

SUBJECT: Waiting List Policy Letter

1. Certain Child, Youth & School (CYS) Services programs are limited in their ability to meet the demands of eligible patrons. When this occurs, a waiting list must be utilized.

- a. Excess Demand waiting list-No viable care option is available. List is maintained by priority categories.
- b. Preference for Care waiting list- A viable option is offered. Patron wishes to be kept on the list for a preferred option (i.e., center, specific provider). List is maintained on a first come first served basis, based on date placed on this list.

2. Upon registration, a CDS Request for Care Record, is completed. If there is no viable care option available for the child, based on his/her age or program need, the child's name is placed on the Excess Demand waiting list. Position on that waiting list is based on age appropriated grouping, sponsor's priority category and date of registration.

3. Waiting List Policy Priority.

a. Children 4 weeks of age through Toddler may be placed on the Excess Demand waiting list for care by CYS Services at Fort Meade in the following priority:

(1) Children of active duty military or Department of Defense (DoD) civilians assigned, attached or residing at Fort Meade who are single parents.

(2) Children of active duty military couples assigned, attached or residing at Fort Meade.

(3) Children of active duty military and DoD civilians assigned, attached or residing at Fort Meade who are dual working couples or whose spouses are full time students.

(4) Children of active duty military/DoD civilian assigned to other installations who are single parents, dual military parents or are dual working couples or whose spouses are full time students.

(5) Children of reservists on active duty (must provide copy of orders).

(6) Children of DoD contractors assigned to Fort Meade.

b. When parents accept care in a location that is not their preferred care option, or decline a viable care option and choose to wait for their preferred care option, they are placed on the Preference for Care waiting list.

c. Unborn infants and transfers may be placed on a Projected Demand sub-waiting list. The name will remain on that list until the sponsor activates his request for care upon the birth of the child or the family's arrival; at Fort Meade. The child will then be placed on the appropriate list based on priority category (if applicable) and original request for care date.

4. When a slot becomes available for your child/children, CYS Services personnel will notify you of the availability. Three attempts will be made to reach you telephonically at work and/or home and by e-mail. So that you can be assured of notification, it will be your responsibility to update your request every three (3) months and to notify staff of any telephone number changes on your CDS Request for Care Record. **If reasonable attempts to contact you at the numbers provided are unsuccessful, your child's name will be removed from the waiting list.**

5. Once notified, you need to respond within 24 hours if you are accepting or declining the offered slot. If refuse the slot for your indicated preference, but wish to remain on the waiting list, it will be necessary for you to complete another CDS Request for Care Record. Your date on the waiting list will change to the date that you complete the new CDS Request for Care Record.

6. Upon acceptance of an opening, you will have two (2) working days to return to Parent Central Services (PCS) office to register, enroll into the program and arrange for a mandatory orientation and a two (2) week start date for your child. First payment upon enrollment into a full day, part-day, and part-time programs are due at time of registration. The first payment is equal to 10% of the monthly TFI category and will be credited toward the first month's payment. This first payment is non-refundable. The remaining balance will be due in full at your orientation.

7. At any time during the waiting period, you may call the PCS office (301-677-1149/1156/1104/1105) to check on your child's status on the waiting list.

DeAnna N. Knox
Director, Outreach Services

Updates must be made every 90 days to maintain status on the waiting list. Updates can be made in person or via telephone (301-677-1149/1156/1104/1105).

Date of placement on waiting list: _____

First update required no later than: _____

Print Name of Sponsor: _____

Parent Signature: _____

Print Name of Child/ren: _____

Program: _____ (Grade _____)