

**United 4 Children Re-Enrollment Procedures**  
**Read and follow these instructions carefully. If you are uncertain, call the office.**



1. If you enroll a child between **now and** the new fiscal yr? of OCT you will **not receive a re-enrollment form** therefore, you must send in **(2) sets** the first set will be dated when the parent enrolls the child and it will be for the current fiscal year, and the 2<sup>nd</sup> set must be dated for **10-1** for the next fiscal yr?.
  2. If any information on the re-enrollment form is incorrect please correct on the form with a pen in any color ink except black OR make the correction in black ink and highlight the change so it is easy to spot. Please make corrections large and clear enough that we can easily determine what the change is. Both copies must be corrected and must be complete.
  3. Send (1) (**WHITE**) set of complete and corrected enrollment forms into the office the 2<sup>nd</sup> (**YELLOW**) set of complete and corrected forms are for your records. These forms must be available for review by United 4 Children and the state.
  - 4.
  5. You **CANNOT** change children's numbers. If you change a number on the re-enrollment form the child will still be re-enrolled with the original number and you will be paid by that number – NO EXCEPTIONS.
  6. You and the parent **MUST** review the information before signing. You are responsible for ensuring that the information you are submitting is correct
  7. Parents should date the **RE**-enrollment forms 10/1 for the new fiscal year ?.
  8. If you no longer have a child in your care return 1 copy with "delete" written across the form and dispose of the other copy.
  9. All forms for the October 1 re-enrollment **MUST** be postmarked by 10/12 of the new fiscal yr?
  10. If a child attends sporadically, rarely, or only during the summer. You should delete the child for now and send in a complete regular enrollment when they return to your care.
  11. This special re-enrollment form can only be used at re-enrollment time. Any other time you must use the regular enrollment forms.
- Forms postmarked after 10/12 of the fiscal yr? or returning incomplete forms may cause your October claim to be paid late. Make certain they are postmarked by 10/12 of the new fiscal yr? and that you review each form completely before returning.**

\*A civilian to military time conversion chart is on the back of this page. All times on re-enrollment forms are given in military time.

Check List: \_\_\_ Did you (the provider) sign both sets of the enrollment forms?  
\_\_\_ Did the parent sign both sets of the enrollment forms?

