MEMORANDUM FOR CHILD & YOUTH PROGRAMS PARENTS

FROM: 72 FSS/FSF

SUBJECT: Prioritizing of Child Development Center/School Age Program Waiting List

1. Per Department of Defense Instruction 6060.2, August 5, 2014, and AFI 34-248, the following priority guidance for the Child Development Centers (CDC)/School Age Program’s (SAP) waiting list is provided:

   **Priority 1:** (a) Combat related wounded warriors, (b) child & youth programs direct care staff, (c) single or dual active duty Military Service members, (d) single or dual DoD civilian employee paid from APF or NAF, (e) surviving spouses of military members who died from a combat related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons. With the exception of combat related wounded warriors, ALL eligible parents or caregivers residing with the child must be employed outside the home. **All sponsors must be assigned to or working on Tinker AFB.**

   **Priority 2:** Active duty Military Service members, DoD civilian employees paid from APF or NAF, surviving spouses of military members who died from a combat related incident, and those acting in loco parentis on behalf of the aforementioned eligible patrons, where a NON-WORKING SPOUSE, or in the case of a DoD civilian employee with a same-sex partner, is actively seeking employment (up to 90 days.) **All sponsors must be assigned to or working on Tinker AFB.**

   **Priority 3:** Same as priority 2 where a NON-WORKING SPOUSE is enrolled in a full time ACCREDITED post-secondary institution (schedules are verified every 90 days.) **All sponsors must be assigned to or working on Tinker AFB.**

   **Space Available:** After meeting the needs of parents in priorities 1, 2, and 3, the Child Development Centers and School Age Programs shall provide support where Military Service members have non-working spouses, DoD Civilians paid with APF or NAF with non-working spouses or same-sex domestic partners, eligible employees of DoD Contractors, Federal employees from non-DoD agencies, and military retirees on a space available basis.

2. Waiting list documents may be completed during pregnancy for unborn infants and prioritized as above. PCS inbound can be placed on the waiting list as soon as orders have been published.

3. According to AFI 34-248, 7.8.2, when there is a waiting list, the enrollment of children in families where the spouse is no longer employed or actively seeking employment can be terminated.
(1) If a spouse is unemployed at the time of registration, they have ninety (90) days to become employed full time. Enrollment may be terminated if there are working parents on the waiting list. A 30 day termination notice will be given.

(2) If the spouse becomes unemployed or loses full time status once the child is enrolled in the center, the spouse will have 90 days to obtain new employment. Enrollment may be terminated if there are working parents on the waiting list. A 30 day termination notice will be given.

(3) A pay statement must be provided to the center within 15 days of the spouse’s new employment or family will be placed in highest fee category.

4. The program reserves the right to deny care or terminate enrollment of children/youth whose parents or legal guardian are not assigned to Tinker AFB when there are working parents/legal guardians, assigned to Tinker AFB on the waiting list. A 30 day termination notice will be given.

5. Wounded Warriors (WW) who required child care must be in a Service-sponsored WW program and must furnish a copy of orders that reflect disability, illness or injury received during combat duty to have the child’s name placed at the top of the waiting list.

   (1) WW’s who return to active duty shall maintain their place on the waiting list or in the center provided their spouse is in a full-time employed/student status (if married.)

   (2) WW’s who are medically-retired are authorized to use Air Force child care programs until their dependent children reach age 12 provided their spouse is in a full time employed/student status (if married).

6. Dependents of combat-related Fallen Warriors are authorized to use Air Force child care programs until the age of 12 provided the surviving spouse is in a full-time employed/student status.

7. If you have any questions, please contact any Child Development Center/School Age Program.

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