



U.S. Army Child, Youth
& School Services

CYSS SNAP Parent/Legal Guardian Checklist

- Please indicate all medical and/or physical conditions on the “Army Child, Youth and School Services (CYSS) Health Screening Tool” including but not limited to: food, seasonal allergies, asthma, diabetes, eczema, physical disabilities, ADHD/ADD or other conditions. If you are unsure, Parent Central personnel will be able to assist you with any questions concerning this form.
- The Army CYSS Health Screening Tool will be scanned to Public Health Nursing (PHN) by Parent Central Services personnel.
- The PHN will contact the parent/legal guardian for “parent phone interview” to obtain further information about the indicated health or physical condition. PHN will attempt to contact you up to 3 times please make sure contact information is current.
- PHN will determine if there is a SNAP meeting needed or if a medical record review is sufficient.
- If SNAP meeting is required, an Exceptional Family Member Program (EFMP) representative, will contact you to schedule appointment. Currently, SNAP meetings are conducted every Tuesday from 1330-1600 PM at Parent Central Services, Building 104.
- Conditions such as: Asthma, respiratory conditions, seizures, Diabetes, environmental allergies, food allergies and some dietary conditions require the completion of a Medical Action Plan (MAP). These forms can be obtained from Parent Central Services or PHN.
- Medical Action Plan (MAP) must first be completed (signed, dated, and stamped) by a health care provider to help us to accommodate your child needs in a safe and efficient manner.
- Once the MAP has been completed by the health care provider please contact PHN at (706) 545-4041 to schedule appointment for MAP PHN signature. The SNAP clinic is open every Tuesdays 0900-1100 and every Wednesday 1300-1600 at Building 2631 located in Soldier’s Plaza.
- A copy of the completed MAP must be provided to CYSS Parent Central Services and the required service (Child Development Center, Youth Sports, SAS, SKIES*Unlimited*, etc.).
- If your child’s condition changes, please, let us know immediately. Health status information must be updated any time a change takes place...this include improvements in the health condition as well. Regardless of changes each MAP must be updated annually.

Please be advised that services will be suspended until this process is completed in full by all parties. For additional information or clarification on this SOP or any aforementioned requirement please contact CYSS Parent Central Services at 706-545-2017 or visit Building 104.