



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

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

MEMORANDUM FOR (NAME OF PARENT)

FROM: RESOURCE AND REFERRAL

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 from the enrollment date pending verification of employment and proof of college enrollment. I will immediately provide documentation to the CDC/SAP. 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 14 days if there is a waiting list of higher priority patrons in the same age group. If my status changes within those 14 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 Airman and Family Services Flight Chief.

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

\_\_\_\_\_  
Resource & Referral Date