

## Child, Youth & School Services Registration Checklist

Before an appointment is scheduled, come by CYS Services Central Enrollment Office Building # 1518 for a Registration Packet. Packets can also be downloaded from our website at: [www.mwrfortcarson.com/cyss-central-registration.php](http://www.mwrfortcarson.com/cyss-central-registration.php). Please fill out the Health Screening tool and turn it in at this time to expedite the registration process. If you answer yes to any of the Health Screening tool questions numbered 1 – 17, a review is needed by our Public Health Nurse. Then, at this time, they will determine if a SNAP is needed by the APHN and the ACS EFMP Office. Once the determination is made that a SNAP is needed, you will be contacted. The whole process could take up to 30 days. Appointments can be made after this process has been completed. This will ensure that your child's health needs are met while in CYS Services Programs.

### Items to bring to your Appointment:

- Copies of most current Sponsor/Spouse Leave & Earnings (LES) statements to verify income. If proper documentation is not provided, fees are figured at the highest level (Category VI). Pay documents are maintained at CYS Services Central Enrollment Office and in CYMS for validation during audits. (Households will be placed in Category 6, if LESs are not provided )
- Copy of current immunizations for each child
- Any related special needs documentation (i.e. special diet statements, Medical Action forms, medications) Child, Youth & School Services Health assessment/ Sport Physical (attached) participating in any CYSS programs and CYSS team sports program. Physicals for child care are due 30 days after registration. A 30 day pass will be issued at the time of registration and services will be denied if suspense is not met.

**Physicals for SKIES and Sport Programs are due at the time of registration and are only valid through completion date of chosen class or sport.**

- Family Care Plan Designee Information – Active duty parents, single or dual military (and any dual deployable civilians) need a copy of contact information for the short-term temporary guard/escort. FCP Designee information for child care is due 30 days after registration. A 30 day pass will be issued at the time of registration and services will be denied if suspense is not met.

### Forms to be completed:

- Completed Army DoD Fee Application (attached)
- Child and Adult Care Food Program (CACFP) Income Eligibility Form (IEF) (attached)

### Data Information Needed:

- Household, AKO, and or work email address
- Minimum of two local release/emergency/ designees (First name, Last name, and phone numbers)
- Quarters/local residence address and mailing address (if different)
- Information on child/children's special needs
- Current grade for all children

To schedule your registration appointment, please call (719)526-8220. If you have questions, please contact CYS Services Central Enrollment Office at (719)526-1101 or DSN 691-1101.