 Applicant’s ChildPlus ID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If provided, the expected Transfer date must be more than 3 days after the date received by MAHS

**Section 4**

**Release of Information by Parent/Guardian Applying for Transfer of Enrollment/Participant Records**

I, ______________________________, am requesting that my child, ______________________________, be transferred according to the information listed above and hereby give my permission to have all current file information transferred from the current site to the new site listed above.

_________________________________________________  ________________________________
[Parent/Guardian Signature]  [Date]

To Be Completed by Designated Grantee Staff ONLY

Date Received form MAHS Delegate/Partnership:  __________________ Date Transfer Completed:  ____________

Date Confirmation Emailed:  ________________ Emailed To:  ________________  CC:  ________________

Grantee Signature:  ________________
Automatic Transfer:

A currently accepted or enrolled family or participant experiences a critical or emergency need that requires transfer to another location. The following reasons are acceptable for automatic transfer:

- Loss of Housing
- Placement into Foster Care/Kinship Care
- Change in employment that requires a move or different schedule of services not available at current site
- Current Valid IEP/IFSP
- Victim in a Domestic Violence Situation
- Incarceration/Loss of Primary Financial Provider
- Transition of Home Based participants into a Center Based program option

- **Tier 1**: Automatic Transfer with an open slot available
  - A new application for enrollment is not required, and the transfer will be completed by the grantee upon receipt of the transfer request form (Form 5080).

- **Tier 2**: Automatic Transfer with no open slot available, and family is able to remain at the current location until a slot becomes available.
  - Family maintains enrollment at the current location, and may be placed on the waitlist at the location where they wish to transfer.
  - MAHS staff will provide 1000 temporary points in the Adjustment field of the Selection Criteria and document in ChildPlus to ensure the child is identified for the next available slot.
  - When a slot becomes available, the delegate ERSEA content lead will notify the grantee ERSEA Specialist. MAHS staff will then complete the Enrollment process and the 1000 temporary points will be removed from the Adjustment field and documented in ChildPlus.
  - The qualified participant information will be transferred to the receiving MAHS program’s waitlist.

- **Tier 3**: Automatic Transfer with no open slot available, and family is unable to remain at the current location until a slot becomes available.
  - If the family is unable to remain at the current location, the participant’s enrollment must be dropped. The site where the family wishes to transfer will be responsible for completing a new application for enrollment that must be updated within ChildPlus including re-verified income. Additional points will be identified on the Selection Criteria for eligibility determination under the “Transfer Eligibility Criteria: Automatic Transfer Request w/no Available Slots”.

Non-Automatic Transfer:

A currently accepted or enrolled family or participant requests a transfer when no critical need or emergency is identified (see Automatic Transfer for list of critical needs).

- The participant’s enrollment must be dropped prior to completing an application at a new MAHS program.
- A new application for enrollment must be updated within ChildPlus including re-verified income and new selection criteria. Additional points will be identified on the Selection Criteria for eligibility determination under “Transfer Eligibility Criteria: Non-Automatic Transfer Request”.
- Once enrollment has been dropped, a new application completed, and the participant added to the new program’s waitlist, the transfer of the participants file to the new or receiving program will be facilitated by both programs.