



TOWN OF LONGMEADOW Parks and Recreation Department

TRELEASE PROGRAM ASSISTANCE FUND: RECREATION PROGRAMS FOR YOUTH AND CHILDREN

The Board of Park Commissioners through the Parks and Recreation Department has established the Trelease Program Assistance Fund. The Trelease Fund was established with the understanding that there are residents who cannot afford the registration fee and are therefore unable to participate. The sole purpose of this fund is to find ways to give every child and family the opportunity to participate in recreation activities while providing a mechanism for equitable treatment and optimal accommodation for resident families in need.

Established in the name of Brian Trelease who served 21 years on the Park Board, the Trelease Program Assistance Fund provides assistance, as funds are available, to qualified residents who might not otherwise be able to participate. Discounted registration fees are available to those who qualify, on a sliding scale, for many recreation programs offered for youth and children as well as family pool passes.

FUND DONATIONS

The Parks and Recreation Department offers a wide variety of programs for youth and children of all ages throughout the year. As the Recreation Department operates independently of the tax-based budget through a Revolving Fund, all formal programs requiring a registration form also require an associated user fee.

While the Parks and Recreation Department works hard to stretch every dollar in providing services to the community, there is an opportunity for individual and business donations at a variety of levels. All donations made out to the Longmeadow Parks and Recreation Department in the name of the "Trelease Programs Assistance Fund" will be used to fund the unpaid portion of program registrations of eligible children and families.

Donations may be made through check payable to the Longmeadow Parks and Recreation Department, care of the Trelease Fund. Checks can be mailed to Longmeadow Parks and Recreation Department, 735 Longmeadow Street, Longmeadow, MA 01106.

QUALIFIED INDIVIDUALS

Program participation is limited to applicants maintaining a primary residence in Longmeadow, Massachusetts.

- Except for extenuating circumstances, assistance is available for one program per season (spring, summer, fall and winter) per household member.
- Households with a gross income at or below 100% of the Federal Poverty Guidelines are eligible to receive a fee waiver of 75% of the program registration fee for all eligible programs.
- Households with a gross income above 100% and up to 150% of the Federal Poverty Guidelines are eligible for a fee waiver of 50%.
- Households with a gross income above 150% and up to 175% of the Federal Poverty Guidelines are eligible to receive a fee waiver of 25%.

Please refer to the attached **Income Guidelines for Discounted Recreation Services**.



QUALIFIED PROGRAMS AND REGISTRATION FEES

- Eligible programs include most recreation programs and pool passes for youth and children. Refer to the approved **Schedule of Exempt Services** for those services for which financial assistance is not available. The list of eligible programs is reviewed and updated annually as part of the process to establish fees for recreation services.
- Fee waivers are applied to registration fees only. Any additional activity fees, equipment rentals, field trips, special admission or program fees will be the responsibility of the participant.

APPLICATION PROCESS

- I. To qualify a person must fill out the **ELIGIBILITY APPLICATION FORM**
 - A. Return completed form with documentation (e.g. tax return, pay stubs from most recent year) of your household's most immediate prior thirteen weeks income to the Longmeadow Parks and Recreation Department ♦ 735 Longmeadow Street Longmeadow, MA 01106.
 - B. Income is defined as income before deductions for Income Taxes, employees' Social Security Taxes, insurance premiums, bonds, etc. It includes the following:
 - a. Wages, salary, commissions or fees
 - b. Net income from self-employment
 - c. Social Security or disability payments
 - d. Dividends, interest trusts
 - e. Pensions or annuities
 - f. Alimony and/or child support
 - g. Net royalties
 - h. Veteran's benefits
 - i. Unemployment Compensation
 - j. Worker's Compensation
 - k. Public Assistance or Welfare Payments
 - l. Regular contributions from persons not residing in the household
 - m. Any financial assistance from other agencies specific to recreation program(s) of choice (i.e., Parent-to-Parent, Goodwill, New England Farm Workers etc.)
 - n. Other sources of cash income
 - C. The information provided on the application is confidential and will be used only for the purpose of determining your eligibility for the financial assistance program.
 - D. The **ELIGIBILITY APPLICATION FORM** will be kept on file through the remainder of the eligibility season. It is not necessary to fill out a separate eligibility application form for each program you would like to register for, however, **SEPARATE PROGRAM REGISTRATION FORMS ARE NECESSARY**. Eligibility verification and completed Financial Assistance Voucher from the Parks and Recreation Department is required prior to each program registration request.
 - E. The Department Director must verify the status of the Eligibility Application and the availability of funds prior to the approval of each registration request.
- II. Fill out the **PROGRAM REGISTRATION FORM** and return it to the Parks and Recreation Department, 735 Longmeadow Street ♦ Longmeadow, MA 01106 prior to registration deadline



- A. The applicant must fill out a separate **PROGRAM REGISTRATION FORM** for each program season. A copy of the Approved Eligibility Application Form must be submitted with each program registration form.
 - B. Program registration is contingent upon class space being available at the time the applicant has submitted all required documentation. (i.e. camp medical forms)
 - C. Interested persons must submit the **PROGRAM REGISTRATION FORM** in accordance with registration procedures as published by the Parks and Recreation Department.
- III. The **PROGRAM REGISTRATION FORM** is a "request form" only--not a confirmation of registration. Upon final approval, the Parks and Recreation Department will confirm registration with the applicant.
- Registration for many of the programs is limited and eligibility for financial assistance does not guarantee enrollment in the program.
- IV. All questions concerning income eligibility or program registration should be directed to the Parks and Recreation Department at (413) 565-4160. Questions regarding program registration should also be directed to the Recreation Department at (413) 565-4160, Monday-Friday, 8:00a.m. - 4:45 p.m.



LONGMEADOW PARKS AND RECREATION DEPARTMENT INCOME GUIDELINES FOR DISCOUNTED RECREATION SERVICES

Annual incomes shown below represent varying percentages of federal poverty levels, as indicated.

EXAMPLES:

- (1) A family of 3 with an annual income of \$19,089 would be given a 75% discount.
- (2) A family of 2 with an annual income of \$15,130 would be given a 50% discount.
- (3) A family of 8 with an annual income of \$68,058 would not be eligible for any discount or subsidy.

PERCENTAGE OF DISCOUNT OFFERED ON SELECT RECREATION SERVICES

FAMILY SIZE	≤100% OF FEDERAL POVERTY LEVEL*	100%-175% OF FEDERAL POVERTY LEVEL*	175%-200% OF FEDERAL POVERTY LEVEL*
1	≤ \$11,170	\$ 11,170 – 19,548	\$19,548-22,340
2	≤\$15,130	\$15,130 – 26,478	\$26,478- 30,260
3	≤\$19,090	\$19,090 – 33,408	\$33,408- 38,180
4	≤\$23,050	\$23,050 – 40,338	\$40,338- 46,100
5	≤\$27,010	\$27,010 – 47,268	\$47,268- 54,020
6	≤\$30,970	\$30,970- 54,198	\$54,198-61,940
7	≤\$34,930	\$34,930– 61,128	\$ 61,128- 69,860
8	≤\$38,890	\$38,890 – 68,058	\$68,058- 77,780
DISCOUNT	75%	50%	25%

POOL PASSES

Qualified applicants, no matter the size of family, will receive the following discount for Pool Passes.

	≤100% OF FEDERAL POVERTY LEVEL*	100%-175% OF FEDERAL POVERTY LEVEL*	175%-200% OF FEDERAL POVERTY LEVEL*
DISCOUNT	100%	75%	50%

*Federal Guidelines – January 2012



LONGMEADOW PARKS AND RECREATION DEPARTMENT

FINANCIAL ASSISTANCE ELIGIBILITY APPLICATION FORM

735 Longmeadow Street
Longmeadow, MA 01106

Head of Household: _____

Address: _____

Telephone No: _____ (Home) _____ (Work) No. of Household Members: _____

Household Income

(Please attach proof of your household's gross income for the previous 13 weeks and a copy of the most recent tax return. Examples of income to be included are specified on the Financial Assistance Policy: Recreation Programs for Youth and Children handout.)

Source of Income

Gross Monthly Amount

Wages, Salary, Commissions or Fees (Proof Required-Please attach)	
Net Income from Self Employment (Proof Required-Please attach)	
Social Security or Disability Payment (Proof Required-Please attach)	
Alimony and/or Child Support (Proof Required-Please attach)	
Pensions or annuities (Proof Required-Please attach)	
Dividends, interest trusts (Proof Required-Please attach)	
Veteran's benefits (Proof Required-Please attach)	
Unemployment Compensation (Proof Required-Please attach)	
Worker's Compensation (Proof Required-Please attach)	
Public Assistance or Welfare Payments (Proof Required-Please attach)	
Regular contributions from persons not residing in the household (Proof Required-Please attach)	
Any other Financial assistance from other agencies specific to recreation programs (Proof Required-Please attach) Please name source	
Other	
TOTAL GROSS MONTHLY INCOME \$	

I certify that the information provided is complete, true and correct. I give consent to the Longmeadow Parks and Recreation Department to contact such individuals as necessary to obtain verification of the information furnished on this application. I understand that I will be financially responsible for the full amount of any program fees if it is subsequently determined that I do not meet the eligibility guidelines. I also understand that the awarded discount can be changed at any time due to financial constraints of the program and availability of funding or subsidized spots in the activity.

(Signature of Applicant)

(Date)



**All Household Members
(Please Print)**

Name	Relationship	Date of Birth

FOR OFFICE USE ONLY

Above household is eligible for a fee waiver of:

	(75%)	(50%)	(25%)	(0%)
Waiver valid for: (Circle One Season)	Spring	Summer	Fall	Winter
Information by:				200__
	(Signature/Title)			(Date)



SCHEDULE OF EXEMPT SERVICES

Financial assistance is applicable to formal youth and/or children recreation programs requiring registration forms **EXCEPT** the following services listed below:

- Day Care, Kindergarten, Early Risers and Extended Day (maximum award of 10% discount on Day Care and Kindergarten. Maximum 20% discount awarded for Early Risers and Extended Day. Applicant must qualify for 75% program discount for discounts to be applied.) No other discounts apply. These discounts only apply while space is available. We only have a very few designated spots for financial assistance in the Day Care, Kindergarten, Early Risers and Extended day. Once they are full we can no longer offer assistance.
- Daily Admissions (pool, open gyms, etc.)
- Facility/Field Rentals /Ballerina/ Pool Parties/Panache Parties
- Merchandise or Product Sales (dance costumes, Sports Association equipment and uniform deposits, purchases, etc.)
- Ticket Sales (amusement parks, trips, hockey games, movies, etc.)
- Approved Applicants are NOT eligible for Sibling Discounts or Multiple Session discounts
- Camp field trips
- Ski lessons/ snowboard lessons
- Equipment Rentals (skis, skates, etc.)

This list as well as all eligible programs is subject to change by the Longmeadow Parks and Recreation Department.



LONGMEADOW PARKS AND RECREATION DEPARTMENT PROGRAM WAIVER

This waiver entitles the following participant to a _____ discount on
(% Discount)

one program, per program season (Spring, Summer, Fall and Winter) for one year from date of approval.

_____ discount on Pool Passes and
(% Discount)

_____ on Day Care and
(% Discount)

_____ Extended Care.
(% Discount)

Participant Name: _____

Participant Address: _____

Approval Signature
Director of Parks and Recreation

Approval Date

This voucher must be presented at time of registration. All additional fees are due at time of registration. Expires one year from date listed above.