



### Step 1: Enter Household Information

<b>APPLICANT INFORMATION</b> <i>(applicant must be 18 years or older)</i>			
Name		Date of Birth	Home Phone
Address		City	State Zip Code
Email Address		Howard County Resident <i>(Check one)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Must provide proof of address (driver's license, current utility bill, rental agreement, mortgage statement, or bank statement)
Marital Status <i>(Check one)</i> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		Spouse's Name	Spouse's Date of Birth
<b>INFORMATION ON ALL MEMBERS RESIDING AT THE ABOVE ADDRESS</b> <i>(include all adults and children)</i>			
Name		DOB/Gender	Relationship to Applicant
Name		DOB/Gender	Relationship to Applicant
Name		DOB/Gender	Relationship to Applicant
Name		DOB/Gender	Relationship to Applicant
Name		DOB/Gender	Relationship to Applicant
<b>EMPLOYMENT INFORMATION</b>			
Applicant <i>(check one)</i> <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Disabled		Employer Name:  Employer Phone Number:	Spouse <i>(check one)</i> <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Disabled
			Employer Name:  Employer Phone Number:



## Step 2: Required Documentation

**NOTE: IRS Form 1040, Form 1098 and paystubs are not accepted**

1. What is your annual gross household income? \_\_\_\_\_

2. Did you and/or another household member file federal taxes for last year? (Check one)  YES  NO

- **If YES**, Submit an Internal Revenue Service (IRS) Official Transcript for the past year, for each adult living in the household and/or:

- Submit IRS Verification of Non-Filing Status Letter, for any adult in the household who cannot provide prior year IRS transcript.

NOTE: IRS transcripts and Verification of Non-Filing Status Letter are available at no charge and can be requested online at IRS.gov or by calling 1-800-908-9946.

- **If NO**, Submit a Verification of IRS Non-Filing Status Letter **and** ALL the following supporting documents that are applicable:

- Food Stamp Award Letter (2 pages including income information)

- SSA/SSI Benefits Letter

- Unemployment Benefits Letter

- Public Housing Section 8 Housing Voucher Program- Notice of change to Lease & Contract with Calculation Summary

3. If you earned less than \$15,000 and did NOT receive benefits, you must also complete the following.

a. Explain how you meet the following expenses, and provide at least one of the accepted methods of proof:

Housing/Mortgage/Rent: \_\_\_\_\_

Proof Provided (check all that apply):  Lease Agreement  Mortgage Statement  Letter from Homeowner

Utilities: \_\_\_\_\_

Proof Provided:  Copy of Current Utility Bill with your name and address

*Without IRS documentation the maximum reduction in rate is 50%. To be considered for a maximum 75 percent reduction, an IRS transcript or IRS non-filing status letter must be submitted.*



### Step 3: Certification

I certify that all information and documentation submitted is accurate and includes the entire income for my household. I also acknowledge that I am responsible for any false information submitted to the Howard County Department of Recreation & Parks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Step 4: Submission of Application and Required Documents

- All fields on page one must be completed.
- Application must be submitted with proper proof of income and proof of Howard County residency or it will not be processed.

**Completed Applications may be submitted by:**

Fax: 410.313.4658 Attn: Registration

Email: registration@howardcountymd.gov

Mail: 7120 Oakland Mills Road, Columbia, MD 21046

Processing is not immediate, please allow 3-5 business days for processing.

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**DEPARTMENT USE ONLY:**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reduction Percentage \_\_\_\_\_ Expiration Date \_\_\_\_\_

Disapproved by \_\_\_\_\_ Reason \_\_\_\_\_

*Approved financial assistance applies to Recreational Licensed Childcare monthly fees and one recreational program or membership, per family member per season. Some programs are not eligible for financial assistance. Financial assistance does not apply to late pick up fees, late payment fees or Recreational Licensed Childcare registration fees.*

# FINANCIAL ASSISTANCE POLICY

## GENERAL INFORMATION

Applicants must be residents of Howard County. Qualifying income guidelines have been established by the Howard County Department of Recreation & Parks. The current ceiling is \$60,000 per year for a family of three (3). Qualifying income is subject to change.

The financial assistance application must be completed and submitted with the required verification of household income, as listed on the application form.

The signature on the financial assistance application form constitutes a contract and is an agreement that the parent/participant will pay the required, reduced fee for the program.

When financial assistance is awarded, a reduction in the fee percentage rate is determined. Uneven dollar amounts are rounded to the nearest dollar. Some programs may have a maximum dollar limit. Currently, all trips are limited to a maximum of a \$60.00 reduction (if the percentage award would exceed that amount).

Financial assistance awards are valid for one recreational program or membership, per family member, per season, until the financial assistance expires as indicated on an approved application form. Material fees, expenses, childcare registration fees, and late fees are ineligible for a reduction. A membership will count as one recreational program for the season in which it is purchased.

A new financial assistance application and verification of income must be submitted each tax year when a currently approved financial assistance expires, and will be accepted at the beginning of February.

A 25% deposit is required to hold a space in a program while the application is being reviewed. This does not guarantee funding, eligibility for a reduced rate, nor approval of paperwork. It merely holds the registration during the process. A deposit cannot be accepted within one month of the program's start date.

Any program sponsored by another organization that is promoted/advertised by the county is not covered by this policy.

The 25% deposit requirement to secure placement in a program may be waived if another organization has agreed in writing to cover a portion or total fee of the program. Parents/participants are required to pay any portion which is not covered by the reduced rate or the other organization prior to the program start date.

Programs must be paid in full at the reduced rate before the start date of a program or the participant will not be allowed to attend. Continual late payments may cause the reduction to be revoked or result in the child being removed from the program.

Payment plans are available upon request for large dollar programs or if a reduced rate is denied. Payments must be made as specified for participant to maintain the registration space. Out-of-county residents may request a payment plan.

Refund requests will be processed as per Department policy for each program.