

OPEN DOORS

The Mansfield Area Y is a non-profit health and human services organization committed to helping people grow in spirit, mind, and body. The Mansfield Area Y is here to serve people of all ages, backgrounds, abilities, and incomes. The Y is community-based and believes that its programs and services should be available to everyone. That is why the Mansfield Area Y offers an OPEN DOORS program. OPEN DOORS is a sliding fee scale that is designed to fit each individual's financial situation. Over the years, we have found that the OPEN DOORS program is most utilized by:

- Youth referred by schools, churches and organizations
- Adults who are temporarily out of work
- Those who are divorced and are experiencing financial hardships
- People on fixed incomes
- People who are overwhelmed by medical bills
- Those experiencing other financial hardships

The Mansfield Area Y requires that individuals provide the requested information on the attached form regarding income, family size and necessary expenses so that it can provide financial assistance in a fair and consistent manner. The Y also requires that individuals reapply when requested to keep the information on their application updated.

Your fees are subject to increase when you reapply. If you do not reapply when requested, your enrollment may be terminated.

To process your application, we will need the following information:

- Copy of last year's tax returns
- Copy of last two consecutive pay stubs for all wage earners or copy of eligibility letter for welfare or food stamps
- Documentation for all incoming funds AND expenses.
- If applicable, Copy of social security check or disability checks (or copy of bank statement showing amount of automatic monthly deposit)
- Proof of Dependency for all children listed on application
- If you are renewing your Open Doors membership please include, on a separate sheet of paper, a short essay describing how your Y membership has helped you and (if applicable) your family to grow in mind, spirit, and body.

NOTE: If you do not have a copy of your tax return, you may obtain one by calling the Internal Revenue Service (1-800-829-1040).

Please allow 60 days to process your application. After this period, you may call the Y to see if your application has been approved or if you need to submit additional information.

All Mansfield Area Y members receive the same membership benefits, regardless of whether or not they are receiving assistance. Y members can feel great knowing that they are involved in an organization that cares greatly for the health and well-being of people and is committed to building strong kids, strong families and strong communities.

MANSFIELD AREA Y OPEN DOORS APPLICATION

Personal Information:

Name: _____ Home Phone: _____

Address: _____ Apt# _____

City: _____ State: _____ Zip: _____

Date of Birth: _____

Are you a full-time student? _____

**If yes, please provide proof of enrollment and/or financial aid.

Are you married? _____

Total number of dependants _____

Is any other adult a full-time student? _____

List names (last names if different from applicant), date of birth, gender and relation to the Open Doors applicant. All persons listed must be claimed on the same tax return.

1.) _____	D.O.B. _____	M/F _____	Relationship: _____
2.) _____	D.O.B. _____	M/F _____	Relationship: _____
3.) _____	D.O.B. _____	M/F _____	Relationship: _____
4.) _____	D.O.B. _____	M/F _____	Relationship: _____
5.) _____	D.O.B. _____	M/F _____	Relationship: _____
6.) _____	D.O.B. _____	M/F _____	Relationship: _____
7.) _____	D.O.B. _____	M/F _____	Relationship: _____
8.) _____	D.O.B. _____	M/F _____	Relationship: _____

Employment Information: Include anyone in the household with income

Applicant's Employer _____ Work Phone: _____

Address _____ City _____ State _____

Position _____ Length of Employment _____

Part-Time _____ Full-Time _____ Gross Monthly Income (before taxes) _____

Supervisor's Name _____

Other Earner's Employer _____ Work Phone: _____

Address _____ City _____ State _____

Position _____ Length of Employment _____

Part-Time _____ Full-Time _____ Gross Monthly Income (before taxes) _____

Supervisor's Name _____

(For Office Use Only)

Staff Receiving

Date Received

Membership Type (circle one): *ADULT* *FAMILY*

INCOME and EXPENSES

Please complete, using "0" for any that do not apply

INCOME

Applicant's Gross Monthly Income \$ _____
Other Gross Income \$ _____
Child Support (Received) \$ _____
Aid to Dependent Children \$ _____
Welfare (submit copy) \$ _____
Food Stamps (submit letter) \$ _____
Reduced Lunch Program Y _____ N _____
Foster Care Reimbursement \$ _____
Other (Please Explain) \$ _____

TOTAL GROSS MONTHLY INCOME \$ _____
(HOUSEHOLD)
TOTAL GROSS ANNUAL INCOME \$ _____
(HOUSEHOLD)

Does anyone else share household expenses? _____

How much do you feel you can afford each month? _____

Reason for applying for OPEN DOORS program? _____

EXPENSES

\$ _____ Rent/Mortgage (circle one)
\$ _____ Auto Loan
\$ _____ Utilities
\$ _____ Phone
\$ _____ Child Support (Paid)
\$ _____ Medical
\$ _____ Child Care
\$ _____ Internet Access
\$ _____ Cable or Satellite TV
\$ _____ Insurance
\$ _____ Groceries & Fuel
\$ _____ Other (Please Explain)

Total Number in Household _____

Please include all of the following that apply when returning your application:

- Last years completed federal tax return
- Two current, consecutive pay stubs for each wage earner as well as documentation of all incoming funds
- Proof of social security/disability income: either a copy of the check or a copy of a bank statement that shows the regular monthly deposit amount
- Proof of expenses: a copy of the most current statements for rent/mortgage, ALL utilities, cable/satellite TV, medical, auto loan(s), insurance, any other documented expenses.
- Proof of dependency for ALL children: either birth certificate with your name as a parent, an adoption decree, or court of order showing legal custody
- Proof of welfare of food stamps: either a copy of the check, a copy of a bank statement showing the regular monthly deposit amount, or a copy of an official agency document
- Child support statement (paid or received)

If you are renewing your Open Doors membership please include, on a separate sheet of paper, a short essay describing how your Y membership has helped you and (if applicable) your family to grow in mind, spirit and body.

APPLICATIONS WILL BE PROCESSED ONLY AFTER ALL INFORMATION IS SUBMITTED AND ALL THE APPLICATIONS IS FILLED OUT COMPLETELY!

I verify that all information submitted is correct, complete, and accurate. If my situation changes, I agree to notify the Mansfield Area Y within 30 days. If I submit false or inaccurate information, or fail to notify the Mansfield Area Y of changes within 30 days, I may be terminated from the OPEN DOORS program.

Signature of Applicant

Date