



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMW-WC (800D-1)

12 Oct 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 25, Unauthorized Child Care in Government Owned or Government Leased Housing

1. References:

a. AR 608-10, Child Development Services, 11 May 2017.

b. United States Army Garrison (USAG) Humphreys Directorate of Public Works, Housing Division Handbook, 1 May 2019.

2. Purpose: To provide USAG Humphreys with appropriate procedures for unauthorized child care in government owned and leased housing off and on the Garrison.

3. Scope: The procedures contained in this SOP apply to all Agencies and Directorates charged with stopping Unauthorized Childcare on USAG Humphreys.

4. DEFINITION: Unauthorized child care is defined as anyone living in government owned, leased, or privatized housing providing child care for more than 10 child care hours per week on a regular basis. A child care hour is defined as one (1) child for 1 hour of care. For example, the 10 hours could include one (1) child in care for 10 hours or two (2) children for five (5) hours, etc. The 10 hour child care limit was established to protect children from being in unregulated, and possibly unsafe child care settings on an on-going basis.

5. Procedures:

a. Child and Youth Services (CYS): Reports of unauthorized child care being conducted in government owned, leased, or privatized housing puts the health and safety of children at risk. Reports of unauthorized child care will be forwarded to the CYS Coordinator. Complaints of unauthorized child care may be received from a variety of sources to include Interactive Customer Evaluation (ICE), Commanding General (CG) hotline, phone call to the Provost Marshal Office (PMO), and/or CYS, etc.

b. Management personnel from CYS, will visit the home within two (2) working days of receiving a complaint to verify whether or not an individual is providing child care without a valid Family Child Care (FCC) home certificate. The Garrison Housing Office (GHO) will be notified of the pending home visit and will accompany CYS personnel

AMIM-HMW-WC (800D-1)

SUBJECT: Command Policy #25, Unauthorized Child Care in Government Owned or Government Leased Housing

when conducting the unauthorized child care investigation. If, at any time the occupants of the house are deemed to be threatening or hostile the team will depart and a Military Police escort will be scheduled for a follow on visit to occur in 24 hours.

c. Personnel from CYS and Housing will not enter the housing unit without the consent of an adult occupant.

d. If no one is home a second attempt will be made within 24 hours by CYS and Housing.

e. During the investigation if a preliminary determination is made that unauthorized child care is taking place, the individual will be given notice of the requirement to be certified to provide child care. The Garrison Commander (GC) will coordinate with the Staff Judge Advocate (SJA) in order to comply with local Commander's Critical Incident Reports (CCIR) any applicable local reporting requirements and to provide notification to affected persons (i.e., patrons of the unauthorized childcare) as appropriate.

f. When a determination is made by CYS management personnel that an individual is providing care in the home in excess of 10 child care hours per week on a regular basis, the GC will provide written notification to the individual within 2 (two) days to cease and desist provision of care immediately. Copies of the Unauthorized Child Care Investigation Report and the GC notification will be sent to the GHO, PMO, and the resident's unit leadership or supervisor. Individuals providing unauthorized child care will be advised that their housing entitlement may be terminated or they may be barred from post, if unauthorized child care continues.

g. If the unauthorized child care continues after GC notification, or if subsequent reports of unauthorized child care are received, CYS personnel will again notify the GC. The GC will consult with the SJA regarding immediate action to prevent the unauthorized child care from continuing. If the unauthorized child care is occurring in government or government leased family housing, the GC may take action to terminate housing entitlement. If necessary, the GC has the authority to bar individuals from the installation.

h. If during the investigation occupants of the home are unresponsive or refuse to cooperate, the GC and the GHO will be notified immediately for appropriate actions to be taken as outlined in 5f.

i. If during the investigation evidence of child abuse or neglect are observed all mandated child abuse/neglect reporting requirements will be met to include reporting to the garrison Reporting Point of Contact, PMO and submission of CCIR to IMCOM.

j. If the individual elects to become certified, CYS may begin the certification process as outlined in AR 608-10.

AMIM-HMW-WC (800D-1)

SUBJECT: Command Policy # 25, Unauthorized Child Care in Government Owned or Government Leased Housing

k. All reports of unauthorized child care will be documented on initial and supplemental Reports of Unusual Incidents (RUI) to IMCOM G9/CYS.

l. The GHO will ensure that all government and leased family housing residents are advised of the requirements for providing child care in their homes.

m. Garrisons will routinely distribute the requirements for Family Child Care certification through the local Morale, Welfare and Recreation (MWR) marketing office, and other media venues such as the MWR web page, and the Commanders Information Channel.

6. The point of contact for this SOP is the DFMWR, CYS Coordinator, DSN 755-2693.



RYAN K. WORKMAN  
COL, AR  
Commanding

2 Encls

1. Annex A, Garrison Commander Notification of Unauthorized Child Care
2. Annex B, Unauthorized Child Care Investigation Report



**DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228**

Submitting Date

Office of the Garrison Commander

Name  
Address

Dear.....

This is to inform you that the US Army Garrison Humphreys Child and Youth Services (CYS) Family Child Care (FCC) office received a report that you are providing unauthorized childcare in your quarters that are (government/leased) housing. According to Army Regulation 608-10 your housing privileges may be terminated if you continue to provide more than ten (10) hours of care per week on a regular basis in your quarters to unrelated individuals. This notification of unauthorized child care serves as your official notice to cease any child care you are currently providing. If you desire to continue providing child care in your home, you must become certified as a FCC provider through USAG Humphreys FCC Program.

To become a certified FCC provider, you must complete a local background check; agree to have inspections conducted by the Fire, Safety and Preventive Medicine Offices; as well as attend a minimum of 38 hours of training. The training includes child abuse identification and prevention, first aid mandatory Cardio-Pulmonary Resuscitation (CPR) training.

The USAG Humphreys FCC Office is located in Building 6400, Second Floor, Room 208. You may contact the CYS FCC Director at 757-2251 if you need further information.

**RYAN K. WORKMAN  
COL, AR  
Commanding**



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS**  
**UNIT #15228**  
**APO AP 96271-5228**

AMIM-HMW-WC

DATE

MEMORANDUM FOR Garrison Commander, USAG Humphreys

SUBJECT: Unauthorized Child Care Investigation Report

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Family Name: \_\_\_\_\_

On \_\_\_\_\_ a representative from Child & Youth Services (CYS) came to the home at the address above concerning a report of unauthorized child care.

The resident was informed that providing child care services to unrelated children in thier government quarters for more than ten (10) hours per week on a regular basis is considered unauthorized childcare, in accordance with Army Regulation 608-10, Child Development Services.

\_\_\_\_\_ Children were **NOT** present in the home during the visit

\_\_\_\_\_ Children **were** present in the home during the visit

Child's Name/Age	Sponsor's Name / Contact Info
------------------	-------------------------------

Child's Name/Age	Sponsor's Name / Contact Info
------------------	-------------------------------

Child's Name/Age	Sponsor's Name / Contact Info
------------------	-------------------------------

Occupant's Printed Name	Occupant's Signature / Date
-------------------------	-----------------------------

CYS Representative Signature Phone Number	Witness Signature/Organization Phone Number
--	--