



## How to apply for **Fee Waiver Assistance**

Pleasant Hill Recreation and Park District grants a limited number of Fee Waivers to assist families in need of financial assistance for access to our recreation programs.

### FEE WAIVERS

- Applications are reviewed on a first-come, first-served basis.
- Fee waivers are partial, up to 50% of the activity fee, based on household income and number of members.
- There are limited funds available for Fee Assistance.

### APPLICANTS MUST

- Complete a Fee Waiver Assistance application.  
Submit a Fee Waiver Application for each program and participant for which you are applying for Fee Waiver.
- One of the following is required:
  - Most recent tax return
  - Proof of SSI income
  - Proof that family receives Cal Fresh, Cal Works Assistance, TANF **OR** Kinship- Guardianship Assistance Payment Program
- Be residents of Pleasant Hill Recreation and Park District.
- Meet the income requirements (below).
- Participant must be Youth aged 17 & under or Seniors aged 60 and over.

### DEADLINE

Application and supporting documentation must be received at least two weeks prior to the first day of the program or two weeks prior to the registration deadline of the program for which assistance is requested. Return completed application and supporting documentation to:

Pleasant Hill Recreation & Park District  
147 Gregory Lane  
Pleasant Hill, CA 94523

### INCOME REQUIREMENTS

- Household income must not exceed the following maximum income requirements based on the applicable household size\*:

Household Size	Maximum Income
<b>1</b>	<b>\$45,700</b>
<b>2</b>	<b>\$52,200</b>
<b>3</b>	<b>\$58,750</b>
<b>4</b>	<b>\$65,250</b>

<b>5</b>	<b>\$70,500</b>
<b>6</b>	<b>\$75,700</b>
<b>7</b>	<b>\$80,950</b>
<b>8</b>	<b>\$86,150</b>

*\*Based on 2020 HUD income limits (“very low income”)*

<https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

- Household income will be determined by the submitted documentation. If submitting the most recent tax return with the completed application, a copy of all pages need to be included. If your income has changed significantly since your last tax return, for example, due to job loss, please include documentation, such as a copy of your unemployment benefits.

#### OTHER

- Programs or activities with a cost of less than \$10 per participant are not eligible.
- Fee Waivers are issued for registration fees only, not for materials fees, supplies or other costs. Rentals, special events, special trips and excursions are excluded.
- Fee Waivers will be considered for a maximum of 50% of the class fee. Fee Waiver is limited to \$200/individual **OR** \$500/household each calendar year.
- Submittal of an application is not a confirmation of your registration or a confirmation of Fee Waiver. A District representative will notify you whether your application is approved or denied. Registration can only occur after Fee Waiver is approved and the portion of the activity fees not covered by Fee Waiver is paid in full.
- All past due accounts must be brought current before a Fee Waiver Application is considered.
- The District will make the final determination based on the application and required criteria.
- All applications are confidential.



**PLEASANT HILL RECREATION & PARK DISTRICT  
APPLICATION FOR FEE WAIVER ASSISTANCE PROGRAM.**

*Submit one form for each program and participant for which you are applying for Fee Waiver.*

Applicant Name: (last)		(first)	(phone)
Address: (street)		(city)	(zip)
Applicant's relationship to participant: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Self <input type="checkbox"/> Other			
If a relative other than parent, please indicate relationship:			
Does participant live with you at the above address. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
Have you enrolled in any of our programs in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, which programs?			
Have you ever requested fee assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give date and explanation.			
<b>Request for Assistance:</b>			
<b>Participants name and date of birth:</b>	<b>Class Name</b>	<b>Class Fee</b> \$	<b>Amount Applicant is able to pay</b> \$ <small>(must be at least 50% of class fee)</small>
Please state the circumstances that you feel qualify you for the Fee Waiver Assistance Program:			
Please list appropriate gross monthly income: Attach your most recent tax return.			
I declare that the content of the above information is true and correct.			
Signature		Date:	
<b>OFFICE USE ONLY</b>	Date received:	Account Balance Checked By:	
Amount Approved: \$	By:	Denied By:	Date:
Reason denied:			
Receipt No:	Date:	Amount Paid: \$	