



Fee Assistance Guidebook

Established June 2018

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What is Fee Assistance?

Fee Assistance is available for qualifying families. The application process is available on our website at bass.lsr7.org under the "Rates & Info" tab or by calling our office at 986-3440.

There is a limited amount of Fee Assistance funds to be utilized by families that qualify. Once those funds are exhausted, there is no more Fee Assistance available for that year. There is a new fund for each school year.

The Fee Assistance request is processed by the Fee Assistance Team.

Fee Assistance will be verified or denied by phone or email to the families within 5 business days by BASS Administration. If care is needed immediately and your application is pending, families may pay for one month of care up front.

Requirements and Qualifications for Fee Assistance

1. Fee Assistance is available for qualifying families, and is generally contingent on Free or Reduced Lunch status. Applying parent must provide the Free or Reduced Lunch Approval Letter. Other Life Qualifying situations may be considered.
2. Applying parent must complete and sign the Fee Assistance Responsibilities and Acknowledgement Form.
3. Applying parent must enroll online for the BASS program your child will attend and must pay the entire enrollment fee for the school year and/or summer. The school year and/or summer enrollment fee will be reduced by 100% upon activation into the requested program, and the credit will be applied to the next month's charges.
4. Fee Assistance requests will not be processed until all required information and documentation has been received.
5. Applying parent is responsible for the full charges due on the account until our office receives the required information and documentation and a determination is made.
6. Parent must reapply for Fee Assistance each year.



Fee Assistance Responsibilities and Acknowledgment

Parent/Guardian Name _____

Child's Name(s) _____ DOB: _____ Age: _____ Site: _____

Child's Name(s) _____ DOB: _____ Age: _____ Site: _____

Child's Name(s) _____ DOB: _____ Age: _____ Site: _____

Child's Name(s) _____ DOB: _____ Age: _____ Site: _____

Today's Date _____

Parent's Responsibility Prior to Attendance:

- Complete Free and Reduced Lunch application and provide the approval letter to BASS or provide documentation or verification of life qualifying event.
- Complete an online enrollment form through EZ Child Track, BASS enrollment database. Applicant must pay full enrollment fee for school year and/or summer. The school year and/or summer enrollment fee will be reduced by 100% upon activation into the requested program, and the credit will be applied to the first month charges.
- Sign the Fee Assistance Approval Notice. Signature means that you understand and agree to the tuition for each month. Notification of assistance determination will be made by phone and/or written notice when complete.
- Receive confirmation email from BASS Administrative Office that child can start on hopeful start date.
- If approval letter is not available, children can start with one month's fees paid in advance which will be credited to your account and can be applied towards future tuition costs once approval is received.
- Fee Assistance is first come first served, you will get an approval or denial verification letter within 5 business days of turning the Fee Assistance Responsibilities and Acknowledgment Form.

Parent/Guardian Acknowledgement of Procedures:

- I acknowledge that I am the first parent listed on my child's enrollment form and am the party responsible for any payment due on the account.
- I understand that there is a monthly co-pay that I am responsible for paying by the 1st of the month, and if not paid by the 15th of the month, my account will receive a \$40 late fee and child care will be automatically suspended. Continued late payments may jeopardize the Fee Assistance and enrollment in BASS. Note: This does not apply to families with children in foster status.
- I will notify the BASS Administrative office and the Site Coordinator if a change of attendance status is required for my child. Any schedule increases must be reviewed and approved for the availability of additional Fee Assistance monies.
- I understand it is my responsibility to monitor Free and Reduced Lunch expiration dates and reapply for assistance prior to the expiration date to ensure no interruption in services.
 - ✓ If expiration passes and is not renewed. Families may choose to pay the full monthly fees in order to continue receiving services. Those fees must be paid to the BASS Admin office prior to the continuation of services.

By signing below, I acknowledge that I understand the requirements for enrolling my child in the Before & After School Services program and the Fee Assistance program.

Parent Signature

Director Signature



BASS Fee Assistance Life Qualifying Event Form

Parent/Guardian Name _____

Child(ren)'s Name(s) _____

BASS Attendance Location _____ Today's Date _____

Life Qualifying Event:

Date Event Occurred: _____

Estimate Date of when Fee Assistance will not be needed: _____

Additional information/documentation may be required for approval.

Parent Signature

Director Signature

Before & After School Services
1151 NE Colbern Rd.
Lee's Summit, MO 64086
Phone: 816-986-3440 / Fax: 816-986-3455
Email: taryn.wirsig@lsr7.net or georgia.johnson@lsr7.net

Fee Assistance Approval Notice

Date: _____ Parent Name: _____

Child(ren)'s Information:

Name: _____ Site: _____

Name: _____ Site: _____

Name: _____ Site: _____

Name: _____ Site: _____

Please note the following criteria regarding your Fee Assistance approval:

- Applicant must pay full enrollment fee for school year and/or summer program(s). The school year and/or summer enrollment fee will be reduced by 100% upon activation into the requested program, and the credit will be applied to the first month charges.
- School year payments are due by the 1st of the month, and if not paid by the 15th of the month, my account will receive a \$40 late fee and child care will be automatically suspended. Continued late payments may jeopardize the Fee Assistance and enrollment in BASS. Note: This does not apply to families with children in foster status.
- Any schedule increases must be reviewed and approved for the availability of additional Fee Assistance monies.
- Fee Assistance is not applied to the account until a complete enrollment with all documentation required is received.
- There are no sibling discounts. The amount listed is the amount approved per child listed above.
- Fee Assistance applies towards your child's monthly tuition, Snow Days, and Non-School Days. It does not include incidental fees such as late fees, late pick ups, lunch charges, etc.

It is the parent's responsibility to re-apply each year for Fee Assistance by contacting our office. Please call our office with any questions. Thank you.

See Table on next page for rate explanation:

Fee Assistance Status Rate/Dates Approved(circle): School Year Summer

School Year Status: _____

Month	Normal Tuition	Fee Assistance Tuition	Family Total
August			
September			
October			
November			
December			
January			
February			
March			
April			
Mag			

Total Fee Assistance School Year: _____

Summer Status: _____

Month	Normal Tuition	Fee Assistance Tuition	Family Total
Mag	TBD		
June	TBD		
July	TBD		
August	TBD		

Total Fee Assistance Summer: _____

Fee Assistance Start Date: _____ End Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

INTERNAL ONLY: Date Stamp Complete

