

FACT SHEET - Single Point of Entry and Unified Wait List

The Single Point of Entry (SPE) is a website that the public uses to apply for VPK and school readiness programs. The site is available anywhere the internet is available. All applications for VPK and school readiness programs submitted through SPE are accessed in UWL. The URL for SPE is <https://spe.schoolreadiness.org/pe>.

Single Point of Entry – School Readiness Programs

- Public users may submit applications for school readiness programs through SPE for all children in their home that are under the age of 18.
- SPE does not screen applications for eligibility for school readiness programs. Eligibility is determined in UWL.
- Individuals attempting to complete the application for school readiness programs through SPE may elect to request contact from the coalition rather than complete the online application. When the “Call Request” is made, an email is sent to the designee at the coalition to contact the applicant.
- The application for school readiness programs collects information on all parents or guardians in the home, their income sources and demographics, all children in the home and their current services and special needs.
- Through an interface in UWL, coalitions may customize instructions that appear on the confirmation page for school readiness programs applications.

Single Point of Entry – VPK

- Public users may submit applications for VPK through SPE for children that are eligible for the current program year.
- The deadline for submitting VPK applications through SPE for the current program year is May 1st of every year.
- Beginning January 1st of every year, applications for VPK can be submitted for the upcoming program year for eligible children.
- Applicants are screened for VPK eligibility at the beginning of the application process and during the completion of the application. Applications will not be accepted for children that are not eligible.
- Before starting the application for VPK, applicants are informed that they must meet in person with a representative of the early learning coalition for an eligibility appointment.
- Coalitions and contractors do not use SPE for the data entry of VPK applications. All VPK applications received on paper should be entered directly into EFS.
- Through an interface in UWL, coalitions may customize instructions that appear on the confirmation page for VPK applications.

The Unified Wait List (UWL) is a website that coalitions and their designees use to review and manage the applications for VPK and school readiness programs that are submitted through SPE. UWL can be accessed only by individuals with a user name and password. The site is available anywhere the internet is available. The URL for UWL is <https://spe.schoolreadiness.org/uwl>.

Unified Wait List – School Readiness Programs

- All school readiness programs applications entered and submitted through SPE are accessible in UWL.
- Crystal Reports is available as a web-based reporting tool and is accessed with a username and password.
- Standard wait list reports are available to all individuals with access to Crystal Reports and custom reports can be created upon request.
- All applications for school readiness programs that are submitted through SPE appear on the New Applicants Report until the application is validated.
- New applications for school readiness programs can be entered directly into UWL by designated coalition and contractor staff.
- When a new application is validated, eligibility for school readiness programs is determined by UWL. Eligible children are placed on the wait list.
- Eligibility for the wait list must be redetermined at least every 6 months for all children actively on the wait list.
- Children on the wait list that become eligible for enrollment can be transferred to EFS through a data download feature in UWL.

Unified Wait List – VPK

- All VPK applications entered and submitted through SPE are accessible in UWL.
- A real-time count of all pending VPK applications appears at the top of the VPK Applicants screen in UWL at all times.
- VPK applications that are either transferred to EFS or inactivated are no longer pending and are subtracted from the real-time count on the VPK Applicants screen.
- Crystal Reports is available as a web-based reporting tool and is accessed with a username and password.
- Standard VPK reports are available to all individuals with access to Crystal Reports and custom reports can be created upon request.
- An electronic version of the AWI-VPK01 form and the AWI-VPK02 (Certificate of Eligibility) are available in Crystal Reports. When run, these reports are populated and printed with applicant information.
- VPK applications can be transferred to EFS through a data download feature in UWL at any time.

Please send all inquiries regarding SPE and UWL to kathy.summers@flaawi.com

