

Enrollment Procedures and Responsibilities Protocol

REFERENCES

- (a) DoDI 1315.19, The Exceptional Family Member Program (EFMP)
- (b) MCO 1754.4C, Exceptional Family Member Program (EFMP)

1. **PURPOSE.** To provide practices, requirements and guidance regarding enrolling dependents in EFMP, to include requests for disenrollment.

2. **BACKGROUND.** Per DoDI 1315.19, EFMP is a mandatory enrollment program, designed to coordinate Permanent Change of Station (PCS) assignments for active duty sponsors who have family member(s) with specialized medical and/or educational needs. EFMP enrollment requires completion of the DD Form 2792 and DD Form 2792-1, outlining the medical and educational requirements of family members.

3. INSTALLATION PROCEDURES AND RESPONSIBILITIES

- a. Provide EFMP enrollment information and training to sponsors, family members, installation commands, and activities.
- b. For each family member being considered for enrollment, provide the sponsor:
 - (1) DD Form 2792, Family Member Medical Summary.
 - (2) DD Form 2792-1, Special Education/Early Intervention Summary, for children who have, or are eligible for, an Individual Family Service Plan (IFSP) or Individualized Education Program (IEP).
- c. If enrollment paperwork is received by EFMP installation personnel, it will be reviewed for completion and signed on the Administrative Certification block on DD Form 2792 (Page 3) and Administrative Review block on DD Form 2792-1 (Page 2).
- d. Installation staff upload the DD 2792, DD 2792-1 and accompanying IFSP or IEP to the EFMP Case Management System (CMS), which is the official system of record for the program. Staff use the functionality within the CMS to notify HQMC EFMP.
- e. No earlier than 24 hours after upload, staff confirm the documents uploaded and saved in nightly refresh of the CMS. Once confirmed, the paper documents may be shredded.

4. SPONSOR PROCEDURES AND RESPONSIBILITIES

- a. Family Member Medical Summary – DD Form 2792

- (1) Ensure the form (to include applicable addenda) is completed by a qualified medical provider for every family member being considered for enrollment (required for dependents with medical and/or educational needs).
 - (2) Ensure that the parent/guardian or dependent of majority age signs and dates the Privacy Act Statement and Authorization for Disclosure of Medical Information block (Page 1) and the Demographics/Certification block (Page 3).
- b. Special Education/Early Intervention Summary – DD Form 2792-1
- (1) Ensure the form is completed for any child who has, or is eligible for, an IFSP or IEP. This includes dependent children who attend private or charter schools or children who are privately home-schooled and remain eligible for special education under Individuals with Disabilities Education Act (IDEA).
 - (2) Include current copy of IFSP or IEP with DD Form 2792-1 submission as well as a completed DD Form 2792.
 - (3) Ensure parent/guardian or student of majority age signs and dates the Demographic block (Page 2) and Release of Information block (Page 3).
 - (4) Completion of DD Form 2792-1 is the responsibility of a school official if the child is enrolled in a public, private, charter or home-schooled with special education or related services provided through the school. If a child is homeschooled and does not receive special education services through the school, a parent may complete the DD Form 2792-1. Children ages 0-3 and receiving Early Intervention Services will have the DD Form 2792-1 completed by the local Early Intervention program.
 - (5) Parental declination of IFSP or IEP services does not negate a child's eligibility for such, and therefore does not warrant EFMP disenrollment, per DoDI 1315.19.
- c. Sponsors must update their enrollment every three years, or sooner if the medical and/or educational requirements change.
- d. Refusal to submit required information may result in sponsor assignment to a location that is unable to support the medical and/or educational requirements of the family member and/or denial of command sponsorship of the family member to OCONUS locations.

5. DISENROLLMENT PROCEDURES AND RESPONSIBILITIES.

- a. Requesting disenrollment due to a change in medical care and/or educational requirements.
- (1) Sponsor submits an updated DD 2792, outlining current requirements for care, as documented by a qualified medical provider.
 - (2) If the family member previously submitted the DD 2792-1, with IFSP or IEP, an updated DD 2792-1, completed by the school, must be submitted. If the family member has graduated from High School, a copy of the diploma or General Education Diploma may be submitted in lieu of the DD 2792-1.
 - (3) HQMC EFMP Nurse Case Manager will review submitted documentation and make

a determination on enrollment status, based upon the eligibility criteria outlined in DoDI 1315.19, section 3.

- b. Requesting disenrollment due to an administrative or dependency status change.
 - (1) When the family member is no longer the sponsor's dependent, the sponsor should update DEERS and contact HQMC EFMP to request disenrollment.
 - (2) Sponsors may contact HQMC EFMP via phone at 703-784-0298 or email at hqmc.efmp@usmc.mil.
- c. HQMC EFMP Nurse Case Manager will review submitted DD 2792 and/or DD 2792-1 or DEERS status update to determine if disenrollment is appropriate. In all circumstances, sponsors will be notified of the outcome of the disenrollment request via official letter. If disenrolled, the case will be closed in the CMS.
- d. In an effort to reduce sponsor burden, HQMC EFMP conducts daily, monthly, and quarterly reviews of the CMS to identify and disenroll those who are no longer administratively eligible for EFMP enrollment:
 - (1) Daily reviews consist of identifying Marines who have separated or retired or those who have been widowed or divorced when the spouse is the family member with special needs.
 - (2) Monthly reviews consist of identifying Marines with minor dependents who have turned 21 or 23 (if full time student) and there is no indication the family is pursuing an incapacitated dependent status to maintain DEERS dependency.
 - (3) Quarterly reviews consist of identifying cases assigned to HQMC EFMP that have never been fully enrolled but notification was received that enrollment is warranted. These cases remain in a pending status until HQMC EFMP receives enrollment paperwork or can confirm that enrollment is not required.