



CARE

Citizen Assistance for Recreation Experiences

City of Allen Parks and Recreation Financial Assistance Program

Mission: To provide recreational opportunities through financial support to qualified Allen residents in order to promote citizen involvement, build a strong sense of community and increase social and physical well-being.

The Allen's Parks and Recreation Department offers financial assistance for City of Allen residents. Financial assistance is available for most recreational programs and classes and memberships offered at Joe Farmer Recreation Center, Don Rodenbaugh Natatorium, Youth Center, Senior Recreation Center and Allen Parks and Recreation Athletic Programs. It does not include leagues fees and some classes and programs.

To find out more about the program, qualification details and how to donate please contact:

Carrie Cessna

Recreation Services Manager

City of Allen Parks and Recreation Department

305 Century Parkway | Allen, Texas 75013

214.509.4700





City of Allen Financial Assistance Application Guidelines

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To apply for financial assistance, complete the attached application, sign it, and return it to Carrie Cessna, Recreation Services Manager with the required documentation.

Allen Parks and Recreation Department
Carrie Cessna – Recreation Services Manager
305 Century Parkway
Allen, Texas 75013
214-509-4700

Terms & Qualifications

- Must be a current Allen resident at the time of the program/class he/she participates and be able to prove residency.
Acceptable forms of identification include:
 1. Current driver's license with ONE current utility bill
 2. Current photo ID such as an employment badge with TWO current utility bills,
 3. Recent verifiable rent or lease agreement that states applicant or guardian's name, along with a current photo ID with same name.
- Eligible to receive financial assistance at any age and must complete all necessary forms for income verification and documentation prior to receive financial assistance.
- One of the following lists of documents is required to verify eligibility to receive financial assistance. Copies of documents must be submitted. The required documentation for income verification:
 1. Free or reduced school lunch program voucher or letter
 2. Verification Letter from ACO verifying qualifications.
 3. Current W-2 form(s)
 4. Paycheck or Unemployment check if applicant household income has decreased since most current W2 statement.



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City of Allen Financial Assistance Application Guidelines

- Additional documentation must be reported for any source of income that is received. The following types of income include.
 1. Unemployment compensation
 2. Social Security Benefits
 3. Supplemental Social Security Benefits
 4. Pension/Retirement
 5. Workman's Compensation
 6. Disability Income
 7. Severance Pay
 8. Alimony
 9. Child Support
 10. Welfare or other Public Assistance
 11. All regular pay, special pay, and allowances of a member of the armed forces who is head of the family or spouse, whether or not that family lives in the household.
 12. Investments-stock, bonds, trusts, and annuities
 13. Life Insurance income/benefits
 14. Business income, including self-employment
 15. Income from real estate, including rental income
 16. Proceeds from the sale of real estate property

Financial Assistance Award Policy

- a) Financial assistance applications are reviewed by the Recreation Services Manager (or designee). Receiving staff will accept the application and inform the applicant that the pending application will be reviewed and either be approved or denied. The Financial Assistance application and supporting documents needs to be filled out entirely to be eligible.
- b) Registration may not occur until financed assistance has been approved. Financial assistance registration cannot be done by online registration.
- c) Adults may only apply for financial assistance for his/her self and dependent children. Persons may not apply for assistance on behalf of others.
- d) Financial assistance is for programs, classes and memberships only.
- e) Participants must regularly participate in the program, class or membership to maintain eligibility for future program assistance.
- f) Maximum financial assistance amounts are listed below. The maximum assistance is the maximum amount that a person/household is eligible to receive for that year. Funds will only be approved for program costs at the time of the application and under no circumstance can assistance amounts be allocated for future use.

*Financial assistance is limited and will be available as long as funding permits. Requests may be put on hold until additional funding becomes available.



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City of Allen Financial Assistance Application Guidelines

FEDERAL INCOME CHART FOR SCHOOL YEAR 2014 - 2015		
HOUSEHOLD SIZE	YEARLY INCOME	MAXIMUM ASSISTANCE ALLOWED by City of Allen
1 Person	\$21,590	\$100 per person per fiscal year
2 Persons	\$29,101	\$100 per person/\$150 household maximum
3 Persons	\$36,612	\$100 per person/\$200 household maximum
4 Persons	\$44,123	\$100 per person/\$250 household maximum
5 Persons	\$51,634	\$100 per person/\$300 household maximum
6 Persons	\$59,145	\$100 per person/\$300 household maximum
7 Persons	\$66,656	\$100 per person/\$300 household maximum
8 Persons	\$74,167	\$100 per person/\$300 household maximum
Each additional person	\$7,511	\$100 per person/\$300 household maximum

Note: Based on the Federal Income Chart for School Year 2014-2015

- g) Applicants will not be discriminated base on race, sex, color, national origin, age, or disability.
- h) Maximum assistance per individual and per household is limited and listed in the Income Chart.
- i) Please allow 2 weeks to process your application.
- j) Upon review of application, the applicant will be notified of status of request.



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City of Allen Financial Assistance Application Guidelines

C.A.R.E.
Citizen Assistance for Recreation Experiences

For Staff Use Only

Received on: _____ Staff Initials: _____

Amount Approved: _____

Approval: _____ Denied: _____

Please refer to the Financial Assistant Guidelines sheet for detail information and criteria. Please fill out application completely. Incomplete applications will be denied. MUST be an Allen resident to qualify. Contact Carrie Cessna, Recreation Services Manager with questions at 214-509-4700.

Date: _____

Applicant Name: _____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

If under the age of 17:

Work Phone (Parent or Guardian): _____ Alternate Phone: _____

Head of Household: _____ Total People in Household: _____

Total Household Income: _____

Please list the following programs/ classes the participant will be seeking assistance:

Name of Participant	DOB (M/D/Y)	Class Title	Course #	Fee
				\$
				\$
				\$

Check which document is being submitted:

- Free or Reduced school lunch program voucher or letter
 Current W-2 Form
 Verification Letter from ACO verifying qualifications
 Recent Paycheck or Unemployment

I certify that all the above information and the attached documents are correct and complete. I understand that my application will not be considered until all required documentation has been received.

Signature of Applicant

Date



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