

Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"



Notice Regarding Transfer and Service Changes

Transfer and Service Changes Policies and Procedures

Established: October 6, 2020

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Revised: May 13, 2021



Transfer and Service Change Procedures

All HS and EHS staff must abide by these Transfer and Service Change Procedures until otherwise amended.

The Transfer Form

A Transfer Form must be completed when a family has any of the following requests:

- Transfer a child to another class within the same center
- Transfer a child to another center
- Transfer the Learning Pathway (Traditional, Hybrid, Virtual)

A transfer form must have all fields completed for the **Applicant's Enrollment Information** and **Release Information**. Once the Transfer Form is completed, it must be printed to attain the parent signature for authorization and then emailed to dc@ninosinc.org for review and processing.

Understandably, the Parent/Guardian Signature for authorization may not be attainable. Instead, please write "Approved by telephone" along with the date of the phone call on the **Release Information** and email to dc@ninosinc.org. *Please note you may submit this type of form to dc@ninosinc.org by clicking on the submit button on the pdf using the Adobe software.*

The HS Transfer Form

Will be used for children enrolled in the HS program and will need the following authorization to process on ChildPlus:

1. Data Compliance – will first check capacity and space and sign off on the form if feasible.
2. FS Coordinator – will check to make sure all third-parties are in agreement and for validity.
3. Assistant HS Director – will provide final authorization for processing on ChildPlus

The EHS Transfer Form

Will be used for children enrolled in the EHS program and will need the following authorization to process on ChildPlus:

1. Data Compliance – will first check capacity and space and sign off on the form if feasible.
2. FS Coordinator – will check to make sure all third-parties are in agreement and for validity.
3. Director of Children Services – will provide final authorization for processing on ChildPlus

Authorization

Data Compliance will be responsible for collecting the appropriate authorization using HelloSign.

Process on ChildPlus

Data Compliance will process all authorize requests in ChildPlus. DC will contact the center to confirm and verify dates for the child's beginning and ending dates. The child's record will be updated accordingly, and an electronic version of the Transfer Form will be uploaded into ChildPlus (under the Enrollment tab for future reference needs).

Data Compliance will email the center once all these Transfer steps have been completed and authorized.