

1. 7:00 P.M. Youth Commission

Documents:

[2026.01.13 YOUTH COMMISSION AGENDA.PDF](#)

1.I. 7:00 PM SYC - Jim 1.8

Documents:

[2026.01.13 YOUTH COMMISSION PACKET.PDF](#)

**Town of Southborough, MA  
Southborough Youth Commission  
January 13, 2026 7:00 P.M.  
VIRTUAL ZOOM MEETING  
Agenda**

May be watched or may participate in the meeting remotely with the meeting link at:  
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

*Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.*

- **Encompass Presentation**
- **Review/ Approve Meeting Minutes**
  - December 9<sup>th</sup>, 2025
- **Director's Report**
  - Department highlights since last meeting
  - Upcoming dates and information
- **Youth Commission vacancy**
- **Donation Account Expense**
  - Camp Scholarships
- **Friends Update**
- **Adjournment**

Nancy Sutton, Chair

- Southborough Youth Commission, Document Packet (6 attached)

# Southborough Youth Commission (SYC)

## Meeting Minutes

December 9, 2025

### Opening:

This meeting of the Southborough Youth Commission was called to order at 7:02pm, on December 9, 2025. This meeting was held virtually via Zoom.

Commission Members present: Lauren Richey, Sara Michas, Susan Beyer, Melissa Shields Karen Anglim, and Nancy Sutton

Also present:

Staff members: Sarah Cassell

### Administrative:

A. Meeting called to order at 7:02 pm by Nancy Sutton, Chairman

B. Review and Approval of SYC Minutes

a. SYC Minutes for November 4, 2025 meeting

i. Motion to approve minutes as amended—see draft line 75

1. Roll call vote:

a. All present approve motion

### Reports and Discussions:

#### A. Department Highlights –Director’s Report for December 2025

a. High Level Overview of Trendline results presented to Select Board on 12/2

i. Challenges faced by town human services to better meet the needs of the community given current resources

ii. Follow-up conversation with Chair of the Select Board

b. Financial Assistance Application Update

i. Conversation with Trust Fund Comm, to see how process can be more streamlined to access financial resources when in need

c. Shop with a Cop program

i. Different donors-Teachers Union and Police Associations

ii. At local Walmart

iii. Eligible families can have jids shop with an officer from their community

iv. Community building activity between law enforcement and residents

v. 15 kids from Southboro can participate

d. Winter Wishes Program

i. Supporting many local families (26) (44 Adults/45 kids)

• Allocate \$200 per child/\$150 per adult

ii. Raised over \$17k in gift card donations

iii. Went smoothly thanks to Janet’s efforts

- e. Annual Report Season
  - i. Summarize progress, programs, and statistics
- f. QPR Training at Library
  - i. Library Trustees will be participating
    - Expanding skill set of staff
- g. Exploring other possible future programs
  - i. Healthy relationships
  - ii. Anti-loneliness Program

#### **B. FY26 Budget Review**

- a. Remaining Operating Budget-\$12,895
- b. ARPA Funds-\$0
- c. Donation Account-\$5k
- d. Program Statistics-Services Provided between 7/25-12/25
  - i. Mental Health- 42 clients
  - ii. Needs based- 57 clients
  - iii. Prevention Based- 59 clients
  - iv. Total- 153 clients

#### **C. Strategic Plan**

- a. Started in 2021—5 year plan
- b. All-in-all, very successful in meeting five year goals and objectives
- c. Department continuously returned to plan for on-going guidance
- d. Next steps: Develop next 5-year plan based on the recent Community Needs Assessment Survey data
  - i. First step: Need to consider how human resources in town will be organized and delivered

#### **D. Youth Commission Vacancy**

- a. Reaching out to Board to help recruit new member, perhaps in a human resource service profession
- b. How do we fill this vacancy? Discussion follows
  - i. Perhaps hold an SYFS Open House at new Arts Center in Fayville with other town organization (Melissa follow-up)
  - ii. Perhaps hold a Wellness session at Theracopia focusing on mindfulness (Karen follow-up)

#### **E. Ellen Piontek Scholarship Award**

- a. Community Service Recognition among High School seniors who demonstrated exemplary accomplishments providing support to their community
  - i. Friends funds this scholarship
    - \$1,000 to use toward college, training program, certification, etc
    - Friends asks SYC Board to review applications and choose recipient
  - ii. Sarah C. will move ahead with ARHS
  - iii. Essay applications will be reviewed in April 2026

#### **F. Encompass Presentation**

- a. Give presentation to SYC
  - i. Perhaps during board meeting time
    - Move meeting time up to 6pm

- Maybe in January or February

#### **G. FY2027 Budget Discussion**

- a. Draft of FY2027 Budget Request Memo to Mark Purple and Brian Ballantine
  - i. Town facing some fiscal constraints
  - ii. Salaries - +\$16k (due to approved adjustments)
    - Includes 5% increase and longevity pay
    - Part-time pay
  - iii. Software-+1k due to new Proprio interpretation service
    - Also includes subscription to Simple Practice and MySeniorCenter
  - iv. Employee Training-no change
  - v. Printing-no change
  - vi. Contracted Services- decrease by \$3k
    - Interface Referral Service- \$15k/year
    - Clinical consultation - \$10k/year
  - vii. Office supplies, program supplies, milage-remain the same as previous year
  - viii. Overall, 4% decrease in budget needs
- b. Budget proposal must be submitted by next Monday
- c. Board Input—any additional needs
  - i. Furniture, tech and therapeutic supports
- d. Motion made by Nancy Sutton to support FY27 Budget Request Proposal Memo as drafted
  - i. Roll call vote: All present approve of motion

#### **Friends Update (Karen A.)**

##### **A. Winter Wishes Wrap-Up**

##### **B. New member recruitment**

##### **C. Fundraising for Camperships - \$30k needs to be raised to cover costs**

#### **Other Business**

- Sam Stivers (in audience) suggests using Town Census to recruit town members to board based on profession
- No other business

Nancy Sutton makes a motion to adjourn the December 9, 2025 SYC meeting at 8:24pm.

-All Members Present in favor

**Next Commission Meeting: January 2026**

**Meeting adjourned at 8:24pm**

#### **List of Documents Referred to in the December 2025 SYC Meeting**

- **SBO Youth commission packet—December 2025**
  - **Draft SYC Meeting Minutes- November 4, 2025**
  - **Director's Report-December 2025**
  - **Youth Commission Vacancy Flyer**

123  
124  
125

- Strategic Plan 2021-2026 recap
- Draft memo-FY27 Budget Request

126 *Notes recorded and written by Southborough Youth Commission Secretary, Sara B. Michas*

DRAFT



# **SOUTHBOROUGH YOUTH AND FAMILY SERVICES**

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

## **Director's Report: January 13, 2026**

1. Highlights since last meeting (12/9/25)
  - Food Pantry outreach 12/12/25
  - Connect Recreation with Colonial Gardens residents and management staff
  - Submission of 2025 Annual Report
  - Submission of FY27 budget proposal
  - Mailed Youth Commission vacancy letter to residents in the Human Services field
  - Updated Financial Assistance application for 2026, programmed into Docusign, and translated into 7 languages
  - Staff holiday luncheon, YFS Spirit week, and desk decorating contest among all departments.
  
2. Upcoming dates and information
  - Next newsletter issue for January and February
  - Graduate intern interviews for 2026-2027
  - QPR Suicide Prevention training for Library staff 1/26/26
  - Southborough Annual Town Meeting 4/11/26



*The SYFS reception desk decorated for the Winter Wonderland desk decorating contest*



# **SOUTHBOROUGH YOUTH AND FAMILY SERVICES**

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

Dear Southborough resident,

December 11, 2025

We are writing to inform you of an opportunity that you may be interested in. The Southborough Youth Commission is seeking a candidate to fill a vacancy on their board. The Southborough Youth Commission is a seven-member board of residents appointed by the Select Board to advise the **Youth and Family Services** department. The Youth and Family Services department's mission is to provide compassionate and equitable behavioral health and social services to Southborough residents. We have contacted you specifically as your background and skill set would be valuable to the board and we hope you will consider volunteering.

The Youth Commission meets **once per month** and assists the Youth and Family Service department through outreach and advocacy throughout the year. Youth Commission member responsibilities include:

1. To advise and support Southborough Youth and Family Services programming
2. To advise the Director of Southborough Youth and Family Services in matters of staffing and other organizational decisions
3. To support Southborough Youth and Family Services outreach in the community
4. To advise and support the Director of Southborough Youth and Family Services in preparation of the annual Youth and Family Services budget, and other Youth and Family Services expenses
5. To collaborate with Southborough Youth and Family Services and the Friends of the Southborough Youth Commission, a 501c3 non-profit, and support their fundraising efforts

The Southborough Youth Commission supports Southborough Youth and Family Services in providing low-cost or no-cost services to the Southborough Community in:

1. Mental health support for all Southborough residents
2. Need-based emergency financial assistance services
3. Outreach programs in the schools and community for improved mental health
4. Community-wide goals for the wellbeing of residents of Southborough.

Candidates with a background in mental health, social services, prevention and early intervention in mental health or substance use, or work with underserved populations, are desirable but not required. If you have questions or would like to learn more, please contact the Chair of the Youth Commission, Nancy Sutton, at [nsutton@southboroughma.gov](mailto:nsutton@southboroughma.gov) for more information. Thank you for considering this important opportunity to give back to your community.

Sincerely

Sarah Cassell, LMHC, MCCS  
Director  
Southborough Youth and Family Services

Nancy Sutton  
Chair  
Southborough Youth Commission



# Volunteer to serve on the Youth Commission!



**SOUTHBOROUGH YOUTH  
AND FAMILY SERVICES**  
STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

Help advise and support  
Southborough Youth and  
Family Services and their  
programs. Snap the QR code  
to find out more and volunteer  
to make a difference today!



If interested, please contact Nancy Sutton at  
[nsutton@southboroughma.gov](mailto:nsutton@southboroughma.gov)





## 2025 Annual Report

### **Mission and Strategic Plan**

The mission of Southborough Youth and Family Services is to provide compassionate and equitable behavioral health and social services to Southborough residents of all ages.

### Strategic Plan 2021-2026 Goals:

1. Strengthen internal systems and establish standards of operational excellence and efficiency.
2. Evaluate, refine, and streamline service provision.
3. Increase awareness of SYFS and involve the community in our mission.
4. Build diversity, equity, and inclusion competencies along with targeted programming and services.

Please visit our website to view the complete Strategic Plan including strategies and objectives.

### 2025 Achievements

- Onboarding of new staff member, Program Coordinator, Emily Brideau.
- Development of one “Universal Financial Assistance Application” to include town-sponsored financial assistance programs across multiple departments. The application is available in 6 different languages and available both securely online and in paper form.
- Conducted a Community Needs Assessment with Trendline (January 2025-December 2025 project)
  - 8 focus groups with 54 residents
  - 11 key informant interviews
  - 345 survey respondents
- Purchased Pocketalk devices for Interpretation and increased prioritization of marketing material translation
- In collaboration with Southborough Housing Authority management staff, SYFS developed programming for Colonial Gardens residents and a satellite space for Southborough’s human service departments to provide on-site services.
- Developed and offered 10 educational training topics for residents, called Info Sessions
- Started a bimonthly newsletter
- Two SYFS staff trained in iDecide facilitation, a substance-use diversion program for youth
- Community outreach events in 2025- 16 events
- Partnerships/Cosponsored events in 2025- 18 events
- SYFS events and programs offered in 2025- 34 events/programs
- Provided mental health support to 119 individuals, 791 appointments for mental health support provided in 2025
- Assisted 20 Southborough youth with camp scholarships
- Assisted 96 individuals from 28 families through Winter Wishes

### **Overview of Services**

#### Mental Health Services

Mental Health Services remains the most utilized category of support offered by Southborough Youth & Family Services (SYFS). SYFS provides a comprehensive range of mental health supports designed to be accessible, responsive, and aligned with best clinical practices. The department employs a screening and triage process to prioritize residents with urgent, time-sensitive needs while also supporting individuals and families in identifying appropriate long-term resources.

Southborough partners with both the INTERFACE Referral Service through William James College and Behavioral Health Partners (BHP) of MetroWest to expand residents’ access to mental health, substance use, and wellness services. To ensure high-quality clinical care, SYFS clinical staff participate in weekly clinical supervision and weekly consultation with contracted clinical specialist and supervisor, Rhona Kerans, LICSW. SYFS provides short-term and interim mental health support to Southborough residents of all ages. Services vary in intensity and are tailored to meet individual needs.



In 2025, SYFS mental health services included the following:

- **Referral Support**

SYFS assists individuals and families in connecting with community-based mental health providers through partnerships with INTERFACE Referral Service and Behavioral Health Partners of MetroWest.

- **INTERFACE Referral Service**, through William James College, is a confidential mental health and wellness referral helpline available Monday through Friday, 9:00 a.m.–5:00 p.m. at 888-244-6843 (toll-free). This free service matches Southborough residents with licensed mental health providers based on location, insurance, and specialty needs.
- **Behavioral Health Partners (BHP) of MetroWest** is a collaborative network of four agencies—Advocates, South Middlesex Opportunity Council (SMOC), Spectrum Health Systems, and Wayside Youth & Family Support Network. BHP assists MetroWest residents in accessing behavioral health, primary care, substance use, and social services. Residents may contact the Service Navigation Line Monday through Friday at 844-528-6800.

- **Clinical Consultations**

Residents seeking timely guidance from a mental health professional, without an ongoing commitment to counseling, may request a confidential clinical consultation with SYFS staff. Consultations may be scheduled in person or conducted by phone.

- **Assessments**

When additional information is needed to clarify presenting concerns, evaluate response to services, and/or determine appropriate supports, SYFS clinicians offer confidential 6–8 session assessments. During this process, clinicians meet with individuals, consult with collateral contacts, review existing documentation, and gather relevant information to provide comprehensive clinical recommendations.

- **Short-term Counseling**

SYFS offers short-term, confidential counseling services to Southborough residents of all ages. These services may be provided:

- As a bridge for residents with urgent or time-sensitive needs while awaiting community-based care
- For individuals with clearly defined, short-term goals
- When significant barriers limit access to appropriate external services

- **Therapeutic Groups**

SYFS offers confidential therapeutic groups based on community interest and staff availability. Past offerings have included DBT-informed social-emotional skills workshops, parent support groups, social pragmatics groups, and executive functioning skills groups.

- **Substance Use Diversion Program**

This confidential program serves Southborough youth ages 14–18 with emerging substance use concerns. The program aims to provide early intervention and support to reduce the risk of future health concerns, legal involvement, addiction, or disciplinary action. Referrals may come from schools, healthcare providers, mental health professionals, or the Southborough Police Department.

- **Info Sessions**

Info Sessions are brief educational offerings provided individually, in group settings, or as workshops. Topics focus on mental health education, navigating systems of care, and building skills to support well-being and healthy relationships. In 2025, SYFS offered Info Sessions on the following topics:

- Understanding Depression
- Understanding Anxiety
- Understanding ADHD
- The Value of Validation
- Navigating the Mental Health System
- QPR Suicide Prevention
- Introducing SYFS
- Embracing Adversity
- Why Mindfulness
- Parent Support





### Need-Based Services

SYFS offers a range of need-based programs for residents experiencing financial hardship. Some services are locally funded and unique to Southborough, while others are state-funded public benefits for which SYFS serves as an intake and navigation site. These programs are designed to provide timely, practical support while helping residents stabilize and access longer-term resources. In 2025, SYFS offered the following need-based services:

- **Southborough Emergency Fund**

With financial support from the Friends of the Southborough Youth Commission and the Southborough Trust Fund, SYFS—working in partnership with the Southborough Senior Center and the Southborough Food Pantry—provided occasional emergency financial assistance to individuals and families experiencing financial hardship.

- **Fuel Assistance**

SYFS serves as an intake site for the South Middlesex Opportunity Council (SMOC) Fuel Assistance Program. Residents may schedule an appointment with SYFS staff for assistance completing and submitting Fuel Assistance applications.

- **Camp Scholarship Program**

SYFS coordinates and distributes summer camp scholarships to children who would not otherwise be able to attend. Scholarships are made possible through funding from the Friends of the Southborough Youth Commission, generous donations from organizations, individuals, and families, as well as free and reduced tuition rates offered by local camps.

- **Winter Wishes**

In partnership with Friends of the Southborough Youth Commission, SYFS serves as a clearinghouse for holiday assistance by identifying families in need and distributing donated gift cards. SYFS extends sincere appreciation to the many donors whose generosity supports families during the holiday season and throughout the year.

- **Case Management**

In recent years, SYFS has experienced an increase in residents facing complex, multi-system stressors, including housing instability, lack of health insurance, and food insecurity. In response, SYFS expanded its services to include case management and benefits navigation, providing individualized support to residents applying for public assistance programs and accessing essential resources.

| Service               | # Residents served in 2025 |
|-----------------------|----------------------------|
| Mental health support | 119                        |
| Need-based services   | 111                        |

### Prevention Programs

A core goal of SYFS is to strengthen individual, family, and community well-being by investing in prevention. SYFS utilizes evidence-based strategies and interventions designed to reduce risk factors and harmful norms while increasing protective factors that promote resilience, connection, and overall health. SYFS offers prevention-focused education and outreach through suicide prevention trainings, communication and relationship-building workshops, substance misuse prevention initiatives, and Positive Youth Development programming. Below is a sample of prevention programming offered in 2025:

- **Observance of National Day of Unplugging- March 2025**

SYFS led a town-wide “I Unplug To...” campaign highlighting the benefits of intentional screen-free time. Residents, town employees, and local businesses participated by sharing photos and messages about their favorite unplugged activities.

- **Celebration of Mental Health Awareness Month – May 2025**

SYFS coordinated and supported a month-long series of activities centered on the theme “Together,” emphasizing connection, belonging, and shared responsibility for mental wellness. Programming included 14 community events. The 2025 Laurie Sugarman-Whittier Wellness Award was presented to Julianne Topliffe in recognition of her contributions to community well-being.



- **Substance Misuse Prevention**

Southborough participates in a shared substance misuse prevention coalition, Encompass, with the Town of Northborough. Encompass is supported through a Drug-Free Communities grant and brings together representatives from multiple community sectors to prevent and reduce youth substance use and adult misuse. Coalition efforts focus on promoting family and community health, reducing access to substances, and addressing environmental risk factors. SYFS staff actively participate in the Encompass Steering Committee and hold leadership roles within the coalition. Encompass meets monthly at varying days and times. In addition, SYFS continued participation in the regional MetroWest Substance Awareness and Prevention Collaborative under the MassCall3 grant in 2025.

### Outreach

SYFS makes intentional, ongoing efforts to connect with the community and share information about available services, programs, and events. Outreach activities included presentations to a wide range of community groups, participation in online interviews, presence at community events, resource tables at Town Meeting and school open houses, and collaboration with other town departments to increase visibility and accessibility.

### 2025 Community Needs Assessment

With the support of the Select Board, SYFS secured American Rescue Plan Act (ARPA) funding to engage Trendline, a data analytics firm, to conduct a comprehensive community needs assessment. Trendline was responsible for analyzing the data and presenting findings and recommendations to the community. The project launched in January 2025 and concluded in December 2025. The assessment began with an extensive review of existing local data. Based on this review, Trendline developed data collection tools, including key informant interviews, focus groups, and a community-wide survey, centered on four domains of health and wellness:

- Overall Health and Well-Being
- Substance Use and Risk Factors
- Mental Health and Support
- Health Access and Social Issues

Data collection occurred over several months and included participation from 345 survey respondents, 11 key informant interviews, and 8 focus groups involving 54 participants. Findings highlighted several opportunities for community growth, including investment in community infrastructure, transportation and mobility, increased affordability, enhanced support for residents' mental health and social well-being, and improved coordination across town departments.

The results were shared with the community through a public forum and presented to the Select Board. SYFS will use the findings to inform goals and objectives for its next five-year strategic plan, while the Select Board and Town Administration consider the data within a broader municipal planning context.

### **Southborough Youth Commission**

The Southborough Youth Commission (SYC) was established in 1978 by the town following general law of the Commonwealth of Massachusetts. The SYC is a seven-member commission appointed by the Select Board for terms of 3 years. The purpose of the Southborough Youth Commission is to support the mission of Southborough Youth and Family Services.

### 2025 Youth Commission Board Members

#### **January-June 2025**

Lauren Richey, Chair  
Laura Chiocco, Vice Chair  
Sara Michas, Secretary  
Susan Beyer  
Nancy Sutton  
Karen Anglim  
VACANCY

#### **July-December 2025**

Nancy Sutton, Chair  
Karen Anglim, Vice Chair  
Sara Michas, Secretary  
Lauren Richey  
Laura Chiocco (resigned October 2025)  
Susan Beyer  
Melissa Shields (joined April 2025)



## **SOUTHBOROUGH YOUTH AND FAMILY SERVICES**

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

The Youth Commission Board typically meets on the second Tuesday of each month, at 7:00 PM. All meetings are posted at the Southborough Town House. If you're interested in joining the Youth Commission, please contact the current chair, Nancy Sutton at [nsutton@southboroughma.gov](mailto:nsutton@southboroughma.gov) or call us at (508) 481-5676.

Thank you again for your support!

### **GET INVOLVED!**

If you are interested in supporting the work of Southborough Youth and Family Services, please consider joining Friends of the Southborough Youth Commission (FSYC). FSYC is an IRC 501(c)(3) organization that supports the work of Southborough Youth and Family Services, through fundraising and outreach efforts. To learn more, please visit the Friends of the Southborough Youth Commission Facebook page or email Karen Anglim at Karen Anglim at [karen.anglim@gmail.com](mailto:karen.anglim@gmail.com).

### **Youth & Family Services Staff**

Director: Sarah Cassell, LMHC, MCCS

Assistant Director: Meaghan Eiland, LMHC

Program Coordinator: Emily Brideau

Business Administrator: Janet Bartolane

Graduate Level Clinical Interns: Elizabeth Niquette,  
Delaney Couture, Rebecca Milligan

### **CONTACT US**

Phone: (508) 481-5676

Email: [syfs@southboroughma.gov](mailto:syfs@southboroughma.gov)

Address: 21 Highland Street Southborough, MA 01772

Fax: (508) 983-7753

Social Media: @SBoroYFS

Website: [www.southboroughma.gov/197/Youth-Family-Services](http://www.southboroughma.gov/197/Youth-Family-Services)



*SYFS STAFF 2025 (from left to right): Assistant Director, Meaghan Eiland; Program Coordinator, Emily Brideau; Director, Sarah Cassell; and Business Administrator, Janet Bartolane*

# TOWN OF SOUTHBOROUGH

## SOUTHBOROUGH YOUTH AND FAMILY SERVICES

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 481-5676 · FAX (508) 983-7753



Dear Southborough Resident,

Thank you for your interest in the Southborough Youth & Family Services Financial Assistance Program. Enclosed you will find the Financial Assistance Application along with a Quick Guide designed to help you understand the process and prepare your materials before applying.

This application is used to determine eligibility for multiple town-sponsored programs and services and is valid once per calendar year, regardless of prior participation or eligibility in previous years. Our goal is to ensure that Southborough residents can access supportive programs at one point of entry in a way that is respectful, confidential, and responsive to a range of financial circumstances.

The enclosed Quick Guide provides an overview of the programs supported through this application, the types of documentation that may be required, and how eligibility is determined. Reviewing the guide carefully before submitting your application can help prevent delays, as incomplete applications or missing documentation may affect processing time or eligibility determinations.

All information shared with Southborough Youth & Family Services is handled with care. Supporting documentation is used solely to verify eligibility and is not retained in your confidential record. The application includes a *Release of Information* section- to administer assistance for programs provided by other town departments or partner organizations, we will need to confirm your eligibility status and, if applicable, benefit level with a designated contact person in the respective department or organization providing that assistance. No additional personal information is shared unless you request it in writing.

Once your completed application and supporting materials are received, staff will review them promptly and follow up with you directly regarding next steps or any additional information that may be needed.

If you have questions, need assistance completing the application, or would like guidance about your specific situation, please do not hesitate to contact Southborough Youth & Family Services. Our staff is here to support you throughout this process.

Warm regards,

Southborough Youth & Family Services  
21 Highland Street  
Southborough, MA 01772  
(508) 481-5676

# TOWN OF SOUTHBOROUGH

## SOUTHBOROUGH YOUTH AND FAMILY SERVICES

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 481-5676 · FAX (508) 983-7753



### QUICK GUIDE: FINANCIAL ASSISTANCE APPLICATION

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#### 1. What This Application Covers

##### Programs Determined by Eligibility Only (Not a Discount Level)

- Winter Wishes Program- assistance for families around the holiday season with gifts and other essentials
- Emergency Fund/ Trust Fund Assistance - assistance with temporary needs such as car repair, loss of electricity/heat, medical expenses, etc.

##### Programs with Discount (Up to 90% Discount, Requires submission of 1040 tax form)

- Summer Camp Scholarships
    - Southborough Recreation
    - St. Mark's Summer Camp
    - Fay School Summer Camp
    - Southborough Extended Day Summer Camp
  - Southborough Recreation RAP Programs
- 

#### 2. What You Need to Submit

##### Required for ALL Applicants

- Completed application
- Proof of Southborough residency (2 documents)
- Verification of income- **CHOOSE ONE** (please see more information in #3)
  - Documentation of current public benefits
  - **OR** most recent 1040 tax form (*or 2 months of bank statements if no tax return*)
  - **OR** explanation of extenuating circumstances

\* A most recent 1040 form **is required** if you are applying for Discount Programs (camp scholarships and Recreation RAP programs) as it is used to determine benefit level.

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#### 3. What Determines Eligibility

In addition to being a Southborough resident, you may qualify in ONE of three ways:

##### A. Benefits Eligibility

If you receive SNAP, SSI/SSDI, MassHealth, Section 8, etc.

##### B. Income Eligibility

Based on household size & state income guidelines.

##### C. Extenuating Circumstances

Examples: recent job loss, illness, sudden financial hardship.

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# TOWN OF SOUTHBOROUGH

## SOUTHBOROUGH YOUTH AND FAMILY SERVICES

17 COMMON ST · SOUTHBOROUGH, MASSACHUSETTS 01772  
(508) 481-5676 · FAX (508) 983-7753



#### 4. How Your Info Is Used

- Supporting documents are used only for verification
  - Verification documents are returned, shredded, or deleted
  - Only a copy of your application is retained in confidential records
  - Only applicant name, contact information, and eligibility status are shared with partner departments/organizations
  - You may revoke information sharing in writing at any time
- 

#### 5. Application Review Timeline

- YFS reviews your application
  - You will receive a phone call with your status within 2 business days
- 

#### 6. How to Submit Your Application and Supporting Documents

OPTION 1: Submit your application securely online through DocUSign (fastest)

- Town of Southborough website
  - Departments
    - Public Safety and Health
      - Youth & Family Services
        - Need-Based Services-Scroll down to "Financial Assistance Form"

OPTION 2: Submit hard copies of your application and supporting documents in-person at the Southborough Youth & Family Services office

Southborough Youth & Family Services  
21 Highland Street, Southborough, MA  
Mon–Thu: 8:30–4:00 • Fri: 8:30–12:00  
508-481-5676  
*Evening drop-off available by appointment*

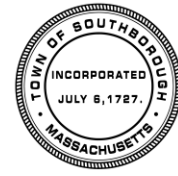
\*We do not recommend sending your application by mail or email for privacy and security reasons.

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#### Need Help with this application?

Contact Southborough Youth & Family Services office at (508) 481-5676

# FINANCIAL ASSISTANCE APPLICATION



Please check all programs you are interested in applying for in 2026:

**Programs Determined by Eligibility Only (No Discount Level– 1040 may not be needed)**

- ☐ Winter Wishes Program
- ☐ Emergency Fund/Trust Fund Assistance

**Programs with Income-Based Discount (Up to 90% Discount, Requires submission of 1040 tax form)**

- ☐ Summer Camp Scholarships
  - Southborough Recreation
  - St. Mark's Summer Camp
  - Fay School Summer Camp
  - Southborough Extended Day Summer Camp
- ☐ Southborough Recreation RAP Programs

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## SECTION I — CONTACT INFORMATION

**Applicant Name:** \_\_\_\_\_

**Preferred Pronouns (optional):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Languages Spoken (please indicate *primary* language):** \_\_\_\_\_

**Best Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Primary Residential Address:** \_\_\_\_\_

**Length of Residence at this address:** \_\_\_\_\_

**Do you own or rent this home?** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

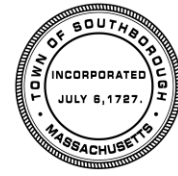
**Marital Status:** \_\_\_\_\_

**Employment Status & Weekly Hours:** \_\_\_\_\_

**Household Members:**

- # Full-time household members: \_\_\_\_\_
- # Part-time household members: \_\_\_\_\_
- # Dependents: \_\_\_\_\_

# FINANCIAL ASSISTANCE APPLICATION



## Household Member Table

Please list every person living in your household, **including yourself**.

| REQUIRED |     |                   | DEMOGRAPHICS (OPTIONAL) |      |                                      |                  |
|----------|-----|-------------------|-------------------------|------|--------------------------------------|------------------|
| Name     | DOB | Employment status | Gender                  | Race | Ethnicity (Hispanic or non-Hispanic) | LGBTQ+ identity? |
|          |     |                   |                         |      |                                      |                  |
|          |     |                   |                         |      |                                      |                  |
|          |     |                   |                         |      |                                      |                  |
|          |     |                   |                         |      |                                      |                  |
|          |     |                   |                         |      |                                      |                  |
|          |     |                   |                         |      |                                      |                  |

☐ Check here if additional household members are listed on a separate page.

## SECTION II — RESIDENCY VERIFICATION

To be eligible, applicants must provide **two** documents that show full name and Southborough address. Acceptable documentation includes:

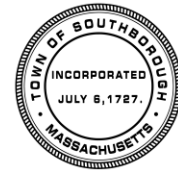
- Government ID (driver's license, passport, military ID)
- Utility bill
- Credit card bill
- Bank statement or bank letter
- Paycheck or paystub
- Official letter from a public authority (e.g., court)
- Vehicle or home insurance policy
- Rental or mortgage contract/statement



Collect/Upload your two residency verification documents here:

UPLOAD 1 | UPLOAD 2

# FINANCIAL ASSISTANCE APPLICATION



## SECTION III — EVIDENCE OF NEED

You may qualify through **any one** of the following criteria (A, B, or C- choose one):

### A. Automatic Eligibility Through Benefits

If you receive **any** of the benefits below, submit **one** verification document *that clearly states your name and indicates a date within the current calendar year*.

#### Accepted Benefits & Proof

- **Unemployment:** current UI Online printout or DUA letter
- **Tax Abatement:** current municipal letter
- **SSA, SSI, SSDI, SSP:** current award letter, benefit printout, or check stub
- **SNAP/EAEDC:** current DTA verification or benefit printout
- **TANF:** current award letter or benefit printout
- **Fuel Assistance:** current award letter
- **WIC:** current award letter
- **MassHealth:** current eligibility letter
- **Section 8 / Rental Assistance:** current award letter



Collect/Upload your benefit verification document here: **UPLOAD**

### B. Income Eligibility (if you do NOT receive benefits)

If you do not receive benefits listed in A., you may qualify based on household income. To verify income, submit your most recent 1040 tax form.

#### Income Eligibility Table \*Adapted from the State of Massachusetts Home Energy Assistance Income Guidelines

| # in Household       | Income eligibility |
|----------------------|--------------------|
| 1 individual in home | \$59,739 and under |
| 2                    | \$78,336           |
| 3                    | \$96,805           |
| 4                    | \$116,245          |
| 5                    | \$134,902          |
| 6                    | \$153,555          |
| 7                    | \$155,500          |
| 8                    | \$158,900          |
| 9                    | \$162,300          |

# FINANCIAL ASSISTANCE APPLICATION



Gross Annual Household Income: \_\_\_\_\_

If you did not file taxes, please explain why:

\_\_\_\_\_



Collect/Upload your 1040 tax form here:

UPLOAD

\*If you don't have a tax return, please upload 2 months of consecutive bank statements

## C. Extenuating Circumstances

If you do not qualify through Sections A or B, you may still be eligible if you have:

- Recent job loss
- Illness or medical crisis
- Death in household
- Sudden drop in income
- Other significant hardship

Describe your circumstances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

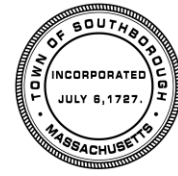
\_\_\_\_\_



Collect/Upload supporting documents (optional):

UPLOAD

# FINANCIAL ASSISTANCE APPLICATION



## SECTION IV — DETERMINING BENEFIT LEVEL

(For Discount Programs Only- Camp Scholarships and RAP)

If you apply for a program with a discount, the following grid determines your benefit tier:

| # in Household | Tier 1 (90% Discount) | Tier 2 (50% Discount) | Tier 3 (25% Discount) |
|----------------|-----------------------|-----------------------|-----------------------|
| 1              | \$51,777              | \$55,719              | \$59,739              |
| 2              | \$67,709              | \$73,000              | \$78,336              |
| 3              | \$83,641              | \$90,252              | \$96,805              |
| 4              | \$99,573              | \$107,671             | \$116,245             |
| 5              | \$115,504             | \$125,247             | \$134,902             |
| 6              | \$131,436             | \$142,611             | \$153,555             |
| 7              | \$134,423             | \$146,000             | \$155,500             |
| 8              | \$137,410             | \$149,500             | \$158,900             |
| 9              | \$140,397             | \$153,000             | \$162,300             |
| 10             | \$143,385             | \$156,000             | \$166,000             |

Collect/Upload 1040 form here: **UPLOAD**



(if not already submitted in a previous step)

## SECTION V — RELEASE OF INFORMATION

I certify that all information provided is accurate to the best of my knowledge.

I authorize Southborough Youth & Family Services to share information only as necessary with partner departments administering the assistance requested. I understand I may revoke this authorization in writing at any time.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I further authorize YFS to communicate directly with the relevant town department or vendor administering my selected program.

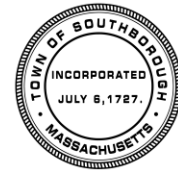
**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OPTIONAL:** I allow the staff at Southborough Youth and Family Services to communicate with me via email regarding my application. I understand that confidentiality cannot be guaranteed through email correspondence.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# FINANCIAL ASSISTANCE APPLICATION



## Additional Information (Optional)

Is there anything else you would like us to consider?

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**FOR INTERNAL USE ONLY - upload this application to client file, discard/return all supporting documents**

Date complete application was received: \_\_\_\_\_ Date application reviewed/voted: \_\_\_\_\_

Applicant was found:

- ☐ Eligible based on
  - ☐ Benefits
  - ☐ Income Level
  - ☐ Extenuating Circumstances
- ☐ In-eligible

Support offered:

- ☐ Summer Camp Scholarships
- ☐ Southborough Recreation RAP Programs
  - Discount level: \_\_\_\_\_
- ☐ Winter Wishes Program
- ☐ Emergency Fund/Trust Fund
  - Amount approved: \_\_\_\_\_
  - Vendor: \_\_\_\_\_

### Evidence of Need verification

Applicant provided these documents with name and date of issue to verify income:

- ☐ Unemployment
- ☐ Tax abatement
- ☐ SSA, SSI, SSDI, and SSP
- ☐ SNAP/EAEDC
- ☐ TANF
- ☐ Fuel Assistance
- ☐ WIC
- ☐ MassHealth
- ☐ Section 8/ Housing or Rental Assistance
- ☐ Medicaid
- ☐ Other: \_\_\_\_\_
- ☐ 1040- income level on 1040 (line 9): \_\_\_\_\_

Extenuating Circumstances documentation: \_\_\_\_\_

### Verification of residence

Applicant provided these two forms of identification with name and address:

- ☐ A government issued ID - driver's license, passport, military ID
- ☐ A utility bill – electric bill, water bill, etc.
- ☐ A credit card bill or statement.
- ☐ A bank statement.
- ☐ A one-off bank letter.
- ☐ A paycheck.
- ☐ A letter from a public authority, e.g. a court.
- ☐ An insurance policy for your car or home.
- ☐ A rental or mortgage contract or statement.

Verified by: \_\_\_\_\_

Applicant # assigned: \_\_\_\_\_