

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: RECREATION PROGRAM FEE WAIVER POLICY</b>	
ISSUE DATE: Day of Council Adoption: May 7, 2003		LAST UPDATE: April 2006 January 2007	
POLICY SOURCE: Parks, Recreation and Facilities Management Department		SECTION: Parks and Recreation	
Reviewed by Attorney's Office Date: January 3, 2007		Parks and Recreation Committee Approval Date: January 9, 2008	
		Council Approval Date: January 16, 2008	

#### I. PURPOSE

The purpose of this policy to provide guidelines for allowing youth living in the City of Appleton the opportunity to participate in recreation programs offered by the Parks, Recreation and Facilities Management Department, regardless of their financial status.

#### II. POLICY

It is the policy of the City of Appleton to waive fees for participation in recreation programs offered to youth when appropriate documentation of financial need is provided.

#### III. DISCUSSION

The City of Appleton wants to ensure that all of its youth have access to the benefits of recreational programs and activities, regardless of household income. To ensure accessibility, the City allows fee waivers for instructional programs, sports leagues and aquatics, and eligible youth's families are permitted fee waivers for pool coupons.

#### IV. DEFINITIONS

- Adult – a resident aged 18 and older.
- Family – youth and adults residing at the same address where the adult(s) are the legal guardians.
- Resident – a person who resides within the corporate city limits of the City of Appleton.
- Youth – a resident aged 17 or under.

#### V. PROCEDURE

##### A. Eligible Activities

1. Fee waivers are available to all City of Appleton youth who wish to participate in instructional programs, sport leagues, or obtain a pool pass or coupon.
  - a. To be eligible for an annual pool pass, the youth must register for a swim lesson program, attend at least 70% of the classes, and present the swim test card to the City Hall 1<sup>st</sup> Floor Customer Service Center. One parent or guardian may also receive an annual pool pass at that time.
  - b. Fee waivers are available to youth and their families for pool coupons. One application for a fee waiver for a pool coupon will be good for an entire family.
  - c. The Aquatic Fee Policy shall identify the distribution and administration of pool passes and coupons.
2. Fee waivers are not available for youth participation in playground trips, for dance costumes, or for programs offered through a partnership with another agency.

B. Eligibility

1. Fee waivers are available to residents only.
2. Fee waivers will be granted based on the youth's family income status. Income status will be determined based on the Appleton Area School District National Lunch Program income scale. Applicants who meet the income guidelines for the free lunch program shall be deemed eligible for a fee waiver. Applicants must submit an income statement for each adult family member, including a copy of their most recent IRS Form 1040, their last two pay check statements, and/or their Notice of Decision form from Social Services showing current food stamp and/or AFDC qualifications.

C. Fee Waiver Limits

1. The maximum fee waiver per youth is \$75.00 per calendar year. Fee waivers for pool coupons do not count toward the fee waiver limit.
2. An applicant granted a fee waiver will be required to pay \$5.00 toward the registration fee. The \$5.00 fee is not required for pool passes.

D. Residency Verification - A current driver's license, utility bill, apartment lease or tax bill may be used by the parent or legal guardian of the applicant to verify residency.

E. Application

1. A Fee Waiver Request Form, available at the City Hall 1<sup>st</sup> Floor Customer Service Center, must be completed for each fee waiver request, and must be signed by an adult member of the household. Each request requires income and residency verification. Requests will not be accepted for program registrations that have previously been processed. Requests will be confidentially reviewed by the Parks, Recreation and Facilities Management Department Director or designee. Requests may take up to two weeks for processing.
2. If a request is denied, or if the applicant knows they do not meet the eligibility requirements, a hardship exception may be requested by completing the Hardship Exception form available at the City Hall 1<sup>st</sup> Floor Customer Service Center. The hardship request will be confidentially reviewed by the Department Director or designee. Hardship requests may take up to two weeks for processing