



Reduced Fee Policy and Procedure for Recreation Division Programs

In order to assist individuals and families with limited income, the following reduced fee procedure has been established for the Recreation Division. This policy does not cover swim passes, S.O.A.R., Miller Park Zoo, Pepsi Ice, or Bloomington Golf - course fees and programs.

REDUCED FEE CRITERIA

1. The department of Parks, Recreation & Cultural Arts will allocate up to \$5000 annually for fee reductions. Fee reductions will be distributed on a first-come, first-serve basis. If funds are depleted prior to the end of that fiscal year (May 1- April 30) the reduced fee program will be complete for that year.
2. Reduced fees will be limited to a **maximum of \$200 per person, per fiscal year** (May 1- April 30). Eligible **Summer Day Camp or Sports Day Camp** participants may receive up to **25%** reduction and eligible **Recreation Program** participants may receive up to a **50%** fee reduction per program.
3. Payment plans can be set up for balances due. *Payment plans will be for a maximum of 3 months duration or before the program ends.* People who abuse this privilege by not paying, will not be allowed into future programs until they pay in full.
4. Reduced fees will only be available to those under the age of 16.
5. Reduced fees will only be granted for recreation programs solely sponsored by the Bloomington Parks, Recreation & Cultural Arts Department.
6. Reduced fees are not eligible for programs when primary costs are contractual, e.g. trips and tours, gymnastics. Contractual Instructors are paid on a per-person or percentage of fees collected basis. Should these independent contractors want to give assistance, they do so at their own discretion.
7. It will be the judgment of the individual Recreation Program Managers to approve fee reductions for classes in their program areas. The Director, or Assistant Director of Parks, Recreation & Cultural Arts will make a final decision if issues or questions arise.
8. Reduced fees for t-ball, after school sports, and other special interest programs will be allowed, after the minimum number of registrants needed to break even have registered, provided space is available in the class when the reduced fee is requested. For every three fully paid registrations above the minimum, one partial fee will be given, up to the maximum class registration.
9. Reduced fee applications will be accepted up until two weeks before a program starts. Applicants will be notified of a decision at least one week before the program starts if all their paperwork is completed.
10. Individuals receiving a reduced fee for day camp may register for more than one session at the same time, but must pay what is due for the first session before starting the next session.

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REDUCED FEE ELIGIBILITY CRITERIA

In order for applicants to be eligible for reduced fees, the following requirements must be met:

1. Total family income does not exceed 185% of the Federal Poverty Guidelines.

<u>Family Size</u>	<u>Max. Annual Income</u>	<u>Family Size</u>	<u>Annual Income</u>
2	\$29,637	6	\$60,273
3	\$37,296	7	\$67,951
4	\$44,955	8	\$75,647
5	\$52,614		

2. Individuals must reside within the corporate city limits of Bloomington. **Proof of residency** is required. (ie. - Voter's registration card, current driver's license, monthly bill with address).
3. Applicants **must provide income documentation**. Individuals receiving Public Aid must submit an official public aid form listing public aid income received and all members who are eligible. Individuals not receiving public aid, but who are able to document a hardship case can submit income tax returns, social security assistance, recent pay slips or any other document that will show a record of the family's annual income.

Applicants are guaranteed that their personal finances will not be discussed outside the department. It is the primary responsibility of the Department to maintain a level of privacy about the applicants' financial status.

4. Applicants must provide a **completed application**, along with their income and residency documentation, plus a **program registration form** and **50% deposit for each program/session (\$99 total for Day Camp)** to secure a place in the program. If a deposit is not given, the program may be filled while the process is being completed.

Reduced Fee Assistance is limited to City of Bloomington residents.