



Recreation, Parks and Cultural Activities

Financial Policies and Procedures

Financial Assistance

Approved by City Council XXX

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| Draft Date | 6/11/2019 |
| Approval Date | |
| Director Initials | |
| Primary Contact | RPCA Director |

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 on Tiers 1-4 of the Resource Allocation and Cost Recovery Policy are eligible for financial assistance

Policy Financial 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 Temporary Assistance for Needy Families (TANF), or where they reside in a City of Alexandria temporary shelter.
- Resident seniors (60 years old and above) may request a 20% discount on each program.
- Adults without children who have proof of receiving SNAP, Medicaid, or receive housing assistance may be granted a 30% fee reduction.
- Any resident may request assistance outside of the parameters listed above; if approved, the level of assistance is determined based on the application.
- Specific programs, including those with a longer time commitment, may provide financial assistance levels greater than those described above; information will be included with registration materials.

Procedures:

1. Resident completes the application and submits the accompanying documentation to the Recreation Program Manager/Center Director. Applications must be accompanied by written documentation.
2. Recreation Program Manager/Center Director reviews and verifies documentation.
3. Recreation Program Managers/Center Directors may approve and sign the application as the Department Director Designee.
4. Any financial assistance requested that differs from the stated policy, or without documentation, must be approved by a Division Chief.

Section 2 – Youth Sports Scholarship Fund Policy

No changes proposed.