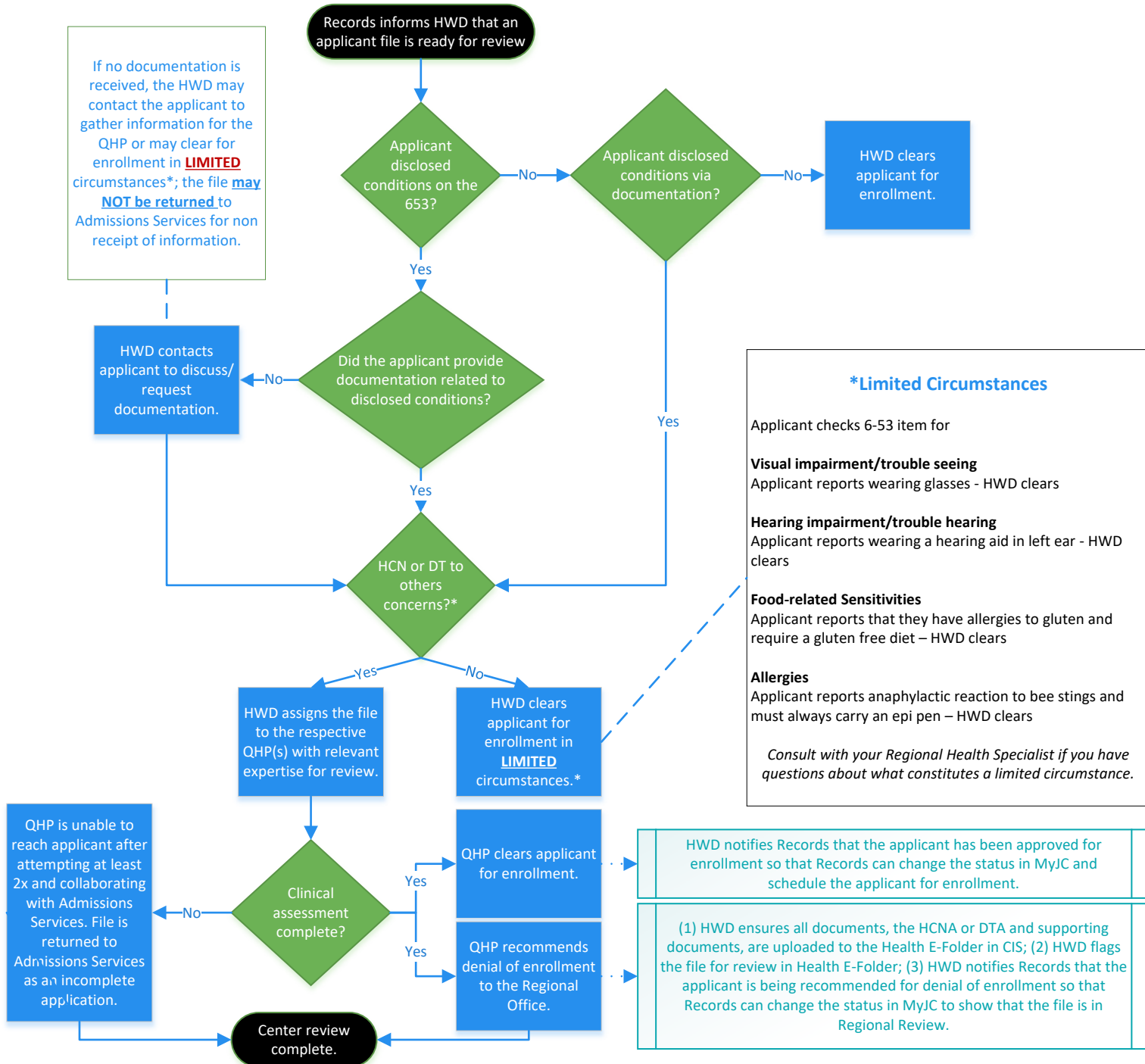


# Overview of the Center Applicant File Review Process

for File Review Coordinators



**KEY**  
 DT – Direct Threat  
 HWD – Health and Wellness Director  
 HCN – Health Care Needs  
 QHP – Qualified Health Professional

If no documentation is received, the HWD may contact the applicant to gather information for the QHP or may clear for enrollment in **LIMITED** circumstances\*; the file **may NOT be returned** to Admissions Services for non receipt of information.

**\*Limited Circumstances**

Applicant checks 6-53 item for

**Visual impairment/trouble seeing**  
 Applicant reports wearing glasses - HWD clears

**Hearing impairment/trouble hearing**  
 Applicant reports wearing a hearing aid in left ear - HWD clears

**Food-related Sensitivities**  
 Applicant reports that they have allergies to gluten and require a gluten free diet – HWD clears

**Allergies**  
 Applicant reports anaphylactic reaction to bee stings and must always carry an epi pen – HWD clears

*Consult with your Regional Health Specialist if you have questions about what constitutes a limited circumstance.*

HWD notifies Records that the applicant has been approved for enrollment so that Records can change the status in MyJC and schedule the applicant for enrollment.

(1) HWD ensures all documents, the HCNA or DTA and supporting documents, are uploaded to the Health E-Folder in CIS; (2) HWD flags the file for review in Health E-Folder; (3) HWD notifies Records that the applicant is being recommended for denial of enrollment so that Records can change the status in MyJC to show that the file is in Regional Review.