

Steps to completing Outreach Registration:

1. **Club affiliated athletes** should contact the club first to sign up with the team!
Unattached athletes, contact the [IASI Registrar](#) directly for assistance.
2. **Determine if the athlete qualifies** for Outreach Registration. Check the [USA Swimming Outreach Membership Criteria List](#) to determine eligibility and what proof of eligibility document (if any) is needed. If the athlete is participating in any of the listed programs, or meets any of the circumstances in Special Request (see last item on the list), they qualify for Outreach registration.
3. **Athlete's family sends a copy of Proof of Eligibility** document to the athlete's club registrar. Once received, the club registrar will send the Outreach Registration link to the family to complete the USA Swimming registration process online. A discount reducing the registration fee to \$5 will be applied at checkout.
4. **Club Registrar must forward the Proof of Eligibility document to the IASI Office.** *This step must be done for the athlete to also receive the IASI Outreach discount of \$5 per meet.*

Confidentiality - only the head coach, club registrar, and club treasurer are privy to their club's Outreach membership information, in order to facilitate registration and meet entry at the reduced fee. Outreach membership is not published in meet programs, club rosters, or among officials or volunteers. DO NOT share Outreach information outside of this small circle of club leadership.

Outreach membership information is to be kept confidential at all times.

General Information about the Outreach program

Outreach athlete membership is available to eligible athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. The registration fee for eligible USA Swimming/Iowa Swimming Outreach athletes is \$5.00.

Additionally, IASI Outreach athletes are eligible for a reduced meet entry fee of \$5 per meet and are exempt from additional per-event entry fees.

In short - \$5 USA Swimming registration, \$5 per IASI meet.

Proof of participation in at least one program on the USA Swimming Outreach Membership Criteria List must be submitted to qualify for Outreach membership. The burden of proof rests with the applicant, and proof of eligibility must be resubmitted each year with registration/renewal for the athlete to continue in the Outreach program.

Special Requests cases for Outreach eligibility are also considered. Examples of Special Request Outreach eligibility include *but may not be limited to*:

- health emergency (athlete or parent has become seriously injured or ill)
- death of a sibling or parent
- loss or reduction of employment

- fire
- athlete has entered into foster care

If a club has a family that is facing a sudden crisis such as these, the Head Coach or Club Registrar should contact the IASI Registration chair for guidance on providing proof of eligibility documentation. Special Request Outreach is valid for 1 year, and families wishing to continue in the Outreach Program after that time will need to provide proof of participation in one of the assistance programs on the Outreach Membership Criteria List when they renew registration in subsequent years.

Athletes with a disability (visual, hearing, physical, or cognitive), are also eligible for Outreach membership. No proof of disability is required, but the athlete/family is asked to indicate the type of disability at the time of registration. Identifying your athlete's disability (and ethnicity) helps USA Swimming and IASI identify our true demographic and who we serve, and helps families to stay informed of opportunities for their athletes.

FAQs

What if the athlete is already registered for the year? I have an athlete that did not previously qualify for Outreach, but now they do. Is it too late to switch to Outreach? It is not too late. Contact jen@iaswim.org for assistance.

How are Outreach Meet Fees handled? Meet hosts, Meet Entry Chairs, Meet Directors, or anyone entering Outreach athletes in a meet – Outreach meet entry fees should be calculated (along with all other athlete meet entry fees) on the Meet Financial Summary Form, which is found on the IASI website (click on IASI Swimming Resources/IASI Meet Resources). Email the host club the entries report and the Meet Financial Summary Form, detailing the number of entering Outreach athletes and the number of Individual entries. No athlete names are to be indicated (confidentiality). The number of Outreach athletes and entries for the meet is then verified/confirmed by the IASI Office as part of the Pre-Meet Registration Recon process.

What about club dues? Does Outreach membership mean that an athlete does not have to pay any club dues? Our club might not be able to do that... Club dues are 100% up to the club. Some clubs are able to offer reduced club fees or full or partial scholarships to Outreach members. Others simply cannot. Work with your club to find out what, if any, additional assistance is available. Clubs looking for direction in developing a club scholarship/assistance program – contact jen@iaswim.org for a guide.

A family of two of our athletes has experienced a terrible car accident. Both parents are badly hurt, and I don't think they are currently participating in any of the programs on the Outreach Eligibility List. How can I help this family keep their kids in the water? Swimming is so important to them. The parents will be out of work for a long time, and their kids have moved in with nearby family. Contact the legal guardians of the athletes – with their go-ahead, you can write a brief letter describing the circumstances, and requesting that the athletes be changed to Outreach for this year. This letter serves as Proof of Eligibility for this year. During the coming year, when/if participating in any assistance programs on the List is begun, that can serve as proof of eligibility during subsequent years.

What if the athlete has registered as Outreach, but has not yet submitted proof of eligibility? Then the athlete will not be eligible for the IASI Outreach benefit of reduced meet fees (\$5 per meet). Both USA Swimming Outreach membership AND appropriate proof of eligibility must be in place for the athlete to be fully registered as Outreach.

USA Swimming

Outreach Membership Criteria List

Program Name/Description <i>Description</i>	Form of Proof Card/Letter/Certificate	Website	Notes
SNAP (food stamps)	Current date Notice of Action letter	https://www.fns.usda.gov/snap/apply	Each state has it's own application form.
Emergency Food Assistance Program (TEFAP)	The Homeless Coalition use their letterhead letter to confirm families' homeless status after screening the parents A letter from school district detailing students living situation	https://www.acf.hhs.gov/ https://nche.ed.gov/	
Federal Poverty Guidelines - Household's income is within the limits on the Federal Income Eligibility Guidelines. LSC determines %.	Previous or current IRS Tax Return.	https://aspe.hhs.gov/poverty-guidelines	
Section 8 low income housing	Section 8 Voucher / Lease agreement / Rent Receipt	https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet	See state housing authority for more information.
Medicaid and other low income needs based health insurance programs including CHIP (children's health insurance program).	Annual Letter (including Medi-Cal)	https://www.cms.gov/ https://www.medicaid.gov/	
Medicare -- especially for grandparents raising grandchildren.	Notice of Action letter	https://www.medicare.gov/	
Emergency Food Assistance Program (TEFAP)	Approval Letter	https://www.fns.usda.gov/tefap/emergency-food-assistance-program-tefap	Based on income levels and participation in programs like SNAP, CSFP, LEAP, etc.
Social Security Disability Insurance	Social Security Disability Notice Letter	https://www.ssa.gov/disability/	The Social Security Office will send them a notice with the amount participants will receive and when payments will start. IMPORTANT: Disability benefits will not necessarily continue indefinitely. The Social Security Disability Office reviews cases periodically. In a dual income household one person may qualify for SSDI while the other earner's income may exceed the poverty guidelines.
LIEAP -- Low Income Energy Assistance Program	Approval Letter	https://www.acf.hhs.gov/ocs/programs/liheap	The Office of Community Services will provide participants with the approval letter.
SSI -- Supplemental Security Income	Annual Statement	https://www.ssa.gov/disabilityssi/ssi.html	
Consider YMCA/YWCA or Parks & Rec low income memberships. If athletes qualify for these memberships, have the applicant submit the income standards for the membership for consideration.	Letter from YMCA/YWCA or Parks and Rec Program		Contact local YMCA/YWCA or Park & Rec administrator for more information.
WIC -- Special Supplemental Nutrition Program for Women, Infants and Children	Copies of WIC document that show participation in program.	https://www.fns.usda.gov/wic/women-infants-and-children-wic	WIC participants have to go through an approval process. WIC doesn't send an approval letter. They will provide copies of documents to show that families are participating. Contact local WIC office.
TANF -- Temporary Assistance to Needy Families Program	Verification letter from Department of Health and Human Services	https://www.acf.hhs.gov/ofa/programs/tanf	Contact family caseworker for documentation. IMPORTANT: Plan and work requirements are part of TANF. If they are not followed TANF benefits maybe cut. Also the employment situation may change (new job) that will push participants out of program. Work with TANF Caseworker to monitor status.
School Financial need based program - Private/Parochial	Verification letter from School administrator		See schools administrator for criteria for need based programs.

USA Swimming

Outreach Membership Criteria List

Disability -- allow all athletes who are disabled under USA Swimming definitions to qualify for an outreach membership.	No proof of disability needed, but please do complete the disability section when completing USA Swimming registration online.		Disability is defined by USA Swimming as a permanent physical or cognitive disability that substantially limits one or more major life activities.
Children's Health Insurance Program (CHIP)	Copy of welcome letter from the Health Insurance Marketplace.	https://www.healthcare.gov/medicaid-chip/childrens-health-insurance-program/	IMPORTANT: CHIP benefits are different in each state. But all states provide comprehensive coverage. Must contact local state office. CHIP participants must show marketplace documents to prove income level. Participants will first receive a welcome letter in the mail. A couple of weeks later a more detailed packet will follow. CHIP provides low-cost health coverage to children in families that earn too much money to qualify for Medicaid. Designed for families that have a low income.
Participation in Head Start	Letter from the Family Advocate/Family Support Specialist that states the family has been approved to participate in the Head Start program	https://www.acf.hhs.gov/ohs	The Health & Human Services (HHS) Poverty Guidelines are used to determine income eligibility for participation in Head Start and Early Head Start programs. Children from birth to age five who are from families with incomes below the poverty guidelines are eligible for Head Start and Early Head Start services. The family works directly with the Family Advocate/Family Support Specialist to find a Head Start program that has space for the family.
Housing Choice Voucher Program	Copy of the Housing Voucher that the PHA issues to qualified families to either rent or purchase an apartment or home.	https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/about/fact_sheet	Housing choice vouchers allow very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing. Housing choice vouchers are administered locally by public housing agencies (PHAs). A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. IMPORTANT: Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home. It is possible for a family with a low income to purchase a home.
Child and Adult Care Food Program (CACFP)		https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program	CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.
FDPIR -- Food Distribution Program on Indian Reservations		https://www.fns.usda.gov/fdpir/food-distribution-program-indian-reservations-fdpir	USDA Foods to income eligible households living on Indian reservations, and to American Indian households residing in approved areas near reservations or in Oklahoma. Households are certified based on income standards set by the Federal government and must be recertified at least every 12 months. Income level guidelines - https://fns-prod.azureedge.net/sites/default/files/fdpir/exhibit-m-net-monthly-income-standard.pdf . IMPORTANT: Households may not participate in FDPIR and SNAP in the same month.

USA Swimming

Outreach Membership Criteria List

Summer Food Service Program	Verification letter from site administrator	https://www.fns.usda.gov/sfsp/summer-food-service-program	The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session. Program operates during school vacations, primarily in the summer months from May through September. Certain categories of children are automatically eligible for free meals (categorically eligibility). Participation in comparable Federal assistance program (SNAP, FDIPIR, TANF, etc.), documentation that the child is homeless, runaway, or migrant, a foster child; or enrollment in Head Start Program.
Seamless Summer Option	Current date, Individual Letter from the <u>school district</u>	https://www.fns.usda.gov/school-meals/opportunity-schools	Meals are provided free of charge to children, 18 years and under, from low-income areas. IMPORTANT: THE LEVELS - Open - On a first-come, first served basis, serves all children age 18 and under at a site that is located within an area where at least 50 percent of the children are certified eligible for free or reduced price school meals. Restricted Open - On a first-come, first-served basis, serves children age 18 and under at a site that is located within the geographical boundaries of the attendance area of a school where at least 50 percent of the children are certified eligible for free or reduced price school meals or based on other data as discussed in Q17. Closed Enrolled - Serves only an identified group of children through age 18 who are participating in a specific program or activity. Meals are reimbursed for all children in attendance at the appropriate NSLP or SBP free rates
Federal free and reduced Hot Lunch Program	Current date, Individual Letter from the <u>school district</u>	https://www.fns.usda.gov/nslp/national-school-lunch-program-nslp	Acceptable in areas that do not participate in the Community Eligibility Provision
Special Request - For cases not falling within the above categories (child has recently entered foster care, children of veterans, accident/serious illness death of a parent/guardian, house fire, job loss or reduction of income, or similar emergency/exceptional circumstances).	Determination for appropriate proof of eligibility made with assistance of LSC Registration Chair. Please contact jen@iaswim.org .		IMPORTANT: Foster children - Guardianship of the foster child must be linked to the household of the guardian through custody papers. Special Request eligibility is generally valid for only 1 year. To renew as Outreach for subsequent years, participation in one of the above programs is required.