



RECREATIONAL SUBSIDY PROGRAM FACT SHEET

PLEASE READ BEFORE SIGNING THE APPLICATION

WHAT IS THE RECREATION SUBSIDY PROGRAM?

The Recreation Subsidy Program is funded by the City of Baldwin Park. This program is only open to Baldwin Park residents and is designed to assist parents in paying for their child's registration fee.

HOW MUCH WILL THE RECREATION SUBSIDY PROGRAM HELP PAY FOR EACH OF MY CHILDREN REGISTRATION FEES?

If approved, each child is eligible for assistance up to \$125 dollars per fiscal year. The Recreation Subsidy Program is available on a "FIRST-COME, "FIRST-SERVE" BASIS. However, funds may be exhausted before the end of the fiscal year. Once approved, take advantage of the program by registering your child early.

HOW MUCH OF THE REGISTRATION FEE WILL THE RECREATION SUBSIDY PROGRAM COVER?

The Recreation Subsidy Program will cover 70% of your child's program registration fee, not to exceed a maximum of \$125.00 per child. Depending on the cost of the activity, parents are responsible for paying 30% of registration fee.

WHAT 4 DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH THE RECREATION SUBSIDY PROGRAM APPLICATION?

PLEASE BRING ORIGINALS FOR VERIFICATION AND COPIES.

- **COPY: PROOF OF INCOME 2010 or Recent** – This will be used to verify all family members in the household. Please submit the most current Income Tax Return (participant's name must be listed as a dependent on your income tax return form.) Other types of forms are: Notice of Action, Social Security, Foster Care Agreement Forms per child, Custody Papers or a **NOTARIZED AFFIDAVIT** (if you are self-employed or get paid cash also provide copy of Birth Certificate per child)
- **COPY: PROOF OF INCOME: Three (3) most recent paycheck stubs (both parents if applicable).**
- **COPY: PROOF OF IDENTIFICATION** - Valid California State Driver's License, California State Identification Card.
- **COPY: PROOF OF RESIDENCE IN BALDWIN PARK** – Must bring official mail with applicant's name on it, such as: gas, water, electricity or house telephone bill with Baldwin Park address to match I.D. (Must not be more than three months old).

WHAT BASIC REQUIREMENTS DO I NEED TO MEET TO BE ELIGIBLE FOR THE RECREATION SUBSIDY PROGRAM?

- Submit a completed application **ONE-WEEK PRIOR TO ENROLLMENT**. One application per household.
- Be a Resident of Baldwin Park and have documentation with Baldwin Park address.
- All children must be 17 years of age or younger.

HOW WILL I KNOW IF MY CHILDREN QUALIFY FOR THE RECREATION SUBSIDY PROGRAM?

There will be an updated list available on a **BI-WEEKLY BASIS** at the Esther Snyder Community Center for your convenience or by calling the receptionist desk at (626) 813-5245, Ext. 317. **APPLICATIONS WILL NOT BE APPROVED ON THE SPOT!**

IS THE PROGRAM/SPORTS ORGANIZATION REQUIRED TO BE IN BALDWIN PARK?

YES. No traveling teams will be covered.

DO I NEED TO SUBMIT A RECREATION SUBSIDY APPLICATION EVERY TIME MY CHILD WANTS TO PARTICIPATE IN ANOTHER PROGRAM OR SPORT?

No, you should not fill-out another application within the same fiscal year. However, if you are signing up for any little league baseball, football or Divas, you will need to complete a **GREEN SPORTS PAYMENT REQUEST FORM** for each time and for each child. Forms are available at the Esther Snyder Community Center. Please submit a copy of your payment receipt and a flyer reflecting actual registration fee and beginning dates of the season.

- WE ARE NOT RESPONSIBLE FOR MAKING COPIES OF ANY SUBMITTED DOCUMENTS. PLEASE HAVE ALL COPIES OF REQUIRED DOCUMENTATION READY UPON SUBMITTING THE SUBSIDY APPLICATION. FAILURE TO DO SO MAY DELAY THIS PROCESS.**

WHEN DO I RENEW MY RECREATION SUBSIDY PROGRAM APPLICATION?

You must renew your application at the beginning of each fiscal year. The program's fiscal year begins on **July 1st, 2011 and ends on June 30th, 2012.**

~ PLEASE RETAIN THIS PAGE FOR YOUR RECORDS ~

If you have any questions, please contact **Claudia Urbina** at **(626) 813 - 5245, Ext. 319**, on **Tuesday, Thursday & Friday after 5:00pm.**