



Building positive futures for Virginia's children,
with and without disabilities, through family,
school and community partnerships

PCSing with an Exceptional Family Member (EFM) Checklist for families relocating CONUS (Stateside)

If you are PCSing with an exceptional family member (EFM), the following checklist may be helpful to you. **Not all of the items in the checklist will apply to all PCSing families.** In addition, you may want to check out PEATC's [Digital Portfolio for Military Families](#).

This portfolio provides service members with the ability to keep their exceptional family member's paperwork in a digital, portable format. It organizes personal, educational, medical, legal, and military information and documentation for quick and easy access and can eliminate the need to keep countless binders or move paperwork from one duty station to another.

3-6 MONTHS BEFORE YOUR MOVE

MEDICAL

- Is anyone in your family due for any medical/therapeutic/dental appointments? If so complete those before your move.
- Complete mandatory EFMP screening.
- Request all medical/therapy/dental records.
- Contact TRICARE if PCSing to a different TRICARE region.
- Research the disability services (Medicaid, Medicaid Waivers, etc.) in your receiving state.
- Contact your EFMP Case Liaison to facilitate a warm handoff to the EFMP Case liaison in your receiving state. (Note – Coast Guard families keep the same service provider regardless of location.)

EDUCATIONAL

- Research the schools in your receiving state. (If you are living on base find out more about the schools that are zoned for base housing.)
- Locate your new state's Parent Training and Information Center (PTI). Contact them to find out about that state's special education regulations and how they may differ from the state in which you are currently based.
- Schedule an Individualized Education Program (IEP) meeting at your child's current school to make any needed updates on your child's IEP and ensure all evaluations are up to date.

- Connect with your local school liaison to ask for a warm handoff to the school liaison at the new installation and inquire about the possibility of preregistration.
- Notify your school or early intervention agency of your impending move and request a copy of your child's records, including transcripts, progress reports, evaluations, the latest IEP or Individual Family Service Plan (IFSP), and assessments.

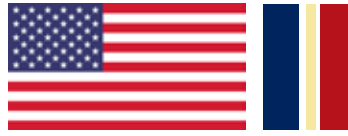
1 – 3 MONTHS BEFORE YOUR MOVE

MEDICAL

- Refill all prescriptions and order medical supplies (if necessary). Obtain prescription orders in case you need refills on the road.
- Pick up ALL medical/dental records.
- Make contact with your current state's Medicaid Waiver service system or community services board (CSB) for help with the next steps in your new state.

EDUCATION

- Pick up all educational records.
- Contact receiving school or district's (if identified) special education department to let them know of your pending arrival and request the next steps.
- Make sure PCS orders are accurate (including names, SSNs, DOB, and DOD number) so you can register your student for school upon arrival.



PCSing CHECKLIST

- Send the receiving school required information if early registration is an option.
- Keep contact information for your child’s current teacher/case manager or early intervention specialist in case there are questions at your new school or your new early intervention agency.
- Visit the [Military Interstate Children’s Compact Commission \(MIC3\) website](#) and become familiar with the military-connected student protections specific to your receiving state.
- Provide the staff at your child’s current school with the contact information for the special education and administrative staff at your child’s new school to speed the transfer of information.
- Visit your new state’s education department website for special education timelines and additional information on special education in that state.

UPON ARRIVAL

MEDICAL

- Connect with your new TRICARE provider to communicate your family’s medical needs.
- Connect with your new EFMP Case Liaison.
- Schedule appointments with your family’s primary care providers and specialists.
- Connect with your new case manager or local agency representative for your Medicaid Waiver services. This may or may not be a CSB.
- If receiving SSI or SSDI funding, contact your local SSA office with your address change.

EDUCATIONAL

- Take the hand-carried educational information, including immunization records and PCS orders, with you to enroll your child in the local school.
- Schedule an IEP meeting.
- Notify the new school of your child’s educational needs and sign appropriate releases so they can request any needed copies of your child’s records.
- Connect with your new local EFMP Family Support staff and school liaison.
- Reconnect with your new state’s PTI.

NOTES:



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