

<b>Area:</b>	Pregnant Women
<b>Subject:</b>	PW04 - Pregnant Women: Transition of Infants to Program Option
<b>Reference:</b>	1304.40 (c)(1)(i), (ii)(iii)
<b>Policy:</b>	Within four weeks of pregnant mom's delivery, designated staff will update the original application (electronically) for the infant and infants will be enrolled into an appropriate service model. If the child is enrolled into a home-based option, the family will be visited by the family's original Child Care Specialist (CCS)/Home Based Educator (HBE). For families needing center-based/FCCH care, infants will be enrolled into the next appropriate and available opening. If no center-based/FCCH openings are immediately available, the family's HBE/CCS will continue with home-based services until the center-based/FCCH transition occurs. Transition into a program option generally occur between 6 and 8 weeks of age.

**Procedure:****General Information:**

- 1) At the time of original application, staff will determine from the pregnant woman her need for services once the infant is born. Women who do not wish to place their infant in a program option after birth are not suitable candidates for. (IM-HS-02-04)
- 2) If a mother who originally wanted services for her child decides after the birth of her child not to place her infant in one of the program options offered, the family will be transitioned out of the program within two weeks of expressing her decision.
  - a. The designated staff will determine if the family requires any referrals before the family is dropped and will take the necessary steps to make the referrals.
  - b. If families are not sure if they want services, they will have six (6) to eight (8) weeks from the time of birth to decide if they will transition their infant into a program option.
- 3) If the infant reaches 10 weeks of age and the parent refuses available or appropriate services, the family will be placed on the waitlist, if desired, within one (1) working week unless there are compelling circumstances preventing the child from receiving child care/home visits. The child will be treated as a re-enrollee for the next available opening.

**Procedure for transition of infants of enrolled Pregnant Women into program options:**

- 4) Transition planning for infants of enrolled pregnant women must be documented on the Family Home Visit Plan, Transition Plan, and in COPA Case Notes.
- 5) In order to facilitate transition into the desired program option once the infant is born, a Family Service Worker (FSW)/CCS/HBE will update the mother's original (unborn) application to include the infant's information within four (4) weeks of birth. For MEHS, the age income and migratory status from the approved application for services will also be included as long as it's written in the same program year. If extenuating circumstances prevent the completion of the application, the designated staff will discuss the issue with the appropriate Supervisor.

- 6) Infants will not be placed in a center based/FCCH program option before an application has been updated and prioritized on the eligible/accepted list, selected, and the child is officially enrolled.
- 7) Infants will be enrolled into a center based/FCCH program option no earlier than six (6) weeks of age.

**Supervised by:** Home Based Supervisor

**Performed by:** Child Care Specialists, Home Based Educators

**Forms needed:** Child/Family Services Application

**Frequency:** Ongoing as needed to support the continuity of services to infants born to pregnant women