**INTAKE/RENEWAL TEMPLATE**

HH:

PLACEMENT SCHEDULE:

PP ACTIVITY:

ACTIVITY SCHEDULE:

TOTAL SCHEDULE HOURS:

SCHEDULE DISCREPANCY:

OA ACTIVITY:

ACTIVITY SCHEDULE:

TOTAL SCHEDULE HOURS:

SCHEDULE DISCREPANCY:

CHILD S SCHOOL NAME - SCHEDULE:

SCHOOL CLOSED NEEDS:

DAYCARE NEEDS:

PROVIDER NAME:

TRAVEL TIME:

START DATE:

DISCOUNTS: Family/Employee

NOTE:

**AUTH TEMPLATE**

PP ACTIVITY:

ACTIVITY SCHEDULE:

VERIFIED HOURS:

SCHEDULE DISCREPANCY:

OA ACTIVITY:

ACTIVITY SCHEDULE:

VERIFIED HOURS:

SCHEDULE DISCREPANCY:

PLACEMENT SCHEDULE:

CHILD S SCHOOL NAME - SCHEDULE:

SCHOOL CLOSED NEEDS:

PROVIDER:

TRAVEL TIME:

AUTH DATES:

DISCOUNTS: Family/Employee

EDUCATIONAL TRACKER:

NOTES:

**REPORTED CHANGE TEMPLATE**

OLD JOB END DATE:

NEW JOB NAME/START DATE:

NEW JOB SCHEDULE:

CHILDCARE NEED:

TRAVEL TIME:

KEEP HIGHER HOURS?:

NOTE: SCHEDULE DISCREPANCY: Means the Questions and Answers with the parent to resolve 10 hrs. or less discrepancy for schedule given vs verification, including unpaid lunch, sick time, being sent home early etc