











THE ENROLLMENT ROSTER

What to note before submitting to OWD!

-  Submit your completed enrollment rosters within 2 weeks after your cycle start date.
-  Complete and submit the last column of the enrollment roster within two weeks after the cycle end date.
-  **DO NOT** leave any blanks on the roster (with the exception of the last column).
-  Type in N/A if something doesn't apply to a participant.
-  If a participant has no income type in “\$0.00” under *Household Yearly Income* and type in “No Income” under *Types of income in the household*.
-  **DO NOT** calculate SNAP, WIC, housing voucher, or any other non-monetary benefits as part of the household’s annual income. If you have any questions on what is considered income please feel free to contact me!
-  We always need specific neighborhoods listed on the roster so always use the Neighborhood Boundaries chart to identify which neighborhood your participant lives in.
-  If the participant lives in Central Boston you can type in "Boston," if the participant lives in either Fenway/Kenmore, Back Bay/Beacon Hill, or the South End you can type in "Boston" and in parenthesis identify the actually neighborhood (e.g. Boston (South End)).
-  Type everything out including "Street" "Road" "Avenue" etc...
-  And most of all, always double-check the information you provide in the enrollment roster before you submit it to OWD.