

Fort Sill Child Development Services
Central Registration (CR) Office
REGISTRATION CHECKLIST

| PATRON'S NAME | DATE |
|---|--|
| <u>The patron should complete: (SEE CHART IN CR OFFICE FOR DISTRIBUTION):</u> | |
| NEW | CURRENT |
| ___ | ___ |
| XXX | ___ |
| ___ | XXX |
| ___ | XXX |
| ___ | ___ |
| | <ol style="list-style-type: none"> 1. DA4719 CDS Registration Card 2. FS291 Patron File Information 3. DA5224 CDS Child/Family Profile 4. DA5222 CDS Sponsor Consent 5. USDA Form |
| <u>Give the patron:</u> | |
| NEW | CURRENT |
| ___ | XXX |
| XXX | ___ |
| ___ | ___ |
| | <ol style="list-style-type: none"> 1. CDS Information Packet 2. DA5223 CDS Health Assessment Write due date on cover letter 3. Immunization Schedule 4. Handbook for CDC & FCC 5. Notification of Record Update 6. FS1026 Fort Sill CDS Fiscal Year Registration Card(s) Put number in upper right hand corner of each DA4719 & on all cash receipt copies in area stamped "FS1026 issued _____" 7. The ORIGINAL COPY of the cash receipt |
| <u>SINGLE or DUAL MILITARY patrons:</u> | |
| NEW | CURRENT |
| ___ | XXX |
| ___ | XXX |
| XXX | ___ |
| | <ol style="list-style-type: none"> 1. Inform patron due date for Family Care Plan (FCP) 2. Give him/her information about FCP 3. Have patron update FCP |
| <u>Patron requires a FULLTIME/PRESCHOOL slot at the Centers (CDC):</u> | |
| NEW | CURRENT |
| ___ | XXX |
| | <ol style="list-style-type: none"> 1. Schedule appointment with Assistant Director or Director 2. Give information from FS296 to CDC clerk 3. Note on FS296 CDC clerk contacted 4. Give patron appointment information & inform them to bring Income Tax Return with them |
| <u>Patron requires referral list for FCC:</u> | |
| NEW | CURRENT |
| ___ | XXX |
| ___ | XXX |
| ___ | XXX |
| | <ol style="list-style-type: none"> 1. Patron completes FCC Referral Questionnaire 2. Complete FCC Referral Letter and distribute 3. Inform patron they must return to CR Office for FCC Provider paperwork |

THIS FORM IS FOR CDS CENTRAL REGISTRATION OFFICE USE ONLY