

Child Application Status and Pending Status - Definition and Next Steps

Application Status	Definition	Next Steps
Requires Manual Review	Application has not been reviewed by Operations team to determine next steps.	Please remember we have up to 30 days from the date we received the application to process and determine next steps.
Pending – Waiting on County	Application information has been sent to Montgomery County Job & Family Services to obtain the necessary information needed to process the application.	If you see this status, we do accept Kinderconnect screenshots that list: child’s name, copay amount and Authorization dates. If you see this and know the family is <u>NOT</u> on PFCC/Title20, please let us know so we can request documents from family.
Pending – Parent Info	Application has been reviewed and determined that we need additional information from the family.	Reason from Pending Status: Please see chart below to determine the document/action needed from the parent in order to finish the application.
Pending – Provider Info	Application has been reviewed and determined that we need additional information from the Provider.	Reason for Pending Status: There will be a specific note stating what is needed from you. Example: Was child granted a scholarship? Email the attendance mailbox and we will adjust on our end.
Approved – Provider Info	Application has been reviewed and granted tuition assistance with us.	Review the child’s tuition granted for your records. Click on the Blue button to the right and confirm enrollment by entering in a Start Date
Enrolled	This child has been approved and verified as an Enrolled child with your site.	This child is completely enrolled with you! Under the Enrolled column you will see the word “Active”.
Enrolled – QI	This child has been approved, but is not receiving any tuition assistance with us.	This child is completely enrolled with you! Under the Enrolled column you will see the word “QI”. <i>IF NOT</i> - you need to put in a start date by clicking on Blue button to right and entering in a Start Date.
Not Eligible – Mont Co	Application has been reviewed and determined that the child’s residency places them outside of Montgomery County	If child moves and resides in Montgomery County, then family should reach out to our Parent Line: 937-329-2700 so we can review the application again.
Not Eligible – Age	Application has been reviewed and determined that the child’s DOB/Residency are not aligned with are eligibility guidelines.	Please review the eligibility chart to see when the child will be eligible.
Removed	This child’s application has been placed here due to numerous attempts to reach parent with no luck or parent chooses not to finish an application with us.	If parent is still interested they need to reach out to our Parent line (937-329-2700) to see what is needed to finish application.

Withdrawn	This means a child has attended at least one month with you and has left.	If child re-enrolls, please let attendance@preschoolpromise.org know so we can re-instate.
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Reason for Pending Status – For Families Missing Information

List in alphabetic order and use hyphens if multiple reasons (ie: all docs-custody)		
Pending Status	Definition	Document Verification Acceptance
All Docs	The 3 main pieces of documentation that is required to process an application is needed.	Birth, Residency, and Income (see Doc Verification Acceptance for each Click here to see list)
Birth Certificate	We need to verify the child’s date of birth	Birth Certificate, Passport, Visa OR Signed shot records (must list DOB)
Custody	We need to verify who has custody of the child if it is not the maternal mother and/or father.	Court document that states the dates and who has custody of the child that has applied with us.
Enroll+	Family selected School District Preschool, gave them enrollment information for the school.	Once child enrolls, please let attendance@preschoolpromise.org know and we will finish processing the application.
FT/PT?	We are unsure if the family is enrolled to attend full time or part time with your site.	Please email applications@preschoolpromise.org and let our Family Services Team know, so we can update that portion of the application.
Funding	This family’s income is less than 142% of the FPL and is NOT receiving PFCC/Title20	We would need the family to apply for PFCC/Title20, look into scholarship options with their provider or redirect to a free option. Parent needs to call us (937-329-2700) to work through what tuition assistance will look like for them.
Income	We need to income to place the family on our Tuition Assistance table. Click here to see our TA table	2022 Federal Income Tax 1040 OR 3 current and consecutive pay check stubs from each working guardian in the home.
Other	We need some other supporting documentation that is not the normal documents needed in order to process.	Please call the parent line 937-329-2700 in order to figure out what we are waiting on to finish processing the application.
Residency	We need to verify this child’s residency	Lease/Mortgage Statement OR Utility bill (gas, electric, garbage, water, cable/internet, or phone)
Site	This child listed your site, but you have stated that they are not enrolled with you.	If this child shows up at your site to enroll, please let us know at applications@preschoolpromise.org so that we can update the child’s application.
TA?	Family opted out of tuition assistance in their application.	Reached out to family to confirm that they do not want to apply for tuition assistance. If you speak with family and now they do want TA, we need Income (see above)