

# Salina Parks & Recreation

## 2025 APPLICATION FOR PROGRAM FEE ASSISTANCE

To apply for fee assistance for any member of your household, complete boxes 1-4 on this form, sign your name and return it to the Parks & Recreation Department, 300 W. Ash, Room #100, City-County Building, 309-5765. Application and fee assistance only good through 12/31/25. **Your application can not be approved without proper documentation. Provide either USD 305 Reduced/Free Lunch Letter or bring in last two paycheck stubs for approval.**

1.

Date:	
Printed Name:	
Street/Apt. No:	
City/State/Zip:	
Home Telephone No:	
Work Telephone No:	
Employer(s):	

2. **Student Information:** List name and grade of children for whom application is made. Households getting Food Stamps, Temporary Assistance to Families (TAF), or benefits from Food Distribution Program on Indian Reservation (FDPIR) should list a current Food Stamp, TAF, or FDPIR case number for EACH student.

Last Name	First Name	Sex	Birth Date	Grade (Current or Just Completed)	Food	TAF/ FDPIR

3. **Household Members & Monthly Income:** This section must be completed.

List ALL household members	Date of Birth	Monthly earnings from work (before deductions)	Monthly welfare, child support, alimony	Monthly payments from pensions, retirement, Social Security, other	Monthly temporary income – strike benefits, unemployment, worker’s comp.

4. **Signature & Social Security Number:** I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of fee assistance and that the Parks & Recreation Department may verify this information.

X \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Signature of Adult Household Member Social Security Number

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Amount: \$20 per person: \_\_\_\_\_ \$30 per person: \_\_\_\_\_

## Fee Assistance Policy & Procedure

### **Purpose**

The City of Salina offers fee assistance to make recreation programs more affordable to low and moderate income residents.

### **Eligibility**

Fee assistance approval for children's programs is based on whether the child has received a reduced-lunch or free-lunch letter. Fee assistance for adult programs is based on income being 185% or 130% of the Federal Poverty Guidelines as shown by the adult's last two paycheck stubs.

FEDERAL ELIGIBILITY INCOME CHART for School Year 2023-2024			
Household size	Yearly	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

### **Qualification**

Approval into the program allows you to register for eligible activities with a fee assistance of \$20 or \$30 depending on the USD 305 letter or paycheck stubs. Most activities are eligible for fee assistance. Programs that are not eligible for the fee assistance are any memberships, trips and tours, and ticketed events. Contact the Salina Parks and Recreation Department with any questions regarding activity eligibility.

### **Application Process**

An application with required documents must be submitted to the Salina Parks and Recreation Department. Ensure the application sections 1-4 are completed, signed, dated, and all required documents are included:

Step 1: Please visit our website at [www.salinaparks.com](http://www.salinaparks.com) and click the City Parks & Recreation website. Click on the Program Registration page. Download the Fee Assistance Application document. The Fee Assistance Application document is also available at Salina Parks and Recreation office at 300 W. Ash St. Room #100. We highly encourage users to create an account with our on-line catalog.

Step 2: Fill out application form completely and be sure to sign the Fee Assistance Application. Be sure to include the USD 305 Reduced Fee/Free Lunch Letter (child) or your last two paycheck stubs (adult) for approval.

Step 3: Submit the Fee Assistance Application and provide verification documents in-person at Salina Parks and Recreation. Fee Assistance applications can also be mailed in with copies of verification documents. Applications can be delivered or mailed to Salina Parks and Recreation, 300 W. Ash St., Room #100, Salina KS 67401. Applications are processed within 5 business days.

Approved applications for fee assistance are received once per calendar year. Applications may be renewed anytime after January 1. Fee assistance can be used up to two (2) times per year one (1) of which must be used for youth sports.