



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 41
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IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Respite Care Provided by Child, Youth & School Services (CYSS)

1. REFERENCES:

- a. AR 608-10, Child Developments Services, 15 July 1997.
- b. AR 608-75, Exceptional Family Member Program, dated 22 November 2006.

2. **PURPOSE:** To outline policies for respite care in CYSS programs.

3. **APPLICABILITY:** This SOP applies to all members of the Vicenza military community using Respite Care for children from 4 weeks to 12 years of age.

4. **PROCEDURES:** When required, children may be placed in the Child Development Center (CDC) or in a Family Child Care (FCC) home with the coordination of Army Community Service (ACS), following these steps:

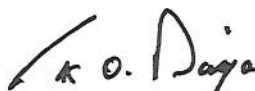
- a. Children must be registered with Central Registration and have current immunization records.
- b. Placement will be designated with CDC or the FCC home based upon the hours of care requested. If extended hours or long term care is required, the placement will be coordinated with the FCC provider.
- c. The FCC provider, who provides Respite Care, must be fully certified and have a Special Needs endorsement.
- d. Unless decided differently by the ACS Financial Counselor, parents will pay for the CDC and/or the FCC home Respite Care services.
- e. Preventive (non-CRC) respite care must be recommended and approved by the Family Advocacy Program Manager prior to placement in a CYSS program.

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5. The CDC Director and/or the FCC Director must be notified whenever a child is placed for Respite Care.

6. POC for this SOP is Mr. Eric Weisel, CYSS Coordinator, DSN 634-8347.



ERIK O. DAIGA
COL, MI
Commanding

FOR CONCURRENCE:



Army Community Service Director