

Child, Youth and School Services Registration Checklist

To determine CYSS eligibility, parents must present **valid military identification or a valid CAC card (Department of Defense (DOD) civilians or DOD contractors.)** Once CYSS eligibility has been determined, the documents and information listed below is **required** to complete the CYSS registration. **CYSS registration is NOT complete until all forms listed below are submitted.**

- **Militarychildcare.com.** In order to receive childcare, your household must be registered with www.militarychildcare.com. Go to www.militarychildcare.com website to create an account, search and request care. Parent Central staff will contact you when space becomes available.
- **Sponsor and Spouses Leave & Earnings Statement (LES)** and/or paystubs from current employer to verify income. Documentation of **All** household income is required, i.e., gross wages, salaries, tips, special duty pay (flight pay, active duty demo pay, sea pay, etc.), Active Duty save pay, long-term disability benefits, voluntary salary deferrals, retirement or other pension income including SSI paid to the spouse and VA benefits paid to the surviving spouse before deductions for taxes. Spouses **must be** military members on active duty, employed **full time** outside the home by a government agency or a private sector employer or a **full time** student. Total Family Income also includes a portion of BAH and all of BAS. **If appropriate documentation is not provided, the household will be placed in the highest fee category (Category 9) until documentation is provided.**
- **Up-to-date immunizations for each child.** Registration **cannot** be completed without this information.
- **Current Health Assessment/Sports Physical.** If there are no diagnosed health issues (asthma, food allergies, seizures, medications, etc.), you are given 30 days to bring the Health Assessment to Parent Central or to the CDC your child is assigned. **Sports Physical are valid for one (1) year and are required if you are enrolling in SKIES or Sports activities.** **Child care services can be denied if the suspense is not met.** If you have questions regarding a specific medical condition, please ask to speak with a CYSS nurse or Parent Central Registration staff.
- **Diagnosed Health Issues.** Additional medical paperwork is required for children who have diagnosed medical conditions. Medical Action Plans (MAPS) must be completed by the child's physician. MAPS are then forwarded to the Army Public Health Nurse for review. **Special Diet Statements MUST include an authorized substitution. Per Army Regulation 608-75, the review process can take up to 30 working days.** The child **cannot** be in care during this review process. If you are unsure or have questions regarding a specific medical condition, please ask to speak with a CYSS nurse.
- **Family Care Plan.** All active duty parents who are either dual military or a single (unmarried) soldier are required to provide a FCP-DA 5305. The Family Care Plan is due within 30 days of CYSS registration. **Child care services can be denied if the suspense is not met.**
- **Deployment Orders.** Provide a copy of deployment orders or authorized Commander's Memo to receive Total Army Strong (TAS) benefits. Ask Parent Central Registration office for additional details.
- **Minimum of two (2) local emergency/release contacts.** (First name, last name and telephone numbers). Registration **cannot** be completed without this information. **Copy of orders assigning the soldier to Fort Carson. Quarters/local residence address and mailing address.** AKO, household and/or work email address.
- **Completed registration packet,** i.e., DoD Child Care Fee Application (DD Form 2652), Child and Adult Care Food Program (CACFP) Income Eligibility Form and Health Screening Tool 1. Per OPORD 13-078, all paperwork/forms **must** be hand carried to Parent Central. Faxed or emailed paperwork/forms **cannot** be accepted. **Paperwork cannot be "dropped off".**

Appointments can be made by calling 719-526-1101 or 719-526-8220