



## Waitlist Transition Preparation

This document outlines steps to prepare you for transferring household and request information from the current waitlist to MilitaryChildCare.com (MCC). Because the information typically collected by the program may not be sufficient for the system, it is important to collect and track additional information to ensure a seamless transition of waitlist data to MCC.

### Timeline – Waitlist Review Timelines

Programs should begin waitlist preparation activities as early as possible to ensure accurate information is available to import into the system at the beginning of the interim waitlist period<sup>1</sup>. Waitlist preparation timelines are outlined below.

Number of Waitlist Households	Number of Days Before Interim Waitlist Period
0-50 households	14 days
51-200 households	10-30 days
201+ households	30-45 days

### Waitlist Preparation Activities

1. Remove households from the waitlist if families no longer need care.
2. Confirm the request details.
  - a. Review all requests – preference, projected, and excess.
  - b. If families made requests but did not identify a specific program(s), contact families to identify their preferences. If families cannot be reached, select the programs(s) for families when the data is entered into MCC, with the understanding that families will review and update their requests after the transition.
  - c. FCC requests: If families made requests for FCC but did not identify a specific provider(s), select providers(s) for families (when the data is entered into MCC) based on family preferences and geographic location, with the understanding that families will review and update their requests after the transition.
3. Ensure that each household has at least one valid email address. *If an email address is not available, the household (and request data) cannot be entered into MCC.*
4. Confirm the family’s preferred email address and identify whom the email address belongs to (sponsor or spouse).
5. Confirm the family’s phone number, the phone number type (Home, Work/Duty, Mobile, DSN, Other), and whom the phone number belongs to (sponsor, spouse, both).
6. Identify unborn children’s projected date of birth, and ensure it is before the date care needed.
7. Collect the date care is needed for each request.
8. Confirm the family type.

Refer to Table 1 for Required MCC Household Data Fields and Table 2 for Military/Family Types Used by MCC.

<sup>1</sup> Households and requests are transferred to MCC during the interim waitlist period. The interim waitlist period begins the day after the program stops using the existing waitlist system, and ends the day the program is fully transitioned to MCC.

## Waitlist Transition Preparation

**Table 1: Required MCC Household Data Fields**

Sponsor's First Name	Phone Number
Sponsor's Last Name	Phone Type (Home, Work, DSN, Mobile, Other)
Sponsor's Branch of Service	Phone Belongs To (Sponsor, Spouse, Both)
Military/Family Type (select from Military/Family Types Used by MCC)	Child's First Name (for each child)
Primary Email Address	Child's Last Name (for each child)
Primary Email Address Belongs To (Sponsor or Spouse)	Child's Date of Birth (for each child in MM/DD/YY format)

**Table 2: Military/Family Type Used by MilitaryChildCare.com**

<b>COMBAT RELATED WOUNDED WARRIOR</b>	<b>DoD CIVILIAN</b>
Combat Related Wounded Warrior	Single DoD CIV
<b>CHILD &amp; YOUTH DIRECT CARE EMPLOYEE</b>	Dual DoD CIV
Single C&Y Direct Care Employee	DoD CIV w/Working Spouse
C&Y Direct Care Employee w/Working Spouse	DoD CIV w/Spouse Seeking Employment
C&Y Direct Care Employee w/Spouse Seeking Employment	DoD CIV w/Student Spouse
C&Y Direct Care Employee w/Student Spouse	DoD CIV w/Non-Working Spouse
C&Y Direct Care Employee w/Non-Working Spouse	
<b>ACTIVE DUTY</b>	<b>SURVIVING SPOUSE COMBAT RELATED</b>
Single Active Duty	Surviving Spouse Combat Related-Working
Dual Active Duty	Surviving Spouse Combat Related-Seeking Employment
Active Duty w/Working Spouse	Surviving Spouse Combat Related-Student
Active Duty w/Spouse Seeking Employment	Surviving Spouse Combat Related-Not Working
Active Duty w/Student Spouse	
Active Duty w/Non-Working Spouse	
<b>GUARD/RESERVE on ORDERS</b>	<b>DoD CONTRACTOR</b>
Single Guard/Reserve on Orders	Single/Dual DoD CTR
Dual Guard/Reserve on Orders	DoD CTR w/Working Spouse
Guard/Reserve on Orders w/Working Spouse	DoD CTR w/Spouse Seeking Employment
Guard/Reserve on Orders w/Spouse Seeking Employment	DoD CTR w/Student Spouse
Guard/Reserve on Orders w/Student Spouse	DoD CTR w/Non-Working Spouse
Guard/Reserve on Orders w/Non-Working Spouse	
<b>OTHER FEDERAL EMPLOYEES</b>	<b>MILITARY RETIREES</b>
Single/Dual Other FED Employee	Military Retiree
Other FED Employee w/Working Spouse	
Other FED Employee w/Spouse Seeking Employment	
Other FED Employee w/Student Spouse	
Other FED Employee w/Non-Working Spouse	