

City of Sunnyvale Fee Waiver Program Application Materials

The mission of the City of Sunnyvale Department of Library and Community Services is to “create community through people, parks and programs.” Youth participating in recreation programs experience enhanced health, self-esteem, adventure, self-discovery, play and education.

Understanding the value of recreation to an individual and the community, the City of Sunnyvale offers its youth residents, **17 years and younger**, financial aid. The Fee Waiver Program will provide eligible families with financial assistance of \$234 (per child) that can be used to enroll in activities and programs offered through the Department of Library and Community Services. This ensures all young people have access to recreation programming, enrichment activities, homework support and project based activities tied to the California Content Standards.

The Fee Waiver Program managed by the Community Services Division, utilizes the same guidelines as the National School Lunch Program and School Breakfast Program to determine eligibility.

ELIGIBILITY GUIDELINES:

1. Must be a **Sunnyvale Resident** (Verified by staff) **and**:
2. Qualify for the **Free or Reduced Lunch Program** through the school, **or**;
3. Qualify through **Household Income Eligibility** ;

FEE WAIVER PROGRAM TIMELINES:

- Eligibility for fee waivers is determined annually on a Fiscal Year basis beginning **July 1 and ending May 15**. If the entire fee waiver amount is not used by May 15, it cannot be carried over into the next Fiscal Year nor can it be used for another individual.
- The **last day to submit a Fee Waiver Application** will be **May 1**. After this date, no applications will be accepted until July 1.

Fee Waivers cannot be used for:

- Facility Rentals;
- Theater Tickets at the Sunnyvale Performing Arts Center;
- Administration Fees
- Tennis equipment, clay purchases, supplies, equipment or fees charged by other agencies.
- Youth leagues offered by (Little Leagues, Pop Warner, AYSO, etc.)
- Adult and Senior Programs

Two Ways to Apply:

Option 1: If your child is **currently** participating in the **School's Free or Reduced Lunch Program**, you must submit the following:

A Fee Waiver Account Application Form (Attachment A) with copies of the following:

1. **Letter** from your School Districts stating your family (your child) **has been approved for the Free or Reduced Lunch Program.**
2. **Birth certificates** for each child **not** listed on the letter from the school.
3. **Picture ID for each parent/guardian listed on the Application Form;**
4. **One (1) current bills (utility or credit card bill) dated within 30 days of submittal.**

Option 2: If your child is **not currently** participating in the School's Free or Reduced Lunch Program your eligibility will be based on Household Income. You must submit the following:

1. **Fee Waiver Account Application Form (attachment A)**
2. **Household Account Application Form (attachment B) with copies of the following:**

1. Document verifying participation in any of these State or Federally funded programs: Food Stamps, CalWorks, Kin-Gap, Social Security, Disability or FDPIR Benefit (if applicable);
2. Picture ID for each parent/guardian listed on the Application Form;
3. One current bill (utility or credit card) dated within 30 days of submittal;
4. Birth certificate for each child;
5. Letter or Document stating Legal guardianship (if applicable);
6. Most current Income Tax Return **with** W2s and recent pay check stub;
7. Rental or lease agreement/mortgage documents clearly listing resident address and applicants;
8. Bank statements (checking/savings) for the past three months that are dated within 90 days of submittal.

Failing to provide the necessary documents to determine your eligibility will lengthen the review process or may disqualify you from the program.

REVIEW & APPROVAL PROCESS:

1. **Applications accepted between July 1 and June 1.**
2. A committee will review the application and respond to the applicant within 30 days.
3. If approved, the fee waiver funds will be available for use immediately for the current **Fiscal Year (July 1-June 20)**. Funds will be available for use until **depleted or until the cutoff date of June 20**. Funds not used **by June 20 cannot be carried over or transferred and will be forfeited.**
4. If your application was not approved, there is a six (6) months waiting period before you may reapply.

REGISTRATION PROCESS (FOR APPROVED APPLICANTS):

1. Fee Waiver funds can only be used for:

- a. Recreation classes or activities (including camps, after school recreation, drop in youth programs and Hands on the Arts) offered through the Community Services Division of the Department of Library and Community Services.
- b. If you are registering for an off-site program (i.e. Aquatics, Golf or Tennis), you can obtain a voucher from the Registration Desk at the Recreation Center.

NOTE: Obtaining a fee waiver does not guarantee a space in a class or program, nor does it provide additional registration hours or privileges.

2. Complete and submit the Registration Form in person with the following:

- a. Two (2) Forms of identification (** one must be a picture ID and the other a copy of recent Utility Bill dated within 30 days of registration date**);

**** NOTE: Your registration will not be processed without the requested documents listed above. Your registration cannot be mailed or faxed in. You must come in person to register for the class. NO EXCEPTIONS.**

All household changes require verification.

IMPORTANT: If your mail is directed to a PO Box, you will be asked to provide proof that you are still residing within the City of Sunnyvale. It is best that you provide the staff with a current bill, clearly stating your home address (not the PO Box). The bill must be dated within 30 days of registration date. Your registration will not be processed without a bill verifying your resident status. NO EXCEPTIONS.

CONTACT INFORMATION:

Sunnyvale Community Center is located at 550 E Remington Drive, Sunnyvale, CA 94088. For more information about the Recreation Fee Waiver Program contact the Sunnyvale Community Center at (408)730-7350.

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Attachment A

Fee Waiver Account Application Form

(ALL APPLICANTS MUST COMPLETE THIS FORM)

If your child(ren) participate in the **School's Free or Reduced Lunch Program**, you must submit the **Fee Waiver Account Application Form (Attachment A)** with **copies** of the following:

- **Letter** from your School Districts stating your family (your child) **has been approved for the Free or Reduced Lunch Program**.
 - **Birth certificates** for each child **not** listed on the letter from the school.
 - **Picture ID for each parent/guardian listed on the Application Form;**
 - **One (1) current bills (utility or credit card bill) dated within 30 days of submittal.**
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If your child(ren) **DO NOT participate** in the School's Free or Reduced Lunch Program, You must submit the following forms:

- **Fee Waiver Account Application Form** (attachment A)
- **Household Account Application Form** (attachment B) with **copies** of the following:
 - Document verifying participation in any of these State or Federally funded programs: Food Stamps, CalWorks, Kin-Gap, Social Security, Disability or FDPIR Benefit (if applicable);
 - Picture ID for each parent/guardian listed on the Application Form;
 - One current bill (utility or credit card) dated within 30 days of submittal);
 - Birth certificate for each child;
 - Letter or Document stating Legal guardianship (if applicable);
 - Most current Income Tax Return **with** W2s and recent pay check stub;
 - Rental or lease agreement/mortgage documents clearly listing resident address and applicants;
 - Bank statements (checking/savings) for the past three months that is dated within 90 days of submittal.

Failing to provide the necessary documents to determine your eligibility will lengthen the review process or may disqualify you from the program.

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Fee Waiver Account Application Form

Identification and proof of residency must be verified when submitting this form (**you must submit a copy of IDs for both Primary and Secondary Account Holders listed**). Identification must be a picture ID with your Sunnyvale address and a current bill dated within the last 30 days. **If your picture ID does not list your Sunnyvale address, then you must also provide two current bills with your Sunnyvale address.**

Primary Account Holder:

First Name: _____ Last Name: _____

Secondary Account Holder:

First Name: _____ Last Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Ext: _____

Email Address: _____

Legal Dependents Under 18 Years of Age

First Name: _____ Last Name: _____

Gender: Male Female Birthday: ____ / ____ / ____

First Name: _____ Last Name: _____

Gender: Male Female Birthday: ____ / ____ / ____

First Name: _____ Last Name: _____

Gender: Male Female Birthday: ____ / ____ / ____

First Name: _____ Last Name: _____

Gender: Male Female Birthday: ____ / ____ / ____

First Name: _____ Last Name: _____

Gender: Male Female Birthday: ____ / ____ / ____

Office Use

Verified	Yes	No	Date ____ / ____ / ____	Staff Initials _____
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I have read and understand the following:

- I must bring two forms of identification with the same name and address of either the primary or secondary account holder each time I register. One of these forms must be a photo ID. If the photo ID does not have a current Sunnyvale address, I must also bring two other forms of ID showing a current Sunnyvale address.
- Misuse of the fee waiver program may be grounds for rescinding my participation in the program.
- All registrations for classes are on a first-come, first-served basis.
- Lost fee waivers will not be replaced.
- Fee waiver resources are limited and subject to the availability of funds.
- Fee waivers only cover the registration fee and cannot be used for administrative costs, equipment, supplies and other fees required for the class or activity.
- Eligibility for fee waivers is determined annually on a fiscal year basis beginning July 1 and ending June 20. If I do not use my entire fee waiver amount, I cannot carry my balance over to the next fiscal year.
- All household changes require verification.

I have read the following information and agrees with the terms and conditions.

In consideration of participation in a class or activity offered by the Department of Library and Community Services of the City of Sunnyvale, I, the undersigned for myself and/or as the parent/guardian of the Minor named above, agree to indemnify and hold the City of Sunnyvale harmless and hereby waive, release and discharge any and all claims for damage, death, personal injury, bodily injury or property damage which I and/or the Minor may have or which hereinafter may accrue to me and/or the Minor against the City of Sunnyvale, its City Council, employees, agents, and volunteers from and against any liability arising out of or connected in any way with my and/or the Minor's participation in this class or activity even though that liability may arise out of negligence or carelessness on the part of the person or entities mentioned above. I understand that accidents and injuries can arise from participation in this class or activity; knowing the risks, nevertheless, I hereby agree to assume those risks on behalf of me and/or the above named Minor and to release and to hold harmless all of the persons or entities mentioned above whom (through negligence or carelessness) might otherwise be liable to me and/or the above named Minor (or my/our heirs or assignees) for damages. It is further understood and agreed that this waiver, release and assumption of risks has been freely entered into and is to be binding on my/our heirs and assigns. I have read and agree to the registration and program policies. Further, I agree to allow use of my image and/or that of the named Minor, which may be captured through video, photo, digital camera or other media, for City of Sunnyvale promotional materials and publications. By my signature below, I acknowledge that I have read this document and understand its contents.

Check the appropriate box and sign:

Parent Legal Guardian

Signature: _____ Date: _____

Print Name: _____

Attachment B

Household Budget Worksheet

**(COMPLETE THIS FORM ONLY IF YOUR CHILD IS NOT PARTICIPATING IN
THE SCHOOL'S FREE OR REDUCED LUNCH PROGRAM)**

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Sunnyvale Fee Waiver Household Budget Worksheet

Name of Adult Household Member

Signing this Application:

Name of Spouse/Partner:

Monthly Take Home Income

Gross Wages(self) \$ _____
 Social Security \$ _____
 Military Pay \$ _____
 Pension/Retirement \$ _____

 Interest Income \$ _____
 Alimony/Child Support \$ _____
 Sublet Roommate Income \$ _____
 Real Estate (Rent) \$ _____
 Dividends (Investments) \$ _____
 Unemployment/Food Stamps \$ _____
 Welfare Assistance \$ _____
 Tuition Assistance \$ _____
 Other Income \$ _____
 Source \$ _____
Total Income \$ _____

Monthly Living Expenses

Food (Home, Work, School) \$ _____
 Household Items \$ _____
 Laundry/Dry Cleaning \$ _____
 Internet Service \$ _____
 Electric \$ _____
 Gas/Oil \$ _____
 Water \$ _____
 Cable TV/Satellite \$ _____
 Trash Service \$ _____
 Auto Gas/Maintenance \$ _____
 Alimony/Child Support \$ _____
 School Tuition \$ _____
 Other Expenses \$ _____
Total Expenses \$ _____

Monthly Secured Debts

Rent \$ _____
 1st Mortgage \$ _____
 2nd Mortgage \$ _____
 Trailer Park Space Rent \$ _____
 Student Loans \$ _____
 Auto Loans/Leases \$ _____
 Other Secure Debts \$ _____
 Other Secured Loans \$ _____
Total Debt 1 \$ _____

Monthly Unsecured Debts

Credit Card #1 \$ _____
 Credit Card #2 \$ _____
 Credit Card #3 \$ _____
 Credit Card #4 \$ _____
 Personal Loan \$ _____
 Personal Loan \$ _____
Total Debt 2 \$ _____

Summary of Budget

Total Income: \$ _____
 Total Living Expenses \$ _____
 Total Debt 1 \$ _____
 Total Debt 2 \$ _____
 Disposable Income/Deficit \$ _____

Assets: Savings: _____ **Checking:** _____ **Stock/Bonds:** _____

More on back

Child's Last Name	Child's First Name	Name of School Child Attends	Grade
①			
②			
③			
④			
⑤			

ADULT HOUSEHOLD INFORMATION (LIST EVERYONE IN HOUSEHOLD WHO EARNS INCOME)

Last Name	First Name	Gross Earnings from Work Before Deductions (please include all jobs)	Pension, Retirement, Social Security Earnings	Welfare Benefits, Child Support and Alimony Payments	Any other Monthly Income

I certify that all of the above information is true and correct and that **All** income is reported. I understand that this information is given for the receipt of City funds and that City staff may verify the information on the application and that deliberate misrepresentation of my information may subject me to prosecution under applicable State and Federal laws.

Applicant's Signature: _____ Date: _____

I have included copies of:

- Documents verifying participation in any of these State or federally funded programs: Food Stamps, Cal Works, Kin-Gap, FDR Benefit, SSDI or SSI
- Picture ID (for both parents/guardians) and a bill dated within the last 30 days of application submittal
- Birth certificate for each child
- Legal guardianship paperwork (if applicable)
- Most current Income Tax Return, W2s and your most recent paycheck stub
- Rental agreement/mortgage documents
- Current bank statements for the Last 90 Days

