



## **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Customer Payment Arrangements**  
**POLICY NUMBER: 3055**

**3055.1** It is District policy that all payments are due in advance of the start of a District program. Upon request, the District may grant approval of special arrangements to be made for payment of program fees when a hardship exists. Late fees will be assessed on payments made after the start of the program and may not be waived if prior arrangement has not been made or the payment deadline has been missed. Late fee amounts will be based on the needs of the individual programs. Terms and conditions of late fee assessments will be included in printed program information.

**3055.1.1** The payment arrangement shall not extend beyond the halfway point of the program.

**3055.1.2** Payment arrangements will not be made with customers who have outstanding debt from previous program participation.

**3055.1.3** Payment arrangements will not be made with customers who have a history of checks not being honored by their bank.

**3055.1.4** The District budgets a designated amount for sponsorships on an annual basis, which is available to those living within the District boundaries experiencing extreme hardships and meeting established criteria.

Dear Parent or Guardian,

The Rio Linda Elverta Recreation and Park District offers a limited number of sponsorships to qualifying households annually, depending on the total household income level. If you wish to apply for a sponsorship, please complete the attached application for consideration, and return it, in person or by mail, to the Rio Linda Elverta Recreation and Park District, 810 Oak Lane, Rio Linda, CA, 95673, 916-991-5929.

**ELIGIBILITY:** \*\*The eligibility criteria are the same used by the Twin Rivers Unified School District for its free and reduced fee lunch program.

**Income Eligibility Guidelines**

Households with income at or below these guideline limits may be eligible for free or reduced price meals.

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 21,775	\$ 1,815	\$ 908	\$ 838	\$ 419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
<b>For each additional family member, add:</b>	<b>\$ 7,696</b>	<b>\$ 642</b>	<b>\$ 321</b>	<b>\$ 296</b>	<b>\$ 148</b>

The USDA and the CDE are equal opportunity providers and employers.

**Sponsorship deadlines for program registration:**

Sponsorship Applications are due at least 2 weeks before the start of the program being applied for.

**Sponsorship amounts for program registration:**

Sponsorships are given for registration fees only. Additional costs associated with the program must be paid by participant.

***To register for programs, the remaining amount of the program payment minus the sponsorship must be provided at time of registration.*** Once the sponsorship request is processed, participant will be notified if additional payment is owed and registration may be completed.

**HOW TO APPLY** - Complete the attached application and return it to the RLE office a minimum of 2 weeks prior to the registration deadline specified for the activity of your choice.



