

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: RECREATION PROGRAM FEE WAIVER POLICY</b>	
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POLICY SOURCE: Parks, Recreation and Facilities Management Department		SECTION: Parks and Recreation	
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**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 offered an annual pool pass or family punchcard for pool admission.

**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.
- Family punchcard – a card authorizing admission at City of Appleton pools with fifteen (15) allowable admissions for family members for one (1) calendar year.
- Pool Pass – a pass authorizing admission at City of Appleton pools with an unlimited amount of admissions for family for one (1) calendar year.
- 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, and/ or obtain an annual pool pass or family punchcard for pool admission.
  - a. To be eligible for a 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. All approved fee waiver applicants will have the ability to receive one family punchcard good for fifteen (15) pool admissions for a family (limit one per family) during the calendar year.
  - c. The Aquatic Fee Policy shall identify the distribution and administration of pool passes and punchcards.
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 City of Appleton residents only.
2. Residents may apply for the fee waiver by completing the fee waiver application form signed by an adult member of the household. 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 or reduced lunch program shall be deemed eligible for a fee waiver. Applicants must submit a copy of the letter from their school district stating that their child(ren) qualifies for the free or reduced lunch program along with the signed fee waiver application.
3. Applicants who do not have students in the Appleton Area School District must submit an acceptable household income statement. Household income statements must include a copy of one of the following: the applicant's most recent Internal Revenue Service Form 1040, last two pay check statements, or Notice of Decision from Social Services showing current food stamp and AFDC qualifications.

C. Fee Waiver Limits

1. The maximum fee waiver per youth is \$75.00 per calendar year. Fee waivers for family punchcards do not count toward the fee waiver limit.
2. An applicant who is 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 or a family punchcard.

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 Application 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. Requests will not be accepted for program registrations that have previously been processed. Requests will be confidentially reviewed by the Recreation Manager 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 portion of the fee waiver application available at the City Hall 1<sup>st</sup> Floor Customer Service Center. The hardship request will be confidentially reviewed by the Recreation Manager or designee. Hardship requests may take up to two weeks for processing.