

# CHAPEL HILL PARKS AND RECREATION DEPARTMENT

## FEE REDUCTION APPLICATION

HEAD OF HOUSEHOLD (please print) \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ Apt. # \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE #1 \_\_\_\_\_ PHONE #2 \_\_\_\_\_ EMAIL \_\_\_\_\_

I live within:  Chapel Hill town limits  Carrboro town limits  Orange County limits  Other

- **RESIDENCY:** To be eligible for a fee reduction, you must reside within the town limits of Chapel Hill or within Orange County. Proof of residency may be required. Having a Chapel Hill address does not guarantee residency.
- **HOUSEHOLD MEMBERS:** Include family members (persons related by blood, marriage or operation of law) who live with you.
- **FINANCIAL RESOURCES:** Include all financial resources for your household received on an annual basis, including all pay, allowances, child support, pensions, disability, social security and unemployment benefits, grants, student loans, self-employment, savings, personal funds, stipends and other monies received by the household.

HOUSEHOLD MEMBER NAME	DATE OF BIRTH	MALE/FEMALE	GRADE	SCHOOL NAME	FINANCIAL RESOURCES
<b>HOUSEHOLD'S TOTAL ANNUAL FINANCIAL RESOURCES</b>					

**VERIFICATION: Please check one option below. Documents are due at the time of application.** Applications are not complete until all supporting documentation is received; incomplete applications may be denied.

- \_\_\_\_\_ I live in Public Housing subsidized by the Town of Chapel Hill. CHPR will contact them to verify my application.
- \_\_\_\_\_ Either myself or an immediate family member currently receives SNAP, Work First or Medicaid benefits from Orange County DSS. I've provided my OCDSS approval letter or CHPR will contact OCDSS: Social Security # \_\_\_\_\_
- \_\_\_\_\_ I have provided a copy of last year's Federal Income Tax Return (Form 1040) and 2 current pay stubs for verification.
- \_\_\_\_\_ I have provided a signed letter from my child's School Social Worker who has verified my family members & financial resources.
- \_\_\_\_\_ I am a Visiting Scholar and have provided copies of my own and my dependent's Certificate of Eligibility for Exchange Visitor (J-1 and J-2) Status forms, sponsor letters from the U.S. academic institution and my home institution/scholarship organization.
- \_\_\_\_\_ The applicant is a resident of Chapel Hill Residential Services Inc. RSI Staff signature: \_\_\_\_\_

**PLEASE READ AND INITIAL \_\_\_\_\_ If a family member is enrolled in a camp/program and cannot attend, please cancel in writing at least 14 days in advance. Patrons who do not cancel and do not show up for the camp/program MAY LOSE THEIR FEE REDUCTION DISCOUNT.**

I hereby give the Town of Chapel Hill, Orange County Department of Social Services, and my child's school social worker permission to provide the information required by this application for myself and for other members of my family under the age of 18, except as stated below as applicable. I understand that no additional information other than that required on the Fee Reduction Application will be released without my consent. I hereby authorize the TOCH to provide to my child's school social worker enrollment information, status of my child's account information and any other personal information necessary to determine eligibility for programs, participation and assistance. By signing below, I consent that the specified information may be provided to the Chapel Hill Parks and Recreation Department for the sole purpose of completing my application. **By signing below, I understand that the department may grant a provisional fee reduction until my application has been verified and approved, and that if my request for a fee reduction is denied, all discounts I have received under a provisional fee reduction will be removed and a full fee charged.** If my fee reduction should be denied, I consent to paying the full fee for all programs and passes. I certify that all of the information on this application is true and correct and that all financial resources are reported.

HEAD OF HOUSEHOLD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Return complete application and required documentation, to Parks and Recreation Administrative Office, 200 Plant Road, Chapel Hill, NC 27514

**For Office Use Only:** Date received \_\_\_\_\_ Provisional %: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_ APPROVED % \_\_\_\_\_

OCDSS Verification:  SNAP  Work First  Medicaid Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PARKS AND RECREATION**  
www.chapelhillparks.org

Register online: [www.chapelhillparks.org](http://www.chapelhillparks.org)  
For more information, call (919) 968-2784  
Email [parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org)

## FEE REDUCTION POLICIES

The Town of Chapel Hill is committed to making its Parks and Recreation Department programs available to as many citizens as possible. It is our intent that no one be prevented from participating in P&R programs because of the inability to pay a full fee. Therefore, this policy has been established and adopted by the Town Council to meet the needs of individuals or families determined to have limited financial resources.

### Eligibility and Application

Chapel Hill and Orange County residents may request a reduction in program fees when a financial need exists (non-residents are not eligible for a Fee Reduction). Requests must be made in writing on an official Fee Reduction Application. Accommodations for participants who cannot complete the Fee Reduction Application without assistance will be made.

NUMBER OF HOUSEHOLD MEMBERS	1	2	3	4	5	6	7	8+
Maximum financial resources of family* - Pay 75% of Fee	\$45,150	\$51,600	\$58,050	\$64,500	\$69,700	\$74,850	\$80,000	\$85,150
Maximum financial resources of family* - Pay 50% of Fee	\$28,250	\$32,250	\$36,300	\$40,300	\$43,550	\$46,750	\$50,000	\$53,200
Maximum financial resources of family* - Pay 10% of Fee	\$16,950	\$19,400	\$21,800	\$25,100	\$29,420	\$33,740	\$38,060	\$42,380

\* All financial resources on an annual basis.

## HOUSEHOLD MEMBERS

Household members will be verified through the Chapel Hill Department of Public Housing, Orange County Department of Social Services, your child's school social worker, your Federal Income Tax Return, Certificate of Eligibility for Exchange Visitor (J-1 and J-2) status forms and/or Residential Services Inc., or other documents as requested.

## VERIFICATION AND DOCUMENTATION

Patrons applying for a Fee Reduction must provide confirmation of their financial resources through one of the options listed on the application. Additional documentation verifying residency, household members and financial resources may also be required to complete your application. Applications lacking documentation may be denied.

## FINANCIAL CIRCUMSTANCES

Patrons who have circumstances that affect their ability to pay the percentage of program fees for which they qualify would be able to discuss their situation with the Director or his designee, who has the authority to further reduce fees. Additional documentation may be required to show reason.

## CONFIDENTIALITY

All fee reduction applications and supporting documents are kept confidential. A public records request, should it occur, would be handled according to the Town's policy.

## PROGRAM FEES

Individuals who qualify for a fee reduction will normally be required to pay either 10%, 50% or 75% of the total program fee based on their household size and income, relative to the Financial Assistance Eligibility Scale below. Please note that some programs do not accept fee reductions. See "Financial Circumstances" below for information regarding exceptions to this policy. Payment due at time of registration.

## MINIMUM CHARGE PER PROGRAM

Patrons will pay the percentage of the program and/or pass fee for which they qualify, unless that cost would be less than \$5. In those instances the participant would pay \$5 per program.

## CANCELLATION AND YOUR DISCOUNT

Patrons who cannot attend a camp/program in which they are enrolled are expected to cancel within department guidelines. **Patrons who do not cancel within department guidelines and do not attend may lose their discount.**

## APPROVAL BY DIRECTOR

The Director of Parks and Recreation, or their designee, will review each fee reduction request and have final authority to approve or deny the request. A provisional fee reduction may be granted until your application has been verified and approved. If a provisional fee is granted and your request is denied, you will be responsible for the full program/pass fee. Once approved, the fee reduction will be valid for one year.

Any questions regarding this policy should be forwarded to the Chapel Hill Parks and Recreation Department staff at (919) 968-2784/TDD.