



The Exceptional Family Member Program (EFMP)

2013 Air Force EFMP Guide

The Air Force EFMP provides support to military family members with special needs. This guide includes useful information on EFMP processes for Air Force families, EFMP staff, and Air Force leaders.

WHAT IS EFMP?

The Air Force Exceptional Family Member Program (EFMP) is designed to provide support to military family members with special needs. EFMP is offered by all branches of the military, and each Service includes a variety of personnel, medical and family support functions under the EFMP umbrella.

- The portion of EFMP support that is provided by the Air Force Medical Service is known as the Exceptional Family Member Program-Medical (EFMP-M).
- Exceptional Family Member Program-Family Support (EFMP-FS) is the community support component offered by the Airman and Family Readiness Center (A&FRC).
- Exceptional Family Member Program-Assignments (EFMP-A) is responsible for assignment coordination to determine the availability of services at the projected duty station.

One goal of EFMP is to consider the medical and/or educational needs of family members as they move around the world with their active duty (AD) sponsors. Air Force Personnel Center (AFPC) also coordinates reassignments for AD sponsors when one or more family members' needs cannot be met in the current location.

Additionally, EFMP-FS, EFMP-M and EFMP-A strive to ensure Air Force sponsors are assigned in locations that support both the accomplishment of the mission and the well-being of the families. Additionally, EFMP-FS and EFMP-M work to ensure Department of Defense (DoD) civilians are informed about the locations' ability to meet the needs of the family member with special needs.

This guide contains information on EFMP-A, EFMP-FS, EFMP-M, the Family Member Relocation Clearance (FMRC) process and additional assistance and resources available for Air Force families who have members with special medical or educational needs.

WHO IS AN EXCEPTIONAL FAMILY MEMBER (EFM)?

An EFM is a family member enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) who has a diagnosed physical, intellectual or emotional-psychological condition that requires ongoing specialized medical or educational services.

The Air Force follows DoD guidelines for determining who is an EFM, found in DoD Instruction 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense* (please refer to page 5 of this handbook for additional information). Although it specifically outlines the requirements for overseas travel, the criteria in Enclosure 4 are used by each Service to identify eligibility. Further Service-specific processes for coordinating assignments are provided in implementing instructions such as AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program* and AFI 36-2110, *Assignments*.

WHO MUST ENROLL IN THE PROGRAM?

- AD Air Force sponsors when one or more of the DoD criteria are met in a family member/dependent in accordance with (IAW) AFI 36-2110, *Assignments*.

ENROLLMENT FORMS

Medical providers, sponsors or family members forward completed DD Form 2792 and DD Form 2792-1 (if applicable) with any supporting attachments to the EFMP-M office in the Military Treatment Facility at the base or location where the sponsor's personnel functions are handled. These enrollment forms are:

- DD Form 2792, *Family Member Medical Summary*
- DD Form 2792-1, *Special Education/Early Intervention Summary*

Information about enrollment is not given to selection boards nor does it adversely affect an Airman's selection for promotions, schools, or assignments.

EFMP-MEDICAL (EFMP-M)

EFMP-M is the component that documents and evaluates the medical and educational needs of family members in order to advise the Airman and AFPC on the appropriateness of family member travel.

In the AF, all families with one or more family member(s) with special needs must participate in the EFMP-M FMRC process before any government-funded Permanent Change of Station (PCS) travel is authorized. This applies to relocations within the continental U.S. (CONUS) or outside the continental U.S. (OCONUS) as described in AFD 40-7, *Special Needs Identification and Assignment Coordination*, and AFI 40-701, *Medical Support to Family Member Relocation and Exceptional Family Member Program (EFMP)*.

Additionally, the Air Force complies with DoDI 1315.19 and screens all family members requesting government-funded travel to an area OCONUS.

Upon completion of the family member interviews and record reviews, the Chief of Medical Staff (SGH) at the losing facility determines whether the information needs to be forwarded to the gaining installation for review. The information will be forwarded as a Facility Determination Inquiry (FDI) through the Special Needs Website (Q-Base). It is the responsibility of the EFMP-M team at the gaining location to evaluate the needs and assess availability while consulting with education authorities, TRICARE, network providers, housing offices and others as needed. Travel recommendations are only determined by the gaining SGH. Once the losing base receives the recommendation, the Airman will be notified. If travel is not recommended for one or more family members the sponsor has the option to travel unaccompanied, appeal within 21 days, or apply for reassignment via the vMPF.

OBJECTIVES OF EFMP-M

- Assess, document and transmit information about medical and education and needs of all family members planning to move at the government's expense. These needs include specialized medical care, medications, equipment, or any early intervention or related services required or recommended for a child, typically specified on an Individualized Family Service Plan (IFSP) or Individual Education Program (IEP).
- Assist AFPC in assigning sponsors to areas where family members' medical and/or special education needs can be accommodated-provided there are valid manning requirements for the Airmen's grades and specialties.
- Enhance facility and program accessibility for individuals with disabilities or other medical requirements.
- Enable Air Force civilian employees to inform DoD Dependent Schools (DODDS) of the arrival of dependent children with special education and related service needs after they have been selected for a position OCONUS. Please note AF civilian employees are not

enrolled in the EFMP. However, they may request assistance with determining if services exist at OCONUS locations through EFMP-M. If a civilian employee wishes to enroll their child with special educational needs in a school funded by the DoD (to include NDSP), education information must be provided. More information about how the DoD implements Federal special education law may be found in DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Dependents*.

- Advise Active Duty, AF civilian employees, and others of potential limitations in available medical care in locations OCONUS.

CRITERIA FOR IDENTIFYING A FAMILY WITH SPECIAL NEEDS

Family members of ADAF and civilian employees appointed to an overseas position who meet one or more of the following criteria will be identified as family members with special medical needs:

- Potentially life-threatening conditions and/or chronic medical/physical condition (to include, but not limited to, high-risk newborns, patients with a diagnosis of cancer within the last five years, sickle cell disease or insulin-dependent diabetes) requiring follow-up support more than once a year, or specialty care.
- Current and chronic (duration of six months or longer) mental health condition (such as, but not limited to, bipolar, conduct, major affective or thought/personality disorders), inpatient or intensive outpatient mental health service within the last five years; intensive (greater than one visit monthly for more than six months) mental health services required at the present time. This includes medical care from any provider, including a primary health care provider.
- A diagnosis of asthma or other respiratory-related diagnosis with chronic recurring wheezing that meets one of the following criteria
 - Scheduled use of inhaled and anti-inflammatory agents and/or bronchodilators.
 - History of emergency room use or clinic visits for acute asthma exacerbations within the last year.
 - History of one or more hospitalizations for asthma within the past five years.
 - History of intensive care admissions for asthma within the past five years.
- A diagnosis of attention deficit disorder/attention deficit hyperactivity disorder that meets one of the following criteria:
 - A comorbid psychological diagnosis.
 - Requires multiple medications, psycho pharmaceuticals (other than stimulants) or does not respond to a normal dose of medication. Requires management and treatment by mental health provider (e.g., psychiatrist, psychologist or social worker).
 - Requires specialty consultant, other than a family practice physician or general medical officer, more than twice a year on a chronic basis.
 - Requires modification of the educational curriculum or the use of behavioral management staff.
- Requires adaptive equipment (such as apnea home monitor, home nebulizer, wheelchair, splints, braces, orthotics, hearing aids, home oxygen therapy, home ventilator, etc.).
- Requires assistive technology devices (such as communication devices) or services.
- Requires environmental/architectural considerations (such as limited number of steps, wheelchair accessibility/housing modifications and air conditioning).
- Requires special education as specified on an IEP, or IFSP; or has a developmental delay or condition that is likely to result in a developmental delay.

EFMP-M SUPPORT

EFMP enrollment is mandatory for AD sponsors and can be initiated in several ways:

- The screening process can be set in motion during routine medical care appointments or by referral from the school or key community personnel
- Screening occurs during in-, out- and reassignment processing if sponsors indicate that they have or suspect they have an EFM.
- All family members must be screened before approval of command sponsorship for locations OCONUS.

As soon as a condition is identified, AD sponsors must contact the nearest AF MTF to receive the necessary forms with instructions on having them completed by a medical provider or educational authority.

Special Needs Coordinators (SNCs) are the POCs for initiating enrollment in the EFMP. SNCs are clinical AF officers or civilian equivalents, and may be reached through the EFMP-M office in the MTF. SNCs evaluate medical/educational information but do not release the family member's health or educational information to AFPC when initiating EFMP enrollment. Additionally, they work with case management to assist in linking families with medical care after they arrive at the new duty location.

When a family member's condition meets enrollment criteria, an assignment limitation code ("Q") is entered in the AD sponsor's electronic personnel record. The sponsor is then known as "Q-coded," and will require a clearance prior to each PCS.

AF sponsors enrolled in EFMP are responsible for keeping their EFMP-M medical and/or special education documentation current, and for notifying the EFMP-M office of any changes in family member's needs or contact information. A review is required as the EFM's condition changes. Prior to a PCS move, a FMRC must be accomplished.

Enrollment in EFMP remains in effect until the medical or special education needs no longer meet criteria, until the Airman is separated from AD, or until the family member is no longer a military dependent. Disenrollment, or removal of the Q-code, is accomplished by presenting the SNC at the MTF with documentation that indicates one or more of these provisions have been met.

Sponsors who are enrolled are still subject to worldwide assignment, temporary duty (TDY), deployment and like any other Airman, may be called upon to serve an unaccompanied tour.

THE FAMILY MEMBER RELOCATION CLEARANCE (FMRC) **PROCESS**

All sponsors will be provided an AF Form 4380, *Special Needs Screener*, when notified of a prospective assignment.

- It is important that sponsors accurately report needs of family members on this form in a timely manner to allow the full review of any potential health or special education conditions by the MTF at the sponsor's current base.
- Submitting this form early in the relocation process helps to expedite the issuance of orders.

When a Q-coded sponsor is identified for reassignment, or when any ADAF family is projected for OCONUS relocation, the FMRC process is initiated as soon as possible after the projected assignment notification.

The sponsor must complete AF Form 1466, *Request for Family Member's Medical and Educational Clearance for Travel*. The sponsor should contact the EFMP-M office as soon as possible to initiate the FMRC process for the projected assignment.

The sponsor lists all family members, specifying which are requesting accompanied travel and which are not.

The sponsor is also required to report any known conditions on AF Form 1466.

Failure to report known conditions before relocation may result in subsequent administrative action and/or Early Return of Dependents, so it is important for the Airman to carefully consider family members' needs when completing AF Form 4380 and AF Form 1466.

The EFMP-M office reviews these forms and advises sponsors and families about any additional documentation needed to authorize travel. EFMP-M staff can also advise on procedures when sponsors and family members are geographically separated.

- The review authority ensures all host nation providers are qualified to provide high quality care commensurate with host nation requirements and all Federal laws pertaining to special education entitlements are followed.
- AF EFMP-M will not recommend travel for family members OCONUS where services do not exist to meet DoD and Air Force standards, or to any location where obtaining the needed services would cause excessive costs or hardships on families.

STEPS IN THE FMRC PROCESS

As soon as an AD sponsor is identified for a potential PCS, the FMRC process begins

- If the sponsor is not previously Q-coded, it begins with AF Form 4380, *Special Needs Screener*
- If the sponsor is Q-coded, or if the proposed travel is for accompanied relocation to an OCONUS site, the sponsor must complete AF Form 1466 to initiate the FMRC process
- Orders will not be issued until the FMRC process is completed



- If needs are identified, or if travel is projected to an OCONUS location, the sponsor must first complete AF Form 1466 specifying which family members are requesting travel and what medical and/or educational concerns are already known.
- The MTF will conduct family member interviews and review records and data for all family members requesting travel.
- Depending on the nature of the identified needs and the projected location, several different medical, educational and community resources may be consulted to ensure all needs can be met prior to travel.



- AF Form 1466D, *Dental Health Summary*, DD Form 2792, *Family Member Medical Summary* and/or DD Form 2792-1, *Special Education/Early Intervention Summary*, may also be requested for each family member planning to travel, regardless of prior enrollment in EFMP.
 - These forms must be completed by qualified medical and education personnel
 - Using these forms, the gaining facility can review current medical and educational needs of family members to determine if they meet EFMP criteria, and to determine if relocation to the projected location meets the family members' documented needs.



Once the appropriate review authorities have been consulted, the losing base FMRCC documents the recommendations in the data system and advises the family of the travel recommendation.

- If travel is recommended, orders are issued; if travel is not recommended, the sponsor has the option to appeal with new information within 21 days of being notified, or contact their Military Personnel Section for additional options.
- Sponsors are strongly cautioned against taking family members at their own expense to locations where medical or educational services are inadequate to support known needs because of the potential for financial hardships, excessive travel distances, language barriers, etc.

Willful violation of the clearance process may result in disciplinary action

COMMAND SPONSORSHIP

Command sponsorship may be granted to families who complete the requirements of the FMRC process and who are recommended for travel OCONUS. Having command-sponsored status is extremely important to families arriving to the OCONUS location.

- Without command sponsorship, family members may not have TRICARE Prime status, and may only have space-available access to MTFs and DoDDs schools.
- Housing entitlements and base privileges may be limited, and the family must pay costs incurred to return to the U.S. and next duty station.

Sponsors are encouraged to seek legal and command advice before choosing to relocate family members OCONUS without command sponsorship.

AFI 36-2110, Assignments, Attachment 20, provides additional important information about command sponsorship of family members during OCONUS relocation.

Additionally, when family members are not recommended to travel with the sponsor to the projected assignment location, the sponsor has the option of requesting an EFMP reassignment or deferment through the virtual Military Personnel Flight (vMPF).

- This process can take 4-6 weeks to complete
- It allows the HQ AFPC EFMP Reassignments Branch, located at Randolph AFB, the opportunity to find a location that meets both the AF manning requirement of the sponsor's career field, and the special needs of the family members.

AFI 36-2110, Attachment 25, Exceptional Family Member Program (EFMP), provides additional specific information about the EFMP reassignment program. Moreover, the vMPF provides more detailed instructions about the EFMP reassignment application process.

If sponsors have questions regarding the process, please contact the HQ AFPC Total Force Service Center at DSN: 665-5000/COMM: 210-565-0102, or 1-800-565-0102

AVAILABLE SERVICES FOR DoD CIVILIANS

While civilian sponsors are not enrolled in EFMP, the FMRC process is offered to DoD civilians considering accompanied employment overseas.

DoDI 1315.19 specifies DoD civilians may disclose the presence of family members with special needs before relocating them overseas at the government's expense.

- Once special needs are disclosed, the FMRC process is available upon request to review the existing conditions and resources and to provide the family with information to assist with relocation planning.
- The EFMP-M office uses the same forms and procedures to review medical and educational needs, but only provides information back to the family before travel.
- EFMP-M does not make any travel recommendations for DoD civilians, as the decision to move family members with special needs remains with the employee.

Employees should confirm the necessary health insurance is in place to cover any costs of medical services before relocating overseas, and that the coverage extends to the intended location.

EFMP-FAMILY SUPPORT (EFMP-FS)

EFMP-FS Coordinator assists families and leadership in managing the competing demands of the military mission and family; provide local, state, and federal information, guidance and services to support military and other personnel and their family members with special needs; improve family coping skills by fostering competencies; identify gaps in service; advocate for improved services on and off the installation; and partner with providers to meet the needs of these families. For any services requested outside of the Air Force purview, EFMP-FS staff will provide community resource information.

RELOCATION ASSISTANCE

A&FRC provides relocation assistance for inbound and outbound Total Force members relocating CONUS or OCONUS locations.

- A&FRC provides relocation information, education, and skills development for customers.
- Assistance is available to any Airman, DoD civilian or military family member seeking information to support family members with special needs.

SUPPORT GROUPS

EFMP-FS facilitate support groups and other activities as applicable and appropriate. Support groups may include, but are not limited to, family support groups, special cooperative groups, specific diagnosis support groups, information fairs, and the various special needs camps. Families are encouraged to contact the local EFMP-FS Coordinator for more information.

EDUCATION SERVICES

SCHOOL LIAISON OFFICER (SLO)

A&FRC staff, in partnership with civilian and military school liaison officers, will advocate for the educational needs of military children and will assist Airmen and families with information and referrals regarding local school districts and other educational options including home schooling, private schools, charter schools, and cyber schools. A&FRC staff in conjunction with school liaison officers will ensure school personnel are aware of the unique issues impacting military children, i.e, deployments, frequent moves, etc.

- The SLO provides educational and points of contact (POCs) community resources for school information, including special education preparation when PCSing or when EFMs start school.
- Members are encouraged to work with SLOs and EFMP-FS with any special education accommodations the families need.

DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS (DoDDS) AND DEFENSE DOMESTIC ELEMENTARY AND SECONDARY SCHOOLS (DDESS)

The DoDEA instructional program provides a comprehensive prekindergarten through 12th grade curriculum that is dedicated to attaining highest student achievement for all students. DoDEA is a field activity of the Office of the Secretary of Defense. It is headed by a director who oversees all agency functions from DoDEA headquarters in Alexandria, Virginia. DoDEA's schools are divided into 3 areas: Department of Defense Schools- Europe (DoDDS-E), Department of Defense Schools- Pacific (DoDDS-P) / Domestic Dependent Elementary and Secondary Schools- Guam (DDESS-G) and the Domestic Dependent Elementary and Secondary Schools (DDESS). Each area is managed by an area director. Within each of these three areas, schools are organized into districts headed by superintendents.

RECREATION

Recreation activities offer many benefits to all individuals, whether young or old, male or female, with or without special needs.

- Through enjoyable recreation activities, individuals with special needs can gain new skills, learn what behaviors are accepted and learn how to fit in as a member of a group. Sports, crafts, music, dance, clubs, hobbies and many other types of youth programs are offered through installation, school and community agencies. All services may not be available in all locations.
- The A&FRC and Youth Programs provide assistance to ensure EFM's have access to installation recreation activities.

RESPIRE CARE PROGRAMS

AIR FORCE RESPIRE CARE (CHILD CARE AWARE, INC. FORMALLY NACCRRRA)

Air Force Respite Child Care provides active duty, Guard and Reserve families up to 20 hours per month per child of free care. Sibling care is also available at no cost. Service is typically provided in the child's home but is also available in child care centers or licensed family child care homes. Providers are recruited, screened and trained to provide care for children with special needs.

Eligibility criteria:

- EFM children, ages birth through 18 years, diagnosed with moderate or severe special needs.
- Typically developing siblings, ages birth through 12 years
- Airmen stationed at participating Air Force location (geographical separations are eligible if child is located near a respite care site)

- Airman is active duty, including Guard and Reserve, if activated for at least 31 days.
- Requests for exceptions to policy may be made on a case-by-case basis.

Interested families should contact Child Care Aware at 1-800-424-2246 or view their website at www.naccrra.org . Child Care Aware will connect the Airman's family and interested providers to the local partner agency. The agency will work individually with each family to complete the necessary application and assist with connecting the family to a local respite care provider who can meet their needs.

AIR FORCE AID SOCIETY (AFAS) RESPITE CARE

Respite care can also be accessed through the AFAS. The AFAS program assists ADAF families by providing funds for a caregiver to watch the child(ren) with special needs. Guard and Reserve members on Title 10 orders for more than 15 days may also receive services. The program provides the parent or primary caregiver with some monthly free time. AFAS assistance is based on financial need, the need for respite care and offered to families enrolled in the Air Force's EFMP when they have the responsibility of 24 hour-a-day care for an ill or disabled family member. For more information or to apply for the AFAS program, families can contact their installation's A&FRC or view the AFAS website at www.afas.org .

COMMUNITY ENHANCEMENT PROGRAMS

GIVE PARENTS A BREAK

This program is intended to help reduce stresses due to the nature of military life: deployments, remote tours of duty, caring for family members with special needs, frequent moves, extended working hours, etc.

- Families may be referred to this program by Commanders, 1st Sergeants, Chaplains, medical professionals and A&FRC staff.
- Certificates are issued for a specified period of time and may be renewed.
- Child care is provided at most base child development centers during specified periods.

CHILD CARE FOR PCS PROGRAM

This program is intended to help relieve some of the stress felt by AF families in the process of a PCS move. AFAS will pay for 20hrs of child care (per child) in AF-certified Family Child Care homes on base or in Air Force-affiliated homes off base.

ADDITIONAL ASSISTANCE FOR ALL FAMILIES

While the mission of EFMP is to ensure appropriate AD family relocation, additional assistance and referrals may be offered on the following topics:

HOUSING

Housing is a significant issue for families with physical disabilities who require modified living spaces. Because military families relocate often, those with housing accommodation requirements often deal with the same issues each time they move.

Families who have special housing requirements, such as handicapped accessibility, must inform the SNC and/or EFMP-FS as early as possible in the relocation process. This information is transmitted to the gaining base as part of the FMRC process.

EARLY INTERVENTION SERVICES (EIS)

Infants or toddlers (birth to 3rd birthday) with special needs may be eligible for EIS. These are services designed to identify and treat a problem or developmental delay as early as possible. EIS is offered through a public or private agency and is provided in different settings, such as the child's home, a clinic, a neighborhood daycare center, hospital or the local health department.

EIS can range from integrating development-boosting activities into the activities of daily living for a toddler with some delays- to the implementation of multidisciplinary therapy programs and parent assistance for an infant with significant disabilities.

To find out who can help in your area, contact the installation SLO, EFMP-FS, SNC or local elementary school. When receiving EIS, a family will have an IFSP.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Every child in special education must have an IEP. An IEP is a written planning document for the special education student that is developed at a meeting held by the school at least once a year. It is the link between a child with disabilities and the type of special services he or she requires in order to benefit from a free, appropriate public education. Children who are home-schooled are equally entitled to special services where special needs are identified.

In developing an IEP, the school system and the parents should explore together the needs of the child, ways those needs can be met, and which educational needs have the highest priority. An appropriate education is individually designed for each child with disabilities by providing services required to meet those needs.

INDIVIDUALIZED FAMILY SERVICES PLAN (IFSP)

The family and the service coordinator work with other professionals, as appropriate, to develop an IFSP. The IFSP is a whole family plan with the parents as the most important part of the IFSP team. Involvement of other team members will depend on the needs of the child and family.

These other team members could come from several agencies and may include medical providers, therapists, child development specialists, social workers and others.

The IFSP will describe the following:

- The child's developmental levels
- Family information (with parents' concurrences), such as important religious or cultural practices, consideration of the needs of other siblings, who the extended caregivers are, etc.
- The major outcome(s) expected to be achieved for the child and family.
- The services the child will be receiving and when or where he or she will receive these services.
- The steps to be taken to support his or her transition to another program.

The IFSP will identify the service coordinator. The IFSP may also identify services the family may be interested in, such as financial information or information about raising a child with a disability.

Any ADAF sponsor that has a child with an IEP or that has an IFSP must be enrolled in AF EFMP.

ADDITIONAL RESOURCES

TRICARE EXTENDED CARE HEALTH OPTION (ECHO)

TRICARE Extended Care Health Option (ECHO) provides financial and other assistance to beneficiaries who qualify based on specific disabilities. It offers an integrated set of services and supplies beyond the basic TRICARE program used by military families.

To be eligible, you must register for TRICARE ECHO and be enrolled in the EFMP. (Please note, members do not have to wait until EFMP paperwork is approved before accessing ECHO benefits). This requirement is waived for Service members who are not offered EFMP enrollment. For the AF, enrollment requirements are waived for Guardsmen and Reservists, who remain eligible for ECHO in specified circumstances.

TRICARE ECHO provides benefits not available through the basic TRICARE program, such as benefits related to:

- Medical and rehabilitative services
- Training to use assistive technology devices
- Special education
- Institutional care when a residential environment is required
- Transportation under certain circumstances
- Assistive services, such as those from a qualified interpreter or translator, for beneficiaries whose visual or hearing impairment qualifies them for ECHO benefits
- Durable equipment, including maintenance
- Expanded in-home medical services through TRICARE ECHO Home Health Care (EHHHC)
- In-home respite care services
- ECHO respite care: 16hrs per month when receiving other authorized ECHO benefits
- EHHHC Respite care: up to 40hrs per week (eight hours per day, five days per week) if homebound

Web: www.tricare.mil

AIR FORCE WOUNDED WARRIOR PROGRAM

This program provides individualized personal support to Airmen who are ill or wounded in support of combat operations. Web: www.woundedwarrior.af.mil Phone: (800)581-9437

EASTER SEALS

Easter Seals has been helping individuals with disabilities and special needs, and their families, live better lives for nearly 90 years. From child development centers to physical rehabilitation

and job training for people with disabilities, Easter Seals offers a variety of services to help people with disabilities address life's challenges and achieve personal goals.

Web: www.easterseals.com

FISHER HOUSE

The Fisher House donates "comfort homes" to allow family members to be close to a loved one during the hospitalization for an unexpected illness, disease or injury. There is at least one Fisher House at every major military medical center.

Web: www.fisherhouse.org Phone: (888)294-8560

MORGAN'S WONDERLAND

Located in San Antonio, Texas, Morgan's Wonderland is the world's first ultra-accessible family fun park designed specifically for children and adults with special needs, their family members, caregivers and friends.

Web: www.morganswonderland.com

PARENT CENTERS

Comprised of Parent Training and Information Centers (PTIs) and Community Parent Resource Centers (CPRCs), Parent Centers provide training and assistance to families of children with disabilities. These are funded through the U.S. Department of Education's Office of Special Education Programs (OSEP) under the Individuals with Disabilities Education Act (IDEA).

Web: www.parentcenternetwork.org

SOCIAL SECURITY ADMINISTRATION (SSA)

The SSA has answers to questions about Supplemental Security Income (SSI), Social Security Disability Insurance, and other monetary assistance programs. Families receiving SSI or other SSA-sponsored assistance must contact SSA before relocating to ensure continuity of benefits.

Web: www.ssa.gov

SPECIALIZED TRAINING OF MILITARY PARENTS (STOMP)

STOMP is the only National Parent Training and Information Center program for military families that provides support and advice to military parents regardless of the type of medical condition their child has. The STOMP Project hosts a LISTERV for military families and professionals to use to share ideas. This enables military families all over the world to connect, learn and help each other as they raise their children with special needs in military communities.

Through STOMP, parents can learn about the resources available to them, and receive advice on educating their children and navigating the health care system. STOMP also offers workshops.

Web: www.stompproject.org

MILITARY ONESOURCE

This site is a central, trusted, up-to-date source for Service members and families to obtain information about all Quality of Life programs and services. Military OneSource has a team of highly qualified specialty consultants who specialize in the lifestyle of military families with special needs. The consultants can answer questions about family support, as well as questions about transitioning, post-secondary education, housing, moving, support for adults, and much more.

Web: www.militaryonesource.mil or www.militaryonesource.mil/efmp

THE EXCEPTIONAL ADVOCATE NEWSLETTER

The Exceptional Advocate is a newsletter for military families with special needs and those who support them. The newsletter provides monthly updates and information from the Exceptional Family Member Program (EFMP).

Web: <http://www.militaryonesource.mil>

ARMED SERVICES YMCA

The Armed Services “Y” in your area provides access to emergency assistance support groups, counseling, and transportation to medical appointments and therapeutic recreation outlets.

Web: www.asymca.org

SPECIAL CARE ORGANIZATION RECORD (SCOR)

The Special Care Organization Record (SCOR) has multiple uses. It is designed as an organizing tool for families who have children with special health care needs. Use the SCOR to keep track of information about your child’s health and care.

Web: <http://www.militaryonesource.mil/efmp/special-care-org-records>

How can the SCOR help me?

In caring for your child with special health needs, you may get information and paperwork from many sources. The SCOR helps you organize the most important information in a central place. This makes it easier for you to find and share key information with others on your child’s care team.

Use your SCOR to:

- Track changes in your child’s medications or treatments and review before
- List telephone numbers for health care providers and community organizations
- Prepare for appointments
- File information about your child’s health history
- Share new information with your child’s primary doctor, public health or school nurse, daycare staff and others.

USEFUL TERMS

Assistive Technology Device or Adaptive Equipment- Any item, piece of equipment or product system, including, but not limited to, an apnea home monitor, home nebulizer, wheelchair, splints, braces, orthotics, hearing aids, home oxygen therapy or a home ventilator, whether acquired commercially or off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of individuals with disabilities.

Assistive Technology Services- Any services that directly assist an individual with a disability in the selection, acquisition or use of an assistive technology device.

Case Study Committee- The school level team comprised of, among others, principals, educators, parents and related service providers who do the following:

- Oversee screening and referral of children who may acquire special education
- Oversee the multidisciplinary evaluation of such children
- Determine the eligibility of the student for special education and related services
- Formulate an individualized education curriculum reflected in an IEP
- Monitor the development, review and revision of the IEPs.

Developmental Delay

- A. A significant discrepancy in the actual functioning of an infant, toddler or child, birth through age 5, when compared with the functioning of a nondisabled infant, toddler or child of the same chronological age in any of the following areas: physical, cognitive, communication, social or emotional, and adaptive development as measured using standardized evaluation instruments and confirmed by clinical observation and judgment.
- B. High probability for developmental delay. An infant or toddler, birth through age 2, with a diagnosed physical or mental condition, such as chromosomal disorders or genetic syndromes, that places the infant or toddler at substantial risk of evidencing a developmental delay without the benefit of EIS.

Early Identification- The implementation of a formal plan for identifying a disability of developmental delay as early as possible in a child's life. Child Find activities are those in which community agencies work together to identify special needs in infants and toddlers.

Early Intervention Services (EIS)- Services provided pursuant to the "Individuals with Disabilities Education Act," as amended, by the Military Medical Departments to infants and toddlers (birth through 2 years of age) who are experiencing developmental delays or who have a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.

Educational and Developmental Intervention Services (EDIS)- Programs operated by the Military Medical Departments to provide EIS and related services in specific areas of the world

as designated by Health Affairs. Airmen and civilian employees' families may receive EDIS from the Army, Navy or Air Force depending on their locations.

Exceptional Family Member (EFM)- A family member with any physical, emotional, developmental, educational or psychological condition that meets the DoD criteria found in DoDI 1315.19, Enclosure 4.

Facility Determination Inquiry (FDI)- A complete package (to include AF Form 1466, AF Form 1466D, DD Form 2792 with Addenda 1 and 2, and DD Form 2792-1, with supporting documentation) that is sent forward for review to the gaining base MTF. For more information, contact the local EFMP-M office.

Individualized Education Program (IEP)- The IEP is a written document developed by the Case Study Committee and contains input from parents and RS providers. The IEP defines specially designed instructional goals for a student with special education service needs. Intensity, frequency, location, and methodology of service delivery are specified.

Individualized Family Services Plan (IFSP)- The written document that ensures each eligible child and family has a plan for EIS to meet their unique needs through a collaborative partnership between the family and providers. Areas addressed include: cognitive, physical, social and emotional, communication, and adaptive development.

Related Services (RS)- Supportive services provided by schools, communities and the military medical departments to assist a child, age 3 through 21, who has a disability in order to benefit from special education under the child's IEP. These include audiology, physical therapy, transportation and other services.

Respite Care- A program providing a temporary rest period for family members responsible for the regular care of persons with disabilities. Care may be provided either in the respite care user's home or a caregiver's home.

Special Education- Specialized instruction and related services for which a child, aged 3 through 21 years, becomes entitled when a Case Study Committee determines a child's educational performance is adversely affected by one or more disabling conditions. Depending on their location, military families may be served either by the public school system or by the Department of Defense Education Activity and EDIS.