



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

Date: \_\_\_\_\_

MEMORANDUM FOR CHILD CARE RESOURCE & REFERRAL

FROM:

SUBJECT: Statement of Understanding for Priority 4 Status

I, \_\_\_\_\_, have placed my child/children, \_\_\_\_\_  
\_\_\_\_\_, on the Child Development Center and/or School  
Age Program Waiting List.

I am an active duty military member or DoD civilian with an unemployed spouse. I understand that I must provide documentation stating that my spouse is employed or enrolled in college in order for my child to be placed in a higher priority. I understand that after accepting a full-time and/or a before and after school slot, my child will receive care for 30 days from the enrollment date pending verification of employment or proof of college enrollment. If during the 30 days my spouse obtains employment or enters school full time, I will immediately provide documentation to the CDC/SAP for that change. I understand that my child will retain a slot in the CDC/SAP as long as my spouse maintains employment or college enrollment. I understand that when employment is obtained, my fees will be recalculated to include the total family income.

If I have not provided documentation that my spouse is employed or attending school, my enrollment/contract will be considered provisional, meaning that the child care requests for those with higher priority status take precedence. I understand that the enrollment of children in families with Priority 4 status will be terminated within 30 days if there is a waiting list of higher priority patrons in the same age group. If my status changes within those 30 days to that of a higher priority, I may be able to retain enrollment depending on the priority of those on the waiting list. This situation will be reviewed on a case-by-case basis and determined by the Family Member Programs Flight Chief.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Clerk

\_\_\_\_\_  
Date