

VALPO PARKS FEE ASSISTANCE POLICY

Valparaiso Department of Parks & Recreation

3210 N. Campbell Street

Valparaiso, IN 46385

219.462.5144

www.valpoparks.org

The Valparaiso Department of Parks & Recreation strives to provide quality, affordable youth programs. Realizing that financial hardship may exist, the Valparaiso Park Board established this fee assistance policy.

FEE ASSISTANCE ELIGIBILITY CRITERIA:

- The eligibility for fee assistance will be determined using the national guidelines for free/reduced lunch by the Park Department's Director or a representative he appoints.
- A Valparaiso Parks Department application for fee assistance is mandatory and is available at the Valparaiso Parks Department Office. A completed application must be submitted **prior** to registering for programs.
- The Valparaiso Park Department reserves the right to verify income and Valparaiso City residency from any individual requesting fee assistance. **Proof of financial need is required to qualify for assistance.** Please refer to the Valpo Parks Application for Program Fee Assistance for requirements.
- Application information will be kept confidential and will be seen by administrative personnel only.
- Due to potential changes in financial hardship, applicants must reapply each year in order to be eligible to receive fee assistance.

FEE ASSISTANCE GUIDELINES:

Children eligible to receive fee assistance **who live within the City limits of Valparaiso:**

1st Program: 50% reduction in fees

All programs thereafter: 25% reduction in fees

Children eligible to receive fee assistance **who live outside the City limits of Valparaiso:**

All programs: \$25% reduction in fees

If approved, applicants will receive email confirmation. In the event email is not available, notification will be mailed via USPS.

For additional information or questions regarding this policy and/or application, please call Valpo Parks at 219.462.5144 ext. 6301 or email hpierce@valpo.us



Valparaiso Department of Parks & Recreation
Application for Program Fee Assistance
(Confidential)

Please complete this application so that we may determine your eligibility for fee assistance. Form will not be accepted if not completed entirely.

Name _____ Phone _____

Address _____ Email _____

Employer _____ Phone _____

Family Size (household members): Adults _____ Children (under age 18 living with you) _____

Please list those individuals whom assistance is being applied for:

Name	Age	Birthdate	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

Indicate the program or activity for which you are requesting fee assistance and for whom:

Name	Program
_____	_____
_____	_____

Is there anything you would like us to take into consideration for granting fee assistance?

Monthly gross income from wages and salaries \$ _____

Other income (public assistance, child support, etc.) \$ _____

What was your family's gross income last year? \$ _____

(Applicants must provide a copy of your most recent paycheck stub and/or your last year's federal income tax form 1040)

Are you or your family members currently eligible for other public assistance such as free or reduced lunches, food stamps, AFDC? Yes _____ No _____

Have you received Valparaiso Department of Parks and Recreation fee assistance in the past? Yes or No
 If yes, when? _____

I certify that all of the above information is true and correct and that all income is reported. I understand that this information being given is for the receipt of a reduced fee for a Park and Recreation Department program/activity and will be kept confidential. I understand that officials may verify the information on this application and deliberate misrepresentation of the information will Result in denial of the request.

 Applicant Signature

 Date

