## COORDINATED ENROLLMENT PLANNING – GUIDING QUESTIONS

### Informational Resources
- What centralized websites currently exist where families can learn about ECCE options in your community?
- What print resources (e.g., flyers, brochures) does your community create that share information about multiple programs?
- How do families in your community currently learn about early childhood programs, and specifically publicly-funded opportunities?
- What resource(s) would benefit your community?
- Who will be responsible for developing these resources?
- What information will be included in these resources?
- How will these resources be disseminated to families?
- How often, how can updates be requested, and who is responsible for making updates?

### Information Campaigns
- Are there currently any information campaigns related to early childhood in your community? If so, would you plan to improve these, replace them, or develop additional campaigns?
- When might it make the most sense for a targeted campaign to begin in your community? When should it end?
- What events might you hold as part of this campaign?
- Which are in person? Which are online?
- How can these events build off of things already happening in your community?
- Who will be included in these events?
- What other community partners (non-ECCE providers) can you recruit to help with your information campaign? Consider pediatrician offices, religious organizations, neighborhood groups, etc.
- What documents that already exist can you pull from to facilitate this campaign?
- How will the information campaign provide information to:
  - Low-income families?
  - Families of children with disabilities?
  - Families of English Language Learners/families who do not speak English at home?

### Eligibility Determinations
- How do providers in your community currently learn about eligibility requirements for specific programs (e.g., Child Subsidy, VPI, Head Start)?
- What is working well in the current approach?
- What could be improved?
- What gaps in knowledge about program eligibility currently exist in your community?
- How will providers in your community be able to learn about other providers’ eligibility criteria?
- What documents or resources might you produce? How might you distribute these to providers?
- What trainings or events might be helpful? Who will coordinate/host these?
- How do providers in your community verify income eligibility? How do they verify any other eligibility requirements?
- Who is responsible for verifying eligibility for various programs?
- What supporting documents are required?
- How might you streamline determining program eligibility for families?

### Application Processes
- When do providers in your community generally conduct enrollment?
- Do programs who enroll year-round target specific windows for enrollment?
- What information do providers in your community include on their applications? What information is required on these applications?
- Do any providers in your community use a common application? If so, who?
- What information would need to be included in a common application in your community?
- Who would be “at the table” to develop a common application? Who would need to approve it?
- Where/how could common applications be submitted? Who would be responsible for processing them – a single agency or individual sites?
- Who would be responsible for following up with families regarding their applications?

### Waitlists
- Do any providers in your community currently share waitlists? If so, who?
- How might sharing a waitlist among programs benefit families? Providers?
- What concerns might families and/or providers have about sharing a waitlist?
- What supports currently exist in your community to help manage a centralized waitlist? Are there any agencies in your community who might have the capacity to manage a centralized waitlist?
- How might families indicate program preferences on a centralized waitlist?
- How would providers be able to view/access a centralized waitlist?
- How would families be informed when slots open up?