# Neighbors In Need Of Services, Inc.
## Child Enrollment - System Activation Checklist

**Family Service Workers in order to request a child to be enrolled  complete the information below and submit to dc@ninosinc.org**

Child's Name: _____  CPID: _____

Center: _____  Class ID enrolled: _____

FSW Assigned: _____  Date of Enrollment: _____

Primary Adult: _____  Primary Phone #: _____

Learning Pathway Provided by Center to Child:  ☐ Traditional  ☐ Hybrid  ☐ Virtual

Primary Language:  ☐ English  ☐ Spanish

Proverty Level:  ☐ 0 - 100%  ☐ 101 – 130%

## Initial only after the step assigned has been entirely completed

| Step | Description | Dept. | System | Date | Completed by: |
|---|---|---|---|---|---|
| 1 | Enroll Child in ChildPlus | DC | CP | | |
| 2 | Create an e-mail and a Microsoft Teams Account and distribute to center staff<br>Username: _____<br>Password: _____ | MIS | 365 | | |
| 3 | Mosyle MDM System Activation | MIS | MDM | | |
| 5 | Assessment | ED | Sys | | |
| 6 | 1 - Enter the Family's Demographic Data[1]<br><br>2 - Complete PIR for At Enrollment[2]<br><br>3 - Take and upload child's picture (Optional) | FS | CP | | |

**[1]All the following data is required before you can initial for completion in the Application tab**
- Add all remaining family members (siblings, secondary adult)
- Enter/update family phone numbers (with a primary number for text opt.)
- Enter/update living and mailing address
- Enter/update email address for primary adult
- Employment Status at Enrollment (for Primary and Secondary Adult) [PIR]
- Highest Grade Completed (for Primary and Secondary Adult) [PIR]

**[2]All the following data is required before you can initial for completion in the PIR tab**
- Homeless Family [PIR]
- Referred for service by child welfare agency [PIR]
- Foster care during program year [PIR]
- Program receives a child care subsidy for this child [PIR]
- At Enrollment for:
  TANIF, SSI, WIC, SNAP, parent active military, parent veteran, primary health coverage, immunization status, Medical Home, Medical Services, Dental Home [PIR]
- Transportation [PIR]