



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PAYMENTS FROM THIRD PARTY SUBSIDY

Our BASE programs are licensed by Washington State DCYF (Department of Children, Youth, and Families) and accept state subsidy paid through Working Connections, DCYF or other 3rd party options.

### Registration

All families using DSHS/DCYF subsidy are subject to the same registration process. Online registration is accessible to all but will require fees to be paid in order to complete this registration. Any fees paid online at the time of registration, will be applied to the account and applied towards future co-pays and/or refunded if the co-pay is assigned to another provider. We encourage you to register through our registrar at 360.255.0585 if these fees are a hardship for you.

NOTE: Registrations are not considered complete until written authorization and co-payments are made on the account.

### Fees Not Paid by DSHS/DCYF

All policies regarding schedule changes, cancellation and no call fees apply and are not the responsibility of the 3rd party.

### Not Currently Authorized Families

Families not currently authorized with us are subject to all registration and tuition fees at the time of registration. Once written authorization is received, fees will be credited/refunded as determined by the authorization.

### Co-Payments

Assigned co-payments must be made monthly. Failure to make monthly payments according the financial policy may result in termination from the program. In additional, you will be responsible for the co-payment that is determined by the 3rd party, even if it is not reflected on your monthly statements, as we do not always receive notification of additions or changes until after statements have been emailed.

### Termination or Interruption of Authorization:

If authorization is terminated, interrupted or cannot be confirmed by the YMCA, even if you are in the process of re-application, the Y will require you to pay the full fee until authorization is received, in writing. If authorization is retroactive to the first day after the interruption, we will apply refund credits (minus co-pay) to your account. If you choose to end care while eligibility is being determined, we will hold your space for one week. If authorization not received within a week's time, and if requested by the parent, your name will be placed on the wait list for any sites where space is limited.