



## **Town of Holly Springs Parks & Recreation Department Policies**

### **Financial Assistance Fee Reduction Policy**

#### **Purpose**

This policy ensures that all citizens have the opportunity to participate in community recreation programs, allows equal access to all families, and assists residents who may not otherwise be able to afford the full registration cost. Financial relief will be available for Holly Springs residents who are experiencing financial difficulty or unique hardship.

#### **Scope/Coverage**

This policy shall be applicable to all Holly Springs residents, regardless of age, who have met the eligibility requirements stated within.

#### **Policy**

Holly Springs residents experiencing financial difficulty or hardship are eligible for a reduction of certain program fees or performance tickets offered by the Parks & Recreation Department. Financial assistance is not available for facility reservations, organizations, adult trip activities, or adult athletic teams.

### **Financial Assistance Options**

#### **1. Standard Services Fee Reduction:**

For those unable to pay full program or ticket fees, eligible participants will receive financial assistance to cover a percentage of the registration fees. Fee reductions will be awarded on a first come, first serve basis. Upon verification of eligibility, fees will be discounted 50% with a maximum of \$200 per participant per fiscal year (July 1 – June 30). Recipients will be required to pay the remaining portion of the activity or ticket fee at the time of registration or purchase.

#### **2. CARE School Support Program Payment Reduction Plan:**

Eligible participants enrolled in school support programs will qualify for a payment reduction plan. Upon verification of eligibility, all program payments within a full program term will be discounted 50%. School support programs include the CARE Before School program, CARE After School program, CARE Track Out program, and the Hunt Center Summer Day Camp program. Payment plans will be awarded on a first come, first serve basis. Participants may not qualify for more than one payment reduction plan concurrently.

Acceptable forms of eligibility include:

- Letter of recommendation from a County, State or Federal agency that qualifies the applicant for financial assistance. The letter must be issued within the current fiscal year.
- Letter from the applicant's school stating that (s)he qualifies for the free school lunch program. The letter must be issued within the current school year and should contain the child's home address.

- If letters of qualifying economic assistance are not available, alternative official documentation includes:
  - A copy of the applicant family's most recent U.S. Internal Revenue Service Tax Return form (Social Security number blacked out).
- Verification of Holly Springs residency via a driver's license accompanied by a utility bill, landline phone bill or any documentation that validates Holly Springs residence. All items must have the correct name, current date and correct address.

All financial assistance will be granted or denied without regard to gender, sexual orientation, marital status, race, creed, religion, disability, or national origin. All information provided will be confidential and used only for the purpose of establishing eligibility for any fee reductions.