



## Child & Youth Services

Welcome to Fort Polk and JRTC, 6880 Radio Rd., Bldg 400, 337-531-1955, DSN 863-1955  
Office Hours: Monday – Thursday 0800-1630, Friday 0800-1200



### Re-Registration Checklist

The following information is required to complete the re-registration process for CYS programs at your registration appointment:

#### New forms to be completed:

- Completed Total Family Income Form (attached) and copies of LES and pay statements (to verify income)
- Updated State Specific USDA Food Application
- Current Sports Physical (attached) required for each youth that participates in any CYS team sports program  
**Valid for 1 year.**

#### Items to be updated:

- Household and/or work email address.
- Minimum of Two** release/emergency designees – with contact information (address, phone) for each.
- Copy of child's official Immunization Records. (Birth thru Elementary school)
- Quarters/local residence address **AND** mailing address (if different).
- Health Assessment (required for each child birth thru elementary school.)
- Information on child/children's special needs (i.e medications, Exceptional Family Member Program (EFMP), allergies, illnesses).
- School grade & school year for all children.
- Active duty parents, who are single, or dual military (and any single/dual deployable civilians) must have a completed **Family Care Plan, DA 5305** on file with Central Registration. *Updated annually with commander approval.*

**Re-Registration process may take an hour per child.  
Re-Registration is required annually.**

**To schedule your registration appointment or if you have any questions,  
Please contact Central Registration : 531-1955**