Procedure:

MAHS programs are responsible for:

- Analyzing the previous program year’s data to determine how many applicants the program needs to obtain in order to fill outstanding vacancies that normally occur within the year.

- Maintain at a **minimum** a waitlist that is equal to ten (10) percent of the funded enrollment of each site, program option, classroom or age group based on the classroom structure in the ChildPlus database.

- Entering all applications into ChildPlus database, regardless of the size of the current waitlist.