The South Shore YMCA is committed to providing YMCA membership, programs, camps and services to individuals and families, regardless of ability to pay. Financial assistance is made possible by charitable contributions from our Y community through our Annual Campaign. Assistance is awarded based on income level and funds available.

ELIGIBILITY

Financial assistance to subsidize Y programs, camps and membership is granted based on the need demonstrated by household income and/or extenuating circumstances. Applicants are required to pay a portion of the fee for the Y program for which they are requesting assistance. Any individual or family may seek financial assistance by completing this Financial Assistance Application form and submitting all required documentation.

PROGRAMS & CAMP: FINANCIAL ASSISTANCE PROCESS

Financial Assistance for South Shore YMCA programs is available for Y members and non-members. Please return the Financial Assistance Application form and required documentation to the Y Member Services Team at least two weeks prior to program or camp registration for processing. If you do not receive your final Financial Assistance approval prior to the registration date, you will be required to pay for the program in full. Adjustments may be applied once approval is complete. Please reach out to the Membership Director for guidance prior to program and camp registration dates.

MEMBERSHIP: FINANCIAL ASSISTANCE PROCESS - “TRUST & VERIFY”

A 30-day “Trust & Verify” period will be activated immediately upon providing a completed Financial Assistance Application form with required documentation to the Y Member Services staff while we review and process your application and documentation. New “Trust & Verify” members who do not turn in a complete application/documentation within 21 days will revert to the full price monthly dues.

HOW TO APPLY

• An individual or family may apply for Financial Assistance by completing the Financial Assistance Application in full and submitting all required documentation.
• Completed applications and required documentation must be presented in person to the Quincy YMCA or Emilson YMCA Membership Director. All applications remain confidential.
• Your application will be reviewed by our Y staff and approved by a Y supervisor.
• If approved, you will receive your unique program, camp and/or membership rate. This Financial Assistance award rate is effective for one year from the Financial Assistance Award Letter date.
• You will receive a reminder when your award is about to expire to reapply for the following year.

REQUIRED DOCUMENTATION

Along with this form, provide the following documentation for all adults over the age of 18 living in the household:

1. Proof of Address: Current lease/mortgage, driver’s license, car insurance, change of address form or bank statement
2. Proof of Income: A copy of your most recent 1040 Federal Tax return (first 2 pages) or Schedule C if self-employed. If you are not legally obligated to file taxes, please provide one the following documents to verify income:
   • A copy of your most recent bank statement(s) including the deposits page
   • One month’s worth of pay stub(s) for all current jobs
   • Letter from employer stating rate and frequency of pay
   • Statements for all government assistance received (TAFDC, SSI, DTA, child support, alimony, etc.)
MEMBERSHIP, PROGRAM & DAY CAMP FINANCIAL ASSISTANCE APPLICATION FORM

**APPLYING FOR**

**CHOOSE ALL THAT APPLY:**

- Membership
- Programs
- Day Camp

**TODAY’S DATE** / / 

**HOME BRANCH**

- Emilson YMCA
- Quincy YMCA

**PRIMARY APPLICANT NAME**

- 

**EMAIL**

- 

**HOME PHONE**

- 

**CELL**

- 

**EMPLOYER**

- 

**TITLE**

- 

**EMERGENCY CONTACT**

- 

**PHONE**

- 

**HAVE YOU APPLIED FOR FINANCIAL ASSISTANCE AT THE SOUTH SHORE YMCA BEFORE?**

- Yes
- No

**TOTAL ESTIMATED ANNUAL GROSS INCOME FOR HOUSEHOLD:** $

**# OF PEOPLE IN HOUSEHOLD:** 

**APPLICANT INFORMATION COLLECTED FOR GRANTS AND DEMOGRAPHIC REPORTING**

- Ethnicity:
  - Asian/Pacific Islander
  - African American / Black
  - Hispanic
  - Native American
  - Caucasian / White
  - Unspecified

- Preferred Language:
  - English
  - Arabic
  - Chinese
  - Portuguese
  - Spanish
  - Other

**FAMILY/HOUSEHOLD INFORMATION**

- Additional adults must show i.d. for address verification

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<thead>
<tr>
<th>NAME</th>
<th>GENDER</th>
<th>RELATIONSHIP</th>
<th>DOB</th>
<th>EMERGENCY CONTACT PHONE</th>
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**INCOME VERIFICATION & DOCUMENTATION**

1. **PROOF OF INCOME: CHOOSE ONE**

- IRS form 1040 Page 1 & 2 only or Schedule C if Self-Employed
- Unemployment Letter
- if not legally obligated to file taxes, provide one of the following
  - Drivers’s License or Car Insurance
  - Four consecutive pay statements for all current jobs
  - Most recent bank statement (including deposits page)
  - Letter from employer stating rate & frequency of pay
  - Statements of all government assistance

2. **PROOF OF ADDRESS: CHOOSE ONE**

- Current Lease / Mortgage
- Bank Statement
- USPS Change of Address Form

**PROOF OF GUARDIANSHIP (IF REQUESTED)**

- School Report
- Birth Certificate
- Other:

To protect the privacy of applicants, all documents containing Personal Identifiable Information (PII) will be stored in a locked cabinet or safe until verified by the approver. PII consists of Social Security number, bank account and credit card information, or a driver’s license, state ID, or Federal ID number.

- Verification will be made by a supervisory level staff or designated part time staff. In no case can the employee who processes the transaction verify the financial aid documentation.
- Once the verification process is completed, all documents containing Personal Identifiable Information will be destroyed.
- Documents can be dropped off at the Y. Scans/photos of documents may not be sent electronically by text or e-mail.
- YMCA staff may make one copy of documents if the applicant only has originals. Copies will stored in a locked cabinet or safe until action is taken and the original returned to the member. Under no circumstances will digital copies be accepted or saved.

**STAFF VERIFICATION & APPROVAL**

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<thead>
<tr>
<th>APPLICANT NAME</th>
<th>APPROVED DISCOUNTS</th>
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<tbody>
<tr>
<td>ANNUAL INCOME</td>
<td>$</td>
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<tr>
<td>SGA Number</td>
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<tr>
<td>START DATE</td>
<td>END DATE</td>
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The above documents and the applicant meet the requirements for financial assistance:

- Membership
- Programs
- Day Camp

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<tr>
<th>STAFF REVIEWER NAME</th>
<th>STAFF REVIEWER SIGNATURE &amp; DATE</th>
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<tbody>
<tr>
<td>SUPERVISOR NAME</td>
<td>SUPERVISOR APPROVAL SIGNATURE &amp; DATE</td>
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