



# Navy EFM Respite Care



## Out-Processing Checklist

Navy EFM Respite Care is a benefit for Active Duty Sailors and their families. It is our sincerest hope that you have enjoyed a break, date night, run errands by yourself, or just relaxed while your child(ren) were in the care of your respite care provider.

Below is a checklist for you to use to out-process Navy EFM Respite Care:

- Contact your local agency, LCSNW Military Respite Office
  - o (360) 479-3489
  - o Bpitts@lcsnw.orgto let them know why your family will no longer be utilizing respite care at this location.
  
- Provide your local agency with your last day of scheduled respite care in the area. They will inform Child Care Aware® of America on your behalf.
  
- Make sure you sign any outstanding attendance sheets for your providers before leaving the area. Remember, providers cannot be paid if your signature has not verified their hours provided to your family.
  
- Contact Child Care Aware® of America at 800-424-2246 or [NavyEFMPrespite@usa.childcareaware.org](mailto:NavyEFMPrespite@usa.childcareaware.org) to get on the waiting list if you are relocating. Let us answer your questions about what happens when you relocate. Your family can get on the waiting list as soon as you are notified of your new duty station. You will always receive a confirmation email once you're added to the waiting list.
  
- If you are retiring or leaving the Navy, be on the lookout for the annual parent assessment. Child Care Aware® of America distributes a parent assessment annually in September through *Survey Monkey*. Your feedback is important to us. Please take the time to give us your feedback with your experience with Navy EFM Respite Care.