



BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

BSRCC Membership & Program Assistance Guidelines

It is central to the mission of Berkshire South Regional Community Center that we are open to all, regardless of ability to pay. In an effort to reach our goal of connecting the community at large, in the most inclusive way possible, BSRCC has created a financial aid policy for membership and programs. We believe that the policy maintains the integrity of the applicant and keeps confidentiality of the information.

Financial aid will be awarded on the basis of not only the documented eligibility of the applicant, but the overall needs of the individual, couple or family and the availability of funds. Once the application and income verification information is assessed, a financial aid package will be created. In many ways, each application is taken on a case-by-case basis, with the financial aid provided based on the pool of funds available. In addition, the Berkshire South staff person will personally help those who need assistance with completing the form.

Financial assistance is available for up to 75% off of membership fees and up to 50% off of program fees based on this sliding scale. All individuals awarded assistance must abide by the financial aid application and usage policies in order to maintain eligibility of assistance.

Financial Aid Policies:

- Applications can be found at the membership desk or on our website.
- All applications must be filled out completely, in pen.
- All Financial Aid applications (for membership and programs) must have appropriate financial documentation attached (even if they have applied before). Documentation should include last year's tax forms and/or pay stubs, Child Support documentation, Social Security Documentation.
- All Financial Aid applications will be processed by BSRCC within 7-10 days or less.
- Award letters will be sent to the address provided. A copy of the award letter will be kept on file at the front desk for up to 30 days following the application date.
- All awards are valid to redeem for up to one month from the award date. Awards are eligible for only six months following this date.
- Individuals will need to reapply for membership at the end of the 6 month award period with complete application and documentation provided.
- When membership lapses or is not paid in full, even for one day, the financial aid agreement expires. To avoid a lapse in membership or program aid, please reapply fifteen days before the membership expires.
- It is the member's responsibility to reapply.
- Financial aid for programs is only eligible to members. Individuals must first be approved for financial aid for membership, be a member, (get approved for aid for program) and then remain a member throughout the entire program, or the aid will expire.
- Special financial aid requirements apply to Sunshine Preschool and Child care. Please see policies following.
- There is no financial assistance available for services such as personal training, massage or stay and play.
- BSRCC will shred all financial back-up documentation within one month following award distribution.

Child Care & Sunshine Program Financial Assistance Process:

Access to quality early education and Out Of School time care is critical to the development of young children. With a goal to ensure sustainable access for all, BSRCC has developed the following process for childcare assistance applications, to guarantee that all state funding available is resourced appropriately prior to access of private funds through the Center. As a nonprofit organization, providing over \$100,000 per year in financial assistance, we appreciate your cooperation in following these guidelines. Please do not hesitate to contact us with any questions.

Subsidy Vouchers for Childcare and Sunshine Preschool through NEFWC

Sunshine Preschool and Action Adventures programs at Berkshire South Regional Community Center accept state subsidy vouchers for participation in programs. Vouchers are issued by New England Farm Workers' Council. Your eligibility for these programs is determined by the agency that supplies the funding. If you are eligible for funding, the agency will establish a daily parent fee that represents your portion of the tuition. The voucher program will subsidize an additional tuition amount, for which we will bill them directly. These two together do not add up to full tuition; therefore BSRCC secures donations from the community to underwrite the rest of the tuition for students receiving these subsidies. Because the subsidy provided by BSRCC is part of the overall financial aid budget, we reserve the ability to limit the number of vouchers we accept in any given year.

If you are applying for admission and expect to pay your tuition with funding from the voucher program, please notify us immediately so we can determine the availability of matching funds from our financial aid budget. In the event that funds are unavailable or frozen from the New England Farm Workers' Council (NEFWC), individuals may apply to BSRCC financial aid for programs, **however must first show proof of application and status of subsidy availability by NEFWC.**

BSRCC Financial Aid for Childcare and Sunshine Preschool; *Judy Spencer Scholarships for Early Education*

BSRCC administers an in-house financial aid program that is meant to subsidize voucher availability through NEFWC, or provide greater support to students in need. To apply, families should complete the **program** and **membership** financial assistance application forms and submit along with full documentation to the membership desk **including a copy of or notification of award status from NEFWC.** BSRCC then analyzes your financial information, develops a recommendation of how much you can afford to contribute toward tuition, and will notify you in writing of your award eligibility. Please note that any student accessing BSRCC financial assistance must maintain a membership throughout the time of the program award period. Awards are based on the overall need that year and the resources available. Students receiving BSRCC financial assistance must reapply for assistance every six months within the program.

Application Steps for Judy Spencer Scholarships for Early Education

1. Apply to NEFWC for state subsidy vouchers.
2. Provide voucher or notification of eligibility to BSRCC
3. If additional assistance is needed, then complete the BSRCC membership and program financial assistance form and return with appropriate documentation and notification from NEFWC.

Contact Information:

New England Farmworker's Council;

www.partnersforcommunity.org/default/index.cfm/about-pfc/affiliates-programs/nefwc/

Child Care Resources, 1628-1640 Main Street, 2nd Floor, Springfield, MA 01103, 413-272-2207

To talk to someone regarding the financial aid process for our Childcare and Sunshine programs, or to ask questions about your particular situation, please call our program director at 528-2810 Ext. 20.