

## **Child Youth and School Services Re-Registration Checklist**

Before scheduling an appointment, please ask your program director or come by CYS Services Central Enrollment Office for a Re-registration Packet. Packets can also be downloaded from our website: [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.

The following information is required to complete the re-registration process for CYSS programs at your re-registration appointment:

### **Items to bring to your Appointment:**

- Copies of most current Sponsor/Spouse Leave & Earnings (LES) statements
- Copy of Current immunizations for each child
- Any related special needs documentation (i.e., special diet statements, Medical Action forms, Medications)
- Child Youth and School Services Health Assessment /Sports Physical (attached) if there have been any Medical changes or participating in any CYS Services SKIES and team sports program. Valid through completion date of chosen class or sport
- Family Care Plan Designee information -Active duty parents who are single or dual military (and any single/dual deployable civilians) need a copy of contact information for the short-term temporary guard/escort.

### **New forms to be completed:**

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

### **Items to be updated:**

- Child ,Youth & School Services Health Assessment /Sports Physical form (located on the back page of Re-Certification block)
- 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.