

Napoleon Parks and Recreation

Reduced Recreation Program User Fee Policy

Purpose

The City of Napoleon Parks and Recreation Department, as part of its continued goal of offering recreation programming to all of its residents, has made available the following Reduced Recreation Program Policy for those families that need financial assistance.

Policy Guidelines

- Reduced fees or “Grants” are allowable for City operated youth recreation programs only
- Grants shall be considered based on an individual(s) participation in the Napoleon Area Schools District Free and Reduced Lunch program.
- Verification of enrollment in the program will be through the assistance of the Napoleon Area Schools.
- Authorization must be given by the applicant for the Napoleon Area Schools to release free/reduced lunch program information to the City of Napoleon. Consideration for Grants will not be given if authorization is not received.
- Application for Grants shall be submitted at the City of Napoleon offices at the time of program registration.
- All requests for Grants must be submitted on the appropriate application form
- Recreation Program registration form is must still be completed
- Online registration is not available for the reduced fee program
- Each application shall be considered individually. Completion of the application does not automatically ensure approval of fee reduction.
- Applicants shall be notified of their status prior to the start of the program
- **Families (parents or guardians) who have been approved for the Grant shall be required to pay 25% of the current recreation program rate if they are enrolled in the free lunch program. Families shall be required to pay 50% of the current recreation program rate if they are enrolled in the reduced lunch program. The appropriate fee must be paid at the time of registration. If it is determined that the participant does not qualify or is enrolled at an inaccurate rate, that balance will be invoiced and due prior to the start of the program.**
- Failure to pay will disqualify the applicant for participation of the Reduced Program Fee program. Participation in the recreation program is still allowed at the regular program rate.
- Only two (2) reduced fee grants shall be awarded per person, per year.
- Additional costs not associated with the City’s recreation program participation fee (supplies, equipment, etc.)
- If a Grant recipient cancels his/her participation in the recreation program without a bona fide reason (injury, illness, etc.) the grant may not be transferred to another program or activity in that year. That individual will not be permitted to any subsequent application requests during that year. This shall be determined solely by the Parks and Recreation Director.

City of Napoleon Parks and Recreation Department

255 West Riverview Avenue Napoleon, Ohio 43545
(419) 592-4010 (419) 592-8955 (fax)

REDUCED PROGRAM PARTICIPATION FEE GRANT APPLICATION FORM

Participant's Name: _____
Parent/Guardian Name: _____
Address: _____
Phone: _____
Email: _____
School: _____
Date of Birth: _____
Grade: _____

Program Requesting Grant: _____
Program Season: _____

The City of Napoleon's Reduced Program Participation Fee grant eligibility is based on the participant's enrollment in the Napoleon Area City Schools free and reduced lunch program. In order to be considered for this grant program, the following information is required:

Do you participate in the Napoleon Area City Schools Free and Reduced Lunch Program? ___ YES ___ NO

Are you eligible for the Free Lunch _____ YES _____ NO

Are you eligible for the Reduced Lunch _____ YES _____ NO

I hereby grant permission to the Napoleon Area City Schools to release information regarding the Free and Reduced Lunch Program to the City of Napoleon to verify eligibility in their Reduced Program Participation Fee grant program.

Parent or Legal Guardian's Signature

Printed Name

Date: