NAVY EXCEPTIONAL FAMILY MEMBER PROGRAM

Resource Guide

NAVPERS 15614J (08/08)

INTRODUCTION

The Exceptional Family Member Program (EFMP) is designed to provide support to military family members with special needs. The EFMP is a multidisciplinary assignment tool that interfaces with other military and civilian agencies to provide comprehensive and coordinated medical, educational, community and personnel support to military families with special needs. EFMP documents long-term medical needs (including physical and mental health) and special education needs of Exceptional Family Members as mandated by OPNAVINST 1754.2C. Enrollment in the EFMP ensures consideration of the needs of family members in the detailing process.

PURPOSE

The EFM Program ensures optimum use of Permanent Change of Station (PCS) money by considering the Navy's requirements, the service member's career, and the special needs of family members.

GOAL

- Identify family members with long-term needs for special medical and educational services.
- Ensure that family members are located at duty stations where medical and special educational needs can be met.

SHOULD YOU BE ENROLLED IN THE EXCEPTIONAL FAMILY MEMBER PROGRAM?

To determine whether the program applies to you, answer the following questions. If you answer "yes" to any of them, contact your Command point of contact, the EFMP Coordinator at your local hospital/clinic, or the EFMP resource specialist at your local Fleet and Family Support Center for additional information. It's important that you enroll before your Projected Rotation Date (PRD) to ensure your detailer considers your family's special needs prior to selecting your next duty station.

- Do you have a child with a disability?
- Do you have a dependent child over 21 in the incapacitated dependent program?
- Do you have a child in special education more than 10 percent of the school day?
- Do you have a spouse or child receiving treatment for cancer, lupus, heart disease, leukemia, diabetes, mental illness, or other long-term illness?
- Do you have a family member in a residential treatment facility?
- Do you have a child receiving medical care through a state medical program?
- Do you have a family member receiving Supplemental Security Income (SSI) benefits?
- Are you a geographic bachelor because of a family member's special medical or educational needs?

SPONSOR RESPONSIBILITIES

As a sponsor, you are responsible for:

- Contacting your EFMP Coordinator (usually at your servicing medical

treatment facility) and enrolling all family members with chronic medical, mental health, and/or educational conditions requiring special services.

- Reviewing completed applications (DD Form 2792 "EFMP Medical Summary" and DD Form 2792-1 "EFMP Special Education/Early Intervention Summary").
- Ensuring required forms are updated every three years or when changes in your family member status occur. (Category 6 EFMP temporary category must be updated every year.)
- Disenrolling from EFMP when divorced, your EFM is deceased, medical or educational needs no longer exist, or the family member no longer resides with the sponsor (see page 10 for additional information about disenrollment).
- Maintaining and updating your EFMP application.

EFMP COORDINATORS RESPONSIBILITIES

Every Military Treatment Facility (MTF) appoints an EFMP Coordinator to facilitate the enrollment process. Coordinators are responsible for the following:

- Assisting service and family members with completing DD Form 2792 and DD Form 2792-1.
- Maintaining copies of the EFMP enrollment forms.
- Submitting completed EFMP applications to the appropriate Central Screening Committee (CSC).
- Following up on category determinations for enrolled members.

WHO IS ELIGIBLE FOR THE EFM PROGRAM?

Family members of active duty personnel or Reservists called to active duty and PCSing with family members who meet the following criteria:

- Is enrolled in DEERS.
- Has been diagnosed with a chronic medical, mental health or educational condition for six months or longer that requires special services.
- Resides with the active duty sponsor (exceptions include geographical bachelors and family members receiving inpatient care or living in an educational setting).

ENROLLMENT

MTF EFMP Coordinator will assist with facilitating the enrollment process.

If you are not located near an MTF, forms may be obtained from the Fleet and Family Support Centers (FFSC). To locate the center nearest you, visit **www.ffsp.navy.mil**.

Medical and/or educational summaries must be completed for school-aged children. The treating physician(s) should complete DD Form 2792. A school official familiar with your child's condition must complete DD Form 2792-1. You are responsible for reviewing the forms prior to signing, to ensure accuracy. Return completed forms to the MTF Coordinator who will review/sign the forms and forward them to a CSC.

In areas without an MTF or EFMP Coordinator, you would mail the EFMP application forms (with other required documentation) to the appropriate CSC. Locations and telephone numbers for CSCs are listed on pages 6-7 of this Resource Guide.

FORMS

The enrollment forms, DD Form 2792 "Exceptional Family Member Medical Summary" and DD Form 2792-1 "EFMP Special Education/ Early Intervention Summary" are available on the Internet at:

www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf
www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792-1.pdf

The following must be completed:

DD FORM 2792 Application

Must be completed/signed by the service member or spouse and verified by an EFMP Coordinator. Personal notes and/or additional information may be included. Medical summaries must be completed/signed by the medical provider (military or civilian). The sponsor must review all sections for accuracy and completeness. A signed "Functional Medical Summary" must be included for all children with special educational needs, even when no medical condition is apparent.

ADDENDUM 1: Asthma/Reactive Airway Disease Summary

Completed/signed by a medical provider (military or civilian), if the family member has a history of asthma or reactive airway disease.

ADDENDUM 2: Mental Health Summary

Completed by the mental health provider (military or civilian), if the family member has a history associated with mental health.

DD Form 2792-1 EFM Special Education/Early Intervention Summary

Completed/signed by a school official or early intervention provider, if the child is younger than 3. A legible copy of the current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) must also be submitted. Letters/reports from the school or early intervention providers may be included. If enrolling a school-aged child with medical needs only, a school official or early intervention provider must endorse Page 3 of the 'Special Education Worksheet' documenting that there are no special educational needs.

Upon completion of all the enrollment forms, provide them to your MTF EFMP Coordinator. It's important to keep a copy of all forms for your records as well.

CENTRAL SCREENING COMMITTEE (CSC)

In areas with no MTF or EFMP Coordinator, forward completed applications to the appropriate Central Screening Committee. The CSC that will review your application is determined by the location of your current duty station.

CSC locations:

1. East of the Mississippi River in the continental United States, Europe, Africa, South America, and the Caribbean:
   Department of the Navy
   Naval Medical Center
   Central Screening Committee (Code 0465C)
   Exceptional Family Member Program
   620 John Paul Jones Circle
   Portsmouth, VA 23708-2197
   Commercial: (757) 953-5900

2. West of the Mississippi River in the continental United States and Alaska:
   Department of the Navy
   Naval Medical Center, Suite 100

Central Screening Committee
Exceptional Family Member Program
34520 Bob Wilson Drive
San Diego, CA 92134-2100
Commercial: (619) 532-6910

3. **Countries in the South Pacific, Asia, and Hawaii:**
   Department of the Navy
   U.S. Naval Hospital Yokosuka
   Central Screening Committee
   Exceptional Family Member Program
   PSC 475, Box 1, Code 121
   FPO AP 96350-1600
   Commercial: 011-81-46-816-5794
   DSN: 315-243-5794

The CSC validates appropriate enrollment and recommends one of the following categories for your EFM:

Category 1: Enrollment for monitoring purposes for medical, mental health, and educational needs.

Category 2: Pinpoint overseas and remote continental United States (CONUS) assignments. Care is usually available at most locations, except for some isolated CONUS and overseas areas. If orders are for overseas duty, the family must successfully complete overseas screening.

Category 3: No Overseas Assignments. The EFM's medical condition, mental health condition, and educational needs preclude assignment to most overseas locations where services to meet those needs are not available.

Category 4: Major medical areas within continental United States to include Hawaii. The EFM's medical, mental health, and educational needs require assignment to billets within a 50-mile radius of major medical locations. This can be a major Military Treatment Facility or a civilian TRICARE facility.

Category 5: Homestead program. The EFM's needs are highly specialized, complex and/or severe requiring continuity of care. The service member receives a long-term assignment to an area that can support multiple seashore rotations. These locations are typically in the geographic areas of Norfolk, Va.; Jacksonville, Fla.; San Diego, Calif.; Bremerton, Wash.; and Washington, D.C.

Category 6: Temporary category. The EFM's condition requires a stable environment for six months to one year due to ongoing treatment or diagnostic assessments. Temporary EFMP status must be updated within the year either to a permanent category or to be disenrolled.

The committee must have current, complete information in order to assign your EFM to the appropriate category. After making a recommendation, the CSC forwards your application to Navy Personnel Command (NPC) EFMP Execution Branch (PERS-451) in Millington, Tenn., (866) U-ASK-NPC.

THE FINAL PROCESS

When the Navy Personnel Command (NPC) EFMP Execution Branch (PERS-451) in Millington, Tenn., receives your application:

1. The EFMP Execution Manager reviews the category recommendation from the CSC and determines the final enrollment and category.
2. The detailing record is flagged to notify the detailer of your EFM status.
3. The file is reviewed when PCS orders are issued to ensure availability of the required services at your new assignment.

UPDATING ENROLLMENTS

Enrollment updates are required every three years from the date Navy Personnel Command approves your enrollment, with the exception of Category 6 (temporary category), which must be updated within one year of enrollment.

Exceptions include:

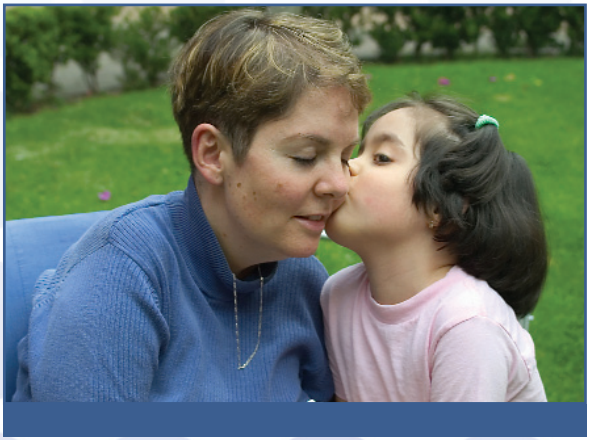
- When there is a change in a medical diagnosis or a new diagnosis, updates must be submitted at that time.
- When there is a change in educational needs, updates must be submitted at that time.
- If an update is due at the time of your Periodic Rotation Date, the update should be started at least 12 months prior to PRD.

DISENROLLMENT

May be requested if any of the following occurs:

- Your family member no longer requires special medical, early intervention, or educational services as validated by a physician/ school official.
- Medical and mental health conditions have been in remission for a minimum of three years with no more than routine primary care.
- Your family member no longer resides with you due to divorce, loss of custody, or death. If this is the case, forward a serialized letter on command letterhead to the local MTF EFMP. Refer to MILPERSMAN 1300-700 for additional information on disenrollment procedures.

When the enrolling condition no longer exists, a completed DD Form 2792 and DD Form 2792-1, as applicable, submitted through the MTF EFM Program Coordinator is required.



SPECIAL EDUCATION AND EARLY INTERVENTION SERVICES

The Department of Defense Education Activity (DoDEA) provides special education services. Military medical departments' Educational and Developmental Intervention Services (EDIS) provides early intervention services and certain related services in support of DoDEA special education programs in overseas locations. DoDEA, EDIS, and EFMP work together to coordinate assignment recommendations to officer and enlisted detailers regarding appropriate locations for children with special educational needs. When you are informed of a potential overseas assignment, contact the EFMP Coordinator at your stateside MTF to start the required screening process for family members moving overseas.

If you have questions regarding school and special education services at your overseas duty station, contact:

- The European Area Special Education Coordinator at DSN (314) 338-7219 or commercial 011-49-611-380-7219, or
- The Pacific Area Special Education Coordinator at DSN (315) 644-5670 or commercial 011-81-611-744-5670.

For more information on DoDEA, visit:

DoDEA Europe
www.eu.dodea.edu

DoDEA Pacific
www.pac.dodea.edu

Domestic Dependent Elementary and Secondary Schools
www.am.dodea.edu

As you depart your stateside duty station, HAND-CARRY copies of all the information about your child's education program to the next duty station.

You will be able to begin appropriate special education services for your child right away if you hand-carry required records with you, rather than wait for your household shipment to arrive.

After submitting your EFM application, HAND-CARRY a copy of the current Individual Education Plan (IEP) to the DoDEA Representative or the current Individual Family Service Plan (IFSP), if your child receives early intervention services, to the appropriate early intervention provider.

DoDEA resources include the school principal, special education teacher, and the program manager for the Educational and Developmental Intervention Services (EDIS) clinic.

RESOURCES

Armed Services YMCA

The Armed Services YMCA in your area provides access to emergency assistance support groups, counseling, and transportation to medical appointments and therapeutic recreation outlets.

www.asymca.org

Early Return/Reassignment Program

The Navy Early Return/Reassignment Program ensures availability and continuity of care for military dependents currently stationed OCONUS or INCONUS, where required medical, mental health or special educational services are unavailable through military or civilian sources. The program is designed as a last resort means through which members may be returned to geographical locations to meet specialized needs of family members due to unusual circumstances. Refer to MILPERSMAN 1300-306 for additional information.

Exceptional Parent Magazine

The Web site for this magazine has a wide range of parent support information for parents of children with special needs.

www.eparent.com

Fleet and Family Support Center (FFSC)

The FFSC assists families with relocation information that includes medical and educational information, along with related community agency referrals, information about housing, spouse employment, personal financial management, moving-with-children skills, and a host of other topics critical to a successful PCS move. FFSC staff are an excellent source for additional information to support your special-needs family member.

www.ffsp.navy.mil

Humanitarian Reassignment Program

The Navy Humanitarian Reassignment Program can assist in a no-fault transfer or humanitarian reassignment due to an emergency medical condition of a family member. Contact them at (901) 874-3542 or DSN 882-3542. Refer to MILPERSMAN 1300-500 for additional information.

MilitaryHOMEFRONT

MilitaryHOMEFRONT is the official source for Department of Defense quality-of-life information. MHF provides a wealth of information ranging from how to find commissaries and exchanges to how to reach loved ones who have been injured in combat. MHF provides families with special needs with information on programs and services both within and outside the military. Subscribe to the MilitaryHOMEFRONT special-needs newsletters for up-to-date information sent right to your e-mail address.

www.militaryhomefront.dod.mil/efm

Military OneSource

Military OneSource is a 24-hour, seven-days-a-week, toll-free information and referral telephone service available worldwide to active duty and Reserve military members and their families, deployed civilians, and their families. Military OneSource provides information ranging from everyday concerns to deployment and return/reunion issues.

Additionally, if there is a need for face-to-face counseling, OneSource can provide a referral for six sessions per issue with professional civilian counselors at no cost to the Sailor or family member. (Note: In-person counseling is available only in the U.S. and Puerto Rico. OCONUS, OneSource can help access those services provided through the military medical treatment facilities.) Counseling, online information and articles, and printed materials are provided at no cost to the Sailor/family member. All costs, including postage, have been pre-paid by DoD.

Telephone consultation may be anonymous if the caller wishes.
For additional information call (800) 342-9647, available 24/7.

www.militaryonesource.com

National Information Center for Children with Disabilities (NICHCY)

NICHCY identifies special education resources in each state and most U.S. territories.

www.nichcy.org

Navy and Marine Corps Relief Society (NMCRS)

NMCRS assists eligible families facing a financial crisis with unpaid medical expenses. Contact the local NMCRS at the nearest Navy facility.

www.nmcrs.org

Plan My Move

Plan My Move is a DoD tool for families who are moving to a new duty station. PMM provides a three-month fully customizable calendar of actions to make your move go more smoothly. It also contains information on military installations worldwide. Key information in PMM will assist you in answering questions for your particular family situation, including providing addresses, phone numbers, and e-mail addresses for the installation's FFSC and Relocation Assistance Program Office.

www.militaryhomefront.dod.mil/moving

Social Security Administration (SSA)

The Social Security Administration has answers to questions about Supplemental Security Income (SSI), Social Security Disability Insurance, and other monetary assistance programs. If you are receiving SSI or other SSA-sponsored assistance, you must contact them before transferring.

www.ssa.gov

Specialized Training of Military Parents (STOMP) and Parent Educational Advocacy Training Center (PEATC)

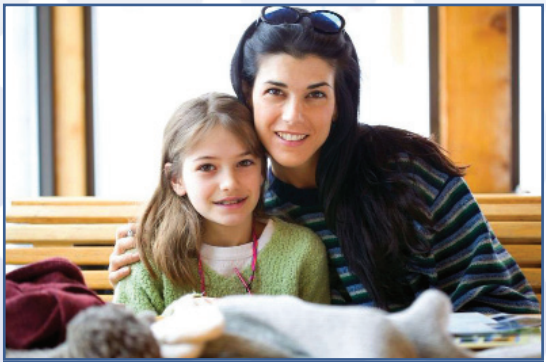
Both agencies provide assistance to families with special-needs children. STOMP (**www.washingtonpave.com**) and PEATC (**www.peatc.org**) assist families in understanding and identifying individual education

programs and in negotiating with school districts to obtain the best services possible.

Suitability Screening

The Suitability Screening Program is designated to determine the suitability of service and family members for overseas or remote assignments by identifying special needs. Service and family members who are improperly screened can arrive at overseas, remote duty stations with requirements beyond the capability of local medical, dental, educational, or community resources. Every member is required to screen within 30 days of transfer orders per OPNAVINST 1300.14 and MILPERSMAN 1300-304. For additional information contact your local suitability screening coordinator at the installation medical treatment facility.

Additional information about local resources such as support groups, advocacy services, respite care, and local and state organizations is available from local Fleet and Family Support Centers or the EFMP Coordinator at the Military Treatment Facility (MTF).



HEALTH CARE INFORMATION

Relocation

When preparing to move, contact your EFM's physician to obtain referrals and ensure continuing care at the new location or your TRICARE Beneficiary Counseling and Assistance Coordinator (BCAC) at any MTF.

The BCAC can help you:

- Locate civilian physicians who accept TRICARE assignments
- File claims
- Find information regarding Extended Care Health Option (ECHO)
- Identify other special programs

Notify your personnel office of non-medical attendant travel needs INCONUS when accompanying family members to medical facilities for emergency/specialized care in lieu of emergency leave or no-cost orders.

TRICARE

The TRICARE Web site, **www.tricare.mil**, provides up-to-date information about the policy and benefits of this frequently changing program. The TRICARE Handbook is available under the "Resources" section.

Department of Health and Human Services

The DHHS Web site links you to National Institutes of Health, CancerNet, AIDS information, and a host of similar health-related information groups.

www.dhhs.gov

Navy Bureau of Medicine and Surgery (BUMED)

The BUMED Web site describes services and special programs at each Navy Medical Treatment Facility.

http://navymedicine.med.navy.mil

Extended Care Health Option (ECHO)

In 2005, TRICARE introduced ECHO to replace the Program for Persons with Disabilities (PFPWD). ECHO offers most of the benefits that PFPWD did, plus the addition of home respite care and an increase in the allowable cost share from the government from $1,000 to $2,500. ECHO provides financial assistance and additional benefits for services, equipment or supplies beyond those available through TRICARE Prime, Extra or Standard.

Active duty family members who have one of the following conditions may qualify for ECHO benefits:

- Moderate or severe mental retardation
- A serious physical disability
- An extraordinary physical or mental health condition that leaves the beneficiary homebound
- Multiple disabilities involving two or more body systems

For eligibility information, you may contact your Special-needs Coordinator:

- North Region: (877) 874-2273
- Southeast and Southwest Region: (800) 444-5445
- West Region: (888) 874-9378
- Overseas: (888) 777-8343

For additional information on ECHO, contact your regional coordinator or visit the TRICARE Web site ECHO page:

www.tricare.mil/mybenefit/home/overview/specialprograms/ECHO

Incapacitated Dependent Program (INCDP)

This program allows you to extend military ID card privileges for disabled children over age 21. Adult children must be unmarried, disabled before age 21, and incapable of self-support. For more information, contact Navy Personnel Command (PERS-352E) at (901) 874-3360 or DSN 882-3360.

HOUSING

Contact your local base housing office to:

- Apply for emergency housing assistance for medical reasons
- Submit a hardship housing request
- Request needed housing adaptations

Sponsors with severely disabled EFMs in Categories 4 or 5 may be placed on the waiting list for family housing directly below the freeze zone. Contact your housing officer for additional information.

Contact the Personal Support Detachment (PSD) Office to inquire about eligibility for Basic Allowance for Housing (BAH) waiver or Family Separation Allowance (FSA). You may qualify if you are a geographic bachelor residing apart from your family because care was not available at the new duty station and the family was not able to accompany you.

FREQUENTLY ASKED QUESTIONS

Will the EFMP enrollment hurt my chances for promotion?

Promotion and selection boards DO NOT have access to your EFMP status. There are hundreds of success stories for senior enlisted and officers who have special-needs families.

Will enrollment limit assignments to Norfolk or San Diego?

No. Depending on your assigned category, your assignments will vary. Locations may be in remote areas or at large fleet concentration areas.

Will this affect sea-shore rotation?

No. Fleet concentration areas were set by the CNO to prevent interruption of sea-shore rotation.

Will enrollment in the EFMP affect my opportunity to deploy?

All Sailors enrolled in EFMP must remain world-wide deployable and assignable.

If an emergency occurs, what help is available?

Humanitarian transfers (HUMS) may be available to accommodate your emergency needs. HUMS are for temporary situations usually lasting no more than six months.

Why should I enroll in the EFM Program?

Enrollment in the EFM Program is mandatory if you have a family member in need of special services. By applying you will ensure that your family's needs are met, allowing more focus on the needs of the military without concern for your family. The EFM Program is the avenue to a better quality of life for your family and for you!

POINTS OF CONTACT FOR THE EFM PROGRAM

American Epilepsy Society: (800) 332-1000

American Liver Foundation: (800) 223-0179, (800) 465-4837

ARC: (800) 433-5255, (301) 565-3842

Asthma and Allergy Hotline: (800) 7-ASTHMA, (202) 466-7643

Autism Society of America: (800) 328-8476, (301) 657-0881

Cleft Palate Association: (800) 242-5338, (919) 933-9044

Deaf-Blindness Association: (800) 255-0411

Epilepsy Foundation of America: (800) 332-1000, (301) 459-3700

International Dyslexia Association: (800) 222-3123

International Shriners Hospitals: (800) 237-5055, (813) 281-0300

Juvenile Diabetes Hotline: (800) 223-1138, (212) 785-9500 (for both children and adults)

Muscular Dystrophy Family Foundation: (800) 544-1213

National Assoc. for Alzheimer's Disease: (800) 272-3900, (312) 335-8700

National Cancer Institute: (800) 4-CANCER

National Cystic Fibrosis Foundation: (800) 344-4823, (301) 951-4422

National Down Syndrome Society: (800) 221-4602, (212) 460-9330

National Easter Seal Incorporated: (800) 221-6827, (312) 726-6200 (early intervention)

National Kidney Foundation: (800) 622-9010

National Multiple Sclerosis Society: (800) 532-7667, (212) 986-3240

National Organization on Fetal Alcohol Syndrome: (800) 666-6327

Navy Fleet and Family Support Centers: (800) FSC-LINE, (800) 372-5463

Scottish Rite Foundation: (202) 232-3579 (speech/hearing/language)

Sickle Cell Disease Association: (800) 421-8453

Spina Bifida Hotline: (800) 621-3141, (202) 944-3285

United Cerebral Palsy: (800) 872-5827

Contact your local EFMP Coordinator for additional information:

Contact Name:

Phone:

Fax:

E-mail:

Navy EFM Program Manager

Chief of Naval Personnel

5720 Integrity Drive

Millington, TN 38005 (866) U-ASK-NPC

www.npc.navy.mil/channels

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