



CITY OF TAMPA

Pam Iorio, Mayor

Parks and Recreation Department

Karen Palus, Director

Dear Parent/Guardian:

On July 30, 2009, Tampa City Council approved new fees for the Tampa Parks and Recreation Department that will affect the After School and Summer Activity Programs. As you know, we have experienced significant reductions to our budget over the last several years and we have worked hard to minimize the effect of those reductions on the programs and services you enjoy. The City has been subsidizing, and will continue to subsidize these programs; however, it has become necessary for us to implement fees that will begin to cover the staff cost of providing the program and/or service. The fees for the recreation programs are still nominal compared to other agencies or private vendors, but necessary to maintain our current levels of service.

We want every child to have an opportunity to participate in our recreation programs and are offering families a multi-child discount. Further discounts are available based on income. To determine if you are eligible for Reduced Fees, please review the table below and request an **Application for Reduced Fees** from staff.

Income Eligibility Guidelines

The income levels shown are the *maximum* amounts a household may earn to be eligible for reduced fees.

Number in Household	2	3	4	5	6	7	8+
Gross Income	\$29,139	\$36,619	\$44,099	\$51,579	\$59,059	\$66,539	\$74,019

How to Apply

1. Request an **Application for Reduced Fees** from staff.
2. Complete the application and provide current proof of income for all household income. Proof of income includes, but is not limited to:
 - Current payroll check stubs for two pay periods
 - First page of a current 1040 Federal income tax return form
 - Public assistance card
 - Earnings statement
 - Social Security record
 - Disability record
 - Unemployment record.
3. Submit completed **Application for Reduced Fees** with proof of income to the Tampa Parks and Recreation Department Administrative Office, located at 3402 W. Columbus Drive. For your privacy, applications will not be accepted at the center. Applications will be accepted Monday – Friday from 8:30 a.m. – 4:30 p.m.
4. The application will be reviewed and you will be notified of the outcome through a **Reduced Fee Authorization Form**.
5. Submit the **Reduced Fee Authorization Form** to the center to complete the registration process.
6. All fees are paid at the center.

The City of Tampa Parks and Recreation Department staff is available to answer all your questions and assist you through this process.

Thank you.

3402 W. Columbus Drive • Tampa, Florida 33607 • (813) 274-8615 • Fax: (813) 274-5749





City of Tampa Parks and Recreation Department

Application for Reduced Fee



All applications are approved at the Parks and Recreation Department Administration Office. Prior to approval, parents are responsible for payment of all fees and any charges accumulated until application is processed. To avoid a delay in processing, the application must be completely filled out, legible, signed, and list a working telephone number.

Participant(s) Information

Site/Facility:

Last	Participant's Name First	Middle	Date of Birth (mm/dd/yy)	Age	Participant's Income (if none check box below)	
			/ /		\$	<input type="checkbox"/> None
			/ /		\$	<input type="checkbox"/> None
			/ /		\$	<input type="checkbox"/> None
			/ /		\$	<input type="checkbox"/> None
			/ /		\$	<input type="checkbox"/> None

Foster Child

Every foster child must have an individual application and foster parent must provide proof. A foster child who is the legal responsibility of the welfare agency or court may receive a reduced fee regardless of your household income. If the application is for a foster child check this box and skip the "Household Members and Income" section.

Write participant's "personal use" income and how often it is received: \$ _____ Weekly Monthly Yearly. Write "0" if the child has no personal use income.

Household Members and Income

List all adults and children living in the household. ***Do not*** include participants listed under Participant(s) Information. Total gross monthly income for all household members (before taxes, social security, health benefits, union dues, or other deductions) must be reported. Current proof of income must be attached.

Household Member Name			If No Income Check Box Below	Job 1 Gross Earnings (Before Deductions)	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Job 2 (OR any other income)
Last	First	Middle		Enter Income frequencies in box(s) below for each income: W= Weekly, B=Bi-Weekly, T=Twice Monthly, M=Monthly, Y=Yearly			
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			<input type="checkbox"/> None	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>	\$ <input type="checkbox"/>

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of reduced fee to Tampa Parks and Recreation programs; that City officials may verify the information on the application and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws and that participants may be expelled from the program. ****An adult household member must sign this application before it can be reviewed.****

Signature of Adult: _____

Home Address: _____

Printed Name of Adult: _____

City, State, Zip Code: _____

Date Signed: _____

Home Phone: _____ Cell Phone: _____

Pursuant to Chapter 119, Florida Public Records Act, this record is a public document that may be inspected and/or copied. If you believe any portion of this document contains information that is exempt from disclosure, please notify our office in writing at: 3402 West Columbus Drive, Tampa, FL 33607.

Application Approval

All applications are approved at the Tampa Parks and Recreation Administration Office. Parents are responsible for payment of all accumulated charges prior to approval. It is required that the form be complete and signed before returning the application to the Department. Current proof of income must be attached including, but not limited to, current payroll check stubs for two (2) pay periods, most recent tax return, public assistance card, earnings statement, social security record, disability record, and/or unemployment record. Submitting an application does not guarantee approval for reduced fees.

Changes in the Original Application

Once approved, your child's status will remain in effect for one calendar year.

Re-Application

You may apply for reduced fee at any time during the year. If you are not eligible now, but have a change in the size or income of your household, complete a new application. You will be required to provide proof of income, or other supporting documents when submitting a second application.

Verification

City Officials may check your eligibility at any time during the year. You may be asked to send supporting documentation to prove that your child should receive reduced fees.

Military Families

Until further notice, for the purpose of determining household size, deployed service members should be considered a household member. However, only the portion of the deployed service member's income made available to the household will be included with all other household income.

INCOME THAT MUST BE REPORTED

EARNINGS FROM WORK	WELFARE/CHILD(REN) SUPPORT/ALIMONY	PENSIONS/RETIREMENT/SOCIAL SECURITY	OTHER INCOME
Wages/Salaries/Tips Strike Benefits Unemployment Compensation Worker's Compensation Net Income from Self-owned Business or Farm	Public Assistance/Welfare Payments Alimony/Child(ren) Support Payments	Pensions Supplemental Security Income Retirement Income Veteran's Payments Social Security	Disability Benefits Cash Withdrawn from Savings Interest/Dividends Income from Estates/Trusts/Investments Regular Contributions from Persons Not Living in the Household Net Royalties/Annuities/Net Rental Income Military Allowance for off-base housing Any Other Income

Remember, you must report the total income before taxes, social security, health benefits, union dues, or other deductions are made.

Tampa Parks and Recreation Guidelines for Reduced Fees

Income levels shown are the maximum amounts a household may earn to be eligible for reduced fees.

Household Size	Annual Income
2	\$29,139
3	\$36,619
4	\$44,099
5	\$51,579
6	\$59,059
7	\$66,539
8	\$74,019



Administrative Offices located at:

3402 W. Columbus Drive
Tampa, Florida 33607
(813) 274-8615
Fax: (813) 274-5749

Office Use Only

Approved

Level Approved: _____

Authorized by: _____

Denied

Date: _____