



## Rec Plus and Preschool Fee Assistance Guidelines

### What is Rec Plus and Preschool Fee Assistance?

The Minneapolis Park and Recreation Board Fee Assistance Program assists Minneapolis residents when financial limitations occur. Eligibility for Rec Plus or Preschool is determined by meeting the current Income Guidelines, completing the application, and attaching the required documentation. Full and half fee waivers are for the leadership portion of fees only and not for supplies, extra fees, or admission costs for field trips.

**Who can apply?** City of Minneapolis residents who provide proof of residence are eligible for the Recreation Fee Assistance Program. Proof of residency must be provided to the Minneapolis Park and Recreation Board when applying for fee assistance.

**What are the steps to apply?** Complete a Recreation Fee Assistance Program application and provide documentation prior to registering for the class. Incomplete applications and documentation will be put on hold and not processed until all is complete. Return the completed application and any required documentation to the location where the class is being offered.

### What kind of documentation is needed?

In addition to the application the following documentation is needed; please check the box of which you are attaching. Please block out all Social Security numbers for all parents and dependents on all documents before attaching.

- A copy of the two most recent pay stubs of all income earners in household with SS# blocked out or
- A copy of your previous year's federal tax returns with SS# blocked out for parents and dependents.
- If you have no income and do not file income taxes, attach a note explaining you have no income.

**When will I know if I am accepted?** Eligibility will be determined and verified to you within ten business days of receipt of application. Submittal of an application is not confirmation of fee assistance or course registration. You will be notified by phone, email, or mail if there is additional information required to process your request. Inquiries about your fee assistance application or registration forms should be submitted to the Recreation Center where you submitted the forms.

### Will all of my information be kept confidential?

All information submitted to the Fee Assistance Program for the purpose of eligibility determination is confidential.

### How long can I use the assistance if I am approved?

The assistance is good for the calendar year applied for. You must reapply every calendar year. This assistance is non-transferable.

### Payment Information

If accepted into the Fee Assistance Program, you will need to pay the discounted fee at time of registration of activity if applicable. If for any reason your account becomes delinquent your fee assistance will be forfeited.

### For more information

Call the Minneapolis Park and Recreation Board Customer Service at 612-230-6400



## Rec Plus and Preschool Fee Assistance Application

Head of Household	Phone
Street Address <span style="float: right;">City <i>Minneapolis</i></span>	Zip Code
Email Address	Check your preferred method of contact <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> U.S. Mail
Recreation Center Receiving Application	Check what the fee assistance is for <input type="checkbox"/> Rec Plus Childcare program <input type="checkbox"/> Preschool Program
Name of activity you want to register for:	What is the fee for the activity?

In accordance with the Minnesota Government Data Practices Act, the recreation staff of the Minneapolis Park and Recreation Board hereby informs you that the personal information we are requesting of you and/or your children on this form is considered private. Private data is available to you and to Minneapolis Park and Recreation Board staff who need to have this information to administer the program – not to the public.

Complete the table and include all dependent family members living in the house.

First and Last Name	Age – if under 18

- List the gross household annual income (income before taxes). Include all current income (employment, pension, retirement, Social Security, child support, alimony etc.) \$ \_\_\_\_\_
- Attach copies of income verification.

**Signature:** I certify that all the above information is true and correct, and that all income is reported. I understand that this information is being given freely by me for the receipt of MPRB fee assistance. I understand that MPRB staff may verify this information and that deliberate misrepresentation above may result in cancellation of fee waiver and registration. I understand it is my responsibility to block out my Social Security Number and my dependents social security numbers prior to submitting my verification.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_/\_\_\_/\_\_\_      Residency Proved \_\_\_\_\_

Check:      \_\_\_ Recommendation to accept full waiver      \_\_\_ Recommendation to accept half waiver  
               \_\_\_ Denied based on income                      \_\_\_ Denied based on no verification      \_\_\_ Denied based on incomplete form

Staff Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Location \_\_\_\_\_

MPRB Manager Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Date Denied \_\_\_\_\_      Date Accepted \_\_\_\_\_      Date Sharepoint Updated \_\_\_\_\_