



# CONFIDENTIAL

## Tualatin Hills Park & Recreation District Family Assistance Application

| OFFICIAL USE ONLY          |          |  |
|----------------------------|----------|--|
| <input type="checkbox"/>   | Approved | <input type="checkbox"/> Denied Date _____ |
| Amount per year: _____     |          |  |
| Proof of income doc: _____ |          |  |
| Processed by: _____        |          |  |
| Primary ID # _____         |          |  |

To qualify for Family Assistance, you must live within the Park District, your household (see definition below) must be registered in our database, and you need to have a valid THPRD Registration Card. You may apply any time. You will need to apply only once each year. If approved, you will receive fee waivers that can be used when you register for THPRD classes and programs for one full year from the date of approval. You may use these waivers for summer camps and affiliated sports leagues, but registration occurs at certain times of the year so you will want to plan accordingly. Unused funds at the end of the year will be removed and you will have the opportunity to reapply for the next 12 months. **Gift cards may not be used for facility rentals, or the purchase of goods.**

DEFINITION OF A HOUSEHOLD: Any number of related individuals living in a single residence, up to six unrelated individuals living in a single residence, or any number of individuals living in a single licensed group home.

**REQUIRED:** You must attach proof of income such as a paycheck stub or free/reduced school lunch notification letter (for households with school-age children), and/or proof of government subsidy such as food stamps, social security or disability. **For your own protection, please block out any social security numbers to make them unreadable.** If you have a complete lack of income or other special circumstance, please describe your situation on a separate piece of paper.

Para información completa del programa y para una forma de aplicación en español, por favor llame al: 503/645-6433 o en línea al: www.thprd.org.

Head of household: Name \_\_\_\_\_ THPRD ID# \_\_\_\_\_

Address \_\_\_\_\_ City, St, Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Total household monthly gross income: \_\_\_\_\_

Are you employed? Yes No Employer: \_\_\_\_\_

Please fill in all the information below for each household member that will be requesting Family Assistance funds for classes or programs this year. If you need more space, please attach an additional sheet. If you wish an **annual** frequent user pass you must check the box below.

I request an annual frequent user pass with this application.

| Name | Birth date | Age | Male/Female |
|------|------------|-----|-------------|
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |
|      |            |     |             |

I am applying for an Affiliated League or Middle School program. Name: \_\_\_\_\_ Amount: \_\_\_\_\_

League Name \_\_\_\_\_

**For Affiliated Leagues and Middle School programs, we will call you within one week after receiving your form to complete processing.**

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of Family Assistance funds and that deliberate misrepresentation of the information may subject me to the loss of funds given as well as prosecution under applicable laws.

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

Fill out, sign and attach proof of monthly income and either fax, mail or bring the form into the THPRD Administration Office  
15707 SW Walker Rd • Beaverton, OR 97006 • 503/645-6433 • fax 503/296-5888 • www.thprd.org

Esta forma está disponible en cualquiera facilidad del thprd, o en línea, al www.thprd.org



# TUALATIN HILLS PARK & RECREATION DISTRICT

## Family Assistance Application Guidelines

### To Qualify for Family Assistance

Your household must be within the Tualatin Hills Park & Recreation District and entered in the district database. You also need to have a valid THPRD registration card. Your household's monthly gross income must fall at or below the income limits shown to the right.

### Approval Process

You may apply for Family Assistance at any time during the year. The THPRD Family Assistance Program administrator determines eligibility on a case-by-case basis. If approved, you may be granted a maximum of \$200 per year in fee waivers for each person in your household (see front of application for the definition of a household).

On your Family Assistance application, list every member of your household who will use the fee waivers. Only those members listed on the application will be able to use them. An incomplete application form will delay processing your request. You may choose how the members of your household use your waivers.

Notification of approved or declined applications will be made by phone or mail. **Please allow at least one week for processing.** If you have any questions, please call the Family Assistance administrator at 503/645-6433.

**Mail, fax or hand-deliver your completed form to:**  
**Family Assistance Administrator**  
**Tualatin Hills Park & Recreation District**  
**15707 SW Walker Road, Beaverton, OR 97006**  
**Fax: 503/296-5888**

### Open Enrollment

If approved, you will be asked to fill out a class registration form listing the classes for each qualified member of your household. The Family Assistance administrator will complete the registration process for you. Fee waivers are valid for one full year from the date of approval. Fee waivers may be used for any THPRD program, including summer camps and affiliated sports leagues. Please remember THPRD registration occurs at different times of the year, so you will want to plan or budget accordingly. Unused fees will not be carried over to the following year.

### THPRD Program Participation

For registration, you will be able to enroll in THPRD programs by calling, going online at [www.thprd.org](http://www.thprd.org), or by submitting your Class Registration Form to the administration office. For youth sports leagues or other similar programs, the parent or legal guardian will need to follow that organization's enrollment procedures. THPRD does not enroll individuals in affiliated sports programs. For a grant to help pay for fees, contact the family assistance office.

Class attendance is important. Please call the Family Assistance Administrator at 503/645-6433 if you must cancel your registration on or before the first class so you do not lose your fee waiver. See the THPRD Cancellation Policy in the current Activities Guide.

***Funds for the Family Assistance Program are provided in part by the Tualatin Hills Park Foundation. To support this important program, please visit the Foundation at [www.thpf.org](http://www.thpf.org).***

### Maximum income for eligibility

| Family Size | Monthly Household Income |
|-------------|--------------------------|
|-------------|--------------------------|

|   |         |
|---|---------|
| 1 | \$1,174 |
| 2 | \$1,579 |
| 3 | \$1,984 |
| 4 | \$2,289 |
| 5 | \$2,794 |
| 6 | \$2,992 |
| 7 | \$3,200 |
| 8 | \$3,605 |

Example: If three people live in your household, the gross family monthly income must be less than \$1,984 to qualify for Family Assistance.

For each additional member over 8 add \$406.