



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
For each additional family member, add:	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

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.

APPLICATION FOR PARTIAL SPONSORSHIP

* Household means a group of related or non-related individuals who are living as one economic unit sharing living expenses (including rent, clothes, food, doctor bills, utilities, etc.).

* A household of one means a participant who is his/her sole support. Children who are institutionalized are always one member households. Foster children are one member households only if the welfare/placement agency maintains legal responsibility for the child.

* Applicant's household address must fall within Rio Linda Elverta Recreation and Park District boundary lines in order to qualify.

The following documents MUST be included in order to determine eligibly.

1. *Most recent tax return, paycheck statement or other type of income form for financial verification.*
2. *Proof of current participation in Twin Rivers Unified School District assisted lunch program.*

Participant's Name (Please Print)	School	Grade
1. _____		
2. _____		
3. _____		

Guardian's Name: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

Program of Sponsorship Request: _____ Total Amount Requested: \$ _____

Received Sponsorship in past: **Y or N** Year(s): _____

Total number in family now living in household? _____

Total annual family income (before deductions)? \$ _____

(Include wages and earnings of all family members living in this household, including parents, grandparents, children, etc., as well as AFDC payments, pensions, social security payments, worker's compensation, unemployment, alimony, etc.)

I hereby certify that the above information is correct. I understand that if the information provided is found to be false, it could affect my child(ren)'s participation in RLERPD's sponsorship program.

 Print Name of Guardian

 Signature of Guardian Date

For District Use Only

Amount requested: _____

Amount Granted: _____

Application Denied: _____

Additional amount due: _____

Additional amount due date: _____

Applicant Denied Notification: _____

By _____

*Attach copy of most recent tax return, paycheck statement or other type of income form for verification to this application.

*Attach proof of eligibility in state assisted lunch program.

**All sponsorship applications will be reviewed and you will be notified if additional payment will be required for your child(ren) to participate prior to the start of the program. The application cannot be approved unless it contains complete eligibility information.