



# Fee Assistance Guidebook

Established June 2018

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## **What is Fee Assistance?**

BASS is not a registered provider with the state of Missouri to receive Division of Social Services subsidy payments for child care. Fee Assistance is available for qualifying families. The application process is available on our website at [bass.lsr7.org](http://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 10 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. Once approved with BASS Fee Assistance, the approved discount will be applied to the account starting in the month your paperwork is completed and will continue through the summer. Fee Assistance is not retroactive for past months.

BASS reserves the right to cancel, change dates, times, fees, or make any other revisions to Fee Assistance at any time during the school year. Advance notice of changes will be provided when possible.

Please contact the BASS office regarding our Fee Assistance Program if you have further questions at 986-3440.

## Requirements and Qualifications for Fee Assistance

1. Fee Assistance is available for qualifying families, and is generally contingent on Free or Reduced Lunch status. (See page 8 for a sample rate schedule.) Applying parent must provide the Free or Reduced Lunch Approval Letter.
  - a. Life Qualifying situations may be considered.
  - b. Additional documentation may be required for approval of Life Qualifying Events.
  - c. Examples of personal life changes are (\*not an all inclusive list):
    - i. Fire in home or other natural disaster.
    - ii. Unusual medical expenses, therapy or medication costs
    - iii. Sudden loss of income or added expense
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(s) \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_

### **Parent's Responsibility Prior to Attendance:**

- Complete Free and Reduced Lunch application and provide the approval or denial letter to BASS.
- If denied for Free or Reduced Lunch and you believe you have a life qualifying event to consider, complete the Life Qualifying Event Form and attach any documentation for verification of the 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 Responsibilities and Acknowledgement Form and the Fee Assistance Approval Notice and Fee Schedule. 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 10 business days of turning in 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 if there is a monthly co-pay that I am responsible for paying by the 1<sup>st</sup> of the month, and if not paid by the 15<sup>th</sup> 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.
- 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. There are no sibling discounts. The amount listed is the amount approved per child.
- **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

You must apply for Free or Reduced Lunch through Nutrition Services. If you have a denial letter from Free and Reduced lunch and believe you have a life qualifying event to be considered for Fee Assistance, please complete this form and attach any supporting documentation as requested or that may assist us in making a determination. Fee Assistance funds are limited and based on need.

Parent/Guardian Name(s) \_\_\_\_\_ Contact # \_\_\_\_\_

Child's Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name(s) \_\_\_\_\_ Grade \_\_\_\_\_

BASS Attendance Location \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Status (circle one) **Before & After**      **Before Only**      **After Only**      **KC Cubbies**      **3LYNX**

Life Qualifying Event/Situation (Add additional pages if not enough room):

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Did you apply for Free or Reduced Lunch? **Y N** (If yes, attach copy of approval or denial letter)

\*If no, list reason for not applying \_\_\_\_\_

Are you currently employed outside the home? **Y N** (If yes, must provide current paycheck stub)

What hours do you work, attend school, or other that necessitates child care? Please be specific - daily & weekly hours \_\_\_\_\_

Are you a full time student? **Y N** (If yes, must provide current class schedule)

What could you afford to pay monthly? \_\_\_\_\_

Date Event/Situation Occurred: \_\_\_\_\_

Estimated Date of when Fee Assistance will not be needed: \_\_\_\_\_

***Additional information/documentation may be required for approval.***

I understand by signing that I certify that the information is true and accurate.

\_\_\_\_\_

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](mailto:taryn.wirsig@lsr7.net) or [georgia.johnson@lsr7.net](mailto:georgia.johnson@lsr7.net)

**Fee Assistance Approval Notice and Fee Schedule**

Child(ren) Names: \_\_\_\_\_

School Year Status: \_\_\_\_\_

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

Summer Status: \_\_\_\_\_ Non-School Day/Snow Day Fee: \_\_\_\_\_

Month	Normal Tuition	Credit/Discount	Fee Assistance Tuition	Family Total
Mag				
June				
July				
Aug				

Total Fee Assistance School Year: \_\_\_\_\_ Total Fee Assistance Summer: \_\_\_\_\_

Fee Assistance Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date Stamp: \_\_\_\_\_



## 2019-2020 Sample Fee Assistance Rate Schedule

### Kids Country & 3LYNX

Kids Country & 3LYNX rates vary each month based on the number of days we are in session. Non-school days are \$25 each, less the 40% or 60% discount as it applies. 40% discounted amount for Non-School Days is \$15 and 60% discount is \$10 per day. Summer rates are different and are publicized in the Spring.

MONTH	Before & After	Before & After -40%	Before & After -60%		Before Only Or After Only	Before Only or After Only -40%	Before Only or After Only -60%
August	\$239	\$143.40	\$95.60		\$185	\$111.00	\$74.00
September	\$368	\$220.80	\$147.20		\$284	\$170.40	\$113.60
October	\$368	\$220.80	\$147.20		\$284	\$170.40	\$113.60
November	\$313	\$187.80	\$125.20		\$242	\$145.20	\$96.80
December	\$276	\$165.60	\$110.40		\$213	\$127.80	\$85.20
January	\$332	\$199.20	\$132.80		\$256	\$153.60	\$102.40
February	\$332	\$199.20	\$132.80		\$256	\$153.60	\$102.40
March	\$313	\$187.80	\$125.20		\$242	\$145.20	\$96.80
April	\$368	\$220.80	\$147.20		\$284	\$170.40	\$113.60
May	\$239	\$143.40	\$95.60		\$185	\$111.00	\$74.00
June	TBD	TBD	TBD		TBD	TBD	TBD
July	TBD	TBD	TBD		TBD	TBD	TBD
Aug	TBD	TBD	TBD		TBD	TBD	TBD

### KC Cubbies

Rates are monthly. School year monthly tuition is due September - May and summer monthly tuition is due June - August.

Status	School Year Tuition	-40%	-60%	Summer Tuition	-40%	-60%
5 Days Full Time	\$697	\$418.20	\$278.80	\$634	\$380.40	\$253.60
Great Beginnings Before & After	\$639	\$383.40	\$255.60	\$578	\$346.80	\$231.20
Great Beginnings Before or After	\$582	\$349.20	\$232.80	\$522	\$313.20	\$208.80

Discounts listed above are for 1 child. For additional children, simply duplicate the amount.