

Source:

Mike Hood



TO: City Council
FROM: City Manager and Staff
DATE: July 9, 2007
RE: Douglass Family Aquatic Center Usage



EXECUTIVE SUMMARY:

At the June 18, 2007 City Council meeting, a request was made of the Parks and Recreation Department to prepare a report regarding the use of the Douglass Family Aquatic Center and how the youth of the community are being served by the pool.

Fiscal Impact

YES
 NO

Presently users of all pools can pay a daily admission (\$2.25 for youth ages 2 – 15 and \$3.50 for 16 and over), purchase a book of twenty passes (\$35 and \$54 for youth and adult) or purchase an annual pass (\$70 for youth, \$115 for adult, \$220 for a family). Douglass is presently open on Tuesdays and Thursdays from 3 – 9 p.m. All other days the pool is open from 1 – 7 p.m. After 6 p.m., the fee is \$1.75 per person for those 2 and older.

Other Info.

Financial assistance is available to those who need it and apply. If they meet the USDA guidelines for Free/Reduced fee lunches (based upon family income and size), families can purchase a book of 20 passes for 25% or 50% of the face value of the 20 pass book. This adjusts the daily visit rate, valid at any outdoor aquatic location, to the following rates:

	<u>25% Co-Pay</u>	<u>50% Co-Pay</u>
Youth	\$8.75 per card, 43.75¢/visit	\$17.50 per card, 87.5¢/visit
Adult	\$13.50 per card, 67.5¢/visit	\$27 per card, \$1.35/visit

This report identifies possible options for additional discount admission policies to the Douglass Family Aquatic Center and recommends staff bring back a further report regarding possible revisions to the YES financial assistance program.

DISCUSSION:

At the June 18, 2007 City Council meeting, there was considerable discussion regarding the admission rates charged at Douglass Family Aquatic Center and how more youth might be able to swim at the pool. The present rates for all outdoor aquatic facilities are as follows:

<u>Age</u>	<u>Daily Admission</u>	<u>20 Pass (per visit)</u>	<u>Annual Pass</u>
1 & Under	Free	Free	Free
2 – 15 years	\$2.25	\$35 (\$1.75)	\$ 70
≥16 years	\$3.50	\$54 (\$2.70)	\$115
Family (5)	N/A	N/A	\$220
Additional Family Members over 5			\$ 10

The City, through the Columbia Parks & Recreation Department, has offered financial assistance for many years to those who demonstrate need. The policy was revised and approved by City Council in November, 2002 in preparation for the opening of the ARC. The Youth Enrichment Services (YES) program represented a substantial increase in the amount of funding available (\$35,000 in funding) for financial assistance. Eligibility was based upon the guidelines established by the United States Department of Agriculture's Free/Reduced Fee Lunch Program. The level of financial assistance is determined by the household income and size. If a family is eligible for the free lunch benefit, they would pay 25% of the normal fee for Parks and Recreation programs. If they are eligible for the reduced fee benefit, they would pay 50% of the prescribed fee. The balance of the normal fee would be transferred to the appropriate revenue account from the YES funds allocated each year.

Under the YES program, a family is eligible for one of the following options:

1. ARC annual family pass **OR**
2. Any of the following options – three per child in the family
 - a. Recreation Class or program
 - b. 20 pass admission to the ARC
 - c. 20 pass admission to any of the aquatic facilities

A family can choose up to three of the options for each eligible youth listed under option two and mix/match them to meet their recreational needs.

If a family chooses to select a book of 20 passes to one of the outdoor aquatic facilities (Douglass, Oakland, Lake of the Woods, Pirates' Landing) as one of their options, the daily admission price is reduced to as little as 44¢ per visit for youth and 68¢ for an adult.

	<u>25% Co-Pay</u>	<u>50% Co-Pay</u>
Youth	\$8.75 per card, 43.75¢/visit	\$17.50 per card, 87.5¢/visit
Adult	\$13.50 per card, 67.5¢ /visit	\$27 per card, \$1.35/visit

The YES recipient can purchase a single book of 20 passes and use it for the eligible individuals in their household. They do not need to purchase a book of 20 for each eligible person. Under the present Council-approved plan, eligible recipients can not purchase daily admissions at a discounted rate but can purchase the 20 pass books. Outdoor aquatic season passes are not available for purchase under the YES program since the passes were implemented two years ago, after the approval of the YES

guidelines.

The Department has tracked the amount of YES program usage since it was implemented in November, 2002. The last two full fiscal years have not utilized all of the \$35,000 allotted to the YES program. The following is a break-down of the YES program usage:

	FY 05	FY 06	FY07 YTD
Amount of Assistance	\$32,538	\$33,053	\$25,011

YES Funds – Usage Type Allocation

	ARC Memberships	ARC Passes	Swim Lessons	Outdoor Swim Passes	Recreation Classes	Camps
FY 05	86	27	25	33	12	1
FY 06	87	23	39	25	7	6
FY 07 YTD	61	16	21	10	18	6

Since the opening of the ARC, most YES recipients have chosen an annual membership for the ARC as their option. This has resulted in fewer families choosing the outdoor swim passes as one of their options. Staff has fielded a few inquiries regarding the availability of outdoor swim passes in addition to the ARC membership but to date, this option is not available.

The participation numbers at Douglass have averaged 3,058 per season over the last three full years. This includes day cares which swim at Douglass. Day Care swim is available on Mondays/Wednesdays from 10:30 a.m. – 12:30 p.m. for a flat rate of \$1 per person. Reservations are required and strict age-appropriate adult/child ratios are required. Fun City has used the pool for many years under this arrangement.

The Department has set goals for revenue recovery targets for each of the major program areas. At the present time, the Department’s revenue recovery goal for aquatics is 50%. The operating costs include program costs such as lifeguards, pool managers, concession staff, concessions, and a certain portion of administrative costs for those areas which provide direct supervision of the aquatic facilities. It also includes those supply costs needed to operate the pool such as water, utilities, chemicals, paint, etc. Revenue sources include daily admissions, 20 pass book sales, day care admissions, swim lessons and concessions.

Historically, the Douglass Family Aquatic Center has had one of the lowest revenue recovery rates. The following table illustrates the level of revenue recovery, attendance and subsidy per participant. The figures are based upon a three year average from FY 04 – 06 (See Attachment A):

<u>Facility</u>	<u>Operation Revenue as % of Cost</u>	<u>Attendance</u>	<u>Subsidy/Participant</u>
Douglass	12.1%	3,058	(\$15.86)
Lake of the Woods	33.7%	4,106	(\$5.56)
Pirates' Landing	52.3%	19,857	(\$2.72)
Hickman	63.7%	13,761	(\$4.68)
Oakland Family A.C.	54.1%	27,903	(\$2.79)
TOTAL	51.1%	68,686	(\$3.90)

If the goal is to increase the daily admission at the Douglass Family Aquatic Center, the staff proposes several options to consider.

1. Discounted Admission during certain days – This could be a different fee structure for certain days of the week. Example: Tuesdays and Thursdays are 50 cents for youth, \$1 for adults.
2. Extend the hours of discounted twilight admission – Presently, the discounted rate of \$1.75 per person applies to the hours after 6 p.m. This could start earlier in the day (5 p.m.) and be at a lesser rate (\$1.00 per person).

The staff does not support free admission to the pool. It would be difficult to control the potential numbers who attend the pool. There are also the concerns of people leaving and re-entering the pool as well as the lack of vested interest in a program where there is no personal investment. The City would also need to be able to respond to the question of having a discounted rate for only one of the City's aquatic facilities. Any reduction in admission fees would have a limited impact on the Department's goal to have the aquatic facilities recovery 50% of their costs through revenues.

The Parks and Recreation Department is in the process of preparing a revision to the YES guidelines (See Attachments B and C) for City Council review. This report was originally envisioned to be brought forward to the Council for approval as part of the FY 08 budget process and will likely recommend allowing eligible applicants additional options for use of the funds.

SUGGESTED COUNCIL ACTION:

Accept the staff report. If Council wishes to consider either of the discounting options recommended, provide staff with direction to so implement. Council may also direct staff to proceed with the review and possible revision to the YES financial assistance guidelines.

Aquatic Facilities Revenue/Expense Summaries

FY 04 - 06

	FY 04	FY 05	FY 06	Average	Subsidy/Participant
Revenues					
OFAC	\$69,394	\$103,574	\$106,991	\$93,320	
Douglass	\$7,308	\$5,757	\$6,521	\$6,529	
Hickman	\$111,219	\$114,280	\$107,447	\$110,982	
Pirates' Landing	\$49,215	\$59,032	\$63,021	\$57,089	
LOW	\$10,148	\$11,971	\$12,365	\$11,495	
TOTAL REVENUES	\$247,284	\$294,614	\$296,345	\$279,414	
Expenses					
OFAC	\$152,131	\$177,757	\$183,583	\$171,157	
Douglass	\$46,457	\$54,663	\$63,937	\$55,019	
Hickman	\$172,997	\$162,071	\$191,197	\$175,422	
Pirates' Landing	\$82,822	\$118,756	\$131,643	\$111,074	
LOW	\$33,573	\$38,092	\$31,267	\$34,311	
TOTAL EXPENSES	\$487,980	\$551,339	\$601,627	\$546,982	
Profit/Loss					
OFAC	(\$82,737)	(\$74,183)	(\$76,592)	(\$77,837)	
Douglass	(\$39,149)	(\$48,906)	(\$57,416)	(\$48,490)	
Hickman	(\$61,778)	(\$47,791)	(\$83,750)	(\$64,440)	
Pirates' Landing	(\$33,607)	(\$59,724)	(\$68,622)	(\$53,984)	
LOW	(\$23,425)	(\$26,121)	(\$18,902)	(\$22,816)	
TOTAL PROFIT/(LOSS)	(\$240,696)	(\$256,725)	(\$305,282)	(\$267,568)	
Operation Revenue as % of Costs					
OFAC	45.6%	58.3%	58.3%	54.1%	
Douglass	15.7%	10.5%	10.2%	12.1%	
Hickman	64.3%	70.5%	56.2%	63.7%	
Pirates' Landing	59.4%	49.7%	47.9%	52.3%	
LOW	30.2%	31.4%	39.5%	33.7%	
TOTAL OPERATION REVENUE AS % of COSTS	50.7%	53.4%	49.3%	51.1%	
Participation Numbers					
OFAC	20,886	30,425	32,399	27,903	(\$2.79)
Douglass	2,906	3,042	3,227	3,058	(\$15.86)
Hickman	13,949	15,924	11,411	13,761	(\$4.68)
Pirates' Landing	17,358	20,311	21,901	19,857	(\$2.72)
LOW	3,948	4,271	4,099	4,106	(\$5.56)
TOTAL PARTICIPATION NUMBERS	59,047	73,973	73,037	68,686	(\$3.90)



Columbia Parks & Recreation Department Youth Enrichment Services Guidelines

Goal: It is the goal of the City of Columbia to provide access to the Department's recreational facilities and programs for those economically disadvantaged individuals with the primary focus on youth.

General Policies

1. **City of Columbia residents only** - This financial assistance is available only to residents who reside within the city limits of Columbia and who meet the income eligibility guidelines. Proof of residence must be presented (utility bill, driver's license, etc.)
2. **Parent(s)/Legal Guardian(s)** - Only the parent(s) or legal guardians of the child may apply for the youth. Foster children are eligible for participation upon proof of guardianship.
3. **Non-Transferable** - Any passes received with the aid of financial assistance are valid only for the individual they are issued to and can not be transferred to anyone else.
4. **Financial Assistance Passes** - Passes (to the ARC and/or outdoor aquatic facilities) will be issued in blocks of 20 for the appropriate age group. Subsequent blocks of 20 will be issued once the original 20 are utilized up to a maximum of three passes (maximum allocation, 60 total admissions). All passes will expire within one year from the original date of issuance and may be renewed depending upon continuing need and availability of financial assistance funds.
5. **Financial Assistance - ARC Annual Pass** - An eligible family may opt to purchase an annual family pass in lieu of the 20 pass allotment(s). The applicable co-payments, as indicated in Attachment A would apply (generally 25% and 50%). The balance of fees may be paid on a monthly basis.
6. **Proof of Eligibility** - The participant must prove they are eligible for the financial assistance. This proof must be established on an annual basis upon the initial financial assistance anniversary.
7. **Financial Assistance Income Eligibility Guidelines** - It is recommended the guidelines (Attachment B) established by the U.S. Department of Agriculture, School Lunch Program, be adopted.

8. **Co-Payment** - The amount of co-payment by the financial assistance recipient is based upon their income and household size as it relates to the School Lunch Program:

<u>School Lunch Guideline</u>	<u>Co-Payment</u>	<u>Financial Assistance Amount</u>
Free Meals (at or below 130% of poverty level)	25%	75%
Reduced Price Meals (130 - 185% of poverty level)	50%	50%

9. **Application Procedure** - In order to qualify for the financial assistance, an applicant needs to:

- a.) Be a resident who resides within the city limits of Columbia. Proof of residency (e.g. Boone County Personal Property Tax, Driver's License) is required.
- b.) Complete a Financial Assistance Application
- c.) Provide a copy of income criteria & household size. These include the guidelines as established by the USDA's Free/Reduced Lunch Program, Food Stamps or Temporary Assistance to Needy Families.
Forms of Documentation: These may include copies of: most recent federal income tax return; last two successive pay check stubs; letter from your employer stating your earnings; letter from social worker indicating the amount of benefits being received.
- d.) Submit application to the Parks & Recreation Department. No application will be processed without the necessary income verification information.
- e.) Provide additional income verification as needed.
- f.) Application is reviewed and approved/disapproved.

No application will be processed without the necessary documentation.

10. **Participation Eligibility** - In order to distribute financial assistance to the most individuals possible, each eligible youth financial assistance recipient is given the choice of attending up to 3 activities per eligible year. One activity is defined as either one recreational program or one multiple pass to the ARC or to the outdoor swimming pools. They may choose any combination up to three activities in one year.

The following rules for multiple passes apply at either the ARC or the pools:

- **YOUTH** - Each eligible individual youth (ages 2 - 17) is issued a pass for 20 visits. The second and third group of 20 passes will not be issued until the previous 20 have been utilized. These passes are subject to the co-payment/scholarship guidelines. Priority is given to first-time applicants over renewals.

- **ADULTS** - One parent/legal guardian of financial assistance youth ages 2 -10, who need parental supervision while in the ARC per the center's rules, may receive up to three 20 pass admission cards valid up to one year from the initial pass. These passes may only be used in conjunction with a visit by one of the youth ages 2 - 10. The pass may be used by any individual 16 years of age or older designated by the parent/legal guardian who will provide the necessary supervision of the youth. The second and third group of 20 passes will not be issued until the previous 20 have been utilized. These passes are subject to the co-payment/financial assistance guidelines applicable to the youth.
 - **FAMILY PASS** - A family may receive one annual family pass subject to the family definition and the applicable co-payment/scholarship guidelines each year. This is the only financial assistance program they would be eligible for.
11. **Withdrawal from Program** - Each financial assistance recipient is required to notify the Department if they withdraw from a program or an activity. Failure to notify the Department in a timely manner may result in the denial of future use of the YES program.
 12. **Confidentiality** - The Missouri Sunshine Law requires this record be open to public inspection. All scholarship requests will be reviewed by the Columbia Parks & Recreation administration. While the Parks and Recreation Department guards all applicants' privacy internally, if a request is received for the records, it is subject to the requirements under the Missouri Sunshine Laws. Any supporting documentation by outside agencies (E.G., DFS) to determine need will be done by the requestor or by a signed release. Updated 3/18/04
 13. **YES Usage Guidelines** - The Youth Enrichment Services has a limited amount of funding available to qualifying youth each year. In order to maximize these dollars and to ensure they have been appropriately disbursed, minimum usage requirements have been established. Failure to meet these minimums may result in the loss of continued eligibility under the YES program. These minimums will be reviewed for each eligible family/youth on an annual basis prior to the YES participant being eligible for renewal.

Minimum Usage Guidelines - The following minimum usage patterns exist for this program:

ARC Annual Family Pass - In order to remain eligible for the program, each eligible household must use the facility a minimum of eight times per month on an **annualized basis**. A maximum ratio of 2 adults uses to 1 qualifying youth 17 and under uses (**2:1**) will be allowed. The intent of the YES program is to allow youth into the ARC. Adult usage shall not exceed twice the amount of youth usage at the facility.

Extenuating circumstances will be reviewed on a case by case basis. Exceptions to these **Guidelines** may be granted.

Failure to meet the Minimum Usage Guidelines - The following consequences will be enforced for failure to meet the minimum usage guidelines under the YES program:

ARC Annual Membership

- a. Where little or no use of the family pass has been recorded by the youth of the household, participation in the YES program will be withheld for one year.
- b. An annual family membership may be reduced to 20 passes for the youth. When an under-age youth is involved, a pass for one adult member of the household may be purchased.

Participants may apply for full inclusion in the program after their one year probation.

Revised: 1/27/04

14. **Documentation** - No requests will be processed with out the necessary proof of income and residency.
15. **Time Frame** - All requests will be processed within three - four weeks unless additional supporting documentation is required.
16. **Notification** - Notification of the decision will be made through a letter mailed directly to you.
 1. If the financial assistance is awarded, the appropriate financial assistance will be applied to your activity. The financial assistance recipient is responsible for the co-payment portion of the amount and must pay before participation is allowed.
 2. If the financial assistance is denied, the individual will be notified of the reason(s) for the denial.
 3. If the application is denied, the applicant has the opportunity to file an appeal on the appropriate form with the Director of Parks & Recreation.
17. **Financial Assistance Awarded** - All financial assistance will be granted or denied without regard to sex, sexual orientation, marital status, race, creed, religion, disability or national origin.

INCOME ELIGIBILITY GUIDELINES

Effective from July 1, 2007 to June 30, 2008

HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES ANNUAL	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
		ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	10,210	18,889	1,575	788	727	364	13,273	1,107	554	511	256
2	13,990	25,327	2,111	1,056	975	488	17,797	1,484	742	685	343
3	17,170	31,765	2,648	1,324	1,222	611	22,321	1,861	931	859	430
4	20,850	38,203	3,184	1,592	1,470	735	26,845	2,238	1,119	1,033	517
5	24,530	44,641	3,721	1,861	1,717	859	31,369	2,615	1,308	1,207	604
6	28,210	51,079	4,257	2,129	1,985	983	35,893	2,992	1,496	1,381	691
7	31,890	57,517	4,794	2,397	2,213	1,107	40,417	3,369	1,685	1,555	778
8	35,570	63,955	5,330	2,665	2,480	1,230	44,941	3,746	1,873	1,729	865
For each add'l family member, add	3,480	6,438	537	269	248	124	4,524	377	189	174	87
ALASKA											
1	12,770	23,625	1,969	985	909	455	16,601	1,384	692	639	320
2	17,420	31,872	2,640	1,320	1,219	610	22,256	1,855	928	856	428
3	21,070	39,720	3,310	1,655	1,528	784	27,911	2,326	1,163	1,074	537
4	24,720	47,767	3,981	1,991	1,838	919	33,566	2,798	1,399	1,291	646
5	28,370	55,815	4,652	2,326	2,147	1,074	39,221	3,269	1,635	1,509	755
6	32,020	63,862	5,322	2,661	2,457	1,229	44,876	3,740	1,870	1,726	863
7	35,670	71,910	5,993	2,997	2,766	1,383	50,531	4,211	2,106	1,944	972
8	39,320	79,957	6,664	3,332	3,076	1,538	56,186	4,683	2,342	2,161	1,081
For each add'l family member, add	4,350	8,048	671	336	310	155	5,655	472	236	218	109
HAWAII											
1	11,750	21,738	1,812	906	837	419	15,275	1,273	637	588	294
2	16,350	29,138	2,429	1,215	1,121	561	20,475	1,707	854	788	394
3	20,950	36,538	3,045	1,523	1,406	703	25,675	2,140	1,070	988	494
4	25,550	43,938	3,662	1,831	1,690	845	30,875	2,573	1,287	1,188	594
5	30,150	51,338	4,279	2,140	1,975	988	36,075	3,007	1,504	1,388	694
6	34,750	58,738	4,895	2,448	2,280	1,130	41,275	3,440	1,720	1,588	794
7	39,350	66,138	5,512	2,756	2,544	1,272	46,475	3,873	1,937	1,788	894
8	43,950	73,538	6,129	3,065	2,829	1,415	51,675	4,307	2,154	1,988	994
For each add'l family member, add	4,000	7,400	617	309	285	143	5,200	434	217	200	100

COLUMBIA PARKS & RECREATION DEPARTMENT YOUTH ENRICHMENT SERVICES (YES) APPLICATION

The Columbia Parks & Recreation Department recognizes the need for financial assistance for residents to attend certain recreational activities. The information requested below is confidential and is necessary to help determine the level of need for each participant. All information requested must be completed or the application will be returned unaccepted.

Name Applicant _____

Address (must be a Columbia resident) _____ **Zip** _____

(Street Address only, no P.O. Boxes)

Home Phone: _____ **Work Phone:** _____

Social Security # _ _ _ - _ _ - _ _ _ **Have you received YES assistance before?** _____

Please list all family members/children, including yourself, living in your household:

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Relationship to Applicant</u>	<u>Activity Requesting Assistance for:</u>
1) _____	_____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____	_____
3) _____	_____	_____	_____	_____	_____
4) _____	_____	_____	_____	_____	_____
5) _____	_____	_____	_____	_____	_____
6) _____	_____	_____	_____	_____	_____

Important!!! This application **will not** be processed without the following forms of documentation for all applicable members of your household:

Signed Financial Assistance Agreement, **and any one of the following (a. thru d.):**

- A. Copy of your most recent federal income tax return, or
- B. Copies of your last two paychecks for each job held in your household, or
- C. Letter from your employer stating your earnings, or
- D. Letter from your social/case worker indicating the amount of benefits you are receiving.
- E. and copies of supporting documentation for all sources of income including: social security, food stamps, unemployment, child support/alimony, pension/retirement, TANF or any other income that you receive.
- F. and copy of your driver license with your current address or a City of Columbia utility bill with your current address. This verify's your residential status that you reside within the city limits of Columbia.

NOTE: The Columbia Parks & Recreation Department reserves the right to make adjustments to the Youth Enrichment Services (YES) financial assistance program. Once approved, this application is effective for one year from the date of approval.

**Each Household Member Who Has Income Needs to Complete This Section
Please attach a separate sheet for each person who has reportable income.**

Name of Household Member _____

<u>Type of Income</u>	<u>Amount</u>	<u>Frequency</u>	<u>Total Annual Household Income</u>
Wages/Salaries	\$ _____	_____	_____
Social Security	\$ _____	_____	_____
Food Stamps	\$ _____	_____	_____
Unemployment	\$ _____	_____	_____
Child Support/Alimony	\$ _____	_____	_____
Pension/Retirement	\$ _____	_____	_____
Other (TANF, Cash Assistance, School Loans, etc)	\$ _____	_____	_____

Financial Assistance Agreement

1. Signature on the YES application form is an agreement the parent/guardian will pay the required co-payment for the activity, if approved, before the activity begins.
2. The YES application form must be complete for consideration. All required verification of income (and photocopies) and information must be filled in completely and accurately.
3. Verification of income is required on a yearly basis.
4. The Columbia Parks & Recreation Department has established financial assistance guidelines based upon the current United States Department of Agriculture's Child Nutrition Programs - Income Guidelines. Copies of the guidelines are available for your information.
5. If approved for the YES program, the co-payment must be paid before participation.
6. Payment plans are available for an annual pass to the ARC. All other program co-payments are due at the time of registration.
7. Providing false information will result in ineligibility/disqualification for the program.
8. The Missouri Sunshine Law requires this record be open to public inspection. While the Columbia Parks & Recreation Department guards all applicants' privacy internally, if a request is received for the records, it is subject to the requirements under the Missouri Sunshine Laws.

I affirm to the best of my knowledge the above information is true and complete. I agree to provide income documentation as requested. Participation in the YES program is done on a sliding fee scale based upon the number of household members and their combined household income.

Applicants's Signature

Date

Revised 3/18/04

Please contact our office at 874-7461 if you would like to schedule a confidential appointment with a Parks & Recreation representative to review your completed application and paperwork.

**Columbia Parks & Recreation Department
Adult Financial Assistance Guidelines**

Goal: It is the goal of the City of Columbia to provide access to the Activity & Recreation Center (ARC) for those economically disadvantaged adult individuals.

General Policies

1. **City of Columbia residents only** - This financial assistance is available to City of Columbia residents only who meet the income eligibility guidelines. A City of Columbia resident is defined as a person who lives within the City limits. Proof of residence must be presented (utility bill, driver's license, etc.)
2. **Adult Age** - For the purposes of financial assistance, adults are defined as those ages 18 and above. Seniors are defined as those ages 60 and over. All other program requirements apply to this financial assistance policy.
3. **Non-Transferable** - Any passes received with the aid of financial assistance are valid only for the individual to whom they are issued and cannot be transferred to anyone else.
4. **Financial Assistance Passes** - Passes to the ARC will be issued in blocks of 20 for the eligible adult. Subsequent blocks of 20 will be issued once the original 20 are utilized up to a maximum of three passes (1 block of 20 for each Leisure Times program guide, 60 total admissions). All passes will expire within one year from the date of issuance and may be renewed depending upon continuing need and availability of financial assistance funds. The discounted passes apply both to the Adult Multiple Pass and the Senior Multiple Pass.
5. **Financial Assistance - ARC Annual Pass** - If an eligible adult participant demonstrates significant use of the ARC over an extended period, they may be eligible to upgrade to an annual pass. In order to qualify for the annual pass, the applicant needs to use the ARC an average of 5 times per month for four months. The applicant is responsible for requesting the conversion to an annual pass and the approval is subject to documented use and availability of funds.
6. **Proof of Eligibility** - Participants must prove they are eligible for the financial assistance. This proof must be established on an annual basis on the anniversary of the initial financial assistance.
7. **Financial Assistance Income Eligibility Guidelines** - The income eligibility guidelines for the adult financial assistance policy shall be the same as the income eligibility guidelines established by the U.S. Department of Agriculture, School Lunch Program. These guidelines are updated annually by the USDA.

8. **Co-Payment** - The amount of co-payment by the financial assistance recipient is based upon income and household size as established in the School Lunch Program guidelines. Co-payment percentages are established as guidelines. Actual payment amounts may be rounded to nearest quarter dollar. Co-payment percentages are as follows:

<u>School Lunch Guideline</u>	<u>Co-Payment</u>	<u>Financial Assistance Amount</u>
Free Meals (at or below 130% of poverty level)	25%	75%
Reduced Price Meals (130 - 185% of poverty level)	50%	50%

9. **Limitations** - Benefits under the adult financial assistance program shall be limited to the annual funds appropriated by the City Council for the program.

10. **Effective Prices** - Based upon the co-payment eligibility guidelines, the following co-payment amounts apply towards ARC passes:

<u>Type of ARC Pass</u>	<u>Co-Payment Amount</u>
20 Pass Adult - Full Price: \$75	
Free Meal Guideline	\$18.75 (equals 94 cents/visit)
Reduced Price Meal Guideline	\$37.50 (equals \$1.88/visit)
Annual Adult Pass - Full Price: \$310	
Free Meal Guideline	\$77.50 (\$6.46/month)
Reduced Price Meal Guideline	\$155 (\$12.92/month)
Annual Family Pass - Full Price: \$495 (would apply to a household of 2 eligible adults)	
Free Meal Guideline	\$123.75 (\$10.32/month)
Reduced Price Meal Guideline	\$247.50 (\$20.63/month)
20 Pass Senior - Full Price: \$45	
Free Meal Guideline	\$11.25 (equals 56 cents/visit)
Reduced Price Meal Guideline	\$22.50 (equals \$1.13/visit)
Annual Senior Pass - Full Price: \$185	
Free Meal Guideline	\$46.25 (\$3.85/month)
Reduced Price Meal Guideline	\$92.50 (\$7.71/month)
Annual Senior Couple Pass - Full Price: \$220	
Free Meal Guideline	\$55.00 (\$4.58/month)
Reduced Price Meal Guideline	\$110 (\$9.17/month)

11. **Application Procedure** - In order to qualify for the financial assistance, an applicant needs to:
 - a.) Be a resident of the City of Columbia. Proof of residency (e.g. Boone County Personal Property Tax receipt, Driver's License, etc.) required.
 - b.) Completed Financial Assistance Application
 - c.) Provide a copy of income criteria & household size. These include the guidelines as established by the USDA's Free/Reduced Lunch Program, Food Stamps or Temporary Assistance to Needy Families. Other documentation may include a copy of the most recent federal income tax return. Retired individuals will need to furnish income from pensions, annuities, social security, etc.
 - d.) Submit an application to the Parks & Recreation Department. No application will be processed without the necessary income verification information.
 - e.) Provide additional income verification as needed.
 - f.) Application is reviewed and approved/disapproved.
 - g.) No application will be processed without the necessary documentation.

12. **Withdrawal from Program** - Each financial assistance recipient is required to notify the Department if they withdraw from the program. Failure to notify the Department in a timely manner may result in the denial of future financial assistance.

13. **Confidentiality** - The Missouri Sunshine Law requires this record to be open to public inspection. All financial assistance requests will be reviewed by the Columbia Parks & Recreation Department administration. While the Parks and Recreation Department guards all applicants' privacy internally, if a request is received for the records, it is subject to the requirements under the State of Missouri Sunshine Laws. Any supporting documentation by outside agencies (e.g. Division of Family Services) to determine need will be done by the requestor or a by a signed release.

14. **Adult Financial Assistance Usage Guidelines** - The Adult Financial Assistance program has a limited amount of funding available to qualifying adults each year. In order to distribute the financial assistance to the most individuals possible, each eligible adult financial assistance must meet minimum usage requirements. Failure to meet these minimum guidelines may result in the loss of continued eligibility under the Adult Financial Assistance program. These minimums will be reviewed for each adult/family on an annual basis prior to the adult participant being eligible for renewal.

Minimum Usage Guidelines - The following minimum usage patterns exist for this program:

ARC Adult Multi-pass - In order to remain eligible for the program, each adult must use the facility for at least 20 times during their year of eligibility.

ARC Adult/Family Annual Pass - In order to remain eligible for the program, each eligible adult must use the facility a minimum of eight times per month and each adult family pass 16 times per month on an **annualized basis**.

Extenuating circumstances will be reviewed on a case by case basis. Exceptions to these **Guidelines** may be granted.

Failure to meet the Minimum Usage Guidelines - The following consequences will be enforced for failure to meet the Minimum Usage Guidelines under the Adult Financial Assistance program:

ARC Multi-pass

a. Where the initial 20 multi-pass is not used during the eligible year, participation in the Adult Financial Assistance program will be withheld for one year.

ARC Annual Membership

a. If participant (each) use of the ARC falls below 8 times per month on an annualized basis, participation in the Adult Financial Assistance program will be withheld for one year.

b. An annual adult/family membership may be reduced to 20 passes.

Participants may apply for full inclusion in the program after their one year probation.

15. **Documentation** - No requests will be processed without the necessary proof of income and residency.
16. **Time Frame** - All requests will be processed within 3 - 4 weeks unless additional supporting documentation is required.
17. **Notification** - Notification of the decision will be made through a letter mailed directly to the applicant.
 - a. If the financial assistance is awarded, the appropriate financial assistance amount will be applied towards the pass. The financial assistance recipient is responsible for the co-payment portion of the amount and must pay before participation is allowed.
 - b. If the financial assistance is denied, the individual will be notified of the reason(s) for the denial.
 - c. If the application is denied, the applicant has the opportunity to file an appeal on the appropriate form with the Director of Parks & Recreation.
18. **Financial Assistance Awarded** - All financial assistance will be granted or denied without regard to sex, sexual orientation, marital status, race, creed, religion, disability or national origin.

COLUMBIA PARKS & RECREATION DEPARTMENT ADULT ENRICHMENT SERVICES (AFA) APPLICATION

The Columbia Parks & Recreation Department recognizes the need for financial assistance for residents to attend certain recreational activities. The information requested below is confidential and is necessary to help determine the level of need for each applicant. All information requested must be completed or the application will be returned unaccepted.

Name Applicant _____

Address (must be a Columbia resident) _____ **Zip** _____
(Street Address only, no P.O. Boxes)

Home Phone: _____ **Work Phone:** _____

Social Security # _ _ _ - _ _ - _ _ _ **Have you received financial assistance before?** _____

Please list all family members/children, including yourself, living in your household:

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Relationship to Applicant</u>	<u>Activity Requesting Assistance for:</u>
1) _____	_____	___	___	_____	_____
2) _____	_____	___	___	_____	_____
3) _____	_____	___	___	_____	_____
4) _____	_____	___	___	_____	_____
5) _____	_____	___	___	_____	_____
6) _____	_____	___	___	_____	_____

Important!!! This application **will not** be processed without the following forms of documentation for all applicable members of your household:

Signed Financial Assistance Agreement, **and any one of the following (a. thru d.):**

- a. Copy of your most recent federal income tax return, or
- b. Copies of your last two paychecks for each job held in your household, or
- c. Letter from your employer stating your earnings, or
- d. Letter from your social/case worker indicating the amount of benefits you are receiving.
- e. and copies of supporting documentation for all sources of income including: social security, food stamps, unemployment, child support/alimony, pension/retirement, annuities interest, TANF or any other income that you receive.
- f. and copy of your driver license with your current address or a City of Columbia utility bill with your current address. This verify's your residential status that you reside within the city limits of Columbia.
- g. If you are retired, we will need documented proof of all income sources. A federal income 1040 is preferred.

NOTE: The Columbia Parks & Recreation Department reserves the right to make adjustments to the Adult Financial Assistance program. Once approved, this application is effective for one year from the date of approval.

**Each Household Member Who Has Income Needs to Complete This Section
Please attach a separate sheet for each person who has reportable income.**

Name of Household Member _____

<u>Type of Income</u>	<u>Amount</u>	<u>Frequency</u>	<u>Total Annual Household Income</u>
Wages/Salaries	\$ _____	_____	_____
Social Security	\$ _____	_____	_____
Food Stamps	\$ _____	_____	_____
Unemployment	\$ _____	_____	_____
Child Support/Alimony	\$ _____	_____	_____
Pension/Retirement	\$ _____	_____	_____
Other (TANF, Cash Assistance, School Loans, Annuities Interest, etc)	\$ _____	_____	_____

Financial Assistance Agreement

1. Signature on the AFA application form is an agreement the adult applicant will pay the required co-payment for the activity, if approved, before the activity begins.
2. The AFA application form must be complete for consideration. All required verification of income (and photocopies) and information must be filled in completely and accurately.
3. Verification of income is required on a yearly basis.
4. The Columbia Parks & Recreation Department has established financial assistance guidelines based upon the current United States Department of Agriculture's Child Nutrition Programs - Income Guidelines. Copies of the guidelines are available for your information.
5. If approved for the AFA program, the co-payment must be paid before participation.
6. All 20 pass co-payments must be paid before participation. If applicable, ARC Annual Pass payment plans are available.
7. Providing false information will result in ineligibility/disqualification for the program.
8. The Missouri Sunshine Law requires this record be open to public inspection. While the Columbia Parks & Recreation Department guards all applicants' privacy internally, if a request is received for the records, it is subject to the requirements under the Missouri Sunshine Laws.

I affirm to the best of my knowledge the above information is true and complete. I agree to provide income documentation as requested. Participation in the AFA program is done on a sliding fee scale based upon the number of household members and their combined household income.

Applicants's Signature

Date

Revised 1/19/05

Please contact our office at 874-7461 if you would like to schedule a confidential appointment with a Parks & Recreation representative to review your completed application and paperwork.