



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**VALLEY OF THE SUN YMCA  
MARICOPA COUNTY  
PROGRAM OVERVIEW  
NO DISTINCTION CIGNA / UHC & NON-COUNTY INSURED  
"ALL EMPLOYEE YMCA MEMBERSHIP"**

**Maricopa County YMCA Membership:**

The membership will cost the same at any branch and will allow access to any of the 16 Valley of the Sun YMCA branch locations. Membership fees will be collected solely through payroll deductions. As an added benefit, the YMCA will be waiving the regular \$100 joining fee. For this membership all people on the same membership must be living in the same household as the Maricopa County Employee. Per August 1, 2013, the County employee does not have to be insured through the county sponsored medical plan (CIGNA/UHC). There will only be one membership group (CIGNA/UHC & NON-COUNTY INSURED). All membership dues will be pay-roll deducted.

Membership Type	Monthly Co-Pay	Bi-Weekly Deduction	Includes
Adult	\$24	\$12	Employee Only
Couple <b>NEW!</b>	\$40	\$20	Employee + Adult living in same household
Family I	\$44	\$22	Employee + Children age 18 & under living in same household
Family II	\$51	\$25.50	Employee + Adult + Children age 18 & under living in same household*

**Child Care:**

Child care includes Preschool Child Care Programs, (Summer) Day Camp, Before and After-School Programs and Overnight Resident Camp, offered at significantly reduced costs. To reiterate, by becoming a Maricopa County YMCA Member, one becomes a Facility Member. As a Facility Member, County employees will receive a preferred rate for ALL programs. Plus, this unique partnership will offer an extra 15% off child care costs at the YMCA branch of service (YMCA Home Branch). Child care costs cannot be paid for through payroll deductions; employees will pay these fees directly to the YMCA branch of service. Receipts will be issued to submit, when requesting reimbursement from a flexible spending account (FSA).



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### **Programs:**

Programs, other than child care, can be purchased at the preferred Facility Member rate, but will not receive the extra 15% off.

### **Eligible Employees:**

All Maricopa County employees are eligible for the membership savings and will receive all of the benefits stated in this overview. Family Members who are living in the same household are also eligible for the membership savings. However, dependents who are between age 19 and 26, will not qualify for the membership savings. If a dependent is older than 19 and younger 26, the YMCA offers an "Add-on" feature. This means that each dependent between 19 and 26 belonging to the family unit and living in the same household, can be added-on to the membership for \$20 per month per each dependent (between 19-26). These added-on membership fees will be collected through the same payroll deduction.

### **Enrollment Process:**

When a Maricopa County employee signs up for a membership the following items are needed at the time of enrollment:

1. County ID Badge,
2. Employee ID Number (9-digit number that begins with 81 \_ \_ \_ \_ \_ \_ \_ \_ \_)
3. Method of payment to pay the equivalent of one payroll deduction fee \*\*\*

Employees will be asked to complete a Membership Application, Membership Waiver as well as a Payroll Deduction Form. The YMCA will still ask whether the employee is CIGNA/UHC insured or not, this is solely for internal operational purposes. It is no longer needed to show your Insurance Card. When employees sign up for child care services, additional paperwork will need to be filled out. The employee will need to bring a method of payment for any required fees (as this will not be handled through payroll deductions).

### **Sign up Process:**

All three forms (Registration form, Payroll deduction authorization Form and the Waiver), need to be scanned, one sided – so 4 pages, to [MaricopaCounty@vosymca.org](mailto:MaricopaCounty@vosymca.org). Please add in the subject line of the e-mail: Branch – Employee name – Employee ID number – Sign Up.

### **Payroll Deduction Process:**

\*\*\* At the time of registration for a YMCA membership, employees will be asked to pay the equivalent of one (1) payroll deduction fee for the membership type selected until their payroll deductions begin.

### **Payment Methods for Child Care Services:**

Payments can be made by check or credit card directly to the branch of service. Payments can also be paid via a checking account bank draft or credit card draft. Drafts are processed twice a month – on the 5<sup>th</sup> and the 18<sup>th</sup>.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Cancellation Process:**

The YMCA does not require long-term contracts; a 30 day written notice is required to cancel a membership. The Maricopa County employee would come to the YMCA Branch and fill out the Payroll Deduction Termination Form at the branch. The branch scans the Termination forms to the county inbox as soon as possible. Please add in the subject line of the e-mail: Branch – Employee name – Employee ID number – Cancel. The cancellation itself will be processed by Susan Szelinger. No CCC action is required by the branch. When talking to the member, relate that cancellation usually equals 2 payroll deductions, but there are exceptions (it could be three), depending on the date of cancellation and date the forms are scanned in. For that see the payroll deduction schedule on SharePoint.

**Change Process:**

You can make changes to the county membership at any time. When changing membership type, need to have the member fill out:

- 1) Payroll termination form for the old membership type
- 2) Payroll authorization form for the new membership type
- 3) New Registration form, only when upgrading so we capture the information of the new family members on the membership.
- 4) No new waiver is needed.

Scan all this to the county inbox. Please add in the subject line of the e-mail: Branch – Employee name – Employee ID number – Change

**ALL INFO:**

SharePoint: Membership/Corporate Wellness/Maricopa County