

# 18-332 - Fee Assistance Policy Procedure

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## Fee Assistance Program Policies and Procedures

*Effective: 7/23/2018*

*Revision: 6/7/2018*

### **Purpose**

The Fee Assistance Program, funded by the Das Rec Scholarship Fund, allows New Braunfels residents with financial hardship the opportunity to experience Das Rec 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, not to exceed a maximum award amount. Approved applicants will be eligible for a maximum award per household established by the budget for each fiscal year (October 1 – September 31).

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. 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 (Staff will verify the income amount and return the Tax Return Transcript, we will not store a copy.)
  - 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 fee assistance.
- Fee assistance 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 assistance revoked.

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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.

### 2018 Housing and Urban Development (HUD) low to extremely-low income guidelines:

DISCOUNT	75% <i>Extremely Low</i>	50% <i>Very Low</i>	20% <i>Low</i>
Household Size	Total Annual Income		
1	\$0 - \$13,350	\$13,351 - \$22,250	\$ 22,251 - \$35,600
2	\$0 - \$16,240	\$16,240 - \$25,400	\$25,400 - \$40,650
3	\$0 - \$20,420	\$20,420 - \$28,600	\$28,600 - \$45,750
4	\$0 - \$24,600	\$24,600 - \$31,750	\$31,750 - \$50,800
5	\$0 - \$28,780	\$28,780 - \$34,300	\$34,300 - \$54,900
6	\$0 - \$32,960	\$32,960 - \$36,850	\$36,850 - \$58,950
7	\$0 - \$37,140	\$37,140 - \$39,400	\$39,400 - \$63,000
8	\$0 - \$41,320	\$41,320 - \$41,950	\$41,950 - \$67,100

**Example:**

A family of 4 with an income of \$49,000 would receive a 20% fee reduction.

A family of 6 with an income of \$33,000 would receive a 50% fee reduction.