



## Community Services Department Community Services Fee Assistance Program

The City of Pleasanton Community Services Department has developed a Community Services Fee Assistance Program for residents that would like to participate in Community Services programs, but may not have the financial means. Therefore, residents who meet the income requirements and can contribute 50% towards the program/service total are eligible to apply. If you or a family member living in the same household is interested in participating in programs offered through the Department, please review the eligibility criteria for participation.

### **Fee Assistance**

Applicants can receive up to \$200 per individual **or** up to a \$500 maximum per household each fiscal year (July 1 to June 30) as long as funds are available. A 50% co-payment is required per funding allocation. Fee assistance is issued for registration and transportation fees only, not for supplies or other costs. Special trips and excursions are subject to approval by the department manager. **Funding is available on a first come, first-served basis. Full funding is not guaranteed.**

### **Eligibility**

To be eligible, applicants and household members must be Pleasanton residents (living within Pleasanton's property tax limits) and meet established income requirements based on the U.S. Department of Housing and Urban Development Guidelines (HUD).

Applicants must submit a previous year's tax return and current pay stub or other proof of income and other supporting documents as stated in the application per household.

### **Application**

Interested individuals/household members may submit applications for consideration at any time during the year, in conjunction with the classes or programs advertised in the Community Services Activities Guide or for senior/disabled transportation services.

Completed applications with supporting documents may be submitted to the Community Services Department at 200 Old Bernal Ave. or the Pleasanton Senior Center at 5353 Sunol Blvd. for review and consideration. You will be contacted regarding approval within 48 hours of submitting your application.

More information may be obtained by contacting the Department at (925) 931-5340.

**Department of Community Services  
Community Services Fee Assistance Program**

**Application Guidelines and Information**

1. Fee assistance is available to all Pleasanton residents living within the Pleasanton property tax limits.
  2. Fill out and sign the attached application form. Incomplete forms will not be processed.
  3. The following proofs of income/financial need for **all household members** must be attached:
    - Proof of Residency (REQUIRED)
    - A copy of last year's Federal Income Tax Return showing that you fall under the income eligibility guidelines listed on application. The household size must equal the number claimed on your income tax form (REQUIRED)
    - Current pay stub (REQUIRED)
- If you check any of the below, please attach verification to the Fee Assistance Application.*
- Proof of unemployment
  - Proof from the School District that your child is eligible for free or reduced priced meals
  - Proof that your family is receiving Food Stamps
  - AFDC
  - SSI/MediCal
  - Rental Assistance
  - Child or Spousal Support
4. A completed application form must accompany income information. Complete and return your application with materials supporting proof of income to the Community Services Department at least two weeks prior to the first day of the program for which assistance is being requested.
  5. **A 50% funding allocation may be applied toward the class, program or transportation fee, based on need and availability of funds.**
  6. Fee assistance is awarded on a first come, first-served basis and is funded only as long as there are available resources.
  7. Fee assistance is issued for registration and transportation fees only, not for supplies or other costs. Special trips and excursions are subject to approval by the department manager.
  8. The fee assistance recipient or the recipient's family/guardian must pay the remaining amount of the class or a 50% co-payment. A fee assistance recipient is not assured a place in the program and is not considered registered for a program until the co-payment has been received. Co-payment must clear and be in cash, valid check or VISA OR MasterCard and there are no refunds once co-payment is received.
  9. Any past due accounts must be brought current before a fee assistance application is considered.
  10. All fee assistance applications are kept confidential.
  11. Fee assistance applicants may submit applications for consideration throughout the year for Community Services programs.
  12. Submittal of an application is not a confirmation into the class or a confirmation of class registration or approval of fee assistance. A Community Services representative will notify you upon application approval or denial.
  13. Community Services will make the final determination based on the application and required criteria.
  14. Notification of fee assistance award is made by phone within 48 hours of submitting your application.
  15. The Community Services Department does not discriminate on the basis of race, color, national origin, gender, age, medical condition, marital status, or religious belief.
  16. Applicants who falsify information or do not attend class regularly may be ineligible for fee assistance. If extenuating circumstances prevent regular attendance, please call the office at (925) 931-5340.
  17. Keep this page for your records.

**Community Services Fee Assistance Program Applications can be submitted by mail or in person at:  
Community Services Office 200 Old Bernal Ave. or Pleasanton Senior Center 5353 Sunol Blvd.**