

Subject: Board Policy	Policy Number: 3.00	No. Of Pages: 4
Section: Waiting List	Cancel and Supersedes Policy: N/A	No. of Attachments: 0
Applies To: All	Functional Area: Waiting List	Effective Date: December 15, 2008

Article I **POLICY**

The Board of Directors of Social Security Administration (“SSA”) Headquarters Child Development Centers, Inc. established a Waiting List Policy to define the priority order for those seeking to enroll a child at SSA’s Woodlawn and Metro West Child Development Centers.

Article II **BOARD DELEGATION OF LIMITED DISCRETION TO CENTER MANAGEMENT IN ADMINISTERING THIS POLICY**

The Board delegates the application and management of the Waiting List policy to the discretion of the vendor’s Center Management.

In particular (hardship) situations, the Board delegates to the vendor flexibility on Note #3 (“Legal dependent”) for waiting list and/or tuition purposes; however, the Board expects exceptions to be kept to a minimum and to be based upon true, documented hardship situations.

There are **no** exceptions to the Federal/SSA employee requirements.

The Board does NOT delegate to the vendor any flexibility on Note #4 (“No other factors or priority categories”). Any requests for exceptions MUST be submitted to the Board for special consideration.

Article III **PRIORITIES**

The Center Director maintains the waiting list. The date of completed application and a priority category letter are entered on the waiting list with the child's name and birth/due date. The priority category letter is assigned as follows:

- *Priority Category "A"*
 - Siblings of currently enrolled children – SSA employees.
- *Priority Category "B"*

- Legal dependants – SSA employees.
- *Priority Category "C"*
 - Siblings of currently enrolled children – other Federal employees.
- *Priority Category "D"*
 - Legal dependants – other Federal employees.
- *Priority Category "E"*
 - Siblings of currently enrolled children – Non-Federal.
- *Priority Category "F"*
 - Legal dependents – Woodlawn/Metro West Child Care employees.
- *Priority Category "G"*
 - Legal dependents – SSA contractors.
- *Priority Category "H"*
 - General public.

Article IV

EXPLANATORY COMMENTS

- (1) Children who fall under more than one category are to be given the most favorable priority/category for which they are eligible.
- (2) If a parent's/guardian's status should change (for example, if they were to become an SSA employee), their priority category should be changed. However, their waiting list date should remain the original date on the waiting list, and their placement on the waiting list should be recalculated accordingly.
- (3) Non-legal dependants/relatives are considered General Public (category "H").
- (4) No other factors or priority categories (such as Grade or position of parent, temporary rotations/details, or transfers) will be considered in the placement of a child on the waiting list.
- (5) A child's placement on the waiting list is not changed in the event that a vacancy is offered but not accepted.
- (6) The child's name will be removed from the waiting list if:
 - a. the child becomes enrolled at the Center,
 - b. the parent/guardian of the child informs the Center Director that they no longer seek enrollment at the Center, or
 - c. the child turns 6 years old.

Article V
TUITION NOTE

Eligibility for the Federal rate is based on the *legal guardianship* of the enrolled child by a *Federal employee*. (Currently enrolled children receiving the Federal rate through a non-custodial sponsoring Federal employee and/or through a contractor will be grandfathered in.)

Article VI
REPORTS

The vendor shall provide a quarterly Waiting List report, to include:

1. Current waiting list applicants detail information, including:
 - a. Waiting list priority number (i.e. "1", "2", "3", etc.).
 - b. Applicant unique identifier (name, or initials+birth/due date, etc.).
 - c. Applicant date entered on waiting list.
 - d. Current applicant priority category (i.e. "A", "B", "C", etc.).

2. Previous waiting list applicants detail and disposition information, including, for any applicants removed from the list at any point during the previous quarter:
 - a. Last (previous quarter) report waiting list priority number, if applicable.
 - b. Applicant unique identifier.
 - c. Applicant date entered on waiting list.
 - d. Applicant last (most recent) priority category.
 - e. Applicant disposition, one of two possibilities:
 - i. "Placed at Center, on X date."
(Where "X" date would be the date of enrollment at Center.)
 - ii. "Removed from waiting list on Y date for Z reason."
(Where "Y" date would be the date removed from the waiting list, and "Z" reason would be one of the last two reasons listed under Article IV, Explanatory Comment #6.)

Article VII
ORIGINATION DATE

December 15, 2008.

Article VIII
REVISION DATES

None.

Article IX
ATTACHMENTS

None.

Article X
CONTACT

Board President.

Candace Lawrence, President

December 15 2008
Authorization Date:

Zina Casey, Secretary

December 15, 2008
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