

## **Annex K: Operational Guidance for Special Needs Accommodation Process (SNAP)/Inclusion Action Team (IAT) in Child, Youth and School Services**

SUBJECT: Special Needs Accommodation Process (SNAP)/Inclusion Action Team (IAT) in Child, Youth and School (CYS) Services

1. REFERENCES.
  - a. (U) AR 608-10, Child Development Services, 15 Jul 97
  - b. (U) AR 608-75, Exceptional Family Member Program (EFMP), 22 Nov 06.
2. PURPOSE. To implement and utilize standardized SNAP/IAT forms and procedures Army-wide.
3. BACKGROUND. Inspections from higher headquarters and feedback from Families document that the SNAP/IAT is fragmented across the Army. To address this fragmentation and ensure the health, safety and timely access to services for Soldiers and their Family members with special needs, a workgroup was tasked with revising SNAP/IAT policies and procedures. Six (6) Garrisons were selected to pilot revised SNAP forms and processes which were designed to minimize paperwork, streamline processes and enhance customer service for Soldiers and their Families seeking access to CYS Services programs. The workgroup reviewed pilot results and determined that the updated SNAP/IAT is ready for implementation Army-wide. The goal of the updated SNAP/IAT is to improve service delivery for the Soldiers and their Families, reduce confusion amongst and between various Garrison personnel and programs involved in the SNAP/IAT and enhance quality control by the Region and Installation Management Command (IMCOM).
4. APPLICABILITY. All Army Installations will comply with this guidance.
5. OVERVIEW. The SNAP/IAT is a regulatory requirement that supports children and youth with special needs requesting child care or youth supervision options in Army CYS Services programs. There are three types of SNAP/IAT: Full, Modified and Administrative.

The SNAP/IAT Team is a subcommittee of the Garrison EFMP committee. The SNAP/IAT team is responsible for exploring Garrison child care and youth supervision options for children and youth with medical diagnoses that reflect medical conditions, functional limitations and/or behavioral/psychological conditions.

The SNAP/IAT Team recommends child care and youth supervision placement, determines reasonable accommodations and availability of services to support a child/youth's needs. The SNAP/IAT represents a Garrison-wide partnership that is working toward inclusion of all children/youth accessing CYS Services.

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Inclusion is an attitude and a philosophy that welcomes and supports all children/youth with special needs, with the goal of facilitating and maximizing participation in CYS Services child care, youth supervision and educational programs. CYS Services promotes an attitude of 'people first' in language, interactions and decision-making.

Updates to this Operational Guidance will be provided by IMCOM G9 CYS Services/Family Programs. Modifications to these procedures and forms may only be made by IMCOM G9, CYS Services and Family Programs.

### **6. PROCEDURES**

#### **a. CYS Services New Registration**

##### **1. No SNAP/IAT Required**

- a. Parent/guardian completes CYS Services registration process which includes the CYS Services Programs Health/Developmental Screening at Parent Central Services OR
- b. Youth completes CYS Services Youth Program Registration & Sponsor Consent.
- c. Parent/guardian checks "no" to all the boxes/questions on the CYS Services Programs Health/Developmental Screening OR checks "no" to answer regarding special needs on the Youth Program Registration & Sponsor Consent form.
- d. Parent Central Services completes registration and enrolls child/youth IAW with CYS Services operational procedures.

##### **2. Modified SNAP/IAT Required**

- a. Parent/guardian completes CYS Services registration process which includes the CYS Services Programs Health/Developmental Screening at Parent Central Services.
- b. Parent/guardian checks "yes" to Blocks 1-3 on the CYS Services Programs Health/Developmental Screening.
- c. Parent Central Services provides a MAP/SDS and HASPS to the parent/guardian for completion.
  - i. Parent Central Services explains to parent/guardian that both the MAP/SDS and HASPS forms will need to be completed before forwarding to the APHN for review.
- d. Parent/Guardian takes appropriate MAP/SDS and HASPS to Health Care Provider for completion, signature and stamp and returns completed MAP/SDS to Parent Central Services.

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- e. Parent Central Services forwards MAP/SDS, CYS Services Programs Health/Developmental Screening and HASPS to APHN for review within 3 business days of receipt.
- f. APHN reviews MAP/SDS, CYS Services Programs Health/Developmental Screening and HASPS, in conjunction with any requested medical records, and recommends a Modified SNAP/IAT.
  - i. APHN annotates his/her findings and recommendations in Section G of the CYS Services Programs Health/Developmental Screening.
  - ii. APHN returns CYS Services Programs Health/Developmental Screening and MAP and/or SDS to Parent Central Services and EFMP within 7-10 business days.
- g. Parent Central Services contacts parent within 3 business days to complete child/youth registration and enrollment in CYS Services program in accordance with CYS Services procedures.
  - i. Parent Central Services enters SNAP information into CYMS.
  - ii. Parent Central Services forwards CYS Services Programs Health/Developmental Screening, MAP/SDS to the CYS Services program where child/youth will receive child care/supervision.
  - iii. Parent Central Services places a “tickler” reminder in CYMS for annual update of MAP/SDS.
  - iv. Parent Central Services forwards SNAP/IAT documentation to EFMP.
  - v. Parent Central Services maintains copies of the SNAP/IAT meeting minutes, upon receipt following SNAP/IA Team meeting.
- h. EFMP assigns child/youth a case number.
  - i. EFMP adds child/youth case number to the agenda for the next SNAP/IA Team meeting.
  - ii. EFMP documents APHN review and recommendations in meeting minutes.
  - iii. EFMP tracks case for annual review.
  - iv. EFMP inputs data into Central Tracking System (CTS) and provides follow-up services as required.
- i. CYS Services facility/FCC home maintains copies of the CYS Services Programs Health/Developmental Screening, MAP/SDS, CYMS profile print and liability waiver in a centrally located folder/binder for use by CYS Services staff/provider.
- j. CYS Services facility/FCC home posts food allergy/substitution information IAW Army Higher Headquarters Inspection

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### **NOTE: CYS Services Youth Program Registration & Sponsor Consent**

When the parent/guardian checks the box indicating their youth has special needs, then a CYS Services Program Health/Developmental Screening form must be completed in order to proceed with registration. IAW SY13-14 CYS Services Fee Policy, Middle School Youth are defined as grades 6-9 and Teens are defined as grades 10-12.

NOTE: School or other forms that contain all required information may be used when attached to the CYS Services MAP/SDS. If no parent signature is provided on the non-Army form, have the parent sign the MAP. Best practice is to have the doctor's stamp in addition to the signature. In lieu of stamp where not available, having the clinic, doctor's name and phone number printed would be acceptable.

#### **1. Full SNAP/IAT Required**

- a. Parent/guardian completes CYS Services registration process which includes the CYS Services Programs Health/Developmental Screening at Parent Central Services.
- b. Parent/guardian checks "yes" to Blocks 4-19 on the CYS Services Programs Health/Developmental Screening.
- c. Parent Central Services provides HASPS to parent/guardian for completion.
  - i. Parent Central Services explains to parent/guardian that this form needs to be completed before forwarding SNAP/IAT documents to the APHN for review.
- d. Parent/Guardian takes HASPS to Health Care Provider for completion, signature and stamp and returns completed HASPS to Parent Central Services.
- e. Parent Central Services forwards the CYS Services Programs Health/Developmental Screening and HASPS to APHN for review within 3 business days.
- f. APHN reviews CYS Services Programs Health/Developmental Screening and HASPS.
  - i. APHN contacts the parent for additional information/documentation, if necessary.
  - ii. APHN recommends a Full SNAP/IAT.
  - iii. APHN sends completed CYS Services Programs Health/Developmental Screening to Parent Central Services and EFMP within 7-10 business days of receipt of paperwork.
- g. Parent Central Services forwards SNAP documentation to EFMP.
- h. EFMP schedules SNAP/IA Team meeting within 14 business days, in coordination with parent/guardian.
  - i. EFMP provides parent/guardian explanation options in detail and 5 W's (What, Where, When, Why and Who) of the

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- SNAP process, and information about the option to bring an advocate/subject matter expert to the meeting as a resource.
- ii. EFMP assigns the child/youth a case number.
  - iii. EFMP places the child/youth on SNAP/IAT meeting agenda.
  - iv. EFMP distributes the SNAP/IA Team meeting agenda to APHN and CYS Services.
  - v. EFMP chairs and convenes the SNAP/IA Team meeting.
  - vi. EFMP completes the SNAP/IA Care Plan during the meeting and provides a completed copy to the parent/guardian, APHN, and CYS Services Coordinator and P&OS Director.
  - vii. EFMP maintains copies of the CYS Services Programs Health/Developmental Screening, SNAP/IA Care Plan MAP and/or SDS, minutes, and IEP/IFSP goals in EFMP files.
  - viii. EFMP forwards copies of SNAP/IA Team meeting minutes to core team members within 14 business days.
- i. Parent Central Services completes child/youth registration and enrollment in CYS Services program, upon receipt of SNAP/IAT Care Plan and other related documents, as applicable.
    - i. Parent Central Services enters SNAP/IAT information into CYMS.
    - ii. Parent Central Services forwards CYS Services Programs Health/Developmental Screening, SNAP/IA Care Plan, MAP and/or SDS to the CYS Services program where child/youth will receive child care/supervision.
  - j. CYS Services facility/FCC program maintains copies of the child/youth's health assessment, CYS Services Programs Health/Developmental Screening, SNAP/IA Care Plan, MAP and/or SDS, IEP/IFSP goals, and CYMS profile print and liability waiver in the child's/youth's file.
    - i. CYS Services facility/FCC program maintains copies of the CYS Services Programs Health/Developmental Screening, SNAP/IA Care Plan MAP/SDS, CYMS profile print and liability waiver in a centrally located folder/binder for use by CYS Services staff/provider.
    - ii. CYS Services facility/FCC program posts food allergy/substitution information IAW Army Higher Headquarters Inspection (AHHI).

### **NOTE: CYS Services Youth Program Registration & Sponsor Consent**

When the parent/guardian checks the box indicating their youth has special needs, then a CYS Services Program Health/Developmental Screening form must be completed in order to proceed with registration. IAW SY13-14 CYS Services Fee Policy, Middle School Youth are defined as grades 6-9 and Teens are defined as grades 10-12.

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### **NOTE: Unable to Accommodate**

If the SNAP/IA Team's decision is "unable to accommodate", the parent/guardian will be provided resource and referral services by EFMP, including information about the SNAP/IAT Review Board. SNAP/IA Core Team members will forward information up through the Chain of Command. The CYS Services Programs Health/Developmental Screening, SNAP/IA Care Plan and minutes will be maintained in Parent Central Services. Parent/Guardian will be provided a copy of SNAP/IA Care Plan and informed of their option to appeal the SNAP/IA Team's decision.

### **NOTE: Special Needs/Inclusion Action Care Support Incentive**

The determination that a FCC Provider qualifies for the Special Needs/Inclusion Action Care Support Incentive will be made by the SNAP/IA Team for children/youth who have completed a Full SNAP/IAT.

When the SNAP/IA Team determines that the most appropriate placement for a child/youth with special needs is within a FCC program and that the child/youth's care requires specialized care which can only be accommodated via a reduction of one child care space, then the Special Needs/Inclusion Action Care Support Incentive may be offered to the FCC provider. The amount of the subsidy will be provided IAW the current Fee Policy. Providers may enroll no more than two (2) children/youth with special needs for whom the Special Needs/Inclusion Action Care Support incentive is recommended.

The recommendation for Special Needs/Inclusion Action Care Support Incentive will be documented on the child/youth's SNAP/IA Care Plan. The CYS Services Coordinator will submit the recommendation to the Director of Family, Morale, Welfare and Recreation (DFMWR) for approval. The DFMWR's decision will be communicated by the CYS Services Coordinator back to Parent Central Services who will then inform the FCC Director (FCCD).

The FCCD will contact the Provider to inform them that they may claim the Special Needs /Inclusion Action Care Support Incentive on the FCC Provider Incentive Worksheet, as per approval.

Special Needs/Inclusion Action Care Support Incentives will be reviewed at least annually as part of the SNAP/Inclusion Action Care Plan review to determine ongoing needs for care and the Special Needs/Inclusion Action Care Support Incentive subsidy.

2. Administrative SNAP/IAT Required
  - a. Parent/guardian completes CYS Services registration process which includes the CYS Services Programs Health/Developmental Screening at Parent Central Services.

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- b. Parent/guardian indicates information on the CYS Services Program Health/Developmental Screening other than that outlined in the New Registration above.
- c. Parent Central Services forwards the CYS Services Programs Health/Developmental Screening and HASPS to APHN for review within 3 business days.
- d. APHN reviews CYS Services Programs Health/Developmental Screening. If a medical condition is noted that does not require special accommodations and will not affect the child/youth's ability to participate in CYS Services programs is noted (i.e., heart murmur, history of sickle trait, visual impairment), no further action is necessary. This is an Administrative SNAP/IAT.
  - i. APHN annotates findings and recommendation in Section G of the CYS Services Programs Health/Developmental Screening.
  - ii. APHN returns CYS Services Programs Health/Developmental Screening to Parent Central Services within 7-10 business days.
- e. Parent Central Services contacts the parent/guardian within 3 business to complete CYS Services registration and enrollment IAW with CYS Services procedures.

### **b. CYS Services Waiting List**

IAW CYS Services waiting list guidance, Parent Central Services places the child/youth on the waiting list, regardless of whether or not there is an identified special need.

1. Parent completes DD Form 2606, Jul1998.

If the parent/guardian answers "no" to question 8b, they are informed that if any special need/condition develop while child/youth remain on the waiting list, parent/guardian are required to notify Parent Central Services so the update can be noted.

2. If the parent/guardian answers "yes" to question 8b, the child/youth has been identified for special needs care.
  - a. Parent Central Services places child/youth on appropriate waiting list and annotates special needs in CYMS.
  - b. When 8b on DD 2606 is checked "yes", Parent Central Services provides the parent/guardian a CYS Services Health/Developmental Screening Form for completion

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- c. When the parent/guardian returns the CYS Services Health/Developmental Screen to parent Central Services, the form is attached to the household in CYMS.
3. When a child/youth with an identified special need falls within the top 205 of the waiting list, Parent Central Services will contact the parent/guardian to provide appropriate SNAP/IAT forms, IAW New Registration section above.
  - a. If the child/youth requires MAP/SDS and/or Full SNAP/IA Team meeting, those procedures/paperwork should be completed IAW New Registration section above.
4. Following the completion of all SNAP/IAT processes, Parent Central Services attaches the forms in CYMS.
5. When the parent/guardian is notified by parent Central Services that a space has become available, the registration/enrollment process is completed in IAW CYS Services operational procedures.
- c. Special Needs Identified “In Care”

When a special need/condition has been identified for a child/youth already participating in CYS Services program:

1. Parent completes a new CYS Services Programs Health/Developmental Screening form at the program.
2. Program Director forwards CYS Services Programs Health/Developmental Screening to Parent Central Services within 24 hours. Note: At Garrisons where there is CYS Program Administrator, the Program Administrator would be responsible for forwarding the paperwork.
3. Parent Central Services forwards CYS Services Programs Health/Developmental Screening and current HASPS to APHN IAW New Registration section above.
4. Parent has a maximum of five business days to provide required MAP/SDS. For special diets due to food intolerance/religious restrictions parent/guardian has thirty (30) days to provide the SDS.
5. APHN generates a temporary Exception to Policy (ETP) to allow child/youth to remain in CYS services until SNAP is complete/SDS received, based on degree of “medical emergency” as defined by the APHN. The ETP must include a suspense date.
6. Parent/Guardian returns required documentation/paperwork.

**NOTE:** The intent is that the child/youth will remain in care while SNAP/IAT paperwork is processed, unless the condition/diagnosis requires complex medical interventions or



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poses a substantial risk to him/herself or others. The APHN will make that determination on a case-by-case basis.

### **d. CYS Services Emergency Care Scenario**

When circumstances require an immediate SNAP/IAT:

1. Parent Central Services will validate the emergency IAW local CYS Services Emergency Registration SOP and consult with the APHN and EFMP within 24 hours.
2. SNAP/IA Core Team will meet in person or telephonically within 48 hours of notification of emergency to consider the situation, child/youth condition and recommend one of the following:
  - a. Temporary/Permanent placement in CYS Services as determined by SNAP/IA Team;
  - b. Referral to an appropriate community resource.
3. Parent/Guardian will complete CYS Services Programs Health/Developmental Screening.
4. Parent Central Services will expedite the registration process IAW the New Registration above.

### **e. Annual Review/Re-Registration**

1. CYS Services Re-Registration
  - a. Based on CYS Services registration date, parent/guardian completes a new CYS Services Programs Health/Developmental Screening.
  - b. All parties complete appropriate steps IAW New Registration section listed above.
2. MAP/SDS Annual Review
  - a. CYS Services notifies parent/guardian 30 days in advance of the MAP/SDS expiration.
  - b. All parties complete appropriate steps IAW New Registration section listed above.
3. SNAP/IAT Care Plan Annual Review
  - a. CYS Services notifies parent/guardian and EFMP 60 days in advance of the SNAP/IA Care Plan expiration.
  - b. All parties complete appropriate steps IAW New Registration section listed above.

### **f. SNAP/IAT Review Board**

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A SNAP/IAT Review Board is initiated by the EFMP Manager when:

- a. A SNAP/IA Team's decision is unacceptable to the parent/guardian and they submit their concerns in writing within forty-five (45) calendar days from the SNAP/IA Team Meeting.
- b. The EFMP Manager schedules a SNAP/IA Review Board meeting within thirty (30) days of receiving a written request from the Parent/Guardian. Invitees include the Garrison Commander or designee, Staff Judge Advocate (SJA), EFMP Manager or designee, CYS Services Coordinator or designee, APHN and parent/guardian.
- c. During the Review Board Meeting:
  - i. The SNAP/IA Review Board Chair (Garrison Commander or designee) convenes the meeting.
  - ii. The SNAP/IA Review Board reviews the SNAP/IA Team's placement recommendation(s) and supplemental documentation if provided.
  - iii. The SNAP/IA Review Board renders a decision based on above.
  - iv. The parent/guardian is advised in writing of the SNAP/IAT Review Board's decision within 5 business days.
  - v. The EFMP Manager, CYS Coordinator and APHN forward SNAP/IAT Review Board's decision and documentation through Region to IMCOM G9 Family Programs (FP), CYS Services and Medical Command (MEDCOM), respectively.

### **7. ROLES AND RESPONSIBILITIES:**

#### **a. SNAP/IA Team**

- (1) Explore Installation child care and youth supervision options for children/youth that have medical diagnoses, functional limitations, or behavioral/psychological conditions.
- (2) Determine child care and youth supervision placement considering feasibility of program accommodations and availability of services to support child/youth needs.
- (3) Recommend child care/youth supervision placement setting that reasonably accommodates the needs of an individual child/youth.
- (4) Develop and implement a SNAP/IAT Care Plan.

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(5) Conduct an annual records review of the child/youth placed in CYS Services programs through the SNAP /IAT and/or, as requested by CYS Services.

### **b. Exceptional Family Member Program Manager**

(1) Establish the SNAP/IAT as a subcommittee of the Installation EFMP Committee.

(2) Serve as SNAP/IA Team chairperson. Attend SNAP/IAT meetings as a Core Team member or appoint a designee.

(3) Schedule SNAP/IAT meetings within 14 working days of receipt of paperwork/notification from APHN/CYS Services.

(1) Notify all SNAP/IAT Core Team members and identify and invite pertinent SNAP/IA Team Augmentees (based on the special needs of the child/youth and placement request) of scheduled SNAP/IAT meeting date, time, location and agenda.

(2) Ensure that the SNAP/IAT Care Plan is completed during the SNAP/IAT meeting and forwarded as outlined in this Operational Guidance.

(3) Prepare and disseminate SNAP/IAT meeting minutes to Core Team members (except parents) within 14 working days and maintain under file number 608-75a for three (3) years after Family departs Installation or are no longer needed for current operations. Meeting minutes will consist of a memorandum for record and include the following enclosures:

- a. Date/Time of SNAP/IAT meeting
- b. SNAP/IAT meeting attendees
- c. Acknowledgement of previous meeting minutes approval
- d. Summary of Full SNAP/IAT Cases
- e. Record of Modified SNAP/IAT Cases
- f. Summary of SNAP/IAT Annual Reviews
- g. Date of next meeting

(4) Coordinate development and annual review/update the Garrison annex of the SNAP/IAT Standard Operating Procedures (SOP) in collaboration with Core Team members.

(5) Implement strategies and procedures to keep Garrison/community informed about the EFMP enrollment process, SNAP/IAT procedures, special needs resources and appropriate service agency points of contact.

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- (6) Participate in making recommendations for special needs training appropriate for direct care staff/providers, SNAP/IAT Team members and parents.
  - (10) Participate in coordinating/tracking execution of required special needs training (direct care staff/providers, parents, etc.) and provide training resources/materials, as identified on the SNAP/IAT Care Plan.
  - (11) Refer parents/guardians to appropriate Garrison and/or community services and supplemental services, (e.g., respite care, support or advocacy groups, child care/ youth programs, recreation services, etc.), as appropriate.
  - (12) Ensure parent/guardians are aware of the SNAP/IAT Review Board process.
  - (13) Establish a Garrison SNAP/IAT Review Board consisting of Garrison Commander or designee, SJA, CYS Services Coordinator and EFMP Manager or designee.
  - (14) Serve as a member of the SNAP/IAT Review Board.
  - (15) Keep the Chain of Command informed about other complex issues or situations of unable to accommodate.
  - (16) Forward information on all “unable to accommodate” cases through Region to IMCOM G9/Family Programs Directorate. Documentation forwarded should include:
    - a. CYS Services Programs Health/Developmental Screening
    - b. SNAP/IAT Care Plan
    - c. MAPs and SDS, where applicable
    - d. Medical records or documentation
    - e. SNAP/IAT Meeting minutes
    - f. Client Tracking System (CTS) notes, as applicable
    - g. Any other supporting documentation
- c. Army Public Health Nurse
- (1) Attend SNAP/IAT meetings as Core Team member.
  - (2) Provide oversight and quality assurance for the medical aspects/functions of the SNAP/IAT as a Health Consultant.

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- (3) Review CYS Services Programs Health/Developmental Screening, MAP and/or SDS and other pertinent medical records/documents to validate reported medical information/ conditions. Contact parent to gather more information, when necessary.
- (4) Document medical information and findings on the CYS Services Programs Health/Developmental Screening, Part G.
- (5) Translate medical documents; record information to electronic medical records and make referral, as appropriate, to obtain medical documents/information.
- (6) Forward MAP and/or SDS and CYS Services Programs Health/Developmental Screening to Parent Central Services and EFMP. Note: SDS for religious reasons will not be forwarded to APHN for review.
- (7) Approve/Disapprove medication Exceptions to Policy (ETP), as appropriate. The Respiratory and Allergy MAPs and SNAP/IAT Care Plans, where applicable, may serve as the medication ETP.
- (8) Recommend a Full, Modified or Administrative SNAP/IAT, based on medical documents/information, within 7-10 working days.
- (9) Recommend pertinent medical personnel or other Augmentees to the SNAP/IA Team meeting to the EFMP Manager, as appropriate.
- (10) Based on medical review of records, make recommendations to the SNAP/IA Team regarding program placement and program adaptations, staff/provider training requirements and changes/updates required for MAP and/or SDS, where applicable.
- (11) Provide and/or coordinate medical training for direct care staff/ providers and parents, as indicated on SNAP/IAT Care Plan.
- (12) Keep the Chain of Command informed about complex issues or situations of unable to accommodate.
- (13) Forward information on all “unable to accommodate” cases through the APHN Regional Consultant to MEDCOM APHN Consultant. Documentation forwarded should include:
  - a. CYS Services Programs Health/Developmental Screening
  - b. SNAP/IAT Care Plan
  - c. MAPs and SDS, where applicable

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- d. Medical records or documentation
  - e. SNAP/IAT Meeting minutes
  - f. Armed Forces Health Longitudinal Technology Application (AHLTA) notes, as applicable
  - g. Any other supporting documentation
- d. **CYS Services Coordinator**
- (1) Attend SNAP/IAT meetings as a Core Team member or appoint a designee.
  - (2) Provide quality assurance for CYS Services SNAP/IAT administrative and operational procedures.
  - (3) Ensure CYS Services personnel are trained on the SNAP/IAT process and receive specialized training to support care/supervision of children/youth with special needs.
  - (4) Execute recommendations of the SNAP/IA Team and ensure/monitor the implementation of the SNAP/IAT Care Plan (i.e. child placement, staff training, program adaptations/accommodations).
  - (5) Coordinate SNAP/IAT related functions across all CYS Services programs.
  - (6) Recommend pertinent CYS staff or other Augmentees for the SNAP/IA Team to the EFMP Manager/Designee, as appropriate.
  - (7) Keep the Chain of Command informed about complex issues or situations of unable to accommodate.
  - (8) Forward information on all “unable to accommodate” cases through Region to IMCOM G9/CYS Services Directorate. Documentation forwarded should include:
    - a. CYS Services Programs Health/Developmental Screening
    - b. SNAP/IAT Care Plan
    - c. MAPs and SDS, where applicable
    - d. Medical records or documentation
    - e. SNAP/IAT Meeting minutes
    - f. Child, Youth, Management System (CYMS) reports, as applicable
    - g. Any other supporting documentation
- e. **CYS Services Parent & Outreach Services Director**

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- (1) Attend SNAP/IAT meetings as a Core Team member or appoint a designee.
- (2) Provide oversight and management of all Parent and Outreach Services (P&OS) functions related to the SNAP/IAT.
- (3) Ensure all children/youth requesting child care/youth supervision options in CYS Services are screened for special needs using the CYS Services Programs Health/Developmental Screening.
- (4) Ensure MAP and/or SDS are collected, distributed, and receive follow-up, as appropriate.
- (5) Forward CYS Services Programs Health/Developmental Screening, HASPS and MAP and/or SDS to the APHN for review within 3 working days of receipt.
- (6) Train Parent Central Services staff on the SNAP/IAT policies and procedures, including but not limited to: roles and responsibilities, customer service, forms and procedures, flowcharts of processes and timelines.
- (7) Ensure Parent Central Services staff articulate SNAP/IAT procedures to patrons appropriately and positively.
- (8) Maintain SNAP/IAT documentation in Parent Central Services child files and CYMS. Parent Central Services is the central repository for SNAP/IAT documentation.
- (9) Send completed SNAP/IAT documentation to appropriate CYS Services and EFMP manager/designee.
- (10) Monitor the annual update of child/youth registration and applicable SNAP/IAT documentation.
- (11) Notify SNAP/IAT chairperson when activation of the emergency or in-care SNAP/IAT procedure is warranted.
- (12) Conduct random reviews of SNAP/IAT documentation for quality control. Notify the APHN of any documents deemed to warrant a medical review, e.g., inconsistencies with medication, diagnosis, etc.
- (13) Maintain copies of all SNAP/IAT meeting minutes.

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- (14) Import/Export child/youth information in CYMS between Installations.
  - (15) Keep the Chain of Command informed about difficult cases or complex issues.
- f. **CYS Services Special Needs Program Manager**
- (1) Attend SNAP/IAT Meeting as Core Team member, where applicable.
  - (2) Oversee CYS Services SNAP/IAT administrative and operational procedures.
  - (3) Coordinate training of CYS Services personnel on the SNAP/IAT process and procedures.
  - (4) Execute recommendations of the SNAP/IA Team and ensure/monitor the implementation of the SNAP/IA Care Plan (i.e. child placement, staff training, program adaptation recommendations, e.g., child/staff ratios, group size, and developmental environments), in conjunction with CYS Services Coordinator.
  - (5) Coordinate with EFMP, only when provided by the parent, for development and maintenance of Individualized Family Service Plans (IFSP), 504 Plans, Individual Education Plans (IEP) and other behavior management plans for children/youth as required by health, mental health, social service, or other specialized personnel.
  - (6) Provide training to staff on the identification of special needs and learning disabilities, disability-specific information, partnering with families, etc. in conjunction with TACS/TAPS.
  - (7) Serve as Subject Matter Expert for SNAP/IAT related functions across all CYS Services programs.
  - (8) Work collaboratively with SNAP/IA Team to ensure seamless service and continuity of quality options for all children/youth.
- g. **CYS Services Nurse**
- (1) Attend SNAP/IAT meeting as Augmentee, as invited.
  - (2) Coordinate and/or facilitate competency based training on special needs for all CYS Services staff, as applicable.



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- (3) Review documentation in CYMS and child/youth files.
  - (4) Conduct observations of child/youth, as applicable.
  - (5) Make referrals to appropriate agencies in coordination with EFMP Staff.
  - (6) Provide quality control/assurance, under the direction of the CYS Services Coordinator and in coordination with APHN.
  - (7) Keep Chain of Command advised of any special needs cases, as warranted.
- h. CYS Services Training and Curriculum/Program Specialist
- (1) Attend SNAP/IAT meeting as Augmentee, as invited.
  - (2) Provide information and guidance to team members on services offered in CYS Services programs to children/youth with special needs.
  - (3) Review IEP/IFSP/504 Plan/Behavior Plan on each child/youth, as applicable.
  - (4) Assist in coordinating necessary training for CYS Services staff and/or FCC providers.
  - (5) Coordinate competency-based training on special needs for all staff/providers, as applicable.
  - (6) Document specialized training of staff/providers on Individual Development Plan (IDP), as applicable.
  - (7) Provide placement recommendations, upon request.
  - (8) Ensure documentation of staff/provider training is placed in the child/youth's folder and annotated in CYMS.
  - (9) Ensure maintenance of Special Needs binders within CYS Services Programs.
  - (10) Serve as an in-house resource on child/youth development by Developing activities/routines appropriate for particular special needs; modify module/program environments, conduct observations and assist CYS Services staff/providers in implementation of SNAP/IAT Care Plan recommendations.

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(11) Conduct behavioral/developmental child/youth observations.

(12) Coordinate all training, observation, program/staff support, technical assistance and observations/assessments with Special Needs Program Manager (where available).

### **i. CYS Services Program Administrators/Directors**

(1) Attend SNAP/IAT meeting as Augmentee, as invited.

(2) Inform CYS Services Parent Central Services about any information and documentation that may be relevant to SNAP/IA Team or that needs to be added to the SNAP/IA Team meeting agenda.

(3) Make recommendations and requests for special needs training.

(4) Provide program information to the SNAP/IA Team concerning CYS Services children/youth with special needs.

(5) Disseminate relevant SNAP/IAT information/CYMS Special Needs reports, as applicable, to all staff/providers and food service staff working with the child/youth to facilitate staff knowledge about condition and care/supervision requirements to avoid program generated problems (i.e., feeding mistakes or program activities that adversely affect the child/youth's condition).

(5) Ensure that SNAP/IAT information is kept on file in the child's record for reference as needed by the CYS Services staff/providers.

(6) Ensure that SNAP/IAT paperwork is stored/posted in required locations, as applicable.

### **j. Child Youth Program Assistant/ Family Child Care Provider**

(1) Attend SNAP/IAT meeting as Augmentee, as invited.

(2) Review and maintain working knowledge of the SNAP/IAT information for children/youth with special needs in their care.

(3) Ensure that training and intervention recommendations are implemented.

(4) Place a copy of the SNAP/IAT documentation/paperwork in the Special Needs Binder in room/program.

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(5) Post special diet/food allergies with the child's name, picture, rescue medications, food substitutions and reaction in a prominent place in the module/program eating area.

### **k. Parent/Guardian**

(1) Attend and participate in the SNAP/IAT meeting as a Core Team member.  
(2) Complete all required registration forms and provide requested supplemental documentation (e.g., MAP, SDS, medical records, IEP, IFSP, etc.).

(3) Support and participate in the implementation and follow-through of the SNAP/IAT Care Plan recommendations.

(4) Serve as a liaison between the health care provider and/or other specialist(s) and the SNAP/IA Team.

(5) Authorize release of information in accordance with Health Insurance Portability and Accountability Act (HIPPA) and Privacy Act requirements.

(6) Communicate concerns to the SNAP/IA Team. Parent may request a SNAP/IA Team meeting at their discretion.

(7) Bring parent advocate and/or other subject matter experts to SNAP/IAT meeting to provide relevant information and support, as appropriate or necessary.

(8) Advise SNAP/IA Team, CYS Services program staff/provider, program director or Parent Central Services of any changes to child/youth's condition/status/diagnosis.

(9) Attend and/or provide recommended training with child/youth, when applicable.

(10) Initiate SNAP/IAT Review Board Process, when deemed necessary.

### **l. Other SNAP/IAT Team Augmentees**

(1) Attend the SNAP/IAT meetings upon request.

(2) Provide subject matter expertise and information to the SNAP/IAT based on their professional area of expertise, duties and/or position.

### **m. SNAP/IAT Review Board**

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- (1) Convene at the direction of the Garrison Commander to serve as the Garrison level appeal authority for the SNAP/IAT Team.
- (2) Review and render decisions on any parent/guardian appeal of the SNAP/IAT Care Plan and/or placement recommendation.
- (3) Forward findings and SNAP/IAT decision to IMCOM G9 CYS Services, FP and MEDCOM APHN Regional Consultant.

### 8. DEFINITIONS:

SNAP/IAT. The regulatory process to assess requirements to support children/youth with special needs requesting child care or youth supervision options in Army CYS Services programs.

There are 3 types of SNAPS/IATs:

- (8) Full. The SNAP/IA Team meets to evaluate all medical documentation collected about a child/youth with special needs and makes a determination on the ability to accommodate within Army CYS Services programs. On a case-by-case basis, the SNAP/IA Team recommends a CYS program setting, any program accommodations or adaptations and staff training required, or makes the determination of unable to accommodate.
- (9) Modified. The Army Public Health Nurse (APHN) reviews Medical Action Plans (i.e., Respiratory and Allergies **only**) or Special Diet Statements, along with medical records/documentation, to ensure the health and safety is maintained for a child/youth who may require rescue medication administration during child care/supervision at CYS Services programs.
- (10) Administrative. The APHN reviews the CYS Services Programs Health/Developmental Screening form and determines no further action is necessary. The medical condition will not require special accommodations and will not affect the child/youth's ability to participate in CYS Services programs (i.e., heart murmur, history of sickle trait, glasses).

SNAP/IA Team. A subcommittee of the Installation EFMP Committee that assesses the child care/youth supervision requirements of a child/youth with special needs requesting CYS Services. The team addresses the placement recommendations of children/youth which may include, but is not limited to, CYS Services staff/provider specialized training, adult/child ratios, group size and any

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other program adaptations. This committee is comprised of the SNAP/IAT Core Team members and Augmentees, when appropriate.

**SNAP/IA Core Team Members.** A multidisciplinary group designated by AR 608-75 and the Installation Commander with the responsibility for assessing the feasibility of CYS Services program accommodation of children/youth with special needs. These team members include the EFMP Manager or designee, CYS Services Coordinator or designee, CYS Services Parent & Outreach Services (P&OS) Director or designee, APHN, and parent/guardian of child/youth. On Installations where a CYS Services Special Needs Program Manager is on staff, this person will be considered part of the Core Team.

**SNAP/IA Team Augmentees.** Any other service providers/professionals who are asked to provide support and/or information to the SNAP/IA Team. These Augmentees may include, but are not limited to: additional CYS Services program staff such as Nurse, Program Administrator, Center/Program Director, Training and Curriculum Specialist (TACS)/Training and Program Specialist (TAPS) or School Liaison Officer (SLO), school personnel, Family Advocacy Program Manager, EFMP Coordinator, EFMP System's Navigator, early intervention specialist, medical personnel, psychologist, social worker, therapist and others, as applicable.

**SNAP/IAT Annual Review.** A child/youth's SNAP/IAT Care Plan is reevaluated at least annually. Family and any Army personnel involved with the care/supervision of the child/youth should advise the SNAP/IA Team of changes in child/youth's needs/condition/diagnosis at the time at which they occur.

**SNAP/IAT Care Plan.** The form that is completed during the SNAP/IA Team meeting which documents the child/youth's medical diagnoses, medications, program placement recommendations, required staff training, program adaptations or accommodations and any other additional information that will support the inclusion and care plan of the child/youth within CYS Services programs.

**SNAP/IAT Review Board.** A team comprised of the Installation Commander or designee, Staff Judge Advocate (SJA), SNAP/IA Core Team members and parent/guardian that convenes to assess the SNAP/IA Teams' placement recommendations.

**Army Public Health Nursing.** A program of the Army Public Health Command that provides oversight of population level primary and secondary prevention activities. The Mission of the program is to improve the medical readiness and status of the Army; monitor the Army's health; improve readiness and wellness, medical threat surveillance and investigation; support disaster management and

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provide strong nursing leadership. APHNs serve as the Health Consultants for CYS Services programs.

Americans with Disabilities Act (ADA). The ADA gives civil rights protection to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and Religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications.

Child, Youth and School Services. A Division of the Army's Family, Morale, Welfare and Recreation Programs. CYS Services provides child care, youth/sports programs, community-based programs and school support for Army Families. CYS Services Mission is to reduce the conflict between Mission requirements and parental responsibilities.

CYS Services Programs Health/Developmental Screening. A CYS Services form that is completed as part of the required paperwork for CYS Services program enrollment to screen for special needs (DA Form 7625-1 & -2/Tool 1 equivalent).

CYS Services Youth Program Registration & Sponsor Consent. A CYS Services form that is completed as part of the required paperwork for program enrollment. This form may be used in lieu of the CYS Services Program Health/Developmental Screening for Middle School Youth and Teens (MST). In accordance with (IAW) SY13-14 CYS Services Fee Policy, Middle School Youth are defined as grades 6-9 and Teens are defined as grades 10-12. If the parent/guardian checks the box indicating their MST has special needs, then the CYS Services Program Health/Developmental Screening form must be completed in order to proceed with registration.

CYS Services Health Assessment/Sports Physical Statement (HASPS). A CYS Services form that is completed as part of the required paperwork for program enrollment. Well baby/well child examinations, school physical, or other physical exams, as well as electronic medical exam reports may be used when attached to the completed front page of the CYS Services Health Assessment and the last page with parent signatures. Best practice is to have the doctor's stamp in addition to the signature. In lieu of stamp where not available, having the clinic, doctor's name and phone number printed would be acceptable.

ECl, EISI, EDIS – Military or stateside programs/services for families with children birth to three with disability and developmental delay.

Exceptional Family Member (EFM). A Family member with any physical, emotional, developmental or intellectual condition that requires special treatment, therapy, education, training or counseling.

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EFMP. Within the Division of Family, Morale, Welfare and Recreation, Family Programs the EFMP program supports Military Families who have members with special needs to address their unique needs. These include spouses, children, or dependent parents who require special medical or educational services who have a diagnosed physical, intellectual, or emotional condition.

Health Care Provider. A health care provider is a doctor of medicine, (MD), osteopathic physician (DO), certified registered nurse practitioner (NP), or certified physician's assistant (PA).

Inclusion. Inclusive child care programs provide acceptance and developmentally appropriate practices. Inclusion is an attitude and a philosophy that welcomes and supports all children, with the goal of facilitating and maximizing participation in CYS Services child care, youth supervision and educational programs.

Inclusion Action Team (IAT). Terminology used by the Navy, Air Force and Marines for their processes and procedures for identifying and including children/youth with special needs into Child and Youth Programs. Army uses the SNAP terminology; where seen, these terms may be used interchangeably.

Individualized Education Program (IEP). A written document defining specially designed instruction for a student with a disability/special needs, ages three (3) through twenty-one (21) years of age.

Individual Family Service Plan (IFSP). A written plan of care and services for an infant or toddler, birth through two (2) years of age, with a disability/special needs and his/her Family.

Medical Action Plan (MAP). Outlines medical guidance and procedures for CYS Services staff/provider for care of a child/youth with an identified medical condition that may require the administration of rescue medication. The MAP is signed by a health care provider. MAPs are *reviewed and updated annually*. Any change in a child/youth's condition/diagnosis/medication affecting the MAP should be updated immediately. There are four (4) types of MAPs: Allergy, Diabetes, Epilepsy/Seizure and Respiratory.

Military Treatment Facility (MTF). A medical facility operated by one or more of the Uniformed Services.

Managed Care Health care services provided within the military health care system.

Reasonable Accommodations. Reasonable accommodations are basic adjustments, supports and/or modifications that may be needed by a child/youth

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with special needs to facilitate access to a program on an equal basis to their non-disabled peers. Accommodation of children/youth with special needs is not considered reasonable if it imposes an undue hardship on the operation of the program, requires fundamental alteration of the program or poses a direct threat to the health or safety of the child/youth with special needs or others.

**Purchased Care.** Health care services that occur outside the military health care system.

**Special Diet Statement (SDS).** Delineates special dietary requirements for a child/youth. The requirements may be for medical or religious reasons and must be signed by a health care provider *or* a representative from religious institution, as applicable. Medical Command (MEDCOM) approved substitutions for the special diet requirements can be found on the back of the SDS Form. For special diets due to food intolerance or religious restrictions, the parent/guardian has thirty (30) days to provide the SDS to Parent Central Services. *A SDS due to religious reasons does not require APHN review. SDSs are reviewed and updated annually.* Any change in a child/youth's condition/diagnosis/medication affecting the SDS should be updated immediately. SDS must be processed and on file with CYS Services prior to food substitutions being provided.

**Special Needs.** Those medical diagnoses that reflect life threatening conditions, functional limitations, and/or behavioral/psychological conditions.

**Special Needs/Inclusion Action Care Support Incentive.** When the SNAP/IA Team determines that the most appropriate placement for a child/youth with special needs is within a Family Child Care (FCC) program and that the child/youth's care requires substantially individualized care which can only be accommodated via a reduction of one child care space, then the Special Needs Care Support Incentive may be offered to the FCC provider.

**Unable to Accommodate.** For procedural and reporting purposes, broadly defined as any instance where the SNAP/IA Team's placement recommendation does not match parental request for primary placement.

9. The IMCOM G9 Family, Morale and Welfare Recreation Programs Point of Contact (POC) for this matter is Jackie Nitsche, CYS Services, P&OS, Special Needs Program Manager at 210-466-1070 or [Jacqueline.g.nitsche.naf@mail.mil](mailto:Jacqueline.g.nitsche.naf@mail.mil) and Sharon Fields, Family Programs, EFMP Manager at 210-466-1137 or [sharon.g.fields.civ@mail.mil](mailto:sharon.g.fields.civ@mail.mil)