



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

Registration Checklist

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

- Quarters/local residence address AND mailing address (if different).
- Household and/or work email address.**
- Minimum of Two release/emergency designees** – with contact information (address, phone) for each.
- Social Security Numbers – for all family members** (sponsor, spouse, children). Childs SSN is used to validate eligibility for child tax credit and justify Army funding. Patron privacy is protected by only storing last four of SSN in CYMS. Patrons may elect to orally provide the complete SSN as it is input in CYMS and record only the last 4 on the registration form.
- Completed Total Family Income Form** (attached) and copies of LES and pay statements (to verify income). If proper documentation is not provided, fees are figured at the highest level (Category VI). Pay documents are maintained at Central Enrollment and in CYMS for validation during audits. Outdated documents are destroyed upon re-registration.
- State Specific USDA Food Application**
- Active duty parents, who are single, or dual military (and any single/dual deployable civilians) must submit a completed **Family Care Plan, DA 5305, within 30 days** from the date of registration with Central Registration.

- Current Health Assessment/Sports Physical Form (attached)**
 - * **Health Assessment** required for each child birth thru elementary school. If this is not available, parents will have **30 days** from the date of registration to submit the completed Health Assessment to Central Registration.
 - * **Current Sports Physical/Medical Statement** must be current at time of registration and remain valid through completion date of chosen team sport. No child/youth will be authorized to play (practice or participate in games) until a valid physical/medical statement is furnished. School physical may be used to satisfy requirement of medical statement. **Valid for 1 year.**
- Health Screening Tool (attached)**
Army CYS Health Screening Tool for each child. May need to attend S.N.A.P(Special Needs Accommodation Process)to complete registration if child has a special need. i.e Asthma, Allergies, Behavior Issues, Medications, E.F.M.P(Exceptional family Member Program) etc.
- Current short record(s) except for children in grade 6-12**
- Ethnicity** – optional. This information is provided to agencies with whom we partner and may receive additional funding for programs (i.e. Boys & Girls Clubs of America, CFC...) and annual reports.
- School grade & school year for all children.**

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