



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, 55TH WING (ACC)  
OFFUTT AIR FORCE BASE, NEBRASKA**

**MEMORANDUM FOR FAMILY CHILD CARE APPLICANTS**

**FROM:** 55 FSS/FSFF

**SUBJECT:** Initial Family Child Care (FCC) Training Classes

1. Thank you for inquiring about the Family Child Care Program.
2. Please fill out the FCC Application and the Statement of Conviction form and return to the FCC Office. Please fill in the name of your military spouse's First Sergeant and his/her email address below as well as your own email address.
3. We must receive your completed paperwork at least 2 weeks prior to the next Family Child Care training class that you wish to attend in order for the necessary background checks from various agencies to be performed prior to an applicant taking the class. The receipt of your application places you in the next available class.
4. The Family Child Care initial Training Class meets in the Family Child Care Office on Base. The hours of the class are 0830 – 1600 Monday – Wednesday. Contact the FCC Office for the next available training class.
5. Again, thank you for your interest. If you have any questions please contact us at 294-9016/17.

//SIGNED//  
ANGELA CARLSON, GS-9  
Family Child Care Coordinator

//SIGNED//  
JUWARN MIDDLETON, GS-9  
Family Child Care Coordinator

First Sergeant \_\_\_\_\_

First Sergeant email address \_\_\_\_\_

Provider's email address \_\_\_\_\_

*The Sun Never Sets on the Fightin' Fifty-Fifth*