

SCHOLARSHIP POLICY

[REVISED 9/13/2017: EFFECTIVE 7/1/14]

Any resident of Willamalane Park and Recreation District who, for reasons of financial hardship, cannot participate in an activity sponsored by the district, may confidentially petition the district in writing for a partial waiver of activity fees. Additionally, a child in foster care who attends a Springfield public school is eligible for the scholarship program, regardless of his/her current address. Scholarships are limited to no more than 50% of the actual activity fee and must be applied for and approved prior to participation.

Willamalane will adhere to the existing federal government's poverty-level guidelines when determining an applicant's eligibility. The maximum amount of scholarship funds granted to one individual is limited to \$150 per fiscal year (July 1-June 30). Family members are not permitted to use other family members' allotted \$150. Applicants need to reapply at the beginning of the fiscal year (July 1). Scholarship recipients are not eligible for refunds above the dollar amount they paid.

The district reserves the right to exempt an activity or program from the scholarship policy upon approval of the deputy superintendent or the superintendent.

District general fund scholarships are not applicable to programs within Level 4 and 5 of the district's cost recovery model.

In addition, scholarships are not applicable to:

- Non-refundable registration fees,
- program supply fees,
- single daily admissions, including special events when purchased the day of the event,
- team fees,
- facility rental fees,
- park reservation fees,
- program packages (birthday parties at Splash! at Lively Park, etc.),
- special group tours,
- concession/store items,
- monthly passes,
- third-party billings (e.g., insurance companies, Adult and Family Services Division (AFS*), vocational rehabilitation). Scholarship funds can only be used only after third-party payment has been made and the total cost is not covered.

*AFS pays for child-care programs for some children. As requested by AFS, these patrons can only use the scholarships to pay for any over limit amount they incur. They cannot use the scholarship for their co-pay amount.

Scholarship Procedures

Scholarship applicants must be able to provide documented proof of district residency. Acceptable proof consists of one form of identification of the following: Oregon driver's license, utility bills, active savings or checking account, employee payroll records, DD214, social agency records, mortgage or lease agreement or Lane County (or other in-district) tax documents.

Staff who receive the completed application form will make copies of the identification provided by the patron, and attach the copies to the application. Any questions and concerns outside of the completion of the application will be referred to the appropriate supervisor or manager.

To be eligible, the patron needs to present current documentation or identification from one of the following programs:

- Oregon Trail Card (food stamp card),
- WIC Card,
- Oregon Medical Assistance Plan eligibility statement,
- Oregon Health Plan eligibility statement,
- Federal Food Stamps (SNAP),
- Medicaid,
- Free or Reduced Lunch,
- LIHEAP,
- Unemployment (current recipient)

If the patron is unable to provide this documentation, they may apply as a "hardship request." In the case of a hardship request, the program manager in charge of the program in question will make the determination.

Program managers have the authority to increase the allocation for an applicant based on extenuating circumstances (e.g., a recent medical or financial crisis).

A child in foster care who legally attends a Springfield public school is eligible for the scholarship program, regardless of his/her current address. The child should be considered as an individual qualifier. A foster parent may apply on his/her own behalf, if he/she meets the financial guidelines. Documentation must be provided regarding foster care enrollment.

Upon approval of the scholarship request, the appropriate staff member informs the applicant in writing with next steps to register for eligible programs and/or services. Upon denial of a scholarship request, the appropriate staff member informs the applicant in writing.

Denied hardship requests may be appealed by submitting a written request to the deputy superintendent. The appeal should detail reason why the patron feels the hardship request should be accepted as well as include any and all supporting documentation.

Completed scholarship application forms will be sent to and retained at Bob Keefer Center. Scholarship funds for participants will be tracked through the program registration software. The scholarship program has an annual maximum budgeted amount available for distribution during the fiscal year. When the budgeted amount is distributed, the program may end for the fiscal year unless additional funds are allocated from the Recreation Services Division or from alternative fundraising. The Board of Directors will be informed of usage of the scholarship line item through quarterly financial reports.

Supervisors are responsible for identifying and communicating programs and/or program components that are exempt from the scholarship program.