



**FORT STEWART/HUNTER ARMY AIRFIELD
ARMY CHILD & YOUTH SERVICES (CYS)
Parent Central Services Office Registration Checklist**

Children/youth must be fully registered before they can use any **CYS** programs.
Contact your local Parent Central Services Office to set up an appointment to complete your registration.
Limited "walk-in" services may also be available.

To expedite the registration/enrollment process, please have the following information available.

ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:

Verification

- **Sponsor's Social Security Number** (Needed for collection actions, USDA funding, medical service identifier. Patron privacy is protected.) _____
- **Proof of Child Eligibility** (i.e. Legal Guardianship papers, Child Military ID Card, Proof of DEERS enrollment) _____
- **Parent(s) Home and Work Information** (Need street address, mailing address [if different], military unit or employer name, primary/alternate phone numbers) _____
- **Email Addresses** (Need work email address and any private accounts you regularly check) _____
- **Proof of Parent(s) Income** (i.e. Leave & Earnings Statements / Pay Vouchers. If spouse is full time student, bring proof of school enrollment) (Needed to determine DoD Fee Category for child care/school age fees) (Failure to provide documents will result in being accessed the highest category) _____
- **Local Emergency and Child Release Designees** [Minimum of 2] (Need names, phone numbers, and addresses we can contact or release your child to in an emergency situation if we are unable to reach you) _____
- **Family Care Plan** (Required for single/dual military and single/dual deployable civilian families) [*Due within 30 days*] _____
- **Child's Official Shot Record** (for those children not enrolled in public school) _____
- **Deployment Orders** (Families of deployed individuals can obtain discounts and benefits with proof of deployment) _____

FORMS COMPLETED BEFORE / DURING / AFTER YOUR VISIT:

Verification

[Downloadable blank forms are available on line - click the 'Forms/Links' tab in your Garrison's **CYS** WebTrac menu bar -- <https://webtrac.mwr.army.mil/webtrac/stewartcyms.html>]

- **Child Health Assessment** (CYS Health Form Parts A, B & C {or Part A + School Physical}) [Due within 30 days] _____
- **Sports Physical** (CYS Health Form Parts A,B & C) [Due before participation in all sports activities] _____
- **USDA Income Eligibility Form** (Allows us to receive additional funding to support meals/snacks provided) _____
- **DOD Child Care Fee Application** (To evaluate household income for eligibility for reduced fees) _____
- **Health Screening Tool** (To record/evaluate child's allergies, medical/physical conditions, etc.) _____
- **Medical Action Plan (MAP)** (Only needed if a child is diagnosed with allergies, diabetes, asthma/respiratory, or seizures that require staff to give rescue medication). [If recommended by Special Needs Assessment Team] _____

CYS PARENT CENTRAL SERVICES OFFICES

Fort Stewart (FS) Bldg. 438
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usarmy.stewart.usag.list.dmwr-cyms-contact-us@mail.mil

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