



# Library and Recreation Department Fee Assistance Program

## NEW Guidelines 2020-2021

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

### **Eligibility**

1. Must provide proof of Pleasanton residency (living within Pleasanton's city limits).
2. Must provide proof of additional assistance (i.e. school-lunch program, CalFresh, CARE Credit, FERA Program, CA Life-Line Program, California Head Start Letter, Medi-Cal eligibility letter, Social Security Statement with a Bank Statement, etc.).

### **Maximum Allocation**

\$400 per family per household of 2 or more

\$200 per single household

### **Co-Payment**

25% of class fees and supply fee is required

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, check, VISA, MasterCard or Discover. Refunds of a co-payment are available per the Library and Recreation 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.

### **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.**

### **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 will be considered.
- Activities and their related supply costs listed in the City of Pleasanton Activities Guide are eligible for assistance.
- The Library and Recreation 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 and supporting documents, a representative from the Library and Recreation Department will notify you via email within 72 hours regarding your application's status, i.e., approved or denied.
- If extenuating circumstances prevent regular attendance in a registered class, please call the office at (925) 931-5340.

Email completed application and supporting documents to: [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov):

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

*\* The City of Pleasanton reserves the right to modify the Fee Assistance Program funding guidelines and/or parameters at any time during the fiscal year*