

Wrangell Parks & Recreation

Youth Fee Assistance Program & Application

All fields must be completed before turning in application. Please read all instructions for this application prior to filling out form.

The Youth Fee Assistance Program is designed to provide supplemental financial assistance to youth 3 to 18 years of age who may not otherwise be able to participate in youth activities (maximum of \$150.00 per child, per fiscal year). Fee Assistance is available for recreation programs, activities, and facility punch cards. Monthly, multi-month and annual memberships are not eligible. The program is intended to be a resource after other sources of funding have been utilized. Incomplete forms will be returned. All forms must be turned in to the Parks and Recreation office during the registration period of the program or activity. Forms turned in after the program is over, or more than 1 week prior to registration will not be processed and will be returned.

INCOMPLETE FORMS WILL BE RETURNED.

Name of Child:	Date of birth:	Age:	Gender:
Parent/ Guardian name:	Email:		Phone #:
Mailing address:			
Name of Program/Activity/Need:		Total Cost:	
Program Beginning Date:		Program Ending Date:	
Does your child qualify for reduced or free lunch with the school district?			
Is the child in OCS custody or a foster child? Yes or No			
Number of wage earners in household:		Number in household (including yourself):	

Report all household income for the past 12 months from the date of application. If you are unable to list income, please attach a letter explaining why. If the applicant is in the custody of OCS or qualifies for the school lunch program, the income section is not required.

Income Type	Parent Information	Office Use Only	Income Type	Parent Information	Office Use Only
Gross Wages			Social Security		
Unemployment			Public Assistance		
Disability Benefits			Total Income		

By my signature below, I affirm that the information provided herein is complete, true, and accurate to the best of my knowledge and belief.

Parent/Guardian/Sponsor Signature: _____ Date: _____

OFFICE USE ONLY

Date application was received:	Applicant Eligibility:
Eligible for additional funding this fiscal year? Yes or No	Amount of Funding Remaining:
Invoice Receipt #:	Amount Funded:
Name of OCS Representative:	OCS Contact #:
Date Parent/Guardian Contacted:	Staff Signature:

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The Wrangell Parks and Recreation Department believes that youth should have the opportunity to participate in the scheduled activities, programs, and classes our department offers. For this purpose, we are pleased to offer a Fee Assistance Program with an application for financial support for those who may not be able to afford the fees associated with such activities/programs and facilities.

APPLICATION PROCESS: Complete the Youth Fee Assistance Application form as instructed on the reverse side. Only one child and one activity per form.

ELIGIBILITY: Youth, up to 18 years of age and/or through high school. The maximum funding level per child is \$150 per fiscal year (July 1 - June 30). The maximum funding level per family is \$300 per fiscal year (July 1 - June 30). If applicants meet the required income level to qualify for Fee Assistance, full funding will be awarded up to the maximum amount allowable. Those applying for assistance to participate in an activity may choose not to accept the full amount of funding allotted, therefore they would be expected to pay the discounted rate at the time of registration.

REGISTRATION: Completing a Fee Assistance form DOES NOT register a child for the program. Please complete the registration form separately and submit it to Parks & Recreation. Parks & Recreation is not responsible for the program registration of fee assistance recipients.

LATE FEES: Any late fees incurred will be the responsibility of the parent/guardian/sponsor and will not be paid for by this program.

UNUSED FUNDING: If, for any reason your child does not use the Fee Assistance for the requested activity, please notify Parks & Recreation as soon as possible. If the Fee Assistance has not been used within 90 days, the Fee Assistance amount will be returned to the general Fee Assistance fund. You may reapply for Fee Assistance at another time.

CONFIDENTIALITY: The information provided will be used only to determine if Fee Assistance will be awarded. We do not share any information with outside agencies or the public.

NOTIFICATION: You will be notified when the application is approved or denied. Eligibility will be verified and determined within five business days.

FOSTER CHILDREN: Foster children automatically qualify for funding, as well as children who qualify for the School Lunch Program. If applicable, Fee Assistance applications should be submitted through the Office of Children's Services who will forward it on to Parks & Recreation.

QUESTIONS: If you have questions about the Fee Assistance application or process, contact the Wrangell Parks & Recreation department at 907-874-2444 between the hours of 8:00am-4:30pm. Applications can be mailed to PO Box 531 or dropped off at 320 Church Street, Wrangell, Alaska 99929 or emailed directly to kthomas@wrangell.com.

NOTE: Incomplete applications will not be processed and will be returned. Parks & Recreation is not responsible for incomplete applications or program registration forms.

