

**I. CHAPTER OVERVIEW**

Waiting lists provide an equitable and efficient method of allocating services when Local Purchasing Agencies (LPA) are faced with limited resources. Waiting lists must be developed when child care funding is not available, child care providers are not available, or the LPA lacks sufficient staff to process all requests for child care services.

Waiting lists maintained by the LPA provide valuable information about child care needs. This information helps justify the need for additional child care funds; therefore, it is important that the list provide valid information regarding the number of *eligible children* who are waiting to receive services. Waiting lists must be maintained in an accurate and consistent manner. Waiting lists also give potential providers useful information when deciding where to locate and what ages of children to serve.

**II. REQUIREMENTS**

Each LPA must establish policies approved by its governing board for establishing and maintaining a waiting list. These policies must be made available by distribution to parents or by posting in the LPA. The Division of Child Development (DCD) monitors the LPA's waiting list policies for compliance with state policy. Waiting list policies must be submitted to the Subsidy Services Consultant of DCD on an annual basis and more frequently, if the policy has been amended. (See [Chapter 19: The Child Care Provider Agreement](#) and [Chapter 22: Local Policy Options](#) for information regarding local policies.)

**A. Conducting Informal Eligibility Screening**

Before adding a family to the waiting list, the LPA must conduct an informal eligibility screening by collecting the following information from the family:

1. Name;
2. Address;
3. Phone number;
4. Child's name and date of birth;
5. Date of inquiry;
6. Reason care is needed; and
7. Family size and amount of family income (if applicable).