



# Scholarship Program & Application

Revised September 2019

The Jefferson County Parks & Recreation Commission scholarship program exists to help provide access to fee-based programs for customers in need of financial assistance.

The Jefferson County Parks & Recreation scholarship is valid for most (but not all) fee-based programs and is subject to availability within the specific program.

**Eligibility**

The scholarship program is available to **Jefferson County Residents Only**. Eligibility for a scholarship is based upon gross annual income and household size (see eligibility table below). Proper documentation must be submitted in order to be considered for eligibility (see income documentation). If the applicant does not have the required documentation then they must have income verified by Jefferson County West Virginia, Department of Social Services using their standard income verification process and methods.

**Benefits**

**Recreational Programs and Camps**

The Jefferson County Parks & Recreation Commission scholarship provides a discounted fee for classes, programs and camps on a sliding scale based on gross annual income and household size (see eligibility table below).

**Annual Benefits Cap:** Eligible households are allowed maximum retail value of \$200.00 in recreation classes during the fiscal year (7/1-6/30). After the maximum has been met, the discount will be void until the following fiscal year and subject to re-verification.

**Eligibility Table:**

<b>Household Size</b>	<b>75% Discount</b> (101% -138% of FPL)	<b>50% Discount</b> (139%-150% of FPL)	<b>25% Discount</b> (151%-200% of FPL)
1	\$12,491 - \$17,236	\$17,237 - \$18,735	\$18,736 - \$24,980
2	\$16,911 - \$23,336	\$23,337 - \$25,365	\$25,366 - \$33,820
3	\$21,331 - \$ 29,435	\$29,436 - \$ 31,995	\$31,996 - \$42,660
4	\$25,751 - \$ 35,535	\$35,536 - \$38,625	\$38,626 - \$52,500
5	\$30,171 - \$41,365	\$41,636 - \$45,255	\$45,256 - \$ 60,340
6	\$34,591 - \$ 47,734	\$47,735 - \$ 51,885	\$51,886 - \$ 69,180
7	\$39,011 - \$ 53,834	\$53,835 - \$ 58,515	\$58,516 - \$ 78,020
8	\$43,431 - \$59,933	\$59,934 - \$ 65,145	\$65,146 - \$ 86,860

Table I

Eligibility table represent discount levels based on gross annual income as compared to % of the Federal Poverty Leve (FPL). Source: 2019 U.S. Department of Health and Human Services as published in the Federal Register, January 15,2019.

**Restrictions**

The Jefferson County Park & Recreation Commission scholarship is **not** valid for the following programs or services:

- Facility Rentals
- Birthday Parties
- Special Events
- Field/Court Rentals

## **Application Procedure & Income Documentation**

In order to be considered for a Jefferson County Parks & Recreation Commission Scholarship a signed application with the following documentation must be submitted.

- Proof of Residency (valid driver's license, utility bill, tax statement/bill or other proof of residency **and**
- A signed copy of all adult applicants current U.S. Individual Federal Income Tax Return (see below) **or**
- Financial information from the Department of Social Services.

### **Tax Return Information**

For applicants submitting their current U.S. Individual Tax Return (Form 1040A or 1040EZ), you must submit Tax returns for all adults listed on the application. The total number of people listed on the application will be used to determine the household size on the discount (Table 1) and the income documentation must match.

### **Special Instructions**

- If the filing status on the tax return is checked "Married filing Separately" the applicant must submit their spouses tax return.
- If the applicant can be claimed as a dependent on their tax return, the applicant must provide the tax return of the person claiming them as a dependent.

Jefferson County Parks & Recreation does not require social security numbers, so please black out that information prior to submitting. All income documentation will be destroyed following approval.

Applications with documentation may be submitted in person at Jefferson County Parks & Recreation Commission facility @ JCPRC or Mailed to: JCPRC 235 Sam Michaels Lane, Shenandoah Junction, WV 25442.

## **APPLICATION REVIEW & REWARD**

Upon receipt of a scholarship application, Jefferson County Parks & Recreation Commission staff will review the application (10-15 business days) and will make a financial assistance determination based upon the information submitted. The application will not be processed until all necessary documents are provided. All applicants will be notified once a decision has been made and the applicant's account will be activated immediately.

## **RE-VERIFICATION**

Once the scholarship has been awarded, the applicant is required to re-verify their income and household size every twelve (12) months and/or when re-applying in order to maintain their scholarship discount.

## **PAYMENTS & REFUNDS**

Payment is due when registering for any Jefferson County Parks & Recreation program, without exception, JCPRC accepts Cash and Credit Cards. Refunds for cancellations are issued as a credit on your JCPRC account no cash refunds will be given. If the applicant does not attend the program without prior notice to JCPRC the entire scholarship will be forfeited.

## Jefferson County Parks & Recreation Commission - Scholarship Application Form

Guardian Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all adults and children living at the address listed above that you wish to use in determining your household size. Any changes this part of the application after submission require a new application and review.

Please list the annual gross income as reported on the most current U.S. tax return for each person listed on the application. If you are using the Department of Social Services to verify your income, please leave blank and check the box below.

Name	Age	Date of Birth	Relationship to Applicant	Income
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Please check which method of income verification you are using for this application:

\_\_\_\_\_ Tax Returns    \_\_\_\_\_ Income verification from the Department of Social Services

### **Statement of Understanding & Agreement**

I have read and understand the rules restrictions for Jefferson County Parks & Recreation Scholarship Program. By signing and submitting this application, I hereby agree to the rules and restriction outlined in the scholarship program. I understand that there are legal penalties for submitting false information. I understand that I may be subject to review for eligibility once a year. Jefferson County Parks & Recreation Commission reserves the right to request more information, investigate the information and/or deny the scholarship based upon the financial information submitted.

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

### **JCPRC Staff Use Only**

Date Received \_\_\_\_\_ Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Income Submitted: Yes, No    Annual Income \_\_\_\_\_    Discount Awarded \_\_\_\_\_

Applicant Notified: Email    Phone Call