


## File Order 10/2016

| <b>Provider/Child Information</b>   | <b>Family/Parent Information</b>   |
|---|--|
| TOP SECTION   | TOP SECTION  |
| <ul style="list-style-type: none"> <li>• Provider chrono sheet</li> <li>• Parent/child relationship doc</li> <li>• Single parent doc</li> <li>• Joint Custody/Visitation if applicable</li> <li>• Home School docs</li> <li>• IEP/Exceptional Needs forms</li> <li>• Large FCCH staff docs</li> <li>• Center staff verification</li> <li>• Rate sheet for current provider (stapled to back of flap)</li> </ul> | <ul style="list-style-type: none"> <li>• QA Chrono</li> <li>• Historical Review Dates, if applicable.</li> <li>• Child Support release form</li> <li>• All Client Release form (most recent on top)</li> <li>• Disc date documentation (most recent on top)</li> <li>• Job seek calendar</li> <li>• Homeless calendar</li> <li>• Self-employed Checklist &amp; docs (Lease, business license)</li> </ul>   |
| BOTTOM SECTION  | SECOND SECTION   |
| <ul style="list-style-type: none"> <li>• Current RMR for each child</li> <li>• Early HeadStart Doc., if applicable</li> <li>• Registration worksheet</li> <li>• Initiation of exempt care</li> <li>• Golden Rod – Receipt of TL/Prints</li> <li>• Emergency Information</li> <li>• Physician’s report</li> <li>• Immunizations</li> </ul>   | <p>Student info</p> <ul style="list-style-type: none"> <li>• Class tracking form (stapled to back of flap)</li> <li>• Tracking form</li> <li>• Checklist</li> <li>• Grades</li> <li>• Probation Agreement</li> <li>• Student Chart (color coded)</li> <li>• Class Schedule</li> <li>• Syllabus</li> <li>• Training Questionnaire or Training Verification</li> </ul>   |
|   | BOTTOM SECTION   |
|  <p>The graphic features a large, stylized letter 'F' on the left, composed of three stacked rectangular blocks in green, purple, and orange. To the right of the 'F', the text 'File It, Find It...' is written in a light, sans-serif font, and 'FAST!' is written in a larger, bold, red font below it.</p>               | <ul style="list-style-type: none"> <li>• Initial Enrollment/Recert Checklist</li> <li>• Approval NOA, Denial NOA &amp; MI</li> <li>• Addendum</li> <li>• CD9600 – 3 pages</li> <li>• Income worksheet</li> <li>• Verification of income:<br/>Copy of paystubs, REV, TANF Passport to Service, child support, etc.</li> <li>• Verification of need/status:<br/>Incap, Ref letter, REV, paystubs, JS agreement, Homeless form, etc.</li> <li>• Family Needs Assessment</li> <li>• Household configuration</li> <li>• Responsibility Checklist</li> <li>• Policy and Procedure Checklist</li> <li>• Verification of enrollment</li> </ul> |