

The EFMP Enrollment Process



EFMP Exceptional Family Member Program

Enrollment in the Exceptional Family Member Program is mandatory for active-duty military members who have family members who meet the criteria for identification with a medical or educational need. The EFMP provides comprehensive and coordinated support to enhance mission and family readiness.

The essential steps for enrollment:

1 Identification

If a service member believes their spouse, child or adult dependent meets the medical or educational enrollment criteria, they should contact their military treatment facility EFMP office to initiate the enrollment process.

- ▶ DOD medical or education representatives may refer the service member to the MTF EFMP office if they believe the family may meet the eligibility criteria.

2 Completing the EFMP enrollment form(s)

Collaborate with the appropriate medical provider, educational provider or both to complete the DD Form 2792, "Family Member Medical Summary" or the DD Form 2792-1, "Early Intervention/Special Education Summary." Remember, the service member cannot sign for a family member who is over the age of majority.

- ▶ For both forms, the family completes the demographics information section. The provider is responsible for completing the remaining portions.
- ▶ The service member must submit a complete, up-to-date Individualized Education Program or Individual Family Service Plan with the DD Form 2792-1, as applicable.
- ▶ After the provider completes the form, review for accuracy. Communicate with the provider if the form does not convey a full picture of the medical or educational needs. Once the form is complete and accurate, the service member or family member signs the document.

3 Form review

The MTF EFMP coordinator or service designee will review the form for completeness.

- ▶ If the form has all the necessary information, the coordinator or designee will forward the form to the service enrollment office. If any information is missing, the coordinator or designee will contact the service member and assist with obtaining the information until the form is complete.

4 EFMP enrollment office decides

The service enrollment office will review the submission and determine whether the family meets the enrollment criteria, and provide notification of the decision.

- ▶ If the family member does not meet the criteria, the service enrollment office will contact the service member and the coordinator to provide the determination and the process will end.
- ▶ If the family member meets the criteria, the service enrollment office will contact the service member and the coordinator regarding enrollment in the program.
- ▶ After enrollment, the Family Support office will provide information on support services available to the family.

! Routine updates

The service member must provide updated information every three years or as the family member's needs change.

- ▶ Submit an updated DD Form 2792 or 2792-1 or both as needed.

For additional assistance, including specialty consultations, planning tools, non-medical counseling and more, call or visit <https://www.militaryonesource.mil> | 800-342-9647

