



Department of Parks and Community Services

Community Services Fee Assistance Program

The City of Pleasanton Parks and Community Services Department has developed a Community Services Fee Assistance Program for residents that would like to participate in Community Services programs, but may not have the financial means. Therefore, residents who meet the income requirements and that can contribute 25% towards the program/service total are eligible to apply. If you or a family member living in the same household is interested in participating in programs offered through the Department, please review the eligibility criteria for participation.

Fee Assistance

Applicants can receive up to \$200 per individual **or** up to a \$500 maximum per household each fiscal year (July 1 to June 30) as long as funds are available. A 25% co-payment is required per funding allocation. 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. **Funding is available on a first come, first serve basis. Full funding is not guaranteed.**

Eligibility

To be eligible, applicants and household members must be a Pleasanton resident (living within Pleasanton's property tax limits) and meet established income requirements based on the U.S. Department of Housing and Urban Development Guidelines (HUD).

Applicants must submit a previous year's tax return and current pay stub or other proof of income as stated in the application per household.

Application

Interested individuals/household members may submit applications for consideration at any time during the year, in conjunction with the classes or programs advertised in the Parks and Community Services Activities Guides or for senior/disabled transportation services.

Completed applications with supporting documents may be submitted to the Parks and Community Services Department at 200 Old Bernal Ave. or the Pleasanton Senior Center at 5353 Sunol Blvd. for review and consideration. You will be contacted within 48 hours of submitting your application a response.

More information may be obtained by contacting the Department at (925) 931-5340.

**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 75% 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 of the recipient's family/guardian must pay the remaining amount of the class or a 25% 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.**

**City of Pleasanton
Community Services Fee Assistance Program
2009/2010**

CONFIDENTIAL INFORMATION

Date: _____

Individual

Household

Name of Applicant: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Relation to Household Members: _____

Household members to be included in the fee assistance program:

	Name	Date of Birth		Name	Date of Birth
1			5		
2			6		
3			7		
4			8		

Employer Information: (if applicable):

Name: _____

Address: _____

Phone number: _____

Family currently receives: (Check all that apply)

- | | | |
|-------------------------------|--|--|
| <input type="checkbox"/> AFDC | <input type="checkbox"/> School Lunch Assistance | <input type="checkbox"/> Public Assistance |
| <input type="checkbox"/> SSI | <input type="checkbox"/> Food Stamps | <input type="checkbox"/> Rental Assistance |
| Other _____ | | <input type="checkbox"/> Unemployment Assistance |

Family Income Limit: (Include income of all family members)

<i>Household Size</i>	<i>Income Limit</i>	<i>Household Size</i>	<i>Income Limit</i>
1	\$46,350	5	\$71,550
2	\$53,000	6	\$76,850
3	\$59,600	7	\$82,150
4	\$66,250	8	\$87,450

Annual family income: \$ _____

Verification of income attached:

- Employer verification
- Current Pay Stub
- Tax Return
- Social Security/MediCal
- Disability Insurance Or Unemployment
- Other _____

I hereby certify that the annual family income indicated on this application represents all adults living in the household and all means of support from employment income and government assistance.

Signature Date

The following optional information will only be used for statistical reporting and is completely confidential:

How did you learn about the Fee Assistance Program? _____

Qualified applicants will be considered without regard to race, color, national origin, gender, age, medical condition, marital status, or religious belief.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the application process, please provide the Parks and Community Services Department with advance notice and every attempt will be made to consider your request.

FOR OFFICE USE ONLY

Application received: _____ Date By: _____ Signature

Application approved: _____ Date By: _____ Signature

Residency Verified: Income Verified: Current Pay Stub:

Funding Amount Approved: \$ _____

Comments: _____

