EFMP PCS Checklist

Screening, records and services for exceptional family members

When a family member is enrolled in the Exceptional Family Member Program (EFMP), a PCS takes extra steps. Most hold up orders if they are late, so start early and keep copies of everything.

Moving from: _____ Moving to: _____

Report date: _____ Pack-out date: _____

EFMP family member(s): _____ EFMP point of contact: _____

Before orders are final

- [ ] Confirm EFMP enrollment is current; update it if needs or diagnoses have changed
- [ ] Ask your EFMP office if family member travel screening is required for this move
- [ ] Ask providers to complete screening forms early (they can take weeks)
- [ ] Research the gaining location's specialty care, therapies and school services
- [ ] Ask your EFMP office about assignment coordination before accepting orders
- [ ] Note any wait lists for specialists at the new location

Once you have orders

Medical & therapy

- [ ] Request complete medical, therapy and evaluation records
- [ ] Ask current providers for referrals and a summary letter
- [ ] Get 90 days of medications and supplies before you leave
- [ ] Ask about TRICARE ECHO or other benefits that continue after the move
- [ ] Book first appointments at the gaining location

School & support

- [ ] Request a copy of the current IEP or 504 plan and recent evaluations
- [ ] Contact the gaining School Liaison Officer about services
- [ ] Find the gaining EFMP Family Support office and introduce yourself
- [ ] Ask about respite care at the new installation
- [ ] Make a one-page “All About Me” for new teachers and providers

EFMP contact log

Date	Office / person	Phone / email	What we discussed	Next step

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Notes

Pro tip: Hand-carry the EFMP binder: records, IEP/504, medication list and provider contacts. It's the first thing new providers and schools will ask for.

Keep going with PCS Like A Pro

Find more printables and step-by-step help at **pcslikeapro.org**, starting with the **EFMP** page. Want your whole move in one place? The **Command Center** binder walks you from orders to keys.

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