

**DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM
REQUEST FOR CARE RECORD**

PRIVACY ACT STATEMENT

AUTHORITY: PL 101-89 Sec. 1507; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To collect applicant information for Child Development Programs and place applicants on waiting lists for program services. Information compiled from applications is also used to assist management determination of effectiveness of present and projection of future program requirements.

DISCLOSURE: Voluntary; however, failure to furnish requested information will result in an incomplete request for care record and possible loss of placement on Child Development Program waiting lists.

1. DATE OF REQUEST (YYYYMMDD)

2. EXPIRATION DATE (YYYYMMDD)

3. FAMILY INFORMATION

a. SPONSOR'S NAME (Last, First, Middle Initial)

b. SPOUSE'S NAME (Last, First, Middle Initial)

c. CHILD'S NAME (Last, First, Middle Initial)

d. CHILD'S DATE OF BIRTH (YYYYMMDD)

e. CHILD'S AGE

f. HOME ADDRESS (Street, City, State, Zip Code)

g. SPONSOR'S BRANCH OF SERVICE

h. DUTY ORGANIZATION

i. HOME TELEPHONE NUMBER (Include Area Code)

j. DUTY TELEPHONE NUMBER (Include Area Code)

k. SIBLING CARE (Complete a separate form and list name and date of birth for each child requiring care)

(1) NAME (Last, First, Middle Initial)

(2) DATE OF BIRTH (YYYYMMDD)

(1) NAME (Last, First, Middle Initial)

(2) DATE OF BIRTH (YYYYMMDD)

4. PROGRAM(S) DESIRED (X as applicable)

a. FULL-DAY CARE

e. FAMILY DAY CARE (FDC)

b. PART-DAY CARE

f. PART-DAY ENRICHMENT

c. SCHOOL-AGE

g. DAY CAMP

d. SPECIAL NEEDS

5. AGE GROUP (X one)

a. INFANTS (0 - 12 months)

b. TODDLERS (13 - 35 months)

c. PRESCHOOL (3 - 5 years)

d. SCHOOL AGE (5 + years)

6. SPONSOR STATUS (X one)

a. SINGLE MILITARY

e. SINGLE DOD CIVILIAN

i. MILITARY/UNEMPLOYED SPOUSE

b. DUAL MILITARY

f. RETIRED MILITARY

j. MILITARY/OTHER THAN DOD SPOUSE

c. MILITARY/DOD SPOUSE

g. MILITARY RESERVE

k. OTHER (Specify)

d. DUAL DOD CIVILIANS

h. NATIONAL GUARD

7. PRESENT CHILD CARE ARRANGEMENTS (X as applicable)

a. FDC ON-INSTALLATION

d. CIVILIAN CDC

g. IN-HOME CARE

b. FDC OFF-INSTALLATION

e. MILITARY ALTERNATE CARE

h. NO PRESENT CARE

c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)

f. NON-MILITARY ALTERNATE CARE

i. OTHER (Specify)

8. GENERAL INFORMATION (X and complete as applicable)

YES

NO

a. IF CHILD IS NOT PRESENTLY IN CARE, IS EMPLOYMENT OF SPOUSE AWAITED? (If Yes, estimate average annual income lost)

YES

NO

c. IS CHILD ON OTHER MILITARY WAITING LIST? (If Yes, name installation)

b. HAS CHILD BEEN IDENTIFIED FOR SPECIAL NEEDS CARE?

d. CURRENT COST OF CARE PER WEEK (If child is currently in care)

9. UPDATE REQUIRED PER INSTRUCTIONS (For Office Use Only)

	(1)	(2)	(3)	(4)	(5)
a. DATE CALLED (YYYYMMDD)					
b. DECLINED/ PLACED					
c. COMMENTS/ INITIALS					
d. PLACEMENT TIME (In months)					

Based on guidance from AFMC and Department of Defense Instruction 6060.2, dated Jan 1993, the following priority for child care is provided:

Within each category the military family takes precedence:

1. Active Duty Military/DoD Civilians- Single parents assigned to/working on the installation
2. Active Duty Military/DoD Civilians- Dual employed parents assigned to/ working on installation
3. Active Duty Military/DoD Civilians- One parent employed/assigned to the installation (both parents working)
4. Active Duty Military/DoD Civilians- Not assigned to the installation (single, dual and one parent employed)
5. Retired Military- Single Parent
6. Retired Military- Dual employed parents
7. Retired Military- One parent employed
8. Reservist- If on active duty assigned to the installation, same priority as 1,2 and 3. If not on active duty, not eligible for care
9. DoD Contractors

Active Duty and DoD Civilian employed parents are given higher priority than other groups for full day daycare. Full time students are also included in these categories. You must attend school 12 hours/units a semester or 6 hours/units in the summer. Proof of enrollment is required in lieu of a pay statement.

The center is designed to assist parents working and/or full time students, therefore any changes in your employment or student status must be reported to the front desk.

I certify that the eligibility status I have identified is correct. I agree to notify the center immediately should there be a change in my status.

Sponsor's signature

Date

CHILD DEVELOPMENT CENTER WAITING LIST PARENT SURVEY

Applicant's Name _____

Child's Name _____

Child's Date of Birth _____

	YES	NO
Are you familiar with the Family Child Care program for Hill Air Force Base community?		
Have you ever used the services of a Hill Family Child Care provider to include Hourly, PCS, Extended Duty Care or Volunteer Program?		
Were you satisfied with the quality of care?		
Are you only interested in Center based care?		
Would you like information on the current openings in Family Child Care?		

Survey for Family Child Care

Please check all of the boxes that apply why you would not want to placed on the Family Child Care waiting list.

- Cost
- Hours of Operation
- Trained Providers
- Lack of materials
- Reliability of Providers
- Location of homes
- Prefer a daily routine
- Lack of field trip opportunity
- Lack of Curriculum

* If you have checked any of these boxes please feel free to stop by the Family Child Care office or speak with Waiting List Coordinator at the Child Development center so we can provider you with information on what our program actually offers.*

Office Use Only

Date Called									
Action Taken									

**Resource and Referral Information is available
at the Hill Child Development Center
located at Building 470**