



## Community Services Department Fee Assistance Program Guidelines

The City of Pleasanton offers a Fee Assistance Program for residents that would like to participate in Community Services programs, but may not have the financial means.

### Eligibility

To be eligible, applicants and household members must be Pleasanton residents (living within Pleasanton’s city limits) and meet established income requirements based on the U.S. Department of Housing and Urban Development (HUD) Median Income Limit Guidelines (2017).

### Income Requirements

There are three levels of Fee Assistance which are based on annual income.

<u>Tier I – 50%</u>	
<i>Household Size</i>	<i>Income Limit</i>
1	\$ 56,300
2	\$ 64,350
3	\$ 72,400
4	\$ 80,400
5	\$ 86,850
6	\$ 93,300
7	\$ 99,700
8	\$106,150

Maximum funding per individual household: \$200

Maximum funding per household of 2 or more: \$500

A co-payment of 50% of class fees and supply fees is required

<u>Tier II – 75%</u>	
<i>Household Size</i>	<i>Income Limit</i>
1	\$36,550
2	\$41,750
3	\$46,950
4	\$52,150
5	\$56,350
6	\$60,500
7	\$64,700
8	\$68,850

Maximum funding per individual household: \$275

Maximum funding per household of 2 or more: \$600

A co-payment of 25% of class fees and supply fees is required

<u>Tier III - 100%</u>	
<i>Household Size</i>	<i>Income Limit</i>
1	\$21,950
2	\$25,050
3	\$28,200
4	\$31,300
5	\$33,850
6	\$36,350
7	\$38,850
8	\$41,350

Maximum funding per individual household: \$375

Maximum funding per household of 2 or more: \$700

No co-payment of class fees or supply fees is required

### Co-Payment Requirements

A co-payment may be required depending on the applicant’s financial qualifications. (See above chart). All qualifying registrations are subject to the approval of the Community Services Manager.

The fee assistance recipient or the recipient’s parent and/or legal guardian must pay the applicable co-payment(s) at time of registration. Co-payments must be in cash, valid check, VISA OR MasterCard. Refunds of a co-payment are available per the Community Services Department Refund Policy. A fee assistance recipient is not assured a place in class and is not considered registered for a class until both their registration form(s) and co-payment(s) have been received.

## **Documentation of Income**

Proof of income is required to receive any fee assistance.

- Income requirements include: 2016 Federal Income Tax Return **AND** current pay stub **OR** a 2016 Social Security Statement **AND** current bank statement.

## **Use of Fee Assistance Funds**

Applicants may receive fee assistance once each fiscal year (July 1 to June 30), provided funding is available. **Fee Assistance funds are available on a first come, first-served basis. Full funding is not guaranteed.**

## **Application Process**

Interested individuals/household members may turn in fee assistance applications at any time during the year. The City of Pleasanton does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.

- **All Fee Assistance Applications and supporting documentation are kept confidential.**
- Any past due accounts must be settled, before application for fee assistance may be considered.
- Most activities and their related supply costs listed in the Community Services Activities Guide are eligible for assistance. Some activities require approval from the Community Services Manager.
- Applications for fee assistance must be received at least two weeks prior to the first day of the class for which assistance is being requested.
- Submittal of a fee assistance application is not a confirmation of registration into a class.
- Registering into a class is not confirmation or a guarantee of receiving fee assistance.
- The Community Services Department will make the final determination of a resident's funding approval based on the fee assistance application and program guidelines.
- Upon receipt of your application, a Community Services representative will notify you within 72 hours regarding your application's status, i.e., approved or denied.
- Applicants who falsify information may NOT be eligible for Fee Assistance in the future. If extenuating circumstances prevent regular attendance, please call the office at (925) 931-5340.

Completed applications with supporting documents may be mailed or turned in to:

Community Services Department  
200 Old Bernal Avenue  
Pleasanton, CA 94566

OR

Pleasanton Senior Center  
5353 Sunol Boulevard  
Pleasanton, CA 94566

**If you need assistance completing the Fee Assistance Application or need more information, please call (925) 931-5340.**