



ARMY CHILD & YOUTH SERVICES (CYS) Parent Central Services Office Registration Checklist

Children/youth must be fully registered before they can use any CYS programs.
 Contact your local Parent Central Services Office to set up an appointment to complete your registration.
 Limited "walk-in" services may also be available.

To expedite the registration/enrollment process, please have the following information available.

ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:

Verification

- Sponsor's Social Security Number** (Needed for collection actions, USDA funding, medical service identifier. Patron privacy is protected.) _____
- Proof of Child Eligibility** (i.e. Legal Guardianship papers or Child Military ID Card) _____
- Parent(s) Home and Work Information** (Need street address, mailing address [if different], military unit or employer name, primary/alternate phone numbers) _____
- Email Addresses** (Need work email address and any private accounts you regularly check) _____
- Proof of Parent(s) Income** (i.e. Leave & Earnings Statements / Pay Vouchers. If spouse is full time student, bring proof of school enrollment) (Needed to determine DOD Fee Category for child care/school age fees) (Failure to provide documents will result in being accessed the highest category) _____
- Local Emergency and Child Release Designees** [Minimum of 2] (Need names/phone numbers we can contact or release your child to in an emergency situation if we are unable to reach you) _____
- Family Care Plan** (Required for single/dual military and single/dual deployable civilian families) [Due within 30 days] _____
- Child's Official Shot Record** (for those children not enrolled in public school) _____
- Deployment Orders** (Families of deployed individuals can obtain discounts and benefits with proof of deployment) _____

FORMS COMPLETED BEFORE / DURING / AFTER YOUR VISIT:

Verification

[Downloadable blank forms are available on line - click the 'Forms/Links' tab in your Garrison's CYSS WebTrac menu bar -- <https://webtrac.mwr.army.mil/>]

- Child Health Assessment** (CYSS Health Form Parts A, B & C {or Part A + School Physical}) [Due within 30 days] _____
- Sports Physical** (CYS Health Form Parts A,B & C) [Due before participation in all sports activities] _____
- USDA Income Eligibility Form** (Allows us to receive additional funding to support meals/snacks provided) _____
- DOD Child Care Fee Application** (To evaluate household income for eligibility for reduced fees) _____
- Health Screening Tool** (To record/evaluate child's allergies, medical/physical conditions, etc.) _____
- Medical Action Plan (MAP)** (Only needed if a child is diagnosed with allergies, diabetes, asthma/respiratory, or seizures that require staff to give rescue medication). [If recommended by Special Needs Assessment Team] _____

ASK ABOUT SPECIFIC CYS PROGRAMS AVAILABLE AT YOUR GARRISON - POSSIBILITIES INCLUDE:

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| <ul style="list-style-type: none"> - Full/Part Day Child Care - Part Day Preschool - Hourly Care - Before/After School Care - Kids on Site | <ul style="list-style-type: none"> - Vacation Camps - EDGE! Partnership Activities - imAlone - Home School Support - Strong Beginnings | <ul style="list-style-type: none"> - Middle School/Teen Activities - Youth Sports - SKIESUnlimited Classes - HIRED! Youth Apprenticeships <li style="text-align: right;">- And More |
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