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What is the Meaning of each Application Status?

Richard Woolf - 2023-08-31 - [ChildPlus](#)

Application Statuses Central Intake

(Last updated July 2023)

Intake Specialists (IS)

STATUS	EXPLANATION
Assigned to Intake Specialist	Intake Specialist has been assigned referral (will be used once we move to Family online app)
Application In Process	IS team has started process with family
Intake unable to contact	IS team uses after 4th contact attempt without a response; Abandon file
Intake waiting for documents	IS team is waiting on documents
Submitted for Review	IS team has completed the Application & Eligibility Interviews and application is ready for review by Intake Diva

Intake Divas (ID)

STATUS	EXPLANATION
Incomplete	Intake Diva found data or documentation missing, inaccurate or needs further clarification; returned to Intake Specialist for completion/correction
Complete & Verified	Indicates file was complete, correct & accepted
Complete & Verified (OI)	Indicates file was complete, correct & accepted/waitlisted due to family being over income
Complete & Verified (POU)	Indicates file was complete, correct & accepted/waitlisted due to program option unavailable
Complete & Verified (SF)	Indicates file was complete, correct & accepted/waitlisted due to site full
Complete & Verified (Tr)	Indicates file was complete, correct & accepted/waitlisted due to needing transportation
Complete & Verified (E2H)	Indicates file was complete, correct & accepted/waitlisted until child turns 3 and transitions to Head Start
Complete & Verified (N3)	Indicates file was complete, correct & accepted/waitlisted until child turns 3