

# **DOD ARMED SERVICE YMCA**

## **Military Outreach Initiative**



# **FREQUENTLY ASKED QUESTIONS**

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## GENERAL INFORMATION

### **What is the Military Outreach Initiative?**

In partnership with the Armed Services YMCA, the Department of Defense is proud to offer the Military Outreach Initiative. The Military Outreach Initiative offers gym memberships and respite child care services for qualified military members and families nationwide. Through this initiative, military members and families receive access to vital resources that promote youth development, healthy living, and social responsibility.

### **Why should fitness facilities participate in this initiative?**

The Military Outreach Initiative address the needs of Service members without access to Service-provide fitness facilities as well as families of deployed Service members. Joining the initiative supports this great cause, while receiving payment for memberships issued.

### **How long is the life of the Military Outreach Initiative?**

This initiative is not included in the POM; the contract renews annually based on funds availability. Contract period is from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. The current contract is funded through March 31, 2023.

### **What is required of my facility to participate in the Military Outreach Initiative?**

Your facility must establish a staff point of contact (POC) for memberships paid through the Military Outreach Initiative. This staff POC will assist in the paperwork, payment, and renewal processes required. Your facility must have a means of recording visitation of the military personnel/family for the duration of use at your facility. Your facility must also be able to accept payment at the maximum rate of \$77/month for a family membership, and \$55/month for a single adult membership.

### **The facility does not want to participate in the Military Outreach Initiative, what should we do?**

This is a voluntary initiative; all facilities have the right to decline participation. If this is the case, please direct the military personnel/family in the direction of another YMCA or Private Fitness facility in the area that might be able to host the member(s).

## DEFINITIONS AND TERMS

*Definitions and terms as listed are for the sole purpose of this military outreach initiative*

**Active Duty Independent Duty Personnel (IDP) (Category 1):** Service members (Army, Navy, Air Force, Marine Corps) assigned to an established independent duty station without access to a free or Service-provided fitness facility. Only one membership type (single or family) authorized.

**ASYMCA:** Armed Services Young Men's Christian Association is a non-profit organization that provides support services to military service members and their families. As a member organization of the National YMCA, ASYMCA supports the motto of the Y: "We build strong kids, strong families, and strong communities." Additionally, the ASYMCA is the only non-geographic affiliate of the local YMCA's as they serve military communities.

**Child Watch:** YMCA drop-in, hourly child care, which is included in the YMCA membership at no additional cost. Parent must remain on site when children are in Child Watch. Not available at all YMCA locations.

**Commercial Service Provider (Private Fitness):** Commercial facility that provides traditional, installation-type fitness facility/services and agrees to a negotiated fitness memberships rate in support of this initiative for the DoD Military Outreach Initiative for military family readiness. A maximum of one YMCA and one private fitness facility authorized per independent duty station. If designated facility offers local/nationwide access at no additional cost to the government, members may use participating facilities.

**Deployments:** Department of Defense official action requiring the Service member to leave his or her current duty station/home and report to a location that is remote from the current location; spouse and family members are restricted/not authorized to accompany the Service member.

**Fitness Facility/Services (specific to the MOI/ASYMCA contract):** Traditional, installation-type fitness facility/services (e.g. machines and equipment for training, workout, cardio, free weights, floor exercise, etc.) Facilities may offer a variety of complimentary activities and exercise areas for spin, yoga, aerobics, etc. Does not include stand-alone programs, boutique studios and specialty centers for dance, yoga, Pilates, martial arts.

**Military Component Approving Official (MCAO):** Representative(s) from each Service (Army, Navy, Air Force and Marine Corps) who serve as their component's agent for questions in support of this contract; responsibilities include validating member eligibility and completeness of each membership application, identification of Independent Duty Stations, submission of unit-designated fitness facilities (limited to one Private Fitness and one YMCA facility per duty station), approval of all new membership applications, and as applicable, providing recommendations as applicable on membership renewals and waiver requests for ASYMCA consideration.

**Private Fitness (Commercial Service Provider):** Commercial facility that provides fitness memberships in support of the DoD Military Outreach Initiative for military family readiness. A maximum of one YMCA and one private fitness facility authorized per independent duty station. If designated facility offers local/nationwide access at no additional cost to the government, members may use participating facilities. Facility proximity to the duty station/location is at the discretion of the Service.

**Reserve Officer Training Candidate (ROTC):** Cadets and permanent party personnel at universities where fitness services are not provided; may be eligible for Category 1 program participation on a case-by-case/duty station basis.

**Respite Child Care:** YMCA program providing short-term childcare for children birth to 12 years of age (or oldest age permitted at the participating YMCA). Respite care is intended to provide a safe and nurturing environment so eligible parent or guardian can take a "short break" or some personal time to run errands, exercise, or simply relax.

**Soldier Recovery Unit / Warrior Care Unit (Category 4):** Service member assigned to a Soldier Recovery/Warrior Care Unit; member's duty location is their home address; the home address is not located at or near a free or Service-provided fitness facility; eligible for program participation for the duration of the period assigned; includes spouse/family membership when residing local to the sponsor. Each Service may use a different name for the unit that serves wounded Service Members recuperating away from a military installation's fitness facility.

**Unaccompanied Spouse/Family of Active Duty Service Members (Category 2):** Spouse and child dependents of active duty Service members that are deployed or on "unaccompanied tour" orders that require the member to reside at an assigned duty location and restricts the spouse/family from accompanying the member; and the spouse/family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.

**Unaccompanied Spouse/Family of Deployed Guard and Reserve (Category 3):** Spouse and child dependents of Army, Navy, Air Force, Marine Corps Reserve Units or National Guard personnel in active duty status on deployment orders that require the member to reside at an assigned duty location that restricts the spouse/family from accompanying the member; and the spouse/family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.

**Unaccompanied Tour:** Department of Defense official action requiring the Service member to leave his or her current duty station/home and report to a location that is remote from dependents (e.g., remote and isolated assignments); spouse and family members are restricted/not authorized to accompany the Service member.

**YMCA:** Young Men's Christian Association that provides fitness memberships, programs, and services in support of this initiative for military family readiness. A maximum of one YMCA and one private fitness facility authorized per independent duty station. If designated facility offers local/nationwide access at no additional cost to the government, members may use participating facilities. Facility proximity to the duty station/location (by time or distance) is a by-Service determination.

## PAYMENT

### **How will my facility receive payment for memberships?**

The ASYMCA sends a paper check to the selected facility no later than 30 days after the complete paperwork is approved by the ASYMCA.

### **My facility's membership fees exceed \$77/month for a family or \$55/month for a single adult. Can I charge the difference to the military family/personnel?**

In general, we ask that facilities absorb any membership fee variance on behalf of the military personnel/family. For YMCA locations, absorbing the fee variance is a requirement of the program. For Private Fitness facilities, fee variance is judged on a case by case basis.

### **How long will it take to receive funding?**

The Armed Services YMCA generally takes 30 days to process the membership request after receiving the complete paperwork for the Service member/family. This approximation does not include time passed during back and forth coordination between the Armed Services YMCA and fitness facilities/commands/Service branches. Additionally, this approximation does not include Attendance Waiver Requests, which vary depending on the complexity of the case.

### **Should my facility enroll new individuals/families at the point they have their required documentation, or at the point we receive the payment check from the Armed Services YMCA?**

Overall, we ask that the facility wait until payment is received to officially begin the membership.

### **Is has been 30 days and the Service member/family is still unable to use the gym facility, what do I do?**

Service members/families should first check with the facility for any updates regarding their membership. If after checking in with the facility, the payment has not been received for the membership, please send a copy of the approval paperwork to the MCAO so they can request a status update from the Armed Services YMCA

### **Is there a way to expedite an application through the process?**

There is no way to expedite memberships through the Military Outreach Initiative. The best way to obtain approval and funding in a timely manner is to ensure all paperwork is completed correctly prior to submitting.

## ELIGIBILITY

### **What are the eligibility criteria for the Military Outreach Initiative?**

Service member must be on Title 10 orders with at least six months remaining as of the MCAO signature date on the application form (AND) meet all criteria in one of the following categories:

#### **Category 1: Active Duty \*Independent Duty Personnel (IDP)**

- I am assigned to a Service-designated Independent Duty Station that is not at or near a free or Service-provided fitness facility; AND
- I require a single-person membership, or my family resides with me and I require a family membership. Only one membership type (single or family) authorized.

#### **Category 2: Unaccompanied Spouse/Family of Active Duty**

- Sponsor is deployed or on “unaccompanied tour” orders that require the member to reside at an assigned duty location and restricts the spouse/family from accompanying the member; AND
- Sponsor’s family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.
- Membership utilization is only for the Service member’s spouse/family.

#### **Category 3: Unaccompanied Spouse/Family of Deployed Guard and Reserve**

- Sponsor is on deployment orders that require the member to reside at an assigned duty location that restricts the spouse/family from accompanying the member; AND
- Sponsor’s family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.
- Membership utilization is only for the Service member’s spouse/family.

#### **Category 4: \*Soldier Recovery Unit / Warrior Care Unit**

- My duty location is my house address.
- My home address is not located at or near a free or Service-provided fitness facility.
- I require a single-person membership, or my family resides with me, and I require a family membership. Only one membership type (single or family) authorized

### **What category do I choose if I am a National Guard and Reserves member on Title 10 IDP assignment?**

All National Guard Reserve members on Title 10 IDP assignment fall under Category 1: Active Duty Independent Duty Personnel (IDP).

### **I am on IDP assignment as support staff to a Soldier Recovery/Warrior Care Unit, what category do I fall under?**

All Service members on IDP assignment as support staff to a soldier recovery/warrior care unit must use Category 1: Active Duty Independent Duty Personnel (IDP).

### **What type of military personnel are not eligibility for the Military Outreach Initiative?**

Those who are not eligibility are most Active Duty personnel affiliated with a military installation, Title 32 National Guard/Reserves, new military recruits preparing for training, military retirees, veterans, wounded warriors, parents of deployed personnel, unit administrators, members of the United States Public Health Service, and memberships under the Department of Homeland Security.

**Is there any financial assistance offered for retired military personnel or other Active Duty/National Guard/Reserve personnel outside of the indicated initiative categories?**

The Military Outreach Initiative addresses the needs of Active Duty military Service members/families dealing with geographic isolation and deployment. Unfortunately, there is no financial assistance offered for any other military personnel outside of the four categories.

**How is “family” defined?**

“Family” of military personnel includes spouse and child dependents of the military member with active Military Identification (ID) cards. In the Unaccompanied Spouse/Family categories, “family” may also include legal guardians assigned by the deployed military member for custodial care of his/her children.

**What is the age limit for a child dependent?**

Children cannot exceed 18 years of age. If the child is older than 18 and is still a legal dependent of the Service member, the child limit will be dependent on the fitness facility’s child age policies.

**Are personnel with TAD (Temporary Assigned Duty) orders eligible?**

TAD personnel are eligible only if they are deployed for 6 months or more, and have enough time left on the orders when signing up/renewing.

**Are personnel with mobilization orders eligible?**

Mobilized personnel are eligible if they are mobilized for 6 months or more and have enough time left on the orders when signing up/renewing.

**If military personnel are on a 1-month unaccompanied assignment, is the family eligible to receive a membership?**

No, orders must be at least 6 months in duration to be eligible for funding.

**If a Service member is on assignment for seven months, what happens at the end of the six-month interval?**

Service member would not be eligible for renewal. Orders must have at least 6 months remaining as of the MCAO signature date on the application form.

**What is a reasonable commuting distance for not having a Service-provided fitness access?**

Each Military Component Approving Official (MCAO) determines the appropriate/reasonable commuting distance.

**Who is the Military Component Approving Official?**

The Military Component Approving Official (MCAO) is a representative from each Service (Army, Navy, Air Force and Marine Corps) who reviews new and renewal applications, verifies eligibility and determines Independent Duty Stations.

**ARMY**

Recruiting Command: [usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil)

All Others: [usarmy.jbsa.incom-hq.mbx.army-ymca@army.mil](mailto:usarmy.jbsa.incom-hq.mbx.army-ymca@army.mil)

**AIR FORCE**

[AFSVC.SVORF.SENDMAIL@us.af.mil](mailto:AFSVC.SVORF.SENDMAIL@us.af.mil)

**MARINE CORPS**

Reserve Command: [rick.martinez1@usmc.mil](mailto:rick.martinez1@usmc.mil)

Recruiting Command: [lakeetha.johnson@marines.usmc.mil](mailto:lakeetha.johnson@marines.usmc.mil)

All Others: [lynda.rummel@usmc-mccs.org](mailto:lynda.rummel@usmc-mccs.org)

**NAVY**

[USNYMCA.fct@navy.mil](mailto:USNYMCA.fct@navy.mil)



## RENEWAL MEMBERSHIPS

### **What is considered a renewal membership?**

If the Service member/family has participated in the Military Outreach Initiative in the past, this is considered a renewal membership.

### **If a Service member/family failed to meet the attendance requirement in their previous membership, are they able to reapply under a “New” membership?**

No, Service members/families may not reapply as a new membership. If a Service member/family fail to meet the attendance requirement, a Waiver must be completed.

### **What requirements must be met in order to renew my membership?**

Fitness facility must be used a minimum of 48 days (an average of 8 days per month) during the previous 6-month period to be eligible for membership renewal. First-time renewals will use the previous 5-months to avoid a gap in service; minimum of 40 days use (average of 8 days per month).

### **How should my facility track my visits?**

Visit reports, or attendance records, must be electronically generated from the facility's existing software system. The attendance must include the name of the Service member/family and the specific time(s)/day(s) the facility was utilized. If a visit report cannot be generated, fitness facility staff may create a manual log with the member's printed name, signature, and date of visit. Additionally, fitness facility staff will need to include an official letter confirming that all dates provided on the manual log are accurate.

### **What counts as a visit?**

A visit is defined as the Service member (or member of the service member's family) coming to the facility to participate in any youth or adult activity. Facility use is counted by “calendar day” only. Multiple entries on the same day by member and/or dependents only count as one (1) visit towards the minimum requirement.

### **Will renewing Active Duty Independent Personnel be required to recomplete the Unit Request for IDP?**

No, a copy of the Service member's original Unit Request for Active Duty Independent Duty Personnel may be attached for renewal memberships. All pages of the form must be submitted with the listed name of the Service member, and both approval signatures. The Armed Services YMCA is not responsible for storing a copy of any approved Unit Requests for Active Duty Independent Duty Personnel. If the original is lost or misplaced, the Service member/unit should contact their Military Component Approving Official (MCAO) where a copy may be sent to the unit, or a new approved Unit Request for Independent Duty can be issued to the unit. A current list of MCAO's is included within the application.

## RESPITE CHILD CARE

### **What is Respite Child Care?**

Respite Child Care is a YMCA program providing short-term child care for children birth to 12 years of age (or oldest age permitted at the participating YMCA). Respite care provides a safe and nurturing environment so the eligible parent or guardian can take a “short break” or some personal time to run errands, exercise, or simply relax.

### **What does not qualify as Respite Child Care?**

Respite Child Care is short-term child care only. This does not include before/after school care, day care, or any specialty programs.

### **How old must a child be to utilize Respite Child Care services?**

Children must be 12 years of age or younger.

### **What is required for reimbursement of Respite Child Care services?**

Facilities must complete the Respite Child Care application, including an attendance log that displays the date, time in, and time out of each child.

### **When should Respite Child Care applications be submitted?**

All Respite Child Care applications should be submitted every calendar month to [dodymca@asymca.org](mailto:dodymca@asymca.org). Applications should be submitted no later than 30 days after services have been rendered by the YMCA.

### **What is the reimbursement rate for Respite Child Care?**

The Armed Services YMCA will reimburse \$6.00 per hour, per child. The maximum number of hours a child may use Respite Child Care services within one calendar month is 16 hours.

### **What is required of my facility to participate in Respite Child Care?**

YMCA facilities must comply with the following items to provide program-funded child care services:

1. Be state licensed and in good standing with no unresolved complaints on file with the state licensing agency.
2. Comply with Department of Defense’s Standards of and inspected annually per Department of Defense Instruction 6060.02, “Child Development Programs.”
3. Comply with the National Fire Protection Association 101 Life Safety Code.
4. Provide a copy of the state license, state inspection reports, and any reports generated under the state’s quality rating system, upon request.
5. Provide a record of completed background checks for all staff working with children upon request. Background checks must include fingerprint check, state and local criminal history review, and review of the state sex offender registry.
6. Recertify background checks at least every 5 years.
7. Ensure at least one program staff member is certified in First Aid and CPR and completed child abuse prevention and reporting training is on-site during the program operating hours.
8. Ensure providers are trained on child abuse, neglect, and problematic sexual behaviors involving children and youth. Records must be available for review upon request.
9. Provide Department of Defense or Service personnel access to facility/program for oversight purposes.
10. Ensure reporting procedures are in place for any accidents or child abuse incidents involving military members being served by this contract. Procedures must be posted in all facilities providing care under the terms of this contract and ASYMCA shall ensure that all YMCA’s adhere to those reporting procedures.
11. Agree that Department of Defense, in its sole discretion, reserves the right to deem program as ineligible to provide child care under the terms of this contract if it determines the care provided is not safe.

12. Respite Child Care Program (participating YMCAs only) provides free child care for deployed active duty, guard and reserve personnel on orders, and their family members who are geographically dispersed from military installations not to exceed 16 hours per month per family.