



CITY OF SAN MATEO
Parks and Recreation Department

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**CITY OF SAN MATEO
PARKS & RECREATION DEPARTMENT**

2018 RECREATION FEE ASSISTANCE GUIDELINES

- The Recreation Fee Assistance Program is limited to City of San Mateo residents only.
- Fee assistance is issued for class registration fees only and not for supplies, extra fees or admission costs for field trips or excursions. Not all classes are eligible for fee assistance.
- Adults are only eligible for fee assistance up to 30%. Youth 17 and under are eligible for fee assistance up to 60%. (Beresford Kids Club registrants are only eligible up to 50%)
- The household main contact must complete the enrollment application and the entire household must verify economic need through proof of income documents.

How to complete an application

1. Complete the form on the back page in its entirety, including the signature.
2. Attach copies of your household's proof of income documents to your application.

The following documents must be dated within a year of the date applying to the scholarship, and they will be accepted as proof of income.

- ✓ Notice of Action letter from the County of San Mateo for Medi-Cal or Medi-Cal card with valid issue or expiration date
- ✓ WIC (Women, Infants & Children) Voucher
- ✓ Eligibility letter from the County of San Mateo for CalWorks
- ✓ Eligibility letter from the County of San Mateo for General Assistance

The following additional documents will be accepted as proof of income, but fee assistance approval could take up to 5 business days and applications must be submitted at least 5 business days before course start date:

- ✓ W-2 forms and Income Tax Return for household
- ✓ Three recent, consecutive pay stubs for all working household members

3. Return the application to one of the City's Recreation Centers or City Hall.
4. Submittal of an application is not confirmation of fee assistance or course registration. You will be notified by phone or mail should there be additional information required to process your request. Any course registration confirmations will be sent to you.
5. Inquiries about your fee assistance application or registration forms should be submitted to the Center where you submitted the forms.
6. Approved enrollment is typically valid until December 31.

**City of San Mateo
Parks & Recreation Department**

2018 ENROLLMENT APPLICATION FOR RECREATION FEE ASSISTANCE PROGRAM

HOUSEHOLD INFORMATION:

| | | | |
|--------------|-----------|---------------|----------------|
| First Name | Last Name | Date of Birth | Phone |
| Home Address | | City | Zip |
| | | | E-mail address |

Adults are only eligible for fee assistance up to 30%. Youth 17 and under are eligible for fee assistance up to 60%. (Beresford Kids Club registrants are only eligible up to 50%)

- Please list the gross household annual income (income before taxes): \$_____

Income information needs to be included for all household members when submitting Income Tax Return or pay check stubs as proof of income.

| Full Name <small>Include everyone living in the household</small> | Relation to the main contact | Date of Birth | Monthly gross earnings from employment | Other Monthly income <small>(Retirement, Social Security, Child Support, Alimony or other)</small> | Check to Enroll in Fee Assistance Program | OFFICE USE ONLY Percent Approved |
|--|------------------------------|---------------|--|---|---|-------------------------------------|
| | | | | | <input type="checkbox"/> | |
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- Attach a copy of one of the following documents. Only documents dated within a year of the date applying will be accepted as proof of income.

- General Assistance Letter CalWorks Letter WIC Voucher
 Medi-Cal Card with valid date or Medi-Cal Notice of Action

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- W-2 forms and Income Tax Return for household
 Three recent and consecutive pay stubs for all working adults

- Your signature verifies the information provided is accurate and true.

Signature of Household Main Contact Date

| | |
|---|--|
| <p>OFFICE USE ONLY</p> <p>Date Received ___/___/___ by _____ Center _____</p> <p>Date Processed ___/___/___ Staff Initials _____</p> | <p>Comments: _____</p> <p>_____</p> <p>_____</p> |
|---|--|