



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VIRGINIA 23801**

IMLE-ZA

AUG 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unauthorized Family Child Care in Post Leased Housing

1. REFERENCE: AR 608-10, 6-38, Child Development Services, 11 May 2017.

2. PURPOSE: To provide policy regarding unauthorized child care in government quarters.

3. Background: Individuals providing care in his or her government owned or leased home on a regular basis in excess of 10 hours per week must be certified as a Family Child Care (FCC) provider.

4. POLICY:

a. Unauthorized care is prohibited in government owned or leased housing or in family housing located on Fort Lee. Unauthorized child care is defined as "care in excess of 10 child care hours per week on a regular basis". If individuals are providing unauthorized child care, they risk losing housing privileges at Fort Lee.

b. Family Child Care (FCC) Providers (family members - generally spouses), are independent contractors, trained, certified and authorized to offer child care in government or Residential Communities Initiative (RCI) housing by the Garrison Commander through Army Child & Youth Services (CYS).

c. CYS offers training and certification to qualified applicants through the FCC program. The FCC program staff is responsible for recruiting, training, supporting and monitoring providers. The purpose of FCC is to ensure that care giving environments are conducive to the growth, development, and well-being of every child.

d. Certification is not required for parents, guardians or relatives of the child or for individuals:

(1) Providing care in occupant's family housing and no additional children are present except children of individual providing care.

(2) Providing occasional care between families/friends which does not occur on a regular basis.

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(3) Providing less than 10 child care hours per week on a regular basis.

e. Situations whereby uncertified individuals accept Special Power of Attorney paperwork in lieu of FCC certification will be treated as unauthorized child care. Child care will cease immediately and procedures will be followed as outlined in AR 608-10. Parent options for child care are as follows:

(1) CYS Parent Central Services will assist in locating appropriate care on post or through off-post state certified programs.

(2) The individual may provide the care in the child's home.

(3) Children may be temporarily placed while uncertified individual completes certification process.

5. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, CYS, FCC, Ms. LaTanya Wagstaff, Director, 804-765-3850, or email latanya.wagstaff.civ@mail.mil.



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