



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-MWC

MAR 23 2016

MEMORANDUM FOR Child, Youth & School Services Patrons

SUBJECT: Fort George G. Meade Policy Memorandum #82, Child, Youth & School Services Waiting List Priorities and Patron Eligibility

1. Purpose: To establish procedures and responsibilities for eligibility for Child, Youth & School (CYS) Services programs and to establish priorities for the waiting list.

2. References:

a. Army Regulation 608-10, Child Development Services, 15 Jul 1997.

b. Department of Defense Instruction 6060.2 (Child Development Programs), 3 August 1997.

c. Child, Youth & School Services Operations Manual 2015.

3. Patron Eligibility:

a. Patrons must be eligible to utilize CYS Services care programs. To meet eligibility criteria, the Sponsor must be one of the following:

(1) Active duty military personnel.

(2) DoD Civilian personnel paid from either Appropriated Funds (APF) or Non-Appropriated Funds (NAF).

(3) Reserve component military personnel on active duty or inactive duty training status.

(4) Combat related wounded warriors.

(5) Surviving spouses of military members who died from a combat-related incident.

(6) Those acting in *loco parentis* for the dependent child of an otherwise eligible patron.

(7) Eligible employees of Fort Meade DoD contractors.

(8) Others authorized on a space-available basis.

IMME-MWC

SUBJECT: Fort George G. Meade Policy Memorandum #82, Child, Youth & School Services Waiting List Priorities and Patron Eligibility

b. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible Civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program.

4. Certain CYS Services programs are limited in their ability to meet the demands of eligible patrons. When this occurs, a waiting list must be utilized.

a. Immediate Care Waiting List: No viable care option is available. List is maintained by priority categories.

b. Projected Care Waiting List: Child care is not immediately needed, however, is needed at a specific time frame. Unborn infants and transfers may be placed on a Projected Care Waiting List. The name will remain on that list until the sponsor activates his request for care upon the birth of the child or the Family's arrival at Fort Meade. The child will then be placed on the Excess Demand Waiting List based on priority category (if applicable) and original request for care date.

5. Waiting List Policy Priority:

a. To the extent possible, CYS Services will be offered to the qualifying children of eligible patrons. This memorandum establishes the following eligibility priorities:

(1) The first priority for qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1, is:

(a) 1a - Children of combat-related wounded warriors.

(b) 1b – Child development program direct care staff.

(c) 1c – Single military services members on active duty or dual active duty service member couples.

(d) 1d – Active duty service members with a working spouse (including a DoD Civilian spouse).

(e) 1e – Single DoD civilian employees paid from APF and NAF funds or dual DoD Civilian employee couples.

(f) 1f – DoD Civilians with a working spouse who is not a DoD Civilian.

IMME-MWC

SUBJECT: Fort George G. Meade Policy Memorandum #82, Child, Youth & School Services Waiting List Priorities and Patron Eligibility

(g) 1g – Surviving spouses of military members who died from a combat-related incident.

(2) Individuals acting in *loco parentis* on behalf of the aforementioned eligible patrons will be placed in the appropriate priority based on the status of the child's sponsor.

(3) The second priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting in *loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

(4) The third priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those acting in *loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is enrolled full-time in an accredited post-secondary institution.

(5) After meeting the needs of parents in priorities 1, 2 and 3, CYS Services will support the need for full-time care for other eligible patrons, such as active duty military service members with nonworking spouses, DoD Civilian employees paid from APF and NAF with nonworking spouses or same-sex domestic partners, eligible employees of Fort Meade DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space-available basis.

b. Priority 1 eligible patrons are listed in order of precedence and may not be changed. Priority 2, 3, and space-available eligible patrons are not listed in order of preference but are placed based on the date of application.

6. Patrons will utilize MilitaryChildCare.com to request care. Placement on the waiting list does not ensure the patron will receive care by their request date. There is a potential that positions on the waiting list may change based on priority levels of other applicants, additions of Families from the projected care waiting list and age shifts of children who are currently on the waiting lists.

7. When a slot becomes available for a child, CYS Services personnel will notify patrons via MilitaryChildCare.com. To ensure notification, it will be the patron's responsibility to update their request every 30 days and to make any changes to their contact information

IMME-MWC

SUBJECT: Fort George G. Meade Policy Memorandum #82, Child, Youth & School Services Waiting List Priorities and Patron Eligibility

or request for care utilizing MilitaryChildCare.com. If reasonable attempts to contact the patron are unsuccessful, the child will be removed from the waiting list.

9. Once notified, the patron must respond within 48 hours if they are accepting or declining the offered slot. If the patron declines the slot but wishes to remain on the waiting list for care needed at a later date, it will be necessary for the patron to complete another request for care via MilitaryChildCare.com.

10. Upon acceptance of an opening, patrons will have two (2) working days to return to the Parent Central Services (PCS) office to register, enroll into the program and arrange for a mandatory orientation and a two (2) week start date for your child. First payment upon enrollment into a full day, part-day, and part-time programs are due at time of registration. The first payment is equal to 10% of the monthly total Family income category and will be credited toward the first month's payment. This first payment is non-refundable. The remaining balance will be due in full on the child's first day of care.

11. At any time during the waiting period, patrons may check their child's waiting list status on militarychildcare.com or may contact PCS at (301) 677-1149/1156/1104 for guidance on checking their waiting list status.



BRIAN P. FOLEY
Colonel, Signal Corps
Commanding