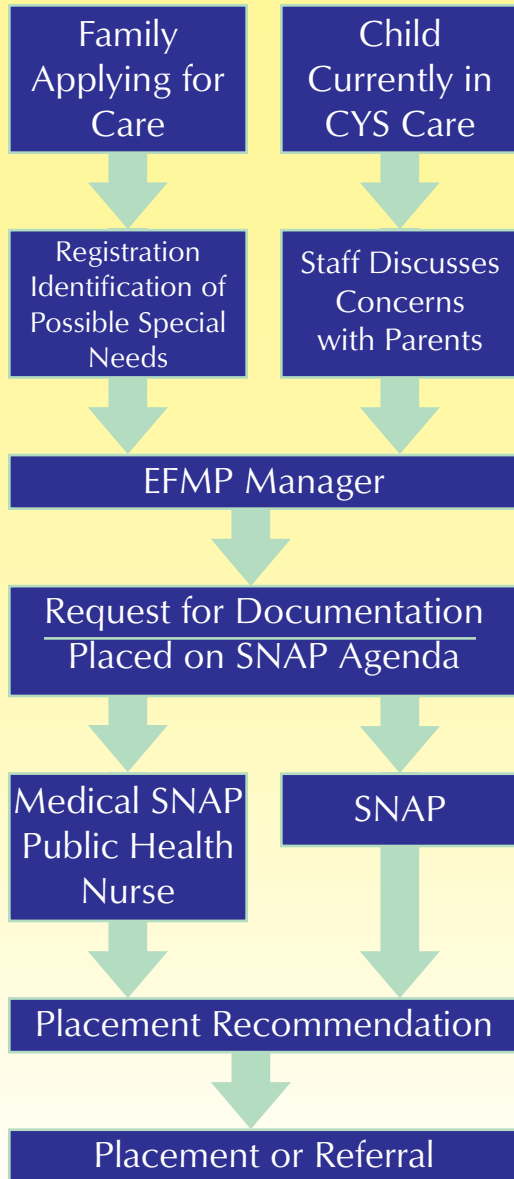


Referral Procedures



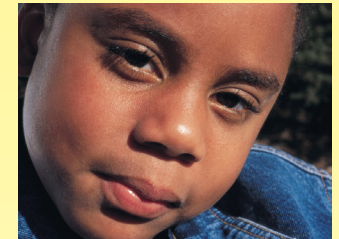
The Special Needs Accommodation Process represents an installation-wide partnership that is working to ensure the very best placement for all children accessing CYS. If you have any questions or concerns, please phone the following:

- | | |
|--|--------------|
| ACS EFMP Manager | 301-619-3385 |
| Child and Youth Services Coordinator | 301-619-4453 |
| Child and Youth Services Administrator | 301-619-7100 |



This brochure made by the Fort Detrick Visual Information Office 301-619-7347

Special Needs Accommodation



What is a SNAP?



What is SNAP?

The Special Needs Accommodation Process (SNAP) is a multi-disciplinary team established to ensure the most appropriate placement of children with special needs. The team meets to review any new applications that indicate any possible special needs and to review concerns regarding children already placed in Child and Youth Services (CYS) programs.



Who may be referred to the Special Needs Accommodation Process?

Some examples of SNAP referrals:
Children enrolled in the Exceptional Family Member Program (EFMP)

Children who have:

- Asthma
- Attention Deficit Disorder
- Diabetes
- Autism
- Epilepsy
- Down's Syndrome
- Seizure Disorders
- Physically Challenged
- Learning Disabilities
- Sensory Impairment (Hearing/Vision)
- Developmental Delays
- Speech/Language Impairment

Who are SNAP members?

Exceptional Family Member Program Manager
Army Public Health Nurse
Child and Youth Training and Curriculum Specialists
Child and Youth Services Coordinator
Child and Youth Services Program Directors or Trainers
Appropriate Experts
Parents/Sponsors/Guardians

May I be present when my child is reviewed?

YES! It is mandatory that at least one parent or legal guardian attend. According to the EFMP regulation, AR 608-75, 22 Nov 2006. Children will NOT be able to start in CYS until the review is completed. You will be informed of the date, time, and location of the SNAP meeting. In order to assist the team, you may be asked to bring specific information, such as:

Medical documentation detailing developmental delays, illnesses, the severity of allergies (exposure, reactions, and treatments), prescription medications, and your expectations of services to be provided by the CYS staff, as well as Educational and Developmental Intervention Program information regarding developmental evaluations, services provided, etc.

If I am not happy with my child's placement in childcare programs, may I request another meeting?

Certainly! The team reconvenes if a child's needs change, if the parents desire a different program placement, or if a child seems to be experiencing difficulties in the current placement. Contact the Exceptional Family Member Program Manager at 301-619-3385.

Are providers trained to care for my child's need?

All CYS providers are trained and experienced to meet the needs of children with special needs. If your child presents a situation new to the staff, they will receive specialized training before your child is entrusted to their care.

When does SNAP meet?

Once a month, usually in the beginning of each month at the Community Support Center, Bldg. 1520, MWR Conference Room.

