



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
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FORT LEE, VIRGINIA 23801**

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FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child & Youth Services (CYS) Childcare Eligibility and Waiting List Priorities

1. **Background:** This policy establishes patron eligibility and priorities for placement of children on waiting lists for childcare services on Fort Lee.
2. **References:** AR 608-10, 1-6, (a-f), Child Development Services, 11 May 2017; Child & Youth Services Operations Manual 2015 3-8, and 3-12; DODI 6060.20 and Army Directive 2015-44 3.B.1 – 3.B.4.
3. **Eligibility:** Children of active duty military personnel (including Coast Guard when activated), both appropriated and non-appropriated Department of Defense (DoD) civilian personnel, DoD contractors, Reservists on active duty or inactive duty training status, members of the National Guard on full-time National Guard duty who are performing Active Guard and Reserve duty, combat related wounded warriors, surviving spouses of military who died from combat related incidents, and those acting in loco parentis for dependent children of an otherwise eligible patron, Foreign military Service members on orders who are assigned to the installation and serving the Department of Defense, Retirees (eligibility is limited to the use of SKIES, Youth Center, and Youth Sports and Fitness).
4. **Childcare Waiting List Priorities:**
 - a. **First Priority –** Qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1. Children of combat related wounded warriors, child development program direct care staff, single military service members on active duty or dual active duty service member couples, active duty service members with a working spouse (including a DoD civilian spouse), Single DoD civilian employees paid from Appropriated Fund (APF) or Non-Appropriated Fund (NAF), dual DoD civilian employee couples, DoD civilians with working spouse, who are not DoD civilians, and surviving spouses of military members who died from combat related incidents.
 - b. **Second Priority –** Full time care shall be given equally to children of active duty military service members; DoD civilian employees paid from APF and NAF; surviving spouses of military members who died from combat related incidents; and those acting in loco parentis on behalf of the aforementioned eligible patrons where non-working spouses, or in the case of DoD civilian employees with same-sex domestic partners, are actively seeking employment. The status of actively seeking employment must be verified every 90 days.

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c. Third Priority – Full-time care shall be given equally to qualifying children of active duty military service members; DoD civilian employees paid from APF and NAF; surviving spouses of military members who died from combat related incidents, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where non-working spouses, or in the case of DoD civilian employees with same sex domestic partners, are enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.

d. Space-available care is after meeting the needs of parents in priorities 1, 2, and 3. CYS will support the need for full-time care for other eligible patrons, such as active duty military service members with non-working spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees on space available basis.

e. Within each priority, patrons will be offered childcare services based on their original waiting list request date. Patrons may not use their priority status more than once in a given program. Priority status on waiting lists will be forfeited once parents turn down an available vacancy.

5. The garrison commander shall determine on a case-by-case basis whether a spouse or same-sex domestic partner is employed on a full-time basis but working within the home qualifies for first priority treatment.

6. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, and Child & Youth Services, 765-3852.


HOLLIE J. MARTIN
COL, LG
Commanding

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