

411 on Data Entry Forms

Below are several situations you may encounter and the forms you need to send to Data Entry. Be sure you make any copies needed for your files and send the original to Data Entry.

If custody has changed:

- Change of Status
- Custody papers/Foster papers
- Emergency Contact
- Family Information Page
- Family Member Page
- Education & Work History
- CACFP (HS center based only)
- Transportation Information
- Emergency Medical & Transport form

If a family has moved to a new home/shelter or to a new center/home visitor:

- Change of Status
- Emergency Contacts
- CACFP (HS center based only and only if they have transferred centers)
- Transportation Information

If you are adding anyone to a home that would be considered a primary or secondary adult (birth parent, step-parent, guardian, foster parent, etc.):

- Change of Status
- Family Member Page
- Education & Work History

If you are adding anyone to a home that would NOT be considered a primary or secondary adult (room-mate, boyfriend, other relative, girlfriend, boyfriend's daughter, etc.):

- Change of Status

For EHS-If enrolled pregnant mother has her baby:

- Change of Status
- Participant Information
- Emergency Contacts
- Health & Allergy Information

If a child has transferred to a different class time (for instance switched from AM to PM or PM to Full Day):

- CACFP form (HS center based only)