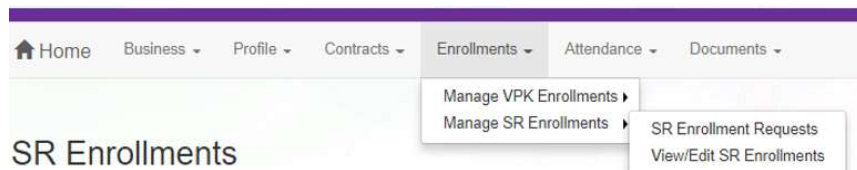


SR Enrollments in the Provider Portal

Accept or Reject an Enrollment Request

- For the School Readiness program, families will select a provider and coalition staff will enroll the child. The child’s enrollment status will be “Pending Provider Approval”. The provider must either Accept or Reject the enrollment request.
- Navigate to the “Enrollments” tab > Manage SR Enrollments > SR Enrollment Requests.



SR Enrollments

- A table will display with enrollments to be accepted or rejected. The child’s basic enrollment information will show. Scroll to the right end of the table to view the **Accept** or **Reject** buttons.

Redetermination Due Date	Enrollment Request Received	Action
Filter	Filter	
06/11/2019	06/12/2018	Accept Reject
06/11/2019	06/12/2018	Accept Reject

- If the enrollment is Rejected, a screen will display which requires a rejection reason and comment. After completing this, the enrollment is rejected back to the coalition and the child is removed from the provider’s portal.

- If the enrollment is Accepted, the enrollment status is then changed to “Pending Family Acceptance” and the family must log back into the Family Portal to accept the enrollment and complete their Terms and Conditions for the School Readiness program.