

## Sliding Fee Scale Program

### General Instructions and Procedures

Reduced fees approved under our Sliding Fee Scale Policy may only be applied to Summer Camp, Nature Camps, After School, Intersession and Fun Day programming.

You must also complete the registration process for programs that you are interested in attending. See our Play More brochure for registration details. This guide may be obtained from any of our recreation centers, our administrative office, on our website at <http://www.DPRPlaymore.org>, or by calling (919)560-4355.

**Eligibility and Application:** All applicants must complete the application in full to be considered for reduced fees and attach a copy of the first 2 pages of the previous year's IRS-1040, or NC-400 or NC-401. The Parks and Recreation Department will make accommodations for participants who cannot complete the Reduced Fee Application without assistance. Your application will expire one year from the date of the approval, at that time you must reapply for reduced fees. *You may appeal your rate at any time if your financial situation changes.* All appeals must be made in writing. Please read the following carefully before completing this form.

**Restrictions:** Using this reduced rate is subject to the restrictions of the sliding fee scale program, which allows Durham Parks and Recreation to temporarily suspend the approved reduced rate for a customer who is a "no show" without prior communication with site staff. Details of the sliding fee scale program are listed in program materials and available from site staff upon request.

**Approval:** Approval will be based on the applicant's adjusted gross income and household size. Household size is defined as all children under the age of 19 at the end of the previous tax year, or under the age of 24 if a fulltime student (Working Families Tax Relief Act of 2004), Parent/Guardian, Spouse/Partner of the Parent/Guardian, and anyone else that can legally be claimed on a federal tax return as a dependent per IRS pub 501. Applications submitted with proper documentation attached may take up to 15 business days to be processed.

**Confidentiality:** All fee reduction applications are public documents that must be made available to any person upon request. However, in the absence of a request to provide this information, Parks and Recreation Department staff will keep all information strictly confidential.

## Frequently Asked Questions

### **Can I use my reduced rate for ANY program I want to sign up for?**

No, the Sliding Fee Scale Program is only applicable to our Summer Camp, After School, Intersession, Nature Camps, and Fun Day programs. For other programs, the Fee Waiver Program is often an option. If interested, please check with on-site supervisors to determine which programs accept fee waivers, and to fill out an application.

### **What if I didn't have to file a tax return?**

If you are not required to file a tax return (Please refer to the IRS.gov website for information) we will accept other supporting documentation such as Social Security statements (SSI or SSA), un-employment award letter (ESC) or DHA housing verification. However, DPR reserves the right to contact you if dollar thresholds listed on these documents requires you by federal law to file a Tax Return and ask for a copy.

### **Can I use my reduced rate AND the “multiple child discount”?**

No, if using the Sliding Fee Scale program then the “multiple child discount” does not apply since the fee authorized under the Sliding Fee Scale program already takes multiple children into consideration.

### **I did not get an application approved before registering. Can I have my registration amended to the reduced rate if it is approved after registering?**

No. Registrations will not be amended to a reduced rate after registering. Fees will be charged based on your sliding fee scale status at the time of the registration.

### **Is it possible to lose my reduced rate?**

Yes. If you allow your reduced fee to expire without renewal, you will then be required to pay the full program fees until such time as you submit an application and receive an approved reduced rate. In addition, using this reduced rate is subject to the restrictions of the sliding fee scale program, which allows Durham Parks and Recreation to temporarily suspend the approved reduced rate for a customer who is a “no show”. A “no show” is defined as a participant that has not arrived on-site for the program by the time designated in program materials (parent handbook, handouts, etc.) and that has not notified staff within one (1) business day prior to the start of the program.



## Sliding Fee Scale Application

Please print legibly (Only list those that live in the household.)

Parent or Guardian: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Gender \_\_\_\_\_ Email \_\_\_\_\_

Parent or Guardian: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Gender \_\_\_\_\_ Email \_\_\_\_\_

Children and Additional household members:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Birth date \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone# \_\_\_\_\_ Cell phone provider: \_\_\_\_\_

Please complete the following financial information.

1. Adjusted Gross Income from Tax Return = \$ \_\_\_\_\_  
(Include income from all working adults in the household and/or alimony, child support, SSI, SSA, Un-employment (ESC), Work First)

2. Household size: # of Children \_\_\_\_\_ + Adult(s) \_\_\_\_\_ = Family Size \_\_\_\_\_



You must provide copies of the first 2 pages of your previous year’s federal income tax return form 1040, NC State return form NC-400 or NC-401. W2’s will not be accepted as proof of income. You may attach Social Security (SSI or SSA) statement, un-employment award letter (ESC) or DHA housing verification if you are not required by law to file a tax return. Applications submitted with no supporting financial documentation will be put on hold until such documentation is received. DPR reserves the right to contact you if the dollar thresholds listed on these other documents requires you by federal law to file a Tax Return and ask for a copy.

Your signature indicates that you understand financial documentation showing all sources of income and benefits is required and is attached to this application and that all information included on and attached to this application is true and accurate to the best of your knowledge and that you permit and authorize the City of Durham to verify all information.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

The review process can take up to 15 business days. We will mail a response to the address listed on this application. You may contact Durham Parks and Recreation Administrative Services at (919) 560-4355 if you need further assistance.

Mail completed Applications and copies of your tax return to:  
 Durham Parks and Recreation Department  
 Attention: Administrative Services  
 101 City Hall Plaza  
 Durham, NC 27701

Applications may also be delivered in person to the administrative offices located at 400 Cleveland Street in Durham, or faxed to our offices at 919/560-4873.

**For Office Use Only**

Approved _____	Denied _____	Household Size:
Adjusted Gross Income: _____	Percentage of Fees Due:	
Signature: _____	Date:	
Appeal Approved: _____	Percentage of Fees Due: _____	Denied:
Letter to Applicant: _____	(Date mailed)	