



ARMED SERVICES YMCA

MILITARY OUTREACH INITIATIVE RESPITE CHILDCARE APPLICATION- YMCA

THIS APPLICATION IS FOR RESPITE CHILDCARE AT YMCA LOCATIONS ONLY

IN PARTNERSHIP WITH THE ARMED SERVICES YMCA, THE DEPARTMENT OF DEFENSE IS PROUD TO OFFER RESPITE CHILDCARE SERVICE AT PARTICIPATING YMCA FACILITIES NATIONWIDE. TO QUALIFY FOR THIS SERVICE, MILITARY MEMBERS/FAMILIES MUST MEET ELIGIBILITY CRITERIA FOR ONE OF THE PROGRAM CATEGORIES LISTED BELOW:

CATEGORY 1: DEPLOYED GUARD/RESERVE

FOR SPOUSE/CHILD DEPENDENTS DURING DEPLOYMENT AND OR MOBILIZATION

- My spouse is currently on Title 10 Deployment/Mobilization orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse has physically relocated away from home, and is not living within commuting distance from home during his/her mobilization/deployment
- I meet all eligibility criteria listed above in this category

CATEGORY 2: RELOCATED SPOUSE

FOR SPOUSE/CHILD DEPENDENTS DURING DEPLOYMENT AND OR MOBILIZATION

- My spouse is currently on Title 10 Deployment/Mobilization orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My family have relocated away from the military installation my spouse was deployed from
- I meet all eligibility criteria listed above in this category

CATEGORY 3: INDEPENDENT DUTY PERSONNEL (IDP)

FOR SERVICE MEMBERS WITHOUT ACCESS TO MILITARY GYM EQUIPMENT

- I am currently on Title 10 orders within the United States of America issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- I am currently assigned to a command/unit that is geographically isolated from any military fitness facilities and does not offer any access to free physical fitness equipment
- I meet all eligibility criteria listed above in this category

CATEGORY 4: WARRIOR TRANSITION UNIT:

FOR SERVICE MEMBERS TO REHABILITATE AFTER COMBAT RELATED INJURY

- I am currently on Title 10 Deployment/Mobilization orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- I have been sent home to complete rehabilitation/recovery orders due to combat related injury
- I meet all eligibility criteria listed above in this category

INSTRUCTIONS:

ARMED SERVICES YMCA NATIONAL HEADQUARTERS CONTACT INFORMATION:

EMAIL: DODYMCA@ASYMCA.ORG (PREFERRED)

PHONE: 571-932-3200

MAIL: ARMED SERVICES YMCA NATIONAL HEADQUARTERS

ATTN: DOD CONTRACT

14040 CENTRAL LOOP SUITE B, WOODBRIDGE VA 22193

FOR MORE INFORMATION, PLEASE VISIT THE ARMED SERVICES YMCA WEBSITE:

WWW.ASYMCA.ORG/MOI

NEW MEMBERSHIPS

MILITARY PERSONNEL/FAMILIES-

STEP 1: DETERMINE ELIGIBILITY USING "MEMBER ELIGIBILITY CRITERIA" ON PAGE 1

STEP 2: COMPLETE "FORM 1: RESPITE CHILDCARE, SECTIONS 1-3" ON PAGE 4

STEP 3: TURN IN PAPERWORK TO LOCAL YMCA MEMBERSHIP SERVICES

LOCAL YMCA MEMBERSHIP SERVICES-

STEP 1: REVIEW SUBMITTED PAPERWORK FOR COMPLETION

STEP 2: COMPLETE "FORM 1: RESPITE CHILDCARE, SECTION 4" ON PAGE 4

STEP 3: COMPLETE OR ATTACH AN ATTENDANCE LOG (TEMPLATE ON PAGE 3)

STEP 4: COMPLETE "FORM 2: REIMBURSEMENT INVOICE" ON PAGE 5

STEP 5: TURN IN APPLICATION TO THE ARMED SERVICES YMCA NATIONAL HEADQUARTERS VIA EMAIL OR MAIL (EMAIL PREFERRED)

SPECIAL DIRECTIONS FOR LOCAL YMCA MEMBERSHIP SERVICES:

1. PLEASE REGISTER YOUR YMCA BRANCH AT:
[HTTPS://YEXCHANGE.ORG/PROGRAMADMINISTRATION/PAGES/FUNDING-AVAILABLE-FOR-MILITARYFAMILY-RESPITE-CHILD-CARE.ASPX](https://yexchange.org/programadministration/pages/funding-available-for-militaryfamily-respite-child-care.aspx)
2. ALL PAPERWORK MUST BE SUBMITTED EVERY CALENDAR MONTH FOR REIMBURSEMENT
3. EVERY CALENDAR MONTH RESPITE CHILDCARE SERVICES ARE USED, THE MEMBERSHIP SERVICES DEPARTMENT MUST LOG THE DATES AND HOURS THE CHILDREN USE THE FACILITY ON AN ATTENDANCE LOG (EXAMPLE TEMPLATE: PAGE 3)
4. IN THE MONTH OF MARCH, RESPITE CHILDCARE REQUESTS MUST BE SUBMITTED FOR MARCH 1-16 BY MARCH 16, AND MARCH 17-31 BY THE FIRST WEEK OF APRIL

SPECIAL NOTICE:

IN THE MONTH OF MARCH:

REQUESTS MUST BE SUBMITTED FOR MARCH 1-16 BY MARCH 16

AND FOR MARCH 17-31 BY THE FIRST WEEK OF APRIL

PLEASE EMAIL DODYMCA@ASYMCA.ORG FOR QUESTIONS

FORM 1: RESPITE CHILDCARE ELIGIBILITY FORM

ALL SECTIONS MUST BE COMPLETED – NO EXCEPTIONS

SELECT ONE: NEW MEMBERSHIP RENEWAL MEMBERSHIP

SECTION 1: SPONSOR INFORMATION

- A) SPONSOR NAME (LAST, FIRST): _____
 B) SPONSOR RANK (E1 – O10): _____
 C) SPONSOR/FAMILY 10 DIGIT PHONE NUMBER: _____
 D) SPONSOR/FAMILY EMAIL ADDRESS: _____

SECTION 2: CATEGORY/ELIGIBILITY INFORMATION

- A) DOD SERVICE BRANCH (SELECT ONE):
 ARMY AIR FORCE MARINE CORPS NAVY
- B) TITLE 10 STATUS (SELECT ONE):
 DEPLOYED GUARD/RESERVE RELOCATED SPOUSE
 INDEPENDENT DUTY PERSONNEL WARRIOR TRANSITION UNIT
- C) DUTY STATION: _____
- D) PROJECTED DATE RANGE OF ASSIGNMENT (REQUIRED FOR ALL PROGRAM CATEGORIES):
 START DATE: _____ MONTH / YEAR END DATE: _____ MONTH / YEAR

SECTION 3: MEMBER AUTHORIZATION SIGNATURE

1. I CERTIFY THAT I AM/MY SPOUSE IS CURRENTLY TITLE 10 AND IS ELIGIBLE FOR A YMCA MEMBERSHIP UNDER THE MILITARY OUTREACH INITIATIVE.

SIGNATURE OF SPONSOR OR SPOUSE: _____ **DATE:** _____

SECTION 4: TO BE COMPLETED BY THE LOCAL YMCA:

NAME (LAST, FIRST)	AGE(S)	HOUR(S)	X \$6.00	=	SUBTOTAL
			X \$6.00	=	\$
			X \$6.00	=	\$
			X \$6.00	=	\$
			X \$6.00	=	\$
TOTAL REIMBURSEMENT					\$

FORM 2: REIMBURSEMENT INVOICE

**SPECIAL NOTICE:
IN THE MONTH OF MARCH:
REQUESTS MUST BE SUBMITTED FOR MARCH 1-16 BY MARCH 16
AND FOR MARCH 17-31 BY THE FIRST WEEK OF APRIL**

TODAY'S DATE: _____ **CONTRACT NUMBER:** HDQMWR-08-C-0046

PREPARER'S NAME & TITLE **CEO/ED REVIEWED AND APPROVED**

MONTH, YEAR OF RESPITE CARE SERVICES: _____

ELIGIBILITY CATEGORY	NUMBER OF CHILDREN	TOTAL HOURS OF CHILDCARE	X	\$6.00	=	SUBTOTAL
DEPLOYED GUARD/RESERVE			X	\$6.00	=	\$
RELOCATED SPOUSE			X	\$6.00	=	\$
INDEPENDENT DUTY PERSONNEL			X	\$6.00	=	\$
WARRIOR TRASITION UNIT			X	\$6.00	=	\$
TOTAL REIMBURSMENT:						\$

FOUR DIGIT ASSOCIATION NUMBER _____

YMCA NAME _____

MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE) _____

VENDOR ID (ASYMCA USE) _____

FOR ARMED SERVICES YMCA NATIONAL HEADQUARTERS INTERNAL USE:	
CHILDREN BY SERVICE BRANCH:	CHILDREN AGES 0-5:
	CHILDREN AGES 6-12: