



Columbia Parks & Recreation Department Financial Assistance Program

Goal: The Financial Assistance Program was created to provide economically disadvantaged individuals access to recreational facilities and programs. Primary focus of this program is placed on Columbia's youth.

I. Financial Assistance Program General Policies

1. Funds are appropriated by Columbia's City Council with additional funding provided by Columbia's Utility Bill Check Off program. Awards will not exceed funding made available through these sources.
2. Awarded scholarships can be applied to cover ARC family or youth annual memberships, ARC "20 Visit" passes, outdoor pool passes and recreational classes provided by the Parks and Recreation Department.
3. The Financial Assistance Program has adopted the Income Eligibility Guidelines established by the U.S. Department of Agriculture, School Lunch Program. The USDA updates these guidelines annually. These guidelines allow for sliding scale assistance based on household income.
4. 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 Guidelines</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%

5. Due to the limited funding available and to distribute the financial assistance to the most individuals possible, each eligible recipient must meet minimum usage requirements.
6. Those qualifying for assistance must notify the Parks and Recreation Department if they choose to withdraw from programs and activities.
7. Awards are made on a first come, first serve basis. All financial assistance will be granted or denied without regard to sex, sexual orientation, marital status, race, creed, religion, disability or national origin.
8. The Missouri Sunshine Law requires the financial assistance record to be open to public inspection. All financial assistance requests will be reviewed by the Columbia Parks and 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.

II. How to apply:

1. Provide all documentation required to indicate eligibility. (see application form)
2. Provide proof of parental or legal guardianship if scholarship is intended for a child between the ages of 2-17 years.
3. Complete *Financial Assistance Application* and accept *Financial Assistance Agreement*.
4. Submit application to: Columbia Parks and Recreation, P.O. Box 6015, #1 South 7th Street, Columbia, MO 65205.
5. To schedule a confidential appointment to review your completed application, contact our office at 573-874-7462.

III. Documentation Requirements

Those who wish to be considered for the Financial Assistance Program must present eligibility documentation on a yearly basis. **Applications cannot be processed until all documentation is received.** Please see the application form for a listing of options that will fulfill the following documentation requirements.

1. All household Income Sources for each household member
2. Proof of Residency within City limits of Columbia (*most recent utility bill, government check, voter registration card, etc.*)
3. Proof of Relationship or Guardianship, if applicant is under age of 18 (*Birth Certificate of minor with parents name, court documentation*)
4. Personal Identification, Proof of Citizenship or Permanent Residency of the United States, or is Lawfully Present in the United States. (*Missouri Driver's License or Non-driver License, U.S. Birth Certificate, U.S. passport, Certificate of Citizenship, Certificate of Naturalization, Certificate of Birth Abroad*)

IV. Notification Process

1. Completed requests will be processed within two-three weeks, unless additional documentation is needed.
2. Notification of award/denial will be sent to your address through the mail.
3. If financial assistance is awarded, assistance will be applied to your activity and co-payment is due prior to participation.
4. If the application is denied, you will be notified of the reason(s) for denial.
5. If the application is denied, the applicant has the opportunity to file an appeal on the appropriate form with the Director of Parks and Recreation.

V. General Usage Information

1. Financial assistance awards are non-transferable and can only be used by the individual(s) issued the award.
2. Although primary emphasis for the financial assistance program is placed on youth, this assistance program also allows for limited assistance to adults or seniors.
3. Youth are those ages 2-17. Those 18-59 are considered adults and those aged 60 and above are considered seniors. Usage options differ between youth and adults/seniors.
4. All passes will expire within one year from the original date of award letter and may be renewed depending upon continuing need, eligibility and availability of financial assistance funds.
5. Minimum usage guidelines have been established to insure that funds are distributed among the most possible people every year. To ensure this is done, and that programs are fully utilized, minimum usage requirements have been set for those

- who receive financial assistance.
6. If minimum usage requirements are not met, an individual may lose financial assistance benefits for up to one year.
 7. Extenuating circumstances will be reviewed on a case by case basis.

VI. Usage for Youth and Family

1. Youth Participation Options:

- **Mix It Up!**: 3 choices, in any combination of the three following options:
 - i. Recreation Classes
 - ii. One "20 Visit" pass to the ARC
 - iii. One "20 Visit" pass to the outdoor aquatic pools

- **ARC YOUTH Annual Membership**

Youth Usage Guidelines for ARC and Outdoor Pools:

a) "20 Visit" Passes

- iv. Each eligible individual youth (ages 2-17) is issued a pass for 20 visits.
- v. The second and third group of 20 passes will not be issued until the previous 20 have been utilized.
- vi. These passes are subject to the co-payment/scholarship guidelines.

Parent/Legal Guardian Usage Guidelines for ARC:

a) "20 Visit" Passes

- vii. 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 visit passes valid up to one year from the scholarship award letter.
- viii. These passes may only be used in conjunction with a visit by one of the youth ages 2-10.
- ix. 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.
- x. The second and third group of 20 passes will not be issued until the previous 20 have been utilized.
- xi. *These passes are subject to the co-payment/financial assistance guidelines applicable to the youth.

2. ARC FAMILY Annual Pass

- a) **Issue**: 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.
 - i. A family group is defined as a max of two adults and up to three children or dependents residing at one residence. "Dependent" has the same meaning as "dependent" under federal income tax law.
 - ii. 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.

b) **Minimum Usage:** In order to remain eligible for the program, each eligible household youth must use the facility a minimum of eight times per month on an **annualized** basis.

- i. 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.
- ii. 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.

Youth Co-Payment Amounts: (Fees subject to change)

Program Options:	Program Fee:	Co-Payment:	Financial Assistance:
Recreation Class – ex: Learn to Swim (8 classes)	Full Price:\$ 45.00	25% Co-Pay \$ 11.25 (equals \$1.41/class)	75% Assistance: \$30.75
		50% Co-Pay \$ 22.50 (equals \$2.82/class)	50% Assistance: \$22.50
Youth ARC 20 Visit Passes	Full Price:\$ 52.50	25% Co-Pay \$ 13.10 (equals 66 cents/visit)	75% Assistance: \$39.40
		50% Co-Pay \$ 26.25 (equals \$1.31/visit)	50% Assistance: \$26.25
Youth Outdoor Pool 20 Visit Pass	Full Price:\$ 37.50 (ages 2-15)	25% Co-Pay \$ 9.40 (equals 47 cents/visit)	75% Assistance: \$28.10
		50% Co-Pay \$ 18.75 (equals 94 cents/visit)	50% Assistance: \$18.75
Youth ARC Annual Membership	Full Price: \$193.00	25% Co-Pay \$ 48.25	75% Assistance: \$144.75
		50% Co-Pay \$ 96.50	50% Assistance: \$96.50
Family ARC Annual Membership	Full Price: \$546.00	25% Co-Pay \$136.50	75% Assistance: \$409.50
		50% Co-Pay \$273.00	50% Assistance: \$273.00

VII. Usage for Adults/Seniors

1. ARC "20 Visit" Pass Co-Payment Amount: (Fees subject to change)

Program Options:	Program Fee:	Co-Payment:	Financial Assistance:
ARC 20 Pass Adult	Full Price: \$86.25	25% Co-Pay \$21.55 (equals \$1.08/visit)	75% Assistance: \$64.70
		50% Co-Pay \$43.10 (equals \$2.16/visit)	50% Assistance: \$43.15
ARC 20 Pass Senior	Full Price:\$52.50	25% Co-Pay \$13.10 (equals 66 cents/visit)	75% Assistance: \$39.40
		50% Co-Pay \$26.25 (equals \$1.31/visit)	50% Assistance: \$26.25

2. Adult/Senior Usage Options and Minimum Requirement at ARC:

a) "20 Visit" Pass

- i. **Issue:** Passes to the ARC will be issued in blocks of 20. 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).
- ii. **Minimum Usage:** The initial "20 Visit" Pass must be utilized within a year of issue.
 - In the event that it is not utilized within one year, participation in the Adult Financial Assistance program will be withheld for one year.

b) ARC Annual Pass Upgrade

- i. **Issue:** If an eligible adult/senior 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 all 3 "20 Visit" Passes to the ARC prior to upgrade. The applicant is responsible for requesting the conversion to an annual pass and the approval is subject to documented use and availability of funds.
- ii. **Minimum Usage:** Each eligible adult must use the facility a minimum of five times per month for four months.



COLUMBIA PARKS & RECREATION DEPARTMENT
FINANCIAL ASSISTANCE APPLICATION

Return form to:
City of Columbia, Parks & Recreation
PO Box 6015, 1 S. 7th St.
Columbia, MO 65205

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 of Applicant or Primary Guardian _____

Street Address _____
(Must live inside Columbia city limits. P.O. Boxes not accepted)

City and Zip _____ Email _____

Home Phone: _____ Work Phone: _____

Have you received financial assistance through Parks & Recreation? Yes No

I attest, under penalty of perjury that I am (check one of the following):

- A citizen or permanent resident of the United States
- lawfully present in the United States (Alien # _____)

Are you requesting financial assistance for: 1) Youth (ages 2-17) 2) Adults (18+) 3) Both

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

<u>Name (First Last)</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Sex</u>	<u>Relationship to Applicant</u>	<u>Assistance Requested</u>
<i>Example: Jane Doe</i>	<i>1/1/2000</i>	<i>10</i>	<i>F</i>	<i>Daughter</i>	<i>ARC Annual Pass</i>
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:

- 1) **Signed Financial Assistance Agreement**
- 2) **AND any one of 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.
- 3) **AND e. thru g.**
 - 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 Missouri driver license with your current address or a City of Columbia utility bill with your current address. This verifies your residential status that you reside within the city limits of Columbia.
 - g. Proof of citizenship or permanent residency of the United States or is lawfully present in the United States.
(Examples: Missouri Driver's License or Non-driver License, U.S. Birth Certificate, U.S. passport, Certificate of Citizenship, Certificate of Naturalization, Certificate of Birth Abroad)
- 4) **When applicable**
Copy of children's birth certificate if last name is different from applicants or court documentation showing legal guardianship.

Each Household Member Who Has Income Needs to Complete This Section

Attach a separate sheet for each person who has reportable income if necessary.

Name of Household Member _____

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

Financial Assistance Agreement

1. Signature on the Financial Assistance Application form is an agreement that the parent/guardian will pay the required co-payment for the activity, if approved, before the activity begins.
2. The 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 financial assistance program, all co-payment must be paid before participation. Payment plans are available for an annual pass to the ARC. All other program co-payments are due at the time of registration.
6. The Columbia Parks & Recreation Department reserves the right to make adjustments to the financial assistance program. Once approved, this application is effective for one year from the date of approval.
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 financial assistance program is done on a sliding fee scale based upon the number of household members and their combined household income.

Applicants Signature

Date