

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURE (SOP)

SUBJECT: Recruitment and Screening of FCC Providers

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To establish criteria for the recruitment and screening procedures for potential FCC providers.
3. APPLICABILITY: This SOP is applicable to all potential FCC providers.
4. PROCEDURES: Information on FCC training classes to recruit new providers will be advertised in the following manner:
 - a. FCC training classes will be announced in local, community media.
 - b. FCC events and commentaries will be subject to the CYS Coordinator's approval and submitted thru Marketing Division to the *Outlook*, the local community newspaper.
 - c. Flyers regarding FCC will be posted and distributed throughout the community.
 - d. FCC Director will be available during the in-processing of new families to provide information regarding the FCC program and the Garrison Vicenza Unauthorized Child Care Policy.
5. RESPONSIBILITIES:
 - a. FCC Director will be responsible for recruiting potential FCC providers.
 - b. FCC Director will visit the potential provider's home to conduct a family home screening interview prior to the individual beginning the certification process. This interview will be conducted when the entire family is present to allow observation of family dynamics.
 - c. The selection of FCC applicants will be based upon the current childcare needs of the community (i.e., age-specific categories). The selection process will be conducted in

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the same manner as that of employment screening for any type of employment, with the philosophy of "only the best qualified" will be selected to become an FCC Provider.

d. The CYS Coordinator will approve all press and radio announcements prior to release.



ERIC WEISEL

Coordinator, Child and Youth Services