

Waynesboro Area YMCA
OPEN DOORS
Financial Assistance Program
Membership, Athletic Club, General Programs, Child Care and Day Camp



The Waynesboro Area YMCA is a not-for-profit, Christian service organization committed to helping people reach their full potential in spirit, mind, and body. ***OPEN DOORS*** is a program of assistance based on a sliding fee scale that is designed to fit each individual's financial situation. The YMCA believes a strong sense of ownership and pride is developed if the recipient has contributed to the cost of their YMCA involvement; therefore, you will be asked to pay some portion of the fees.

The Waynesboro Area YMCA requires that individuals provide the requested information on the attached form so that it can provide financial assistance in a fair and consistent manner. All information will be kept confidential. *The YMCA also requires re-application annually for membership.* Your fees are subject to increase when you reapply. If you do not reapply, your enrollment will be terminated.

To process your application, **YOU MUST PROVIDE** copies of the following information:

Copy of current federal tax return [1040]

If you do not have a copy, you may obtain one by calling the Internal Revenue Service.

Copies of last four pay stubs for all working adults

IF YOU ARE UNEMPLOYEED, you need to provide a copy of your award letter stating when your benefits begin and the amount in which you will receive.

Documentation of any and all additional household income including Federal or State assistance such as food stamps, unemployment compensation, alimony, child support, worker's compensation, etc.

Description of any unusual expenses or circumstances.

Separation/divorce proof if submitting single parent application with attached tax return filed jointly with spouse.

All information must be submitted in a sealed envelope to the attention of Membership Development Director. Please allow 10-14 business days to process your application.

Please thoroughly review the Open Doors procedures on the following page.

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Open Doors Procedures:

1. Complete the attached Open Doors application. **All financial information and application must be submitted in a sealed envelope to the attention of the Membership Development Director.**
 - a. For your privacy, YMCA staff **cannot** make copies of your financial information and require your information to be in a sealed envelope. Note: If you do not have a copy of your tax return, you may obtain one by calling the Internal Revenue Service.
 - b. Residents of Pennsylvania who wish to apply for Childcare or Y's Nest Preschool are required to apply to CCIS [Child Care Information Services] program for assistance prior to application consideration for YMCA assistance. Call 1-800-682-5702 or 263-6549 to see if you qualify. *If not approved, we require written notification from CCIS.*
2. The Membership Development Director will thoroughly review your application and will determine financial assistance eligibility. Please allow 10-14 business days to process your application (provided that all required information is included). Incomplete applications will be returned to the applicant.
 - a. Funds for Open Doors are made available through generous contributions of our Partnership with Youth annual campaign and United Way of Franklin County. Assistance is based on a sliding scale which takes into account household income and household size. All families will be asked to pay some portion of the fees.
3. You will be notified by mail or phone regarding your application.
4. Each recipient **MUST** complete a *thank you letter* to your sponsor at the time when the membership or program registration is completed. We will provide sponsor information, YMCA stationary, and mail your letter(s) once completed. [Youth may draw pictures]
5. If no action is taken after approval notification from the YMCA, the Y will destroy your application after 90 days. If you do not reapply to renew your membership, your membership will be terminated.

**** Please note: requesting specific programs does not guarantee availability. Space is limited in most programs and can not be held during the application process. You should allow ample time for paper work to be processed prior to the registration date(s). IF AN APPLICANT REGISTERS FOR MEMBERSHIP OR PROGRAM PRIOR TO APPROVAL THEIR WILL BE NO RETRO-ACTIVE REFUNDS MADE FOR THE DIFFERENCE IN COST.****

