

# OSD 2022 INSPECTION CRITERIA (CYP)

## General Management

### Resource Management & Administration

#### Fee Policy

**Description:** The program has implemented the fee policy in accordance with current DoD guidance.

**Intent:** To ensure that all parents are charged in accordance with the annual DoD fee policy.

#### COMPONENTS

**Description:** The DoD fee policy memorandum serves as the basis for the installation fee policy.

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review the installation fee letter and supporting documents disseminated to parents. Ensure the DoD policy is adhered to and the memo clearly states that fees are only adjusted once per year. Supporting documents include the fee policy, frequently asked questions, and notification for civilian sponsors. FCC providers, who receive child care fee assistance, charge parent fees in accordance with the DoD annual fee policy.

#### Program Funding

**Description:** The program is funded in accordance with Public Law 104-106 (Military Child Care Act).

**Intent:** To ensure that there is a combination of appropriated funds (APF) and non-appropriated funds (NAF) used to support the programs.

#### COMPONENTS

**Description:** APF in support of the programs are at least equal to the parent fees collected.

**Inspection Type:** On-Site

#### On-Site Method Guidance:

Review the previous year's financial statement to ensure that APF support is equal to or greater than the amount of parent fees collected. Also, review the installation's NAF income and earnings statements.

#### Child Care is Regulated

**Description:** Child care on the installation is regulated.

**Intent:** To ensure child care on the installation is regulated and only permitted with a home inspection, care provider training, and approval by the installation commander.

#### COMPONENTS

**Description:** A process is in place to follow up on reports of uncertified care.

**Inspection Type:** On-Site, Virtual

#### On-Site Method Guidance:

Review documentation to ensure there is a process in place to follow up on reports of uncertified care.

## Personnel Management

### Compensation Practices

**Description:** Staff compensation practices are in place.

**Intent:** To ensure personnel are compensated appropriately.

#### COMPONENTS

<b>Description:</b> Seventy-five percent of the CDP (CDC and SAC) total labor hours are paid to direct care staff who receive benefits.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Calculate the staff labor hours to ensure 75% of the CDP (CDC and SAC) labor hours are paid to direct care staff receiving benefits.
<b>Training Personnel</b>
T&C Annual Training
<b>Description:</b> There is an annual training plan for T&C specialists.
<b>Intent:</b> To ensure that T&C specialists complete annual training requirements specified by DoD policy.
<b>COMPONENTS</b>
<b>Description:</b> T&C specialists complete annual training on child abuse prevention, identification, and reporting.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on developmentally appropriate practices.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on principles of adult learning.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate that annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on prevention of illness and injury, and promotion of health.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on emergency procedures.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on working with children with special needs.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review training files of the T&C specialist to validate annual training was completed and documented.
<b>Description:</b> T&C specialists complete annual training on positive guidance and appropriate touch.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Review training files of the T&amp;C specialist to validate annual training was completed and documented.</p>
<p>Professional Development Training Courses</p>
<p><b>Description:</b> T&amp;C Specialists, Managers, and Food Service Staff complete the DoD-approved professional development training courses.</p>
<p><b>Intent:</b> To ensure T&amp;C Specialists, Managers and Food Service Staff receive comprehensive foundational and specialized training.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> T&amp;C specialists complete the DoD-approved professional development training courses within the Service Component specified timeframes.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review training files to validate the tracking and completion of the professional development training courses.</p>
<p><b>Facilities, Health, Safety, and Risk Management</b></p>
<p><b>Background Checks</b></p>
<p>Administration of Background Checks</p>
<p><b>Description:</b> There is a process to ensure that background checks are conducted by human resource personnel or security managers.</p>
<p><b>Intent:</b> To ensure that individuals working in programs have been properly vetted.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> The office of responsibility for conducting background checks is clearly established.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Ensure that there are written guidelines and operational procedures defining the personnel responsible for conducting background checks. NOTE: CYP is not responsible for developing these guidelines, but may be consulted.</p>
<p><b>Description:</b> The office designated the responsibility for conducting background checks provides the CYP with documentation that the required checks have been initiated and/or completed.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Validate that the office designated the responsibility for conducting background checks provides the program the required documentation.</p>
<p><b>Description:</b> There is a system in place to refer self-disclosed information to the appropriate office.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> The program has a process to refer self-disclosed adverse information to the appropriate office.</p>
<p>CYP Staff Background Checks</p>
<p><b>Description:</b> Background checks for CYP Staff are completed and documentation maintained by the program.</p>
<p><b>Intent:</b> To ensure that individuals working in programs have been properly vetted.</p>

## COMPONENTS

**Description:** All CYP Staff have a current Installation Records Check (IRC) in accordance with the current policy.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Validate the background check documentation includes verification that the IRC has been conducted and adjudicated to determine suitability. Validate that the IRC is current.

**Description:** An advance FBI fingerprint check is completed on all CYP Staff prior to employment.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

For CYP Staff hired within the previous 12 months, validate the background documentation includes verification of the fingerprint check.

**Description:** A Tier 1 Investigation is completed on all CYP Staff.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Validate the background check documentation includes verification the Tier 1 Investigation has been conducted and adjudicated to determine suitability.

**Description:** A State Criminal History Repository (SCHR) Check, which includes the state child abuse and neglect repository and the state sex offender registry, is completed on all staff.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Validate the background check documentation includes verification the State Criminal History Repository (SCHR) Check has been conducted and adjudicated to determine suitability.

**Description:** A Child Care Special Agreement Check (SAC), that includes a SCHR and FBI fingerprint check, is completed on all CYP Staff every 5 years.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Review documentation to ensure that a Child Care Special Agreement Check (SAC) is completed on all CYP Staff every 5 years.

### Contractor Background Checks

**Description:** Background checks for contractors are completed and documentation is maintained by the program.

**Intent:** To ensure that individuals working in programs have been properly vetted.

## COMPONENTS

**Description:** All contractors have a current Installation Records Check (IRC) in accordance with the current policy.

**Inspection Type:** On-Site, Virtual

**On-Site Method Guidance:**

Validate the background check documentation includes verification that the IRC has been conducted and adjudicated to determine suitability. Validate that the IRC is current.

<p><b>Description:</b> An advance FBI fingerprint check is completed on all contractors prior to working with children.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background documentation includes verification of the fingerprint check. Verify that contractors working with children have the completed check.</p>
<p><b>Description:</b> A Tier 1 Investigation is completed on all contractors.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the Tier 1 Investigation has been conducted and adjudicated to determine suitability.</p>
<p><b>Description:</b> A State Criminal History Repository (SCHR) Check, which includes the state child abuse and neglect repository and the state sex offender registry, is completed on all contractors.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the State Criminal History Repository (SCHR) Check has been conducted and adjudicated to determine suitability.</p>
<p><b>Description:</b> A Child Care Special Agreement Check (SAC), that includes a SCHR and FBI fingerprint check, is completed on all contractors every 5 years.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review documentation to ensure that a Child Care Special Agreement Check (SAC) is completed on all contractors every 5 years.</p>
<p>Specified Volunteer Background Checks</p>
<p><b>Description:</b> Background checks for specified volunteers are completed and documentation is maintained by the program.</p>
<p><b>Intent:</b> To ensure that individuals working in programs have been properly vetted.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> All specified volunteers have a current Installation Records Check (IRC) in accordance with the current policy.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background check documentation includes verification that the IRC has been conducted and adjudicated to determine suitability. Validate that the IRC is current</p>
<p><b>Description:</b> An advance FBI fingerprint check is completed on all specified volunteers prior to working with children.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background documentation includes verification of the advanced FBI fingerprint check.</p>
<p><b>Description:</b> A Child Care Special Agreement Check (SAC), that includes a FBI fingerprint check, is completed on specified volunteers every 5 years.</p>

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review documentation to ensure that a Child Care Special Agreement Check (SAC) is completed on all specified volunteers every 5 years.
Family Child Care Provider Background Checks
<b>Description:</b> Background checks are completed on FCC Providers/Substitute FCC Providers and documentation maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> All FCC Providers/Substitute FCC Providers have a current Installation Records Check (IRC) in accordance with the current policy.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the IRC was conducted and adjudicated to determine suitability. Validate that the IRC is current.
<b>Description:</b> An advanced FBI fingerprint check is completed on all FCC Providers/Substitute FCC Providers during the certification process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the advanced FBI fingerprint check was conducted during the certification process.
<b>Description:</b> A Tier 1 Investigation is completed on FCC Providers/Substitute FCC Providers during the certification process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the Tier 1 Investigation was completed and adjudicated to determine suitability during the certification process.
<b>Description:</b> A State Criminal History Repository (SCHR) Check, which includes the state child abuse and neglect repository and the state sex offender registry, is completed on FCC Providers/Substitute FCC Providers during the certification process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the State Criminal History Repository (SCHR) Check has been conducted and adjudicated to determine suitability during the certification process.
<b>Description:</b> A Child Care Special Agreement Check (SAC), that includes a SCHR and FBI fingerprint check, is completed on FCC Providers/Substitute FCC Providers annually during the recertification process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the Child Care Special Agreement Check (SAC) is completed and adjudicated to determine suitability during the recertification process.
Family Child Care Provider Family Member Background Checks

<b>Description:</b> Background checks are completed on household members who are 18 years of age and older and who reside in the FCC home.
<b>Intent:</b> To ensure that individuals with access to children during operating hours have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> All eligible household members residing in the home have a current Installation Records Check (IRC) in accordance with the current policy.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification that the IRC was conducted and adjudicated to determine suitability. Validate that the IRC is current.
<b>Description:</b> An advanced FBI fingerprint check is conducted on all eligible household members residing in the FCC home during the certification process.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the advanced fingerprint check was completed on all eligible household members residing in the FCC home during the certification process.
<b>Description:</b> A Child Care Special Agreement Check (SAC), that includes a FBI fingerprint check, is completed on eligible household members every 5 years.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the Child Care Special Agreement Check (SAC) is completed and adjudicated on eligible household members every 5 years.
<b>School Liaison Program Staff Background Checks</b>
<b>Description:</b> Background checks for SLP Staff are completed and documentation maintained by the program.
<b>Intent:</b> To ensure that individuals working in programs have been properly vetted.
<b>COMPONENTS</b>
<b>Description:</b> All SLP Staff have a current Installation Records Check (IRC) in accordance with the current policy.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Validate the background check documentation includes verification that the IRC has been conducted and adjudicated to determine suitability. Validate that the IRC is current.
<b>Description:</b> An advance FBI fingerprint check is completed on all staff prior to employment.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> For staff hired within the previous 12 months, validate the background documentation includes verification of the fingerprint check.
<b>Description:</b> A Tier 1 Investigation is completed on all staff.
<b>Inspection Type:</b> On-Site, Virtual

<p><b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the Tier 1 Investigation has been conducted and adjudicated to determine suitability.</p>
<p><b>Description:</b> A State Criminal History Repository (SCHR) Check, which includes the state child abuse and neglect repository and the state sex offender registry, is completed on all staff.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Validate the background check documentation includes verification the State Criminal History Repository (SCHR) Check has been conducted and adjudicated to determine suitability.</p>
<p><b>Description:</b> A Child Care Special Agreement Check (SAC), that includes a SCHR and FBI fingerprint check, is completed on all staff every 5 years.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review documentation to ensure that a Child Care Special Agreement Check (SAC) is completed on all staff every 5 years.</p>
<p><b>Oversight and Inspection</b></p>
<p>Required Inspections</p>
<p><b>Description:</b> The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.</p>
<p><b>Intent:</b> To ensure continuous oversight and program improvement.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> For all programs at the installation, an annual unannounced comprehensive fire inspection is conducted.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review the most recent comprehensive fire inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p>
<p><b>Description:</b> For all programs at the installation, an annual unannounced comprehensive safety inspection is conducted.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review the most recent comprehensive safety inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p>
<p><b>Description:</b> For all programs at the installation, an annual unannounced comprehensive health and sanitation inspection is conducted.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review the most recent comprehensive health and sanitation inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p>
<p><b>Description:</b> An annual unannounced installation Multi-Disciplinary Team Inspection (MDTI) is conducted.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>



<p><b>On-Site Method Guidance:</b> Review the documentation of the most recent MDTI to ensure that it was conducted within the past calendar year.</p>
<p><b>Description:</b> The make-up of the MDTI includes at least one parent who participates in a CYP.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the MDTI roster to verify that at least one parent served on the team.</p>
<p><b>Description:</b> The make-up of the MDTI includes human resource, fire, health, and safety proponents.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the MDTI roster to ensure that representatives from human resources, fire, health, and safety served on the MDTI team.</p>
<p><b>Fire and Safety</b></p>
<p>Safety and Emergency Management</p>
<p><b>Description:</b> The program establishes policies and procedures to ensure fire safety and emergency management.</p>
<p><b>Intent:</b> To ensure that fire safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There are policies and procedures in place for managing emergencies, natural disasters and force protection measures.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review the program policies and procedures to ensure there are written plans for managing emergencies, natural disasters and force protection measures including shelter in place, evacuation procedures and medical emergencies.</p>
<p><b>Description:</b> Operational procedures are in place for reporting serious accidents and incidents.</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Review the operational procedures to ensure they include notification protocols to inform the chain of command of any serious accidents/incidents. Ensure any incidents requiring hospitalization are reported to the Service within the mandated time frame.</p>
<p><b>Inclusion</b></p>
<p>Inclusion Action Team</p>
<p><b>Description:</b> A multi-disciplinary Inclusion Action Team (IAT) supports the accommodation process for children with special needs.</p>
<p><b>Intent:</b> To organize resources and develop strategies for supporting children with disabilities and other special needs.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> An installation Inclusion Action Team (IAT) is established.</p>
<p><b>Inspection Type:</b> On-Site</p>

<p><b>On-Site Method Guidance:</b> Review minutes from IAT meetings. Validate that there are regular members of the IAT and parents and specialists attend as appropriate.</p>
<p><b>Description:</b> Written guidelines and operational procedures have been established for reviewing and making reasonable accommodations for children and youth with special needs.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the written guidelines and operational procedures for reviewing and making reasonable accommodations for children with special needs.</p>
<p><b>Description:</b> The program accommodates children/youth with special needs based upon the written recommendations of the Inclusion Action Team (IAT).</p>
<p><b>Inspection Type:</b> On-Site, Virtual</p>
<p><b>On-Site Method Guidance:</b> Verify the IAT documented written instructions concerning reasonable accommodation for each child/youth identified with special needs.</p>
<p><b>Nutrition &amp; Food Service</b></p>
<p>USDA Procedures</p>
<p><b>Description:</b> The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.</p>
<p><b>Intent:</b> To ensure that nutritious meals and snacks are provided.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> Core or cyclical menus are approved by a nutritionist or registered dietician and meet USDA requirements.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review documentation that menus have been approved and meet USDA requirements.</p>
<p><b>Health &amp; Sanitation (Facility)</b></p>
<p>Medication Administration and Storage</p>
<p><b>Description:</b> Procedures to administer and store medication are established and followed.</p>
<p><b>Intent:</b> To ensure that policies and procedures are in place and are followed to ensure that medication is properly administered and stored.</p>
<p style="text-align: center;"><b>COMPONENTS</b></p>
<p><b>Description:</b> There are written procedures for administering and storing medications.</p>
<p><b>Inspection Type:</b> On-Site</p>
<p><b>On-Site Method Guidance:</b> Review the written procedures for the administering and storing of medications and ensure they include who is designated to administer medication, the procedures for administering medication and the forms that must be completed. The written procedures include information for children/youth who carry and administer their own medication.</p>
<p><b>Child Abuse Prevention, Identification &amp; Reporting</b></p>
<p>Child Abuse Identification &amp; Reporting</p>

<b>Description:</b> There are procedures for preventing and reporting child abuse and neglect.
<b>Intent:</b> To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report child maltreatment and neglect, and follow guidance policies.
<b>COMPONENTS</b>
<b>Description:</b> There is written guidance that details the process for individuals to report suspected child abuse and neglect.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Ensure written guidance includes the process required for individuals to report child abuse and neglect suspicions.
<b>Problematic Sexual Behavior Identification &amp; Reporting</b>
<b>Description:</b> There are procedures for identifying, preventing and reporting problematic sexual behavior.
<b>Intent:</b> To ensure staff, contractors, and specified volunteers understand how to identify, recognize, and report problematic sexual behavior.
<b>COMPONENTS</b>
<b>Description:</b> There is written guidance that details the process for individuals to prevent problematic sexual behavior and promote early identification and reporting of alleged cases.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Ensure written guidance includes information regarding preventing problematic sexual behavior, promoting early identification and the process for reporting alleged cases.
<b>Programming</b>
<b>Communication with Families</b>
Parent Board
<b>Description:</b> A Parent Board is established.
<b>Intent:</b> To meet the requirements of Public Law 104-106 regarding Parent Boards and parent participation. The group provides an opportunity for parents to meet and discuss the program and coordinates the Parent Participation Program.
<b>COMPONENTS</b>
<b>Description:</b> Written policies and procedures, including the intent of the Parent Board, are available to parents.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Verify that the information is available to parents.
<b>Description:</b> The Parent Board includes a parent chair and at least one staff member.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review documentation (e.g., meeting minutes) to verify that the Parent Board includes a parent and at least one CYP staff member.
<b>Description:</b> The installation commander or designee attends at least one board meeting each year.

<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review documentation to verify that the Installation Commander or designee attends at least one board meeting each year.
<b>Description:</b> Parent Board meeting minutes are recorded.
<b>Inspection Type:</b> On-Site
<b>On-Site Method Guidance:</b> Review the meeting minutes and verify that there is documentation of what was discussed during the meeting.
<b>Youth Sponsorship</b>
Youth Sponsorship Program
<b>Description:</b> Youth sponsorship programs are established to assist youth relocating to and from the installation.
<b>Intent:</b> To ensure youth sponsorship programs are established to ease transitions between installations.
<b>COMPONENTS</b>
<b>Description:</b> The youth sponsorship outreach program includes a system for identifying incoming youth and providing them with information and resources before they arrive.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review correspondence and documentation to ensure there is a system in place identifying incoming youth and providing them with information and resources before they arrive.
<b>Description:</b> The youth sponsorship outreach program includes a system for providing youth with program and community information upon arrival.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review correspondence and documentation to ensure there is a system in place to provide youth with program and community information upon arrival.
<b>Description:</b> The youth sponsorship outreach program includes a system for identifying outgoing youth and connects them with the gaining installation prior to departure.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review correspondence and documentation to ensure that there is a system in place identifying outgoing youth and connects them with the new installation prior to departure.
<b>Description:</b> The youth sponsorship outreach program supports school transitions and transitions from program to program.
<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review correspondence and documentation to ensure that there is a system in place to support school transitions and program to program transitions. Transitions include, but are not limited to: aging up within internal programs; school transitions.
<b>Description:</b> The youth sponsorship outreach program supports a peer-to-peer component.

<b>Inspection Type:</b> On-Site, Virtual
<b>On-Site Method Guidance:</b> Review correspondence and documentation to ensure that there is a system in place to support youth who are interested in the peer to peer component. The system includes training for the youth who are participating. Validate that a sponsor has been identified.