

Application for Das Rec Fee Assistance Program

Purpose

The Das Rec Fee Assistance Program allows New Braunfels residents with financial hardship the opportunity to experience our programs and services at a reduced rate. Discounts range from 20% to 75%, depending on the level of need as determined by the Housing and Urban Development (HUD) income guidelines.

Guidelines & Eligibility Requirements

Approved applicants will be granted fee assistance discounts at rates of 20%, 50% or 75%, depending on their level of financial need. The Das Rec Fee Assistance Program can be used to supplement the applicants and eligible household members annual membership(s) and/or programs. Fee assistance cannot be used for facility rentals, birthday party packages or adult sport leagues.

Applicants must reside in corporate limits of the City of New Braunfels and show proof of residency.

Applicants must document through the application process that the household income meets the Housing and Urban Development (HUD) low to extremely-low income guidelines.

Applicants must re-apply for fee assistance each year. In order to accurately assess the level of financial assistance each family needs, it is important to have financial need verified each year with current income and family size information.

Application Process

- Applicant will submit a written application and their most recent Tax Return Transcript.
 - The IRS Return Transcript can be obtained in several ways:
 - **Online** Click here to visit [IRS.gov](https://www.irs.gov); select "Get Your Tax Record" then select "Get Transcript Online." Follow the directions to obtain the transcript online.
 - **By Phone** Call 1-800-908-9946 and follow the voice-activated prompts or speak with an IRS representative.
 - **By Mail** Download a [Request for Transcript of Tax Return](#) and send it in by mail or fax as directed.
- If an applicant does not have proof of tax filings, proof of participation in the NBISD or CISD free or reduced lunch program will be accepted. The fee reduction will be based on the level of the reduced lunch program; reduced meal participants will receive the 50% discount and free meal participants will receive the 20% discount based on the Department of Agriculture Child Nutrition Programs Income and Eligibility Guidelines. Das Rec Management will review and process applications within seven (7) business days after receipt of application materials.
- Applications must be received and approved prior to program registration to receive the scholarship discount.
- Scholarship discount recipients are not given program registration priority and are subject to program minimum and maximum participant registrations.

Termination of Fee Assistance

The City of New Braunfels reserves the right to revoke fee assistance offered to an individual or family. All recipients are expected to abide by rules, regulations and Das Rec code of conduct. Applicants who have a history of program non-attendance after receiving fee assistance are subject to have the scholarship revoked.

Applicants who provide incorrect, incomplete or false eligibility information to the City will not be eligible for fee assistance and are subject to have assistance funding revoked.

Section 1: Personal Information			
Applicant Name:			
Street Address:			
City, State, Zip:			
Primary Phone:		Secondary Phone:	
Email Address:			
Birth Date (mm/dd/yyyy):			
Section 2: Tax Information			
The following section is to be completed using the most recent IRS Return Transcript. Please attach IRS Return Transcript to application (transcript will be returned).			
Tax Year:		Adjusted Gross Income:	
Spouse Name:		<input type="checkbox"/> N/A	
Number of Family Members Listed on Transcript:			
<input type="checkbox"/> Check if applicant is considered a dependent on another IRS Return for tax year.			
Additional Family Members Listed on Transcript:			
Name:	Date of Birth:	Relationship to Applicant:	RecTrac Barcode # (staff will fill in):
1.			
2.			
3.			
4.			
5.			
6.			
Section 3: Certification			
I certify that the above information is true and correct. I understand that Das Rec management staff may verify the information on the application, and applicants who provide incorrect, incomplete or false information to the City will not be eligible for fee assistance and are subject to have assistance funds revoked. I understand that I am responsible for all remaining charges that my discount may not cover.			
Applicant Signature:		Date:	
For Office Use Only			
Document the submission of this Fee Assistance Application and fill in the application reception information. Update the client's alert text with the appropriate "Fee Assistance Application Received" notation.			
Date Received:		Staff Member:	
<input type="checkbox"/> Approve ____ % Approval Date: _____ Expiration: _____		<input type="checkbox"/> Disapprove	
Alert text updated to "Approved" or "Denied" <input type="checkbox"/>		Rec Trac Barcode:	