



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
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WASHINGTON NAVY YARD DC 20374-5140

Canc: Jul 2025

CNICNOTE 11101
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17 Jul 2024

CNIC NOTICE 11101

From: Commander, Navy Installations Command

Subj: NAVY FAMILY HOUSING WAITLIST PRIORITY FOR FAMILY CHILD CARE
SERVICE PROVIDERS

Ref: (a) 116 P.L. 283
(b) CNIC M-11103.3
(c) CNIC M-11103.1 CH-1
(d) OPNAVINST 1700.9E CH-1
(e) DoD Instruction 6060.02 CH-2 of 5 August 2014

Encl: (1) Navy Housing Priority 1B Waitlist Agreement

1. Background. Per reference (a), priority for certain military family housing may be given to an Armed Forces spouse who agrees to provide family child care services in their home. This notice provides guidance needed for implementation of reference (a) and will be incorporated into updated references (b) and (c). For the purpose of this notice, family child care services includes only certified military Family Child Care (FCC) providers.

2. Scope and Applicability. This notice is effective immediately and applies to Navy Family Housing and Privatized Navy Family Housing (also referred to as Public Private Venture (PPV) housing) at Commander, Navy Installations Command (CNIC) installations and joint bases where Department of Navy is the housing lead. CNIC Child and Youth Program (CYP) has assessed child care supply versus demand based on an installation's child care waitlist and on-base child care capacity. The following installations have been identified as having a need for additional child care: Naval Air Station Jacksonville, Joint Expeditionary Base Little Creek-Fort Story, Naval Air Station Oceana, Naval Station Norfolk, Naval Support Activity Hampton Roads, Norfolk Naval Shipyard, Naval Weapons Station Yorktown, Naval Air Station Lemoore, Naval Base Coronado, Naval Base Kitsap, Naval Base Point Loma, Naval Base San Diego, Naval Base Ventura County, and Joint Base Pearl Harbor-Hickam. CNIC will update this list as necessary, at least annually.

3. Policy. Per reference (a), Navy Family Housing has a waitlist category (priority 1B) for eligible housing applicants that meet the requirements described in 3.a. below. Eligible

applicants will be placed on the waitlist using their established control date based on the priorities in reference (c) and may be placed in priority 1B, directly below priority 1A.

a. Priority 1B Waitlist Eligibility. To be eligible for priority 1B, the Active Duty Service Member's Spouse must be eligible for military family housing per reference (b) or (c), and agree in writing, using enclosure (1), to become certified and provide FCC services in military family housing based upon the need at the installation (i.e., full day, part-day, extended hours, or infant only care) for a minimum of one year. Applicants for priority 1B must be either:

(1) A transferring FCC provider with:

(a) A minimum of one year of experience, in good-standing, at the previous FCC Program

(b) A recommendation from the FCC Director or appropriate representative at the previous location to continue as an FCC Provider

(c) The ability to obtain Navy certification or recertification per reference (d) within 90 days of arrival at the receiving installation; or

(2) An applicant with at least one year experience providing family child care services off the installation verified by Installation CYP Director and/or FCC Director and the ability to obtain Navy certification within 90 days of housing occupancy.

b. Housing Eligibility. The Housing Service Center (HSC) will place the applicants on the bedroom eligibility waitlist that meets state and local capacity requirements for family child care services for no less than six children under the age of eight. This does not include children of the household eight years of age or older. To allow the maximum benefit with proper capacity for family child care services, depending on availability, recommend alignment with National Association for Family Child Care space requirement guidance at approximately 35 net square feet (SF) per child within first floor living areas (kitchen, living and dining room SF). Per reference (a), additional bedroom allowances may be given to eligible applicants on the 1B priority waitlist. For additional guidance on ratio and group size, see reference (e).

c. Housing Acceptance and Refusals. Per reference (c), one turndown of adequate housing should be allowed without adversely affecting an eligible applicant's 1B priority position on the Navy housing waitlist.

d. Change in Eligibility Status. Failure to comply with section 3.a. specifications above, for any reason, may impact placement on the Navy housing waitlist as priority 1B, housing eligibility, and tenant's bedroom allowance. The tenant may be required to reapply for housing either at the end of their initial term or on the last day of the month if the change occurs in a month-to-month lease, including being placed on a waitlist at a different priority or moving to a home with the suitable number of bedrooms.

e. Waivers. Requests for exceptions to this housing policy on an individual basis may be initiated by the installation, endorsed by the Region, and forwarded to CNIC housing for approval. However, the initial eligibility requirements detailed in section (e)(3) of reference (a) may not be waived.

4. Responsibilities

a. CNIC will:

(1) Align policy in future updates to references (b) and (c).

(2) Add priority 1B into enterprise Military Housing database as a housing waitlist priority selection option.

b. Region Commanders will:

(1) Determine available housing resources at their installation designed to meet requirements outlined above for operating family child care services.

(2) Provide oversight and assistance to installations in the administration and implementation of this policy.

(3) Monitor the progress, usage and effectiveness of priority 1B waitlists.

(4) Appoint a Region Housing point of contact to liaise with CYP as necessary.

(5) Adjust Region policy to align with requirements of references (a), (b), and (c).

c. Installation Commanding Officers will:

(1) Comport with the Department of Defense (DoD) FCC Program per Standards of Operation in reference (e) which at a minimum includes conducting home inspections and offering FCC provider training. In addition, installations must have processes in place to follow-up and investigate any reports of unauthorized child care. Unauthorized child care is not condoned within the DoD.

(2) Adjust local policy to align with requirements of references (a), (b), (c), and Region policy.

(3) Designate an HSC staff member to work with the Installation CYP Director or Monitor and encourage the designated housing representative to attend Installation CYP Quality Review Board meetings.

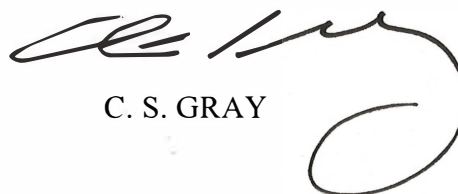
d. Navy Housing Installation Program Director will:

- (1) Provide enclosure (1) to prospective tenants as requested.
- (2) Ensure prospective tenants understand the process to include, if applicable, the PPV lease addendum regarding home-based businesses.
- (3) Process the waitlist priority request by:
 - (a) Review information provided.
 - (b) Verify certification status by working with the Installation CYP Director and/or FCC Director.
 - (c) Validate that requests are complete and approved.
 - (d) Provide a copy of the completed request and housing application to the PPV partner when referring the prospective tenant to the partner.
- (4) Notify the PPV partner of any change in FCC provider status that may impact bedroom allowance to allow the PPV partner to determine whether to terminate the tenant's lease at lease renewal (either at end of initial term or on last day of month if on a month-to-month lease) and request the tenant reapply for housing for a home with the suitable number of bedrooms.
- (5) Accept and review monthly report from Installation CYP Director and/or FCC Director on ongoing certification status for FCC Providers living in Navy Family Housing that require continued waitlist priority verification.

5. Records Management

- a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
- b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager or the OPNAV Records Management Program (DNS-16).

6. Cancellation Contingency. This notice is in effect for one year until it is superseded by another notice or instruction, whichever occurs first.


C. S. GRAY

Releasability and distribution:

This notice is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.

Navy Housing Priority 1B Waitlist Agreement

This Navy Housing Priority 1B Waitlist Request must accompany the housing application form DD-1746 if the applicant intends to receive housing priority by agreeing to provide family child care services for Navy Child and Youth Program (CYP).

To be filled in by Spouse agreeing to provide family child care services:

From: _____ and _____
Sponsor/Service Member's Name Spouse's Name/Priority 1B Waitlist Applicant

To: Housing Service Center, _____
Installation Name

Spouse's Phone Number: _____

Spouse's E-mail: _____

We are applying for housing with the intention of becoming a certified Family Child Care (FCC) provider, through Navy CYP, which could afford 1B priority placement on the housing waitlist.

As the spouse of a Service Member, I certify that I am eligible for military family housing and meet one of the two options below (Initial next to applicable option):

1. _____ I have previously served as a Family Child Care (FCC) Provider with at least one year of experience, in good-standing at _____ (the previous FCC Program location);
- OR
2. _____ I have provided family child care services for at least one year in _____ (previous City or County) within _____ (state) that can be verified by Installation Child and Youth Program (CYP) Director.

I further agree that: (Initial each statement below)

_____ I am eligible to provide family child care services and obtain certification at the _____ (new installation) within 90 days of housing occupancy.

_____ I will abide by Navy requirements and qualifications and remain an FCC provider upon certification for at least one year.

_____ I understand if my ability to obtain FCC certification changes for any reason and I am on the waitlist it may result in a change to Priority 1B eligibility OR it may impact my housing eligibility and bedroom allowance.

_____ I understand if there is a change in my eligibility or certification while residing in housing, I may be required to reapply for housing or move to a home with suitable number of bedrooms at the end of the lease term or when in a month-to-month lease.

_____ I understand that if I am placed in a PPV home, I may be required to sign an addendum to my lease with the PPV partner concerning home-based businesses before I can operate an in-home business.

By signing below, I certify that all the above information is correct and I meet all criteria.

Spouse's Signature: _____ DATE: _____

Please Note: All programs operating on DON installations or in facilities receiving DON funding or oversight shall comply with all supporting service facility, health, and safety standards (including child/Staff ratios, group sizes, and required background checks for personnel). All programs shall be included in the required local inspections. Standards can be found in OPNAVINST 1700.9E CH-1 and DoD Instruction 6060.02 CH-2 of 5 August 2014.

For Installation CYP Director or FCC Director Use (Please select one):

Installation CYP Director/FCC Director, _____ (name) has reviewed the request and:

_____ certifies the above information has been verified and the applicant meets the criteria listed above.

_____ cannot verify information provided, and/or the applicant does not meet the criteria listed above.

Installation CYP Director/FCC Director Signature: _____ DATE: _____