

Question 5 & 6:

DHSP Community Schools Lottery Enrollment Priorities

***Currently Enrolled Priority Families will automatically be offered a seat in the afterschool programs.**

Income Priority - A minimum of 30% of spots will be reserved (per site) for families earning 65% or less of median household income. All on-time Priority applicants will be placed.

Community School Priority / Low-Income Families - Children who are currently attending Community School and meet priority / income criteria.

Sibling Priority – Applicants to CS Afterschool Programs whose sibling was offered a seat will get priority for placement, pending available seats.

School of Choice (SOC)- Children whose first-choice program is full will be given an open spot at their next choice program if space is available.

Lottery Process

Unified Enrollment

A unified enrollment system includes a common application that asks applicants to rank-order schools/camps to make placements across many programs. For all applications received prior to the lottery deadline, all eligible applicants are given a randomized number. Any siblings within the same application are given the same lottery number as the first child in the application randomized to ensure siblings are placed at the same time in the lottery process. The process first attempts to place all applicants (in each grade) for all requested sessions/days in their first-choice program. If a program is oversubscribed (for that grade), we tentatively admit students in order of their priority ranking (based on priority categories and lottery numbers) until the program reaches its capacity. Any students who do not make this cut are eliminated from consideration at that program. However, these students then receive full consideration at their second-choice program, even if that means displacing a student who ranked that program first. We cycle through this process until we have considered all relevant program requests and then finalize the assignments. No student receives a seat in more than one program.

Preferences

An application or lottery preference (*sometimes called a priority*) is basically an advantage to an eligible applicant who meets certain criteria. An applicant with a preference is more likely to be admitted to a program than one without a preference. Consequently, preferences are an important tool to ensure equitable access for students who want to enter programs.

Income & Resident Verification

DHSP staff must review every application and identify income group and child eligibility status prior to running the lottery.

Order Lottery Preferences Applied

1. **Income Priority Lottery** held first for those with verified priority income criteria met until all applicants are placed or added to the waitlist because no available spots at SOC. A minimum of 30% of spots will be reserved (per site) during first round of lottery.

Group 1: Returning child with Income below 65% median income (sibling(s) also placed)

Group 2: New child with Income below 65% median income (sibling(s) also placed)

Children who do not receive placement via the priority lottery will be placed in the waiting pool in order of lottery number drawn. Sessions(s)/Days requested will be honored at highest ranked school of choice (SOC) where space is available. If full requested sessions/days are not available at any SOC, partial requests for sessions/days will be offered. If there is no availability, child will be added to the waiting pool. If a child is placed and there is no priority space available for their sibling(s), the child will still be placed, and siblings will be placed in the waiting pool.

2. **General Lottery** held for all remaining applicants.

Children who do not receive placement via the general lottery will be placed in the waiting pool in order of lottery number drawn. Session(s)/Days requested will be honored at highest ranked SOC where space is available. If full requested session(s)/days are not available at any SOC, partial requests for sessions/days will be offered. If there is no availability, child will be added to the waiting pool. If a child is placed and there is not space available for their sibling(s), the child will still be placed, and the siblings will be added to the waiting pool.

People who apply after the lottery application deadline will receive a notification that they have been added to the waiting pool.

We are maintaining a waiting pool (across all sites) for children who were not offered seats at Community Schools programs. If an opening becomes available at a program, the seat will be offered to the next child on the lottery list who meets the open seat's criteria, including grade level, income priority level, and requested days of the week.