

ARMY CHILD & YOUTH SERVICES (CYS) Registration Checklist



Eligible children & Youth must be FULLY CYS registered before enrolling in any CYS program or activity. Contact your local Parent Central Services office for information on CYS eligibility, registration, and/or enrollment process. Upon completing all registration requirements, Parent Central Services will ACTIVATE the child/youth's **CYS PASS** allowing access to enroll in the great programs CYS has to offer.

Documents & Information For New Registration Or Annual Renewal (see page 2 for detailed info)

- Proof of Child Eligibility
- Parent(s) Current Home and Work Information
- Email Address
- Child's Official Immunization Record
- Health Screening
- Medical Action Plan (MAP)/Special Diet Statement (SDS) if needed
- Health Assessment/Sports Physical (HASP)
- Military Orders
- Local Emergency Contact and Child Release Designees:

Emergency Contact: _____ Phone Number: _____ Release Designee YES / NO
Emergency Contact: _____ Phone Number: _____ Release Designee YES / NO

Documents For Enrollment Into CDC, FCC, SAC, MST Before School & Camp Programs

- Health Assessment /Sports Physical (HASPS) Proof of Parent(s) Income
- DoD Child Care Fee Application
- USDA Income Eligibility Form Family Care Plan (as applicable)
- Family Care Plan (as applicable)

What should patrons know about registration with CYS?

- It is an annual requirement.
- The registration is valid for one year from the date signed by patron. Passes may not be renewed earlier than 30 days from the original date.
- Any change in health status must be updated immediately and a new Health Screening, MAPs and/or Special Diet Statement (SDS) and Health Assessment/Sports Physical as required.
- If PCSing from one installation to another, Parent Central Services can transfer your records with Global Data Transfer. Records transferred through Global Data Transfer will require patrons to update Sponsor and Spouse information at the gaining Installation. MAPs and SDS transferred may need to be renewed at gaining installation.

For your convenience, Forms and MAPs/SDS are available 24 hours a day via <https://webtrac.mwr.army.mil>

Select: (Child, Youth & School Services (CYSS))

Select State/Country: (Choose Your Garrison)

Click on the FORMS tab to print/download documents. Once ID/Password to the local WebTrac account is set; you may make payments, upload documents to your account, or browse program information/enroll in Youth Sports & Fitness and Instructional Programs.

Ask About Specific CYS Programs

- Full/Part Day Child Care
- Part-Day Preschool
- Hourly Care
- Kids on Site Child Care
- Parent Advisory Board
- Parent Participation Program
- Before/After School Care
- School-Out Camp Weeks
- School Liaison Officer (SLO)
- Home School Support
- Strong Beginnings
- Middle School & Teen Center
- Youth Sports & Fitness
- Instructional Programs
- Babysitting Basics & ImAlone Course
- Resource & Referral

CYS Registration Documents & Information

- Proof of Eligibility:** Legal Guardianship Papers Birth Certificate, DEERS Enrollment form, Military ID, or Military Orders listing child(ren) as dependents in accordance with the Status of Forces Agreement (SOFA). Civilian Sponsor and/or spouse must be present with CAC ID or proof of DA Civilian status prior to or at registration appointment to verify eligibility. **NOTE: 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 the child receives child care through a DoD program.**
- Parent Home and Work Information:** Local street address, mailing address [if different], OCONUS APO address, military unit or employer name, primary & alternate phone numbers are required.
- Email Address:** Email address of sponsor/spouse and any non-military email accounts **checked regularly.**
- Child's Official Immunization Record:** Children enrolling in or currently enrolled in Child Development programming and School age children who are not enrolled in public school (i.e. homeschooled) must provide written documentation of immunizations appropriate for the child's age. Immunization records must be translated to English prior to submission. CYS follows the US Centers for Disease Control immunizations protocols and updates in accordance with established timelines.
- Health Screening:** Required for all 6 weeks –5th grade aged children & 6th-12th grade youth with Special Needs to record & evaluate child's allergies, medical/physical conditions, etc. Any questions answered "Yes" may require additional documentation for the required Multidisciplinary Inclusion Action Team (MIAT) review. (See below.) (Teen Form is available for 6th -12th grade.)
- Medical Action Plan (MAP)/Special Diet Statement (SDS):** Required if a child is diagnosed with allergies, diabetes, asthma/ respiratory, or seizures that may require staff to give rescue medication or if child requires any medical or religious food accommodation. Also any IEP, IFSP or 504 Plans will need to be submitted. All MAPs and SDS (medical only) MUST include Health Care Provider's Stamp, Signature, & date. Registration may not be activated the same day of your appointment due to the required SNAP/MIAT review process
- Health Assessment/Sports Physical Statement (HASPS):** Dated/signed/stamped within 365 days of Registration (OR given 30 day grace period from initial registration date to complete). A CYS HASPS form may also be used as a Sports Physical (SP), which is required for ANY child/youth enrolling in a Team sport. Any health assessment form completed in the last 365 days can be submitted as a SP when there is an indication of "Cleared for Sports". If the SP expires during the season, a grace period of one month will be granted for continued participation if parent can show proof of SP appointment (SP are valid for ONE YEAR from the Dr. Signature date and may be extended for a second year for children approved for participation in all sports by their health care provider on the SP form if there is no health changes. SP are due before participation allowed in all team sport activities).
- Local Emergency Contact and Child Release Designees:** Other than Sponsor & Spouse, provide a minimum of 2 names & phone numbers of who CYS can contact and/or release your child to in an emergency situation when unable to reach parent(s). [One emergency contact at registration and a second within 30 days of registering].
- Military or Deployment Orders:** Reserve & Guard must provide orders validating Active Duty status to use childcare. Army Families of deployed individuals in specific categories can obtain Total Army Strong benefits with validation of military orders or Commander's certification.
- Proof of Parent(s) Income:** This step is completed when you have ACCEPTED space in Full or Part-time Childcare, Part-Day Classes, School Age Before/After Program, or Full-time Camp Weeks to validate eligibility/priority level & calculate Total Family Income (TFI) to determine program fees. When required, please provide current documents showing one full month's proof of income. Failure to provide Income Documentation may delay or terminate Services.
- DoD Child Care Fee Application:** To evaluate household income for eligibility for reduced fees. To be completed in Parent Central Services and annually when enrolled in a child care or camp program.
- USDA Income Eligibility Form:** Allows CYS to receive additional funding to support meals/snacks provided (Not applicable OCONUS). The local Parent Central Services office will provide this form.
- Family Care Plan:** Single/dual military are required to submit DA Form 5305 (or military service branch equivalent) signed & certified by LOCAL Commander(s) within the last year (Due within 30 days of enrollment in CDC, SAC, FCC or MST camp, then annually based on Commander signature or as changes are made).