



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# QUALITY CARE WHEN YOU CAN'T BE THERE

Before & After School Enrichment Program (BASE)  
Enrollment Packet, 2024-2025  
KENOSHA YMCA





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

2024-2025 School Year

Dear Parents and Families,

Thank you for your interest in the Kenosha YMCA Before & After School Enrichment Programs! Our programs focus on YMCA Character Development Values: honesty, respect, responsibility, and caring. Our mission comes to life through the emphasis of these values.

Before your child can officially start, you must first complete these enrollment forms. The Youth and Family office will confirm receipt of your forms via email within 2 business days. Next, the confirmation email will include instructions for online scheduling. Once you have completed the online schedule and paid the registration fee, enrollment is complete. Once enrollment is complete, you will receive an invitation to set up a Brightwheel account. Please accept this invitation right away as that is imperative for our program success.

We have a wonderful school year planned for K-8<sup>th</sup> grades. Your child can look forward to specialty days that include art, cooking, group games, sports, and gym activities while parents can be assured homework help is available if needed. We believe children need the opportunity to play, have time to explore and discover, create, and develop all while making new friends and deepening relationships with others.

This is what the YMCA is all about!

We look forward to serving you and your family.

Sincerely,

*Keeliah Hampton*

Keeliah Hampton

Youth & Family Director

[khampton@kenoshaymca.org](mailto:khampton@kenoshaymca.org)

(262) 654-9622 Ext. 207

*Lisa Eckardt*

Lisa Eckardt

Youth & Family Assistant

Director

[leckardt@kenoshaymca.org](mailto:leckardt@kenoshaymca.org)

(262) 654-9622 Ext. 236



**FOR YOUTH DEVELOPMENT®  
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Dear Parents,

The Kenosha YMCA is committed to the safety of all your children in our Youth and Family Programs.

We will require for you and all of your authorized family and friends to receive a Youth and Family Pick Up Pass in order to enter our YMCA to drop off or pick up your child(ren) to/from our care.

All authorized family and friends you list on your enrollment forms will be entered under your child's name in our system. The Membership Desk Staff will know who is authorized to receive a Pick Up Pass.

Please stop by our Membership Desk to receive your pass. Once you have your pass you can use it through the last day of school. If you enroll your child(ren) for future Youth and Family Programs such as our Summer Camp Program, we will adjust the expiration date for you and make any adjustments you request.

If you already have a pass you do not need to stop by the desk unless we need to make changes.

Sincerely,

Youth and Family Office

[youthandfamily@kenoshaymca.org](mailto:youthandfamily@kenoshaymca.org)

262-654-9622 ext. 207





# Kenosha YMCA BASE

## 2024-2025

7101 53rd St. Kenosha, WI 53144 • 262-654-9622 • kenoshaymca.org

**We highly recommend downloading to complete and signing electronically via Acrobat Reader OR completing online and printing to sign. If unable, please write legibly and fill out in Blue or Black Ink ONLY!**

Child's Full Name:		Gender	FOR OFFICE USE ONLY	
			First Day of Attendance	Last Day of Attendance
			/ /	/ /
Address (City, State & Zip code required)		Telephone #	DOB	Age
Elementary School Attending:		School Attending if transport to YMCA		

### PARENT OR GUARDIAN (provide the information requested for EACH parent or guardian.)

**\*\*NOTE: All parents/guardians will be permitted to visit during center hours and pick up the child unless access is prohibited or restricted by a court order\*\***

<b>Legal Guardian #1</b> First and Last Name	Address (City, State & Zip code required)	Home #
		Cell #
Work Name & Address	Work #	Email Address
<b>Legal Guardian #2</b> First and Last Name	Address (City, State & Zip code required)	Home #
		Cell #
Work Name & Address	Work #	Email Address

Child lives with: (select one)  Both Parents  Mother  Father  Grandparent(s)  Guardian

### SPECIAL CUSTODY CONCERNS:

→ **This Section MUST be signed even if there are NO concerns** ←

Are there any custody concerns regarding this child that we need to be aware of while the child is in our care?

Yes No

**Please Attach any documentation (court order, etc.) to back up all custody concerns.**

If YES, please explain:



Signature of Parent or Guardian

Date

### PHYSICIAN & MEDICAL FACILITY INFORMATION

Physician Name	Address	Phone #
Preferred Medical Facility - Please select one or write in other: <input type="checkbox"/> Aurora Medical - 100400 75th St. <input type="checkbox"/> Kenosha Hospital - 6308 8th Ave. <input type="checkbox"/> St. Catherine's - 9916 75th St. <input type="checkbox"/> Other _____		

I hereby give my consent for emergency medical care or treatment, to be used ONLY if I cannot be immediately reached.



Signature of Parent or Guardian

Date

### AUTHORIZED PEOPLE TO CALL & EMERGENCY CONTACT FOR YOUR CHILD. (Provide additional names & information for people authorized to:

Contact when parent/guardian cannot be reached who can receive information on your child and are authorized as a pick-up person that staff can release your child into his/her care)

<b>Contact #1</b> First and Last Name	Home #	Cell #
Address (City, State & Zip code required)	Relationship to child	
<b>Contact #2</b> First and Last Name	Home #	Cell #
Address (City, State & Zip code required)	Relationship to child	

I have had an opportunity to review the policies of the day care center and a summary of the Wisconsin Rules for Licensed Day Care Centers. YES NO

I have been informed of pets in the center and their degree of contact with the enrolled children. YES NO

Note: If pets are added after a child is enrolled, parents shall be notified in writing prior to the pet's addition to the center.

I give permission for my child to participate in Field Trips and other activities during operating hours. Walking YES NO Transported\* YES NO

\*Transported Field Trips always require an additional permission slip. This slip will include all details of the field trip.



Signature of Parent or Guardian

Date Signed

## Health History and Emergency Care Plan

**Use of form:** This form is voluntary and meets the requirements in DCF 250.04(6)(a)1., DCF 251.04(6)(a)6., and DCF 252.41(4)(a)6. of the Wisconsin Administrative Codes. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** The parent / guardian may complete this form for placement in the child's file prior to the child's first day of attendance. Information contained on the form shall be shared with any person caring for the child. The department recommends that parents / guardians and center staff periodically review and update the information provided on this form.

### CHILD INFORMATION

Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	First Day of Attendance (mm/dd/yyyy)
Home Address (Street, City, State, Zip Code)		

### PARENT / GUARDIAN INFORMATION Provide information where the parent(s) / guardian(s) may be reached while the child is in care.

Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number
Name	Primary Telephone Number	Work Telephone Number	Secondary Telephone Number

### PHYSICIAN / MEDICAL FACILITY INFORMATION

Physician Name	Medical Facility Address	Telephone Number
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**SUNSCREEN / INSECT REPELLENT AUTHORIZATION** If provided by the parent, the sunscreen or insect repellent shall be labeled with the child's name. Per DCF 250.07(6)(h)6., Authorizations shall be reviewed periodically and updated as necessary. Per DCF 251.07(6)(g)3., authorizations shall be reviewed every 6 months and updated as necessary.

<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply sunscreen to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply sunscreen.		
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to apply repellent to my child.	Brand Name	Ingredient Strength
<input type="checkbox"/> Yes <input type="checkbox"/> No I authorize the center to allow my child to self-apply repellent.		

### HEALTH HISTORY AND EMERGENCY CARE PLAN If available, attach any health care plan information from the child's physician, therapist, etc.

1. Check any special medical condition that your child may have.
  - No specific medical condition
  - Any disorder, including Cognitively Disabled, LD, ADD, ADHD, or Autism
  - Asthma
  - Cerebral palsy / motor disorder
  - Diabetes
  - Epilepsy / seizure disorder
  - Gastrointestinal or feeding concerns, including special diet and supplements

Other condition(s) requiring special care – Specify.

Milk allergy. If a child is allergic to milk, attach a statement from the medical professional indicating the acceptable alternative.

Food allergies – Specify food(s).

Non-food allergies – Specify.

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2. Triggers that may cause problems – Specify.

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3. Signs or symptoms to watch for – Specify.

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4. Steps the child care provider should follow. If prescription or non-prescription medications are necessary, a copy of the form *Authorization to Administer Medication – Child Care Centers* should be attached to this form. Note: Group child care centers and day camps may use their own form.

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5. Identify any child care staff to whom you have given specialized training / instructions to help treat symptoms.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

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6. When to call parents regarding symptoms or failure to respond to treatment.

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7. When to consider that the condition requires emergency medical care or reassessment.

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8. Additional information that may be helpful to the child care provider.



**SIGNATURE** – Parent or Guardian

**Date Signed (mm/dd/yyyy)**

**Review dates:** \_\_\_\_\_



# 2024-2025 Policy and Transportation Agreement

## Youth & Family Department

Child's Name: \_\_\_\_\_

### A. Policy Agreement

\_\_\_\_\_ (initials) I have read the Kenosha YMCA Program Policy booklet and agree to abide by the policies stated therein. This includes paying weekly fees 2 weeks BEFORE services are rendered OR Wisconsin Shares copays. **I understand services will be declined without payment.**

### B. Agreement To Participate On-Site

\_\_\_\_\_ (initials) I will transport and sign my child in/out of the Kenosha YMCA BASE Program on the days I have indicated on the Annual Attendance Agreement/Monthly Payment Schedule.

### C. Agreement To Participate & Transportation Agreement to the Kenosha YMCA

\_\_\_\_\_ (initials) I will allow the Kenosha YMCA to transport my child to the Callahan Family Branch during the BASE Program hours on the days indicated/posted at the school my child attends. **I give permission for my child to attend ALL activities.**

### D. Parent Swimming Assessment

(must be completed in order for your child to be able to swim at the Kenosha YMCA while in the BASE Program)

\_\_\_\_\_ (initials) I have observed that my child \_\_\_\_\_, has the following swimming ability.

Cannot Swim      Beginner Swimmer      Intermediate Swimmer      Strong Swimmer

( ↑ Please ✓ check mark the most accurate assessment ↑ )

Additional swimming information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please share your email address with us for important program updates as well as online payment sign up.**

Parent/Guardian Email Address: \_\_\_\_\_



**Signature of Parent or Guardian**

**Date Signed**



# 2024-2025 Annual Scheduling & Payment Contract

## Youth & Family Department

**Child's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**1.** I that I am responsible for payments of fees despite actual attendance. If I add on extra days of care from my original schedule charges will apply for additional day. Fees not paid in advance will result in declined services unless arrangements have been made with the Site Director, Assistant Director, or Youth and Family Department Director. I understand I will not receive adjustments in fees for absences that do not meet the approved criteria (see Sick Day and Snow Day policies).

**2.** I understand if my schedule and child care needs change, I will need to inform the Site Director. I also understand if my schedule changes often enough I may be asked to use Flexible Scheduling option and forfeit the benefits of Annual Scheduling.

**3. I am aware of my child's scheduled hours at the center and agree to bring and sign my child in and out and call in the event that my child will be absent.**

**4.** A written notice from the parent/guardian of withdrawal from the center is required at least two weeks prior to the last day of attendance. Failure to comply will result in a two week surcharge.

**5.** I understand that I will earn **5 flex days per school year (annual scheduling only), per child after the first month of attendance and 3 sick days. Sick days require a doctor's note and proof of child's absence from school.** I will give a two week notice prior to using any flex days. Unused days will not be carried forward to the following year's allotment. Refunds will not be issued in exchange for flex days. If my schedule changes more than 2 times in a given month, I understand I forfeit my flex days and will be required to change to the Flexible Scheduling option.

**6.** My child's enrollment may be terminated if I neglect to abide by this contract, do not pay fees by required due date, do not adhere to the center policies and procedures as outlined in the Policy & Information Booklet or do not comply with DHFS license requirements.

**7.** I understand that the services indicated online are my child's contracted services in the Before & After School Enrichment Program.

2024-2025 BASE Fees		Scheduling of Days of Care are done ONLINE. A payment plan will be created.	
<b>Before School</b>	<b>\$8.00</b>	<b>Per Day</b>	
<b>First Hour After</b>	<b>\$9.00</b>	<b>Per Day</b>	
<b>After School</b>	<b>\$14.50</b>	<b>Per Day</b>	
<b>Fridays &amp; Early Release</b>	<b>\$20.00</b>	<b>Per Day</b>	
<p><b>*Multiple Child(ren) will receive a 10% discount after the first child is enrolled and each child after. Separate Registration for Non School Days @ \$30.00 per day is available online under "Before &amp; After Care"and listed as "Kid's Day Out".</b></p>			

**By signing below, I agree to adhere to the above Annual Scheduling & Payment Contract and will take the appropriate steps if other arrangements need to be made.**



**Signature of Parent or Guardian**

**Date Signed**

**Office use only:**

<b>Sick Day 1:</b>	<b>Sick Day 2:</b>	<b>Sick Day 3:</b>	<b>Flex Day 1:</b>	<b>Flex Day 2:</b>	<b>Flex Day 3:</b>	<b>Flex Day 4:</b>	<b>Flex Day 5:</b>





# 2024-2025 Alternate Arrival / Release Agreement

## Youth & Family Department

**Instructions:** Complete this form for placement in your child's file when your child will arrive at the center from school, home or other activities, or depart from the center to go to school, home or other activities, and your child **will not** be accompanied by a parent or other previously authorized person or transported by the center. This form should be updated as information changes. Periodic review with the parent / guardian is possible.

### RELEASE INSTRUCTIONS

**My child** \_\_\_\_\_  
(Child's Name)

**will leave** \_\_\_\_\_ **KENOSHA YMCA BEFORE & AFTER SCHOOL PROGRAM** \_\_\_\_\_  
(Program Name)

**by way of** \_\_\_\_\_ **WALKING TO CLASS** \_\_\_\_\_  
(Walking, bicycle, bus, car pool, etc BE SPECIFIC)

**to go to** \_\_\_\_\_  
(Name of your child's teacher)

**at** \_\_\_\_\_  **A.M. OR**  **P.M.**  
(Time of departure)

**on**  **Mon**  **Tues**  **Wed**  **Thurs**  **Friday**  
(Select the days of the week)

\_\_\_\_\_  
(initials) **I understand my child will leave from this destination without center supervision.**

### ARRIVAL INSTRUCTIONS

**My child** \_\_\_\_\_  
(Child's Name)

**will arrive at** \_\_\_\_\_ **KENOSHA YMCA BEFORE & AFTER SCHOOL PROGRAM** \_\_\_\_\_  
(Program Name)

**from** \_\_\_\_\_  
(Name of your child's teacher)

**by way of** \_\_\_\_\_ **WALKING FROM CLASS** \_\_\_\_\_  
(Walking, bicycle, bus, car pool, etc BE SPECIFIC)

**at** \_\_\_\_\_  **A.M. OR**  **P.M.**  
(Time of arrival)

**on**  **Mon**  **Tues**  **Wed**  **Thurs**  **Friday**  
(Select the days of the week)

\_\_\_\_\_  
(initials) **I understand my child will arrive from this destination without center supervision.**

### ADDITIONAL INSTRUCTIONS

**I give permission for my child to be released for the following activities (initial each):** **Breakfast** \_\_\_\_\_

**Intramurals** \_\_\_\_\_ **School Club (please specify)** \_\_\_\_\_ **Tutoring** \_\_\_\_\_

**Safety Patrol** \_\_\_\_\_ **End of morning program in care of playground attendants** \_\_\_\_\_

**Assisting in the classroom** \_\_\_\_\_ **Other Activity as specified** \_\_\_\_\_

I understand that I am responsible for notifying the Kenosha YMCA Before & After School Program of any changes in this schedule such as vacation, school conference days, etc.



**Signature of Parent or Guardian**

**Date Signed**

## CHILD CARE IMMUNIZATION RECORD

COMPLETE AND RETURN TO CHILD CARE CENTER. State law requires all children in child care centers to present evidence of immunization against certain diseases within **30 school days (6 calendar weeks) of admission to the child care center**. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the child care center. See "Waivers" below. If you have any questions about immunizations, or how to complete this form, please contact your child's child care provider or your local health department.

**PERSONAL DATA**

PLEASE PRINT

<b>STEP 1</b>	Child's Name (Last, First, Middle Initial)	Date of Birth (Month/Day/Year)	Area Code/Telephone Number
	Name of Parent/Guardian/Legal Custodian (Last, First, Middle Initial)	Address (Street, Apartment number, City, State, Zip)	

**IMMUNIZATION HISTORY**

**STEP 2** List the MONTH, DAY AND YEAR the child received each of the following immunizations. If you do not have an immunization record for this child, contact your doctor or local public health department to obtain the records.

TYPE OF VACCINE	First Dose Month/Day/Year	Second Dose Month/Day/Year	Third Dose Month/Day/Year	Fourth Dose Month/Day/Year	Fifth Dose Month/Day/Year
Diphtheria-Tetanus-Pertussis (Specify DTP, DTaP, or DT)					
Polio					
Hib (Haemophilus <i>Influenzae</i> Type B)					
Pneumococcal Conjugate Vaccine (PCV)					
Hepatitis B					
Measles-Mumps-Rubella (MMR)					
Varicella (Chickenpox)					

**History of Varicella/Chickenpox**

In accordance with DHS 144.03(2)(g), I attest that this child has a reliable history of varicella disease and is not required to receive Varicella vaccine.

**STEP 3** **REQUIREMENTS**

The following are the minimum **required** immunizations for the child's age/grade at entry. All children within the range must meet these requirements at child care entrance. Children who reach a new age/grade level while attending this child care must have their records updated with dates of additional required doses.

AGE LEVELS	NUMBER OF DOSES					
5 months through 15 months	2 DTP/DTaP/DT	2 Polio	2 Hib	2 PCV	2 Hep B	
16 months through 23 months	3 DTP/DTaP/DT	2 Polio	3 Hib <sup>1</sup>	3 PCV <sup>2</sup>	2 Hep B	1 MMR <sup>3</sup>
2 years through 4 years	4 DTP/DTaP/DT	3 Polio	3 Hib <sup>1</sup>	3 PCV <sup>2</sup>	3 Hep B	1 MMR <sup>3</sup> 1 Varicella
At Kindergarten entrance	4 DTP/DTaP/DT <sup>4</sup>	4 Polio			3 Hep B	2 MMR <sup>3</sup> 2 Varicella

<sup>1</sup>If the child began the Hib series at 12-14 months of age, only two doses are required. If the child received one dose of Hib at 15 months of age or after, no additional doses are required. Minimum of one dose must be received after 12 months of age (Note: a dose four days or less before the first birthday is also acceptable).

<sup>2</sup>If the child began the PCV series at 12-23 months of age, only two doses are required. If the child received the first dose of PCV at 24 months of age or after, no additional doses are required.

<sup>3</sup>MMR vaccine must have been received on or after the first birthday (Note: a dose four days or less before the first birthday is also acceptable).

<sup>4</sup>Children entering kindergarten must have received one dose after the fourth birthday (either the third, fourth or fifth) to be compliant (Note: a dose 4 days or less before the fourth birthday is also acceptable).

**COMPLIANCE DATA AND WAIVERS**

**STEP 4** IF THE CHILD MEETS ALL REQUIREMENTS (sign at STEP 5 and return this form to the child care center), OR

IF THE CHILD **DOES NOT** MEET ALL REQUIREMENTS (check the appropriate box below, sign and return this form to child care center).

Although the child has not received all required doses of vaccine for his or her age group, at least the first dose of each vaccine has been received. I, understand that it is my responsibility to obtain the remaining required doses of vaccines for this child **WITHIN ONE YEAR** and to notify the child care center in writing as each dose is received.

**NOTE: Failure to stay on schedule or report immunizations to the child care center may result in court action against the parents and a fine of \$25.00 per day of violation.**

For health reasons this child should not receive the following immunizations \_\_\_\_\_ (List in STEP 2 any immunizations already received)

Physician's Signature Required

For religious reasons this child should not be immunized. (List in STEP 2 any immunizations already received)

For personal conviction reasons this child should not be immunized. (List in STEP 2 any immunizations already received):

**SIGNATURE**

**STEP 5** To the best of my knowledge, this form is complete and accurate.

X



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## MEDIA RELEASE

From time to time we may take pictures or record video of the children doing activities in our Early Childhood, Before/After School Enrichment or Summer Day Camp programs. We would like permission to use these pictures for sharing what we do here at the YMCA (marketing purposes). Photos and video could be used on our website, social media accounts, newsletters and other print media. We will never reference your child by name or provide specific information regarding your child. We will also never sell ANY pictures or video; they would be used exclusively for YMCA purposes.

Please take a moment to share your preferences regarding media and images of your child.

**YES**, I grant the Kenosha YMCA permission to use PHOTOS of my child. I understand the photos maybe shared on the Kenosha YMCA website, in print and on Kenosha YMCA social media pages.

**YES**, my child's photos may be used and displayed in the classroom (art projects, group class photos, etc) **BUT** do not share my child's photos online, on social media, or in print advertisements.

**NO**, please do not take or use any PHOTOS of my child.

**YES**, I grant the Kenosha YMCA permission to use VIDEO of my child. I understand the photos maybe shared on the Kenosha YMCA website, in print and on Kenosha YMCA social media pages.

**NO**, please do not take or use any VIDEO of my child.

Child's Name: \_\_\_\_\_

Parent's Name (Print): \_\_\_\_\_

Parent Signature: ~~X~~ \_\_\_\_\_

Today's Date: \_\_\_\_\_

**KENOSHA YMCA**  
7101 53<sup>rd</sup> Street, Kenosha WI 53144  
P 262 654 9622 F 262 653 9886  
[WWW.KENOSHAYMCA.ORG](http://WWW.KENOSHAYMCA.ORG)

The Kenosha YMCA (Young Men's Christian Association) is a 501(c)(3) charitable organization under the Internal Revenue Code, thereby qualifying for maximum deductibility. An audit report will be provided upon request.





## What Parents Need To Know About MyWICchildcare

The Department of Children and Families (DCF) has changed the way it pays for subsidized child care. The MyWICchildcare EBT card put the payment responsibility into the hands of the parents, instead of the state. Parents can now see the total amount of Wisconsin Share Subsidy, will be aware of the full cost of child care, and are responsible for any additional money owed to the child care provider.

### Parents will need to:

The Kenosha YMCA charges monthly according to your child's schedule. Please refer to your monthly payment contract or your Annual Attendance Contract for our fees and what your charges will be every month. We have a Payment Due Dates Schedule to reference as well.

- If your subsidy amount doesn't cover the full cost of child care, you are responsible for paying the balance owed to the Kenosha YMCA.
- Your EBT card will be reloaded with funds on the **1<sup>st</sup>** of every month. You must pay the monthly fees using your EBT card online or over the phone by the **5<sup>th</sup>** of every month. If you do not make an EBT payment to the YMCA by the 5<sup>th</sup> of every month you will be charged a \$5.00 late payment fee. Your co pays will be due according to the payment schedules.
- **You only pay what is due for the month to the Kenosha YMCA. Each month may vary depending on school schedules such as half days/early release and non-school days.**

### Provide their work and or school schedules in to get an authorization:

- If you have a schedule change, new home address, change in income or a change in your household size notify your child care worker within 10 calendar days.

### Request extra child care if it is needed, when school is closed:

- Know your child's school schedule and school closed days. The YMCA does not charge for school closed days on our monthly contract. However, if care is needed you must fill out a separate registration for these school closed days and are charged once your child is registered. Space is limited on these school closed days we call KDO's and Camps.

**If you have any questions/concerns please contact our Youth and Family Office at 262-654-9622 ext. 236 and or/ Lisa Eckardt at [leckardt@kenoshaymca.org](mailto:leckardt@kenoshaymca.org)**



HOUSEHOLD SIZE—INCOME STATEMENT

Child and Adult Care Food Program

An adult household member must complete this form (HSIS) and return it to the center. Complete one HSIS per household.

Refer to the accompanying Household Letter for instructions on completing this form.

<b>First and Last Name(s) of Enrolled Child(ren):</b>	<b>Center</b>
---	---------------

**PART 1: BENEFITS**

Do any household members currently participate in FoodShare WI, WI Works Programs, or FDPIR? If yes, check the program and write the corresponding case number below; then go to Part 3. If no, skip to Part 2.

<input type="checkbox"/> <b>FoodShare Wisconsin (10-digit case number):</b> DO NOT list a 16-digit Quest Card number: _____	<input type="checkbox"/> <b>Wisconsin Works (W-2) Programs (10-digit case number):</b> Wisconsin Shares Child Care Subsidy benefits is NOT a W-2 Program. It does not qualify a child as free in the CACFP.
<input type="checkbox"/> <b>FDPIR (9-digit case number):</b> _____	_____

**PART 2: HOUSEHOLD SIZE AND INCOME**

If you did not complete PART 1, complete a, b, and c below; then go to PART 3.

**a) Household Members Information:**  
List full names of all members in first column, including yourself and all children.

**b) List all income on the same line as the person who receives it.**  
• Record each income source only once.  
• Check the box for how often each income source is received.

Household Member Names	(Optional) Age	Check if Foster Child	Check if No Income	Gross wages, Net income (self-employed), Tips, Commission, Cash bonuses, Military pay & allowances, Work comp, Unemployment	Income Frequency					Retirement, Social Security, SSI, Disability, VA benefits, Child Support, Alimony	Income Frequency					Private pensions, Trusts, Annuities, Investments, Interest, Net rental income, Savings withdrawals, Any other income	Income Frequency				
					Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually		Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually		Weekly	Every 2 Weeks	Twice per Month	Monthly	Annually
Household Member: anyone who is living with you and shares income and expenses, even if not related.		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**c) Record total # of household members:** \_\_\_\_\_

**PART 3: SIGNATURE**

An adult household member must sign and date this form

If PART 2 is completed, the adult signing the form must list the last four digits of their SS# OR check "None" if they do not have a SS#.

**ETHNICITY AND RACE DATA COLLECTION - Completion is optional**

This center is required by Federal law to ask the following two questions concerning ethnicity and race. Your answers are strictly for statistical reporting and will have no effect on determination of eligibility for benefits. Please answer both questions.

IS YOUR CHILD(REN) HISPANIC OR LATINO?  Yes, Hispanic or Latino  No, neither Hispanic nor Latino

SELECT ONE OR MORE OF THE FOLLOWING CATEGORIES THAT APPLY TO YOUR CHILD(REN):

American Indian or Alaska Native  Black or African American  White  Asian  Native Hawaiian or Other Pacific Islander

I CERTIFY that all information on this form is true. I understand that this information is given in connection with the receipt of Federal funds and that CACFP officials may verify the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

<b>Signature of Adult Household Member</b> 	<b>Signature Date Mo./Day/Yr.</b>	<b>Last 4 digits of SS#</b> (or check "None" if you do not have a SS#) ***-**-____ <input type="checkbox"/> None
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**FOR CENTER USE ONLY - Complete all 3 sections**

Section 1: Basis of Determining Eligibility (A or B)		Section 2: Eligibility Determination	Section 3: Determining Official's Initials/Approval Date Effective Month of Determination
<b>A. Household Size &amp; Income</b> Total Household Size _____  *Total Income \$ _____ / _____ (\$ Amount) (Time Period)	<b>B. Benefits/Foster</b> <input type="checkbox"/> FoodShare WI <input type="checkbox"/> W-2 Programs <input type="checkbox"/> FDPIR <input type="checkbox"/> Foster Child(ren)	<input type="checkbox"/> Free  <input type="checkbox"/> Reduced  <input type="checkbox"/> Non-Needy	Initials/Date: _____  **Effective Month of Determination: _____ <div style="text-align: right;">Month/Year</div>
*Convert to yearly income <u>only</u> when multiple pay frequencies are reported, using only these multipliers:		Weekly x 52 ----- Every 2 weeks x 26	Twice a month x 24 ----- Monthly x 12
			**This form expires one year from the Effective Month of Determination.



Dear Parent or Guardian:

**Kenosha YMCA**

is enrolled in the CACFP, a USDA program which

(Name of Agency)

provides federal assistance dollars to eligible child care centers for serving more nutritious meals. The amount of money our agency receives from this program is based on the income levels of our families. **In order to continue providing a quality meal service without additional charge, we request every family of our enrolled children to complete new a Household Size-Income Statement form (HSIS) each year. Please complete and return the attached HSIS form to our office. This information will be kept strictly confidential in our files.** Only one completed HSIS is required for all children in your household. Once we have properly approved your HSIS as eligible, our agency will receive the higher ("Free" or "Reduced-price") meal reimbursement rates for your enrolled children, for 12 months from the Effective Month of Determination regardless of any change in your household size and/or income or termination from Benefits Programs.

- You are not required to complete this HSIS if no one in your household receives benefits from FoodShare WI (the Supplemental Nutrition Assistance Program (SNAP)), FDPIR (Food Distribution Program on Indian Reservations), Wisconsin Works Programs and your household income is higher than the amount shown for your household size within the table below. In this case, however, we would appreciate you returning the HSIS to us with "N/A" written on it along with your signature and date.

**Determining Eligibility based on Participation in Benefits Programs → Complete Part 1 and Part 3 of HSIS form**

Our agency receives the Free meal reimbursement rate for children in households receiving benefits from FoodShare WI, FDPIR, or WI Works Programs.

**Wisconsin Works Programs** is Wisconsin's Temporary Assistance for Needy Families (TANF) program. **It provides temporary cash assistance through work placement and training programs and IS NOT the WI Child Care Subsidy Program.** WI Works Programs include Trial Employment Match Program (TEMP), Community Service Jobs (CSJ), Case Management, W-2 Transitions (W-2T), Custodial Parent of an Infant (CMC), Minor Parents Services, Noncustodial Parents, Pregnant Women, Learnfare and Emergency Payments.

**You must include the following information on the HSIS (a-c) for eligibility based on receiving benefits from FoodShare WI, FDPIR, WI Works Programs:**

- (a) The names of your enrolled children;
  - DO NOT list case numbers for:
- (b) Checked box for the benefit your household receives and its case number; &
  - Medicaid, SSI, OR Wisconsin Child Care Subsidy program AND
- (c) The signature of an adult member in the household & signature date
  - DO NOT list 16-digit Quest Card number (starts with 5077) for FoodShare WI

**Determining Eligibility by Household Size and Income → Complete Part 2 and Part 3 of HSIS form**

**Household-Size Income Scale (Effective July 1, 2023 to June 30, 2024)**

Household Size	Annual Income Level (at or below)
1	\$ 26,973
2	\$ 36,482
3	\$ 45,991
4	\$ 55,500
5	\$ 65,009
6	\$ 74,518
7	\$ 84,027
8	\$ 93,536
For each additional Household Member, add:	+\$ 9,509

If your household earns a total income that is less than or equal to the income levels listed within this table, we will receive higher meal reimbursement rates ("Free" or "Reduced-price" meal rate) for your children. **For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e):**

- (a) Full names of all household members who share income and expenses, including children, parents, and non-related persons;
- (b) Income received by each household member identified by source of income and its pay frequency;
- (c) Total number of household members;
- (d) The signature of an adult member of the household and signature date; and
- (e) The last four digits of the social security number of the adult household member signing the HSIS or an indication he/she does not have a social security number.

• Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.

**Eligibilities of Foster, Runaway, Homeless, and Migrant Children, and Children enrolled in Head Start:**

Our agency will receive the Free meal reimbursement rates for foster, runaway, homeless, and migrant children and children enrolled in Head Start who reside in your household, when you provide the respective documentation listed below. **The respective documentation is required for these**

**children to be eligible for Free Meals: These children's eligibility for Free meals does not extend to other children in your household.**

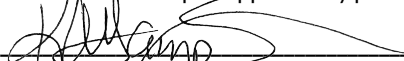
- **Foster children:** Your completed HSIS with the 'Foster Child' box checked next to your foster children's names. When including them on your HSIS completed for your non-foster children, any income reported for your foster children must only be for their personal use. Your foster children will then be eligible at the "Free" meal rate. Your non-foster children's eligibilities will be based on the benefits or income information provided on your household's completed HSIS form.
- **Children Enrolled In Head Start:** Written certification of your child's Head Start enrollment eligibility period from the Head Start administering agency.
- **Runaway, Homeless, and Migrant Children:** Written certification of the child's status from an official of the appropriate Runaway and Homeless Youth Program, Migrant Education Program, or school official.

**Use of Information Statement:** The Richard B. Russell National School Lunch Act requires the information on this form. You are not required to provide this information, but if you do not, our agency cannot receive higher reimbursement rates for meals served to your children. You must include the last four digits of the social security number of the household member signing the form unless: the HSIS is only for your foster child(ren); you list a case number for receiving benefits from FoodShare WI, WI Works Cash Programs, or FDPIR; or when the household member signing the HSIS checks "None" for not having a SS#.

**Sharing Eligibility Information:** Children's eligibility information may be shared in accordance with disclosure protection requirements without prior notification, with education, health, and nutrition programs to assess their eligibility for benefits. The law allows us to share your children's eligibility information with programs such as Medicaid or BadgerCare for ensuring their access to free or low cost health insurance, **unless you tell us not to.** This information may only be used for determining eligibility for their programs; if your children are eligible, they may contact you to offer their enrollment options. Filling out this HSIS does not automatically enroll your children in these programs. **If you do not want your information to be shared with these programs, notify us in writing. This notification will not change whether your children's meals are eligible for meal reimbursement.** Your eligibility information provided on the HSIS may also be shared with auditors for program reviews and law enforcement officials for the purpose of investigating violations of program rules.

Refer to the [USDA Non-Discrimination Statement and Complaint Filing Procedure](https://dpi.wi.gov/nutrition#discrimination) (https://dpi.wi.gov/nutrition#discrimination).

This institution is an equal opportunity provider.

  
\_\_\_\_\_  
Signature of Agency Representative

## **Thank you for completing the BASE Enrollment Packet**

**If you signed electronically, you may click below to submit to the Youth and Family Office.  
If not, please print, sign and drop off at the Kenosha YMCA Member Service Desk.**

**The next step is to review the Parent Policy Book. Click here to access, review and submit the acknowledgment page of the Parent Policy. (Or drop off a signed hard copy at the Kenosha YMCA)**

**Once both the Enrollment Packet and Parent Policy Acknowledgment have been received by the Youth and Family Office, you will receive a confirmation email within 1-2 business days with instructions on how to proceed with Online Scheduling.**

**If you have any questions, please e-mail us at [youthandfamily@kenoshaymca.org](mailto:youthandfamily@kenoshaymca.org)**