



Recreation, Parks and Cultural Activities Financial Policies and Procedures

Financial Assistance Policy

Draft Created: April 14, 2017

Approval Level:

Approval Date:

Primary Contact:

Section 1 – RPCA Sponsored Programs

Summary

The Department encourages resident participation in City programs. A financial assistance policy and process is developed to allow for maximum resident participation in City programs.

Eligibility

All City residents who meet qualifications are eligible. All City programs are eligible for financial assistance. Some classes in the Market Rate portfolio may have limited availability to ensure cost recovery goals.

Policy: Fee assistance may be granted according to the following schedule:

- 40% reduction for households where a child receives free or reduced lunch at an Alexandria City School.
- 50% reduction for households where a child receives free or reduced lunch and the family receives nutrition assistance (SNAP).
- 70% reduction for households where a child receives free or reduced lunch, and also receives TANF (Temporary Assistance for Needy Families), or where they reside in a City of Alexandria temporary shelter.
- Resident Seniors (55 years old and above) receive a 20% discount on each program
- Adults without children who have proof of receiving SNAP, or Medicaid, may be granted a 30% fee reduction.

Procedures:

1. Resident completes the application and submits accompanying documentation to the Recreation Program Manager/Center Director. Applications must be accompanied by written documentation.
2. Recreation Program Manager/Center Director are to review documentation and verify.
3. Recreation Program Managers/Center Directors may approve and sign the application as the Department Director Designee.

4. The applications must be stored with the registrations and made available upon request.
5. Any fee assistance requested that differs from the stated policy, or without documentation, must be approved by the Division Chief or Deputy Director of Recreation Services.

Section 2 – Youth Sports Scholarship Fund Policy

Summary

RPCA recognizes that certain organizations exist within the City whose purpose is to serve and enhance recreational opportunities for specific purposes and groups. These organizations are separate and independent from the City and provide their own leadership, organizational and operational structure. Although the stated missions of these organizations may differ, investment in public recreational facilities and programs creates a mutually beneficial partnership in which to provide quality recreation opportunities for all the individuals served by the parties, as well as the general public.

RPCA fosters strong relationships with our Sports Group Affiliates in accordance with the City's Athletic Facilities Community Allocation Policy. RPCA works closely with existing organizations on such matters as field and facility assignments, usage, scheduling, and administrative matters. The programs and services of City affiliated groups are considered an integral part of sports offerings and opportunities within the City. The relationship between the Sports Group Affiliates and RPCA is intended to enhance the athletic opportunities and enjoyment for City residents.

RPCA encourages resident participation in City programs and affiliate Sports Groups Affiliates programs. A scholarship fund policy and process is developed to maintain and increase participation in Sports Groups Affiliates programs. The Youth Sports Scholarship Fund is used to provide a meaningful incentive for Sports Group Affiliates to increase registration in their recreation level programs.

Funding

The Youth Sports Scholarship is contingent upon annual budget approval and appropriation by City Council.

Eligibility

RPCA recognizes that it is in the best interests of the community that it work with outside non-profit organizations in coordinating the planning and provision of recreational facilities and programs when: 1) the organization's vision and purpose are aligned with RPCA, 2) they provide a service that RPCA would otherwise deliver and 3) a public benefit may be obtained through working relationships with outside organizations because each party can contribute to greater public service without relinquishing their separate identities or responsibilities. Qualified organizations must have a signed Affiliate Agreement with the City. Additionally, Affiliates must offer a financial assistance program to ensure equitable access to recreational level programs.

Policy

The Youth Sports Scholarship Fund will be distributed in two ways:

1. **Affiliate Community Outreach Program**

Each Sports Group Affiliate may request up to \$2,000 each fiscal year for community outreach. The outreach should promote youth sports to City residents via camps, clinics, intramurals or after school programs. The outreach should focus on introducing the basic skill development to participants and encourage recreation level league participation.

Procedures

- Sports Group Affiliates will submit an application to receive the Outreach Program funds to include date, location, age group, equipment required, and cost of program.
- Sport Group Affiliates will submit an evaluation of the program within two weeks of the ending date updating the information provided in the application.

2. Reimbursement to Affiliate for Individual Financial Assistance

Once a Sports Group Affiliate provides fee assistance to 80% of the total number of individuals awarded the previous calendar year, the Sports Group Affiliate will be reimbursed \$100 per player for each additional participant that receives financial assistance.

Procedures

- Sports Group Affiliates will supply documentation to RPCA Director or his designee of awarded financial assistance from the previous calendar year and the year for which they request reimbursement.
- RPCA will reimburse the Sports Group Affiliates per invoice from the Affiliate.

Roles and Responsibilities

All Regional Program Directors, Recreation Managers, and Managers on Duty, along with Front Desk Personnel are to ensure that this policy is adhered to.

Contacts

Deputy Director, Recreation Services
Division Chief, Recreation Services

Related Documents

Sports Group Affiliate Policy