

**Department of Parks and Community Services  
Community Services Fee Assistance Program**

**Application Guidelines and Information**

1. Fee assistance is available to all Pleasanton residents living within the Pleasanton property tax limits.
2. Fill out the attached application form. Incomplete forms will not be processed.
3. The following proofs of income/financial need must be attached:
  - Proof of Residency (REQUIRED)
  - A copy of last year's Federal Income Tax Return showing that you fall under the income eligibility guidelines listed on application. The household size must equal the number claimed on your income tax form (REQUIRED)
  - Current pay stub (REQUIRED)
  - Proof of unemployment
  - Proof from the School District that your child is eligible for free or reduced priced meals
  - Proof that your family is receiving Food Stamps
  - AFDC
  - SSI/MediCal
  - Rental Assistance
  - Child or Spousal Support
4. A completed application form must accompany income information. Complete and return your application with materials supporting proof of income to the Parks and Community Services Department at least two weeks prior to the first day of the program for which assistance is being requested.
5. **A 50% funding allocation may be applied toward the class, program or transportation fee, based on need and availability of funds.**
6. Fee assistance is awarded on a first-come, first-served basis and is funded only as long as there are available resources.
7. Fee assistance is issued for registration and transportation fees only, not for supplies or other costs. Special trips and excursions are subject to approval by the department manager.
8. The fee assistant recipient or the recipient's family/guardian must pay the remaining amount of the class or a 50% co-payment. A fee assistant recipient is not assured a place in the program and is not considered registered for a program until the co-payment has been received. Co-payment must clear and be in cash, valid check or VISA OR MasterCard and there are no refunds once co-payment is received.
9. Any past due accounts must be brought current before a fee assistance application is considered.
10. All fee assistant applications are kept confidential.
11. Fee assistant applicants may submit applications for consideration year round for Community Services programs.
12. Submittal of an application is not a confirmation into the class or a confirmation of fee assistance. A Community Services representative will notify you whether your application is approved or denied.
13. Community Services will make the final determination based on the application and required criteria.
14. Notification of fee assistance award is made by phone within 48 hours of submitting your application.
15. The Parks and Community Services Department does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.
16. Applicants who falsify information or do not attend class regularly may be ineligible for fee assistance. If extenuating circumstances prevent regular attendance, please call the office at (925) 931-5340.
17. Keep this page for your records.

**Community Services Fee Assistance Program Applications can be submitted in person at:  
Parks and Community Services Office 200 Old Bernal or Pleasanton Senior Center 5353 Sunol Blvd.**