



## **MILITARY OUTREACH INITIATIVE FREQUENTLY ASKED QUESTIONS**

For more information, please visit the Armed Services YMCA website:  
[www.asymca.org/moi](http://www.asymca.org/moi)

### **ABOUT THE MILITARY OUTREACH INITIATIVE:**

#### **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 program, military members and families receive access to vital resources that promote youth development, healthy living, and social responsibility.

#### **Why should fitness facilities support this program?**

The Military Outreach Initiative addresses the needs of the families of deployed military personnel as well as military members without access to military gym facilities. Joining the initiative supports this great cause, while receiving payment for memberships issued.

#### **How long is the life of this initiative?**

Currently, the Military Outreach Initiative has been renewed through March 31, 2023. The program runs on a yearly renewal cycle from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. For any updates regarding the renewal of the program, please visit [www.asymca.org/moi](http://www.asymca.org/moi).

#### **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 \$70/month for a family membership, and \$50/month for a single adult membership.

#### **My facility is not able to meet the participation criteria, what should our response be to military personnel/families?**

This is a voluntary program; 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 your area that might be able to host the member(s).

## **ELIGIBILITY:**

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

The Military Outreach Initiative is available to military members currently serving in the departments of the Army, Air Force, Marine Corps and Navy that fall into one of the 4 program categories:

#### **Category 1: Active Duty Independent Duty Personnel**

- I am currently on Title 10 orders within the United States of America issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My orders have at least 6 months left from the YMCA membership activation date
- I am currently assigned to a command/unit that is geographically isolated from any military fitness facilities and does not offer any access to free physical fitness equipment
- I am living alone and will utilize a gym membership alone, or my family resides with me and will be added to a gym membership with me

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

- My spouse is currently on Title 10 Deployment orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have at least 6 months left from the YMCA membership activation date
- My family has remained at the Independent Duty location or has relocated to an area where fitness facilities/service are not provided for military dependents

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

- My spouse is currently on Title 10 Deployment orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have a total of at least 6 months
- My spouse's orders have at least 3 months left from the YMCA membership activation date
- My spouse has physically relocated away from home, and is not living within commuting distance from home during deployment

#### **Category 4: Community Based Warrior Transition Unit (CBWTU)**

- I am currently on Title 10 Warrior Transition orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- I have been sent home to complete rehabilitation/recovery orders due to combat related injury
- I am living alone and will utilize a gym membership alone, or my family resides with me and will be added to a gym membership with me

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

Those who **are not** eligible 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 members of the United States Coast Guard.

**Are members of the United States Coast Guard eligible for the Military Outreach Initiative?**

Members of the United States Coast Guard **are not** eligible for this program under any circumstance. This includes **all** members of the United States Coast Guard (Active Duty, National Guard, and Reserves) including those with Title 10 Department of Defense issued orders, and Joint Task Force orders.

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

The Military Outreach Initiative addresses the needs of Active Duty military members/families dealing with geographic isolation and deployment. Unfortunately, there is no financial assistance offered for any other military personnel outside of the 4 program categories.

**Is there any financial assistance for military members that are qualified for shorter periods of time?**

No, unfortunately members cannot be partially funded.

**How is “family” defined for YMCA membership purposes?**

“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 while he/she is deployed.

## **PAYMENT:**

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

On average, the Armed Services YMCA will send a **paper check** to the selected facility no later than 30 days after the **complete** paperwork is approved by the Armed Services YMCA.

### **My facility's membership fees exceed \$70/month for a family or \$50/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** approving the complete paperwork for the military member/family. This approximation **does not** include time passed during back and forth coordination between the Armed Services YMCA and fitness facilities, commands, or Service branch representatives.

### **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.

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

Military 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 your approved paperwork to request a status update from the Armed Services YMCA

### **I'm in a rush to use a fitness facility; how do I expedite my application?**

Unfortunately, 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.

## DEPLOYMENT:

### **Are personnel with TAD (Temporary Assigned Duty)/TDY (Temporary Duty Assignment) orders eligible?**

TAD/TDY 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.

### **When can members of the “Unaccompanied Spouse/Family of Joint Deployed Guard and Reserve” category apply for memberships?**

**Before Orders Start:** Members may apply for a YMCA membership up to **3 months before** the start date of the deployment orders. (Example: Current orders begin June 15, 2019. Membership may begin as early as March 15, 2019.)

**When Orders are Ending:** Members may apply for/renew a YMCA membership with at least **3 months left** on the deployment orders. (Example: Current orders end April 1, 2019. Membership may be issued/renewed as early as January 1, 2019.)

**These exceptions apply exclusively to the Unaccompanied Spouse/Family of Joint Deployed Guard and Reserve category.**

### **Can the deployed family member take part in the membership before or after deployment?**

Yes, the military member may be listed on an active YMCA membership for use before or after deployment.

### **If military personnel are deployed only for 1 month, should I offer the individual 3 months of membership prior to and after deployment?**

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

### **If someone is deployed/mobilized for 7 months, what happens at the end of the 6 month interval?**

In this situation, the spouse or family would not be eligible for renewal. To be eligible for renewal, the deployment orders must have at least 3 months left for Unaccompanied Spouse/Family of Joint Deployed Guard and Reserve memberships, or at least 6 months left for Unaccompanied Spouse/Family of Active Duty.

### **Should I make a copy of the military ID card or deployment orders as proof of verification?**

No, these documents are covered by privacy laws and should not be copied or retained under any circumstances.

## **RENEWAL MEMBERSHIPS:**

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

If a military member/family has met the 8 calendar day per month requirement, has qualifying orders, and wants to extend their membership for an additional term, they are required to complete a renewal application.

### **How should my facility track visits by members participating in this program, and what counts as a visit?**

Facility use and program participation attendance reports can be electronically generated from the facility's existing software system. Fitness facility staff may create a manual log with the member's printed name, signature, and date of visit only if the facility does not have software capability.

A visit is defined as the military member (or member of the military member's family) coming to the facility to participate in any youth or adult activity that can be tracked manually or electronically in one calendar day. If the member returns in the same day, all visits in that day are counted only once. Multiple swipes by family members in the same day constitute one visit for one day.

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

No, a copy of the military 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 military 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 military 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 program application.

## COMMUNITY BASED WARRIOR TRANSITION UNIT (CBWTU):

### **What is Community Based Warrior Transition Unit?**

Community Based Warrior Transition Unit is the fourth category of the Military Outreach Initiative. This category is for military members assigned to Warrior Transition Units where fitness facilities/services are not provided. Members assigned to Warrior Transition Units are sent home to complete rehabilitation/recovery orders due to combat related injury. Each Service branch may use a different name for the unit that serves this population of military members. Family members may be added to this membership.

### **What does not qualify as Community Based Warrior Transition Unit?**

Community Based Warrior Transition Unit status is not to be confused with Wounded Warrior status. Community Based Warrior Transition Units are made up of military members who on Active Duty.

## **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. YMCA Facilities will not be reimbursed for before/after school care, day care, or any specialty programs.

### **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 amount 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.
13. Child care programs where parent/guardian remains on premise for the duration of the child care service may vary. ASYMCA will provide requirements as furnished by the COR to fitness operations that provide this service as part of the program funded membership.