



## SNAP (Special Needs Accommodation Process) for CYSS

1. All Patrons must fill out the Health Screening Tool during registration at Parent Central Services.
2. Based on the information given on the Health Screening Tool, the patron will possibly be given one of the following Medical Action Plans that will be filled out by their Physician.
  - Asthma/Respiratory
  - Food Allergy
  - Seizures
  - Special Diet
  - Diabetes
  - Developmental Delays
3. Upon completion of the Medical Action Plan, the patron will return it to Parent Central Services and the forms will be emailed to the to the Army Public Health Nurse (APHN) who will determine if the child will need a SNAP.
4. If a SNAP is warranted, the EFMP Coordinator will coordinate a SNAP meeting that will include the Parents, APHN, CLEOS Director, CYSS Coordinator and the Facility Directors of CYSS.
5. Following the SNAP, DA forms 7625-2 and 7625-3 will be completed with all required signatures. These forms will be sent to Parent Central Services PCS and the gaining Child Care facilities.
6. Renewals: Each child's SNAP documents will be reviewed 1 month prior to their one year anniversary by the EFMP Coordinator. Parent Central Services as well as the Facility Directors will monitor all renewal monthly to ensure all children are accounted for. After review, The APHN will notify the EFMP Coordinator and PCS if a SNAP renewal is warranted. If renewal is required, the EFMP Coordinator will contact the parents to arrange a SNAP meeting. New DA forms 7625 (1 thru 3) will be completed and signed by the Parents/EFMP/APHN/CYSS Coordinator. If SNAP renewal is not warranted, APHN will note on the page of DA Form 7625-2 that SNAP is not warranted and the reason for it. If DA form 7625-2 states that "the child does not required the SNAP process...", there is no review/renewal needed.  
Special Diet Statement – Needs to be reviewed and updated by Parent for Year #1 and #2. If there are no changes, APHN does not need to review the form.