

Financial Assistance Agreement

Please read carefully and sign at the bottom.

Usage Requirement: Everyone age 8 and over must use the facility **24** times in six months. You may use the facility as many times as you wish, but it must be at least 24 times. The member(s) who do not meet the usage requirement will need to wait 6 months to re-apply for financial assistance.

The usage requirement is non-negotiable.

Checking In: All memberships are kept confidential. Therefore, the Welcome Center Staff does not know if you need to meet a usage requirement. It is **YOUR** responsibility to make sure that everyone that is present is checked in at the Welcome Center when using the facility. In the event that you or another member forget your membership card, it is your responsibility to make sure that you are checked in to the facility by giving the staff member your name/names. If you lose your membership card, you may purchase another card for \$1.00 at the Service Desk.

Change in Income/Family Status/Billing Information: If you have any change in income (either more income or less) please let us know. In most cases it will not require an appointment, however, we may need to recalculate your information.

Honesty: One of the Core Values of the YMCA-YWCA is Honesty. We base financial assistance on documentation of income provided by you. All income must be provided in order to accurately calculate assistance. If other income sources are revealed that were not provided at the time of the assistance appointment, your membership will be immediately terminated. **The honesty policy is non-negotiable.**

If you have any change in family status (marriage, divorce, address change, etc.) please let us know.

If you have any change in billing information, it is **YOUR** responsibility to let us know **as soon as possible**. If your billing information changes and we are not informed, your payment may come back to us as insufficient funds, resulting in a \$30.00 charge being added to your account. **You will be responsible for any membership dues as well as the non-sufficient fund fee of \$30.00, which must be paid BEFORE the use of the facility.**

Cancelling Your Membership: You may cancel your membership at any time. You will need to fill out a cancellation form **by the 26th of the month** in order to stop the **following month's** scheduled payment.

By signing this Financial Assistance Agreement, I acknowledge that I have read and agree to all of the requirements for membership.

Signature: _____ Date: _____

Do not write in this space. For office use only.

Marshalltown YMCA-YWCA Financial Assistance Application

Appt. Date: & Time: _____

Proof of income is **REQUIRED**. If you are claiming that you have no monthly income in dollars and/or no aid, please provide an explanation of how you pay monthly expenses such as rent, utilities, vehicle, phone, etc. If you are living with someone other than a spouse, you **MUST** provide Adult household income information. The application will not be considered if this information is not provided.

INCOME VERIFICATION GUIDELINES

Financial assistance applicants must provide all the following that apply to you or persons living in your household:

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|---|---|
| *Most recent tax return or W-2 if taxes are not figured yet | *Food stamps and/or FIP |
| *Unemployment verification papers for current year | *Heating assistance |
| *Last TWO, most recent, paycheck stubs of all jobs worked in the current year | *Housing assistance |
| *Social Security Disability/Social Security | *IRA/other retirement income |
| *Alimony or Dependent (child) support if applicable | *Per Capita payments (American Indian) |
| | *Stipend: foster parent, guardian, or any regular payment/allowance received for services rendered. |
| | *Student loans |

1. **Government Assistance (FIP):** The DHS Office will provide a statement of assistance received or the Applicant may bring in the Notice of Decision (with names of eligible persons and total income including Food stamps, FIP)

2. **Other Government Assistance:** Heating and housing assistance documents also need to be provided at The time of appointment.

3. **Social Security Disability:** Letter from Social Security office or Notice of Decision stating the monthly Benefit amount. This often needs to be accompanied by government assistance income statement as Applicable.

4. **Unemployed:** Notification of eligible benefits from unemployment office. Federal tax return will still be needed as unemployment is a taxable income.

5. **Full-time College Student:** Letter from registrar's office indicating a current full-time student status, accompanied by a detailed listing of loans for the current school year, if applicable. A school schedule is not

How to apply for Financial Assistance:

- Pick up a Financial Assistance application at the YMCA-YWCA Service Desk BEFORE scheduled appointment. Completed form and ALL financial information must be provided at the time of the appointment. If financial information is not provided, appointment WILL BE RESCHEDULED.
- Schedule an appointment by calling Tara Weatherly in Member Services at (641)-752-8658.
- Applications will be kept on file for 30 days. All unclaimed applications will be considered void and the applicant will need to reapply.
- Any membership rate changes will be assessed to membership fees based on the percentage of assistance.
- Payments for memberships can be Semi-Annual (6-Month full payment via check, cash, credit card) or monthly via automatic payments from an account of choice (checking, savings, debit, credit card)