

# ChildWare

## Withdrawing an Application for a Child with Applicant Status

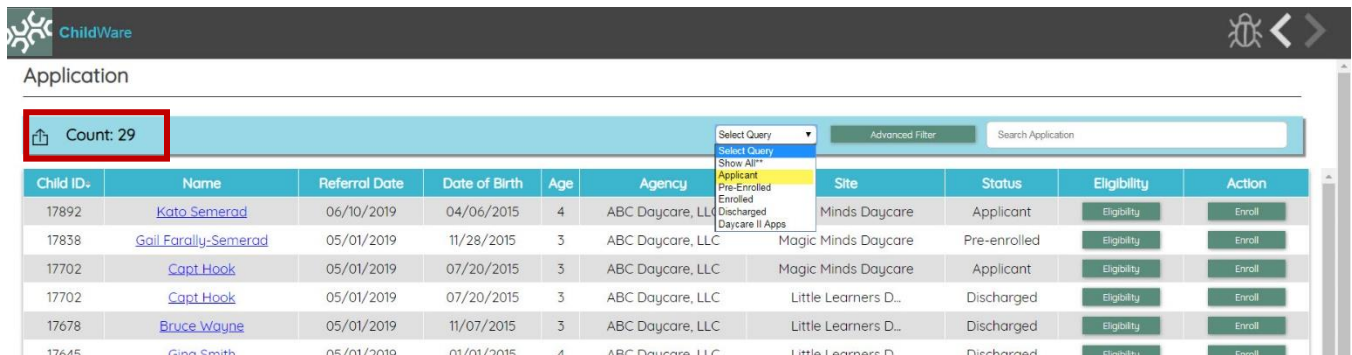
There are times when, after you have applied a child to your site, you receive word that the family is no longer interested in your center or the applicant is no longer eligible and you will need to withdraw the child's application in ChildWare.

### Getting Started:

Login to ChildWare at [childware.phmc.org](http://childware.phmc.org) in the **CHROME** browser.

Click on the **Navigation Menu** and scroll to **Applications**.

Click on the down arrow next to "Select Query" on the blue bar and scroll down to Applicant. This will show you only the children with Applicant status in your center. You have a total of **29 children** – see count on blue bar.



Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Status	Eligibility	Action
17892	<a href="#">Kato Semerad</a>	06/10/2019	04/06/2015	4	ABC Daycare, LLC	Minds Daycare	Applicant	Eligibility	Enroll
17838	<a href="#">Gail Farally-Semerad</a>	05/01/2019	11/28/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Pre-enrolled	Eligibility	Enroll
17702	<a href="#">Capt Hook</a>	05/01/2019	07/20/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Applicant	Eligibility	Enroll
17702	<a href="#">Capt Hook</a>	05/01/2019	07/20/2015	3	ABC Daycare, LLC	Little Learners D..	Discharged	Eligibility	Enroll
17678	<a href="#">Bruce Wayne</a>	05/01/2019	11/07/2015	3	ABC Daycare, LLC	Little Learners D..	Discharged	Eligibility	Enroll
17645	<a href="#">Gina Smith</a>	05/01/2019	01/01/2015	4	ABC Daycare, LLC	Little Learners D..	Discharged	Eligibility	Enroll

Click on the child's name that you want to withdraw their application.

Click on the Child's **Application/Enrollment Tab**

Need PHLpreK assistance (policy/procedure) - email [PHLreK@phmc.org](mailto:PHLreK@phmc.org) or contact your Contract Specialist Need ChildWare technical assistance - email [helpdesk@phmc.org](mailto:helpdesk@phmc.org) or click on the BUG icon .  
 Visit [www.childware.org](http://www.childware.org) > **Providers Support>PHLpreK Providers for additional documentation**

Kato Semerad (4yo) ID# 17892

Family

The screenshot shows the 'Application/Enrollment' tab selected. Below the tabs is a 'Count: 1' indicator and a search bar. A table lists application details for ABC Daycare, LLC at Magic Minds Daycare, with referral and application dates of 06/10/2019. The status is 'Applicant'. The 'Action' column contains buttons for 'Application', 'Enrollment', and 'Eligibility'.

Agency-	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
ABC Daycare, LLC	Magic Minds Daycare	06/10/2019	06/10/2019						Applicant	Application, Enrollment, Eligibility

Click on the Application button under the heading Action to see the withdraw application option. Click on WITHDRAW.

Kato Semerad (4yo) ID# 17892

Family

The screenshot shows the 'Application/Enrollment' tab selected. The 'Application' button in the 'Action' column is highlighted, and a dropdown menu is open, showing options: 'View', 'Questions', and 'Withdraw'.

Agency-	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
ABC Daycare, LLC	Magic Minds Daycare	06/10/2019	06/10/2019						Applicant	Application, Enrollment, Eligibility

The Withdraw Details window will appear where you will add the Withdraw Date and choose a reason for the Withdraw.

Enter the Withdraw details

The form contains two input fields: 'Withdraw Date' and 'Withdraw Reason' with a dropdown arrow.

Add

Close

Click on the Withdraw date to bring up a pop-up calendar. Choose the day of the Withdraw.

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Enter the Withdraw details

Withdraw Date

Withdraw Reason ▼

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Add
Close

Next – Click the arrow next to Withdraw reason and choose a reason.

Enter the Withdraw details

Withdraw Date

Withdraw Reason ▼

Application expired

Non-responsive

Withdrawn by caregiver

Add
Close

Enter the Withdraw details

Withdraw Date  
06/10/2019

Withdraw Reason  
Withdrawn by caregiver ▼

Add

Close

Click Add

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Now when you pull up your Application List. This child will not be listed.

Kato Semerad (4yo) ID# 17892 Family

General Relationship Address **Application/Enrollment** Document Health Risk Factors

Count: 1 New Application Search Application

Agency-	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
ABC Daycare, LLC	Magic Minds Daycare	06/10/2019	06/10/2019		06/10/2019	Withdrawn by care...			Withdrawn	Application

Child has been removed from your Application List. Now your count is **28**.

### Application

Count: 28

Child ID	Name	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
8873	<a href="#">Helen Harper</a>	05/11/2018								
8873	<a href="#">Helen Harper</a>	06/01/2018					05/01/2015		Withdrawn	Application
8874	<a href="#">Henry Harper</a>	07/11/2018					05/01/2014		Withdrawn	Application
12759	<a href="#">King Titan</a>	08/01/2018					11/28/2014		Withdrawn	Application
9095	<a href="#">Luke Skywalker</a>	05/18/2018					07/11/2014		Withdrawn	Application
8869	<a href="#">Maurice Watson</a>	05/07/2018					05/05/2014		Withdrawn	Application
8887	<a href="#">Mickey Mouse</a>	05/24/2018					12/25/2013		Withdrawn	Application

There is NO Kato Semerad on list

Even though Kato is off the Application List (withdrew application) – the Child’s information is still in the system under the Child List – just in case they decide to return. If they return – simply Re-Apply them! Always check the PHLpreK Application to verify the information has not changed.

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## Children

ID	First Name*	Last Name	Agency	Age	DOB	Created By	Created Date
17892	Kato	Semerad	ABC Daycare, LLC	4	04/06/2015	MMCCOY	06/10/2019
12759	King	Titan	ABC Daycare, LLC	4	11/28/2014	MMCCOY	08/13/2018
9095	Luke	Skywalker	ABC Daycare, LLC	4	07/11/2014	MMCCOY	06/04/2018

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