



CITY OF DURHAM
Parks and Recreation Department
Sliding Fee Scale Program

General Instructions and Procedures

Reduced fees approved under our Sliding Fee Scale Policy may only be applied to Summer Camp, Nature Caravans, After School, Intersession and Fun Day programming.

You must also complete the registration process for programs that you are interested in attending. See our Play More brochure for registration details. This guide may be obtained from any of our recreation centers, our administrative office, on our website at <http://www.durhamnc.gov/departments/parks>, or by calling (919)560-4355.

Eligibility and Application: All applicants must complete the application in full to be considered for reduced fees. The Parks and Recreation Department will make accommodations for participants who cannot complete the Reduced Fee Application without assistance. Your application will expire one year from the date of the approval, at that time you must reapply for reduced fees. You may reapply at any time if your financial situation changes. Please read the following carefully before completing this form.

Restrictions: Using this reduced rate is subject to the restrictions of the sliding fee scale program, which allows Durham Parks and Recreation to temporarily suspend the approved reduced rate for a customer who is a “no show” without prior communication with site staff. Details of the sliding fee scale program are listed in program materials and available from site staff upon request.

Approval: Approval will be based on the income and household size of the household where the child(ren) resides. (Primary Residence)

Confidentiality: All fee reduction applications are public documents that must be made available to any person upon request. However, in the absence of a request to provide this information, Parks and Recreation Department staff will keep all information strictly confidential.



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Frequently Asked Questions

Can I use my reduced rate for ANY program I want to sign up for?

No, the Sliding Fee Scale Program is only applicable to our Summer Camp, After School, Intersession, Nature Caravan, and Fun Day programs. For other programs, the Fee Waiver Program is often an option. If interested, please check with on-site supervisors to determine which programs accept fee waivers, and to fill out an application.

What if I didn't have to file a tax return?

We accept W2's and other supporting documentation such as social security, disability, unemployment or social services paperwork.

Can I use my reduced rate AND the "multiple child discount"?

No, if using the Sliding Fee Scale program then the "multiple child discount" does not apply since the fee authorized under the Sliding Fee Scale program already takes multiple children into consideration.

I didn't get an application in before the summer camp registration date.

Can I still apply for a reduced rate?

Yes, but please understand that you will still need to pay the full registration fee until you have applied for and been approved for a reduced rate. If your application is approved prior to the beginning of camp, then the approved rate will apply for all weeks of camp. (For reduced fees then the difference will be applied to additional weeks of registration. If your application is approved to attend at no cost, then you will receive a refund of the fees you have paid). If your application is approved after the start of the program then any reduced rate will apply from the date of the approval going forward with no refunds given for money paid prior to the approval date.

Is it possible to lose my reduced rate?

Yes, in a couple of ways. If you allow your reduced fee to expire without renewal, you will then be required to pay the full program fees until such time as you submit an application and receive an approved reduced rate. In addition, using this reduced rate is subject to the restrictions of the sliding fee scale program, which allows Durham Parks and Recreation to temporarily suspend the approved reduced rate for a customer who is a "no show". A "no show" is defined as a participant that has not arrived on-site for the program by the time designated in program materials (parent handbook, handouts, etc.) and that has not notified staff within one (1) business day prior to the start of the program.



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Reduced Fee Application

Please print legibly (Only list those that live in the household.)

New Applicant Renewal Application

Applicant Name _____ Employer _____

Name of other adult living in household _____ Employer _____

Child's Name living in household _____ Date of Birth _____

Child's Name living in household _____ Date of Birth _____

Child's Name living in household _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Applicant Work# _____

Additional household members:

Name of other adult living in household _____ Employer _____

Child's Name living in household _____ Date of Birth _____

Child's Name living in household _____ Date of Birth _____

School your child(ren) attend? _____

Please complete the following financial information.

1. Gross Annual Household Income = \$ _____
 (Include income from all working adults in the household and/or alimony, child support, SSI, etc)

2. Who will be responsible for paying the program fees? _____

3. Household size: # of Children _____ + Adult(s) _____ = Family Size _____



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Please provide **copies** of the previous year’s federal income tax return or other approved documentation (social security, disability, unemployment or social services paperwork, etc.)

Your signature indicates that the information provided is correct to the best of your knowledge, and authorizes our department to verify the information.

 Signature

 Date

The Durham Parks and Recreation Department will review your application. We will mail a response to your request. You may contact Durham Parks and Recreation Administrative Services at (919) 560-4355 if you need further assistance.

Mail completed Reduced Fee Applications and **copies** of your tax return or supporting documentation to:

Durham Parks and Recreation Department
 Attention: Administrative Services
 101 City Hall Plaza
 Durham, NC 27701

Applications may also be delivered in person to the administrative offices located at 400 Cleveland Street in Durham, or faxed to our offices at 919/560-4873.

For Office Use Only

Approved _____	Denied _____	Household Size: _____
Adjusted Gross Income: _____	Percentage of Fees Due: _____	
Signature: _____	Date: _____	
Appeal Approved: _____	Percentage of Fees Due: _____	Denied: _____
Letter to Applicant: _____	(Date mailed)	