



## ARMY CHILD, YOUTH & SCHOOL (CYS) SERVICES Central Enrollment/Registration (CER) Checklist

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

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

**ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:**

Verification

- Sponsor's Social Security Number** [Needed for Child Care Tax Credit, USDA funding, medical service identifier. Patron privacy is protected.] \_\_\_\_\_
- Proof of Child Eligibility** (i.e. Legal Guardianship papers or Child Military ID Card) \_\_\_\_\_
- 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 AKO email address and any private accounts you regularly check) \_\_\_\_\_
- Proof of Parent(s) Income** (i.e. Leave & Earnings Statements and/or Pay Vouchers) [Needed to determine DOD Fee Category for child care/school age fees] \_\_\_\_\_
- Local Emergency and Child Release Designees** (minimum of 2) (Need names/phone numbers we can contact or release your child to in an emergency situation if we are unable to reach you) \_\_\_\_\_
- Family Care Plan Short-Term Release Designee** [Required for single/dual military and single/dual deployable civilian families] (Need name, address, phone numbers of designee) [Due within 30 days] \_\_\_\_\_
- Child's Official Shot Record** \_\_\_\_\_
- Deployment Orders** (Families of deployed individuals can obtain Army Family Covenant discounts and benefits with proof of deployment) \_\_\_\_\_

**FORMS COMPLETED BEFORE/DURING/AFTER YOUR VISIT**

Verification

[Fillable blank forms are available on line - click Forms/Links in the menu bar]

- Child Health Assessment** (CYSS Health Form Parts A & C or school physical can be used) [Due within 30 days] \_\_\_\_\_
- Sports Physical** (CYSS 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.) \_\_\_\_\_

**ASK ABOUT SPECIFIC CYS SERVICES AVAILABLE AT YOUR GARRISON - POSSIBILITIES INCLUDE:**

- |                            |                                |                                 |
|----------------------------|--------------------------------|---------------------------------|
| - Full/Part Day Child Care | - Vacation Camps               | - Middle School/Teen Activities |
| - Part Day Preschool       | - EDGE! Partnership Activities | - Youth Sports                  |
| - Hourly Care              | - imAlone                      | - SKIESUnlimited Classes        |
| - Before/After School Care | - Home School Support          | - HIRED! Youth Apprenticeships  |
| - Kids on Site             | - Strong Beginnings            | - And More . . . . .            |