



## Thank you for your interest in the City of Kennewick Parks & Recreation Youth Financial Assistance Program

Welcome to the City of Kennewick's Park & Recreation Youth Financial Assistance program. Funds are provided by a grant through the Federal Housing and Urban Development (HUD) Block Grant program and allows eligible youth to participate in recreational programs and activities offered through the Kennewick Parks & Recreation Dept. (P & R). There is an application form that must be completed by the parent or legal guardian of the child(ren) requesting funds and **submitted in person by the parent or legal guardian to P & R** along with all supporting documentation.

Financial assistance applications are available online, by clicking the link: <https://wa-kennewick.civicplus.com/424/Financial-Assistance-Program> or stop by Parks & Recreation Office: Numerica Pavilion (Southridge Complex), 2901 Southridge Blvd., Building #A (inside the Pavilion) or Keewaydin Community Center, 500 S. Auburn St., Kennewick

Eligibility for the Financial Assistance Program is determined by (1) city residency, you must live within the city limits of Kennewick and (2) annual gross income.

### **To apply, parent or legal guardian must submit a completed Financial Assistance Application in person.**

- Provide proof of residency in the city limits of Kennewick - this should be some type of utility bill (water bill, phone bill, PUD bill, etc.) showing your name at the serviced location.
- Parent/legal guardian must provide photo identification when submitting an application.
- HUD requires that you list everyone who lives in the home, all under the same roof (grandparents, uncles, aunts, friends, etc.) Anyone age 18 or greater must provide income for previous year.
- Each calendar year, a new application is required, with all qualifying documentation. Approvals will carry over to January and February activities of the upcoming year. As of March 1 of the new year, a new application **must** be on file and approved to allow participant to enroll in activities.
- Incomplete applications will not be accepted.
- You may request a meeting or teleconference with Staff to discuss your circumstances and HUD requirements.

### **Several ways to qualify**

#### **1. INCOME**

- Provide a copy of previous years Income Tax Return along with W-2s, and other documents where the sum matches your total income earned. This may include interest earned from your bank, unemployment compensation, etc.
- If approved, your child/children is/are qualified to register for programs/activities at a reduced rate for the remainder of the current year until the end of February of the following year, unless you move or your income increases.
- You must also complete the Financial Assistance Application, provide proof of city residency, and show I.D.

#### **2. KENNEWICK HOUSING AUTHORITY (KHA) in lieu of #1 above.**

For those who live in government housing through the Kennewick Housing Authority

- Submit a KHA Program Participant Verification Form
  - Fill out your portion of the form
  - Submit the completed form to KHA, who will confirm your information.
  - Once you receive a signed copy from KHA, attach a copy of this documentation when submitting a Financial Assistance application.

- When submitting a Financial Assistance application, you may be required to provide income tax information (list of children). You will be required to complete the application, provide proof of city residency and show I.D.

### 3. FOSTER CARE PROGRAM

This process is for foster child(ren) only.

- Provide a current copy of the Child Information Placement Referral letter received from the State of Washington, Dept. of Social and Health Services when submitting your application.
- When submitting a Financial Assistance Application, you must also provide proof of city residency and show I.D.
- If the family relocates (move) or if your foster child(ren) move out, please notify Parks & Recreation Department.
- This application process is not utilized for other children living in the home (non-foster children).



### 4. PROJECTED INCOME, an estimate of current income.

- If you have become unemployed during the current year, earning less than your stated income in your previous year tax filing, staff can assist by preparing a projected income. You will be required to complete the application, provide documentation of your current income, bank statement (2 months), and copy of previous year income tax.

Families can choose process #1, #2, #3, or #4 (above), whichever applies to the family circumstances.

Please note that if you are approved, you are responsible to notify us:

- 1) if you relocate or move outside the City limits of the City of Kennewick and
- 2) if your total household income increases.

Failure to do so may result in termination of your Financial Assistance Program privileges.

**How Do I Register For Programs?** <https://secure.rec1.com/WA/kennewick-wa/catalog> and register online for most programs. You will be notified by Staff, if your financial assistance application has been 1) approved or 2) denied or 3) if additional information is required, within five (5) business days of applying.

- Once approved, registration for programs occur on-line or in person
- Staff is available by phone to answer questions.
- Co-pays are paid at the time of registration.
- With the parent or legal guardians permission, others may register a child using financial assistance funding.
- Failure to attend programs registered for could put your future funding approval at risk.

### **How many programs can I register for?**

Each participant may register for a limited number of programs per year. Number is dependent on available HUD dollars given to the parks and recreation department. Our financial assistance funding is limited and there is no guarantee that funding will be available through the end of the year. Financial assistance funds will be re-evaluated monthly. Each participant will receive a reimbursement allotment. For example \$200, to use for the entire 2022 calendar year. Once those funds are spent, you can request a meeting to discuss the possibility of receiving additional funds.

**Available Funds:**

Funding is limited. The approval of a financial assistance application does not guarantee funds will be available at the time you wish to register for a program. Financial Assistance does not cover material fees (payable to instructor).

**Fee Schedule:**

To enable as many participants as possible to participate in our financial assistance program, we have initiated a co-pay system: 25% of the cost of each program/activity.

*Exceptions to the 25% policy depends on funding availability:*

- Swim Programs
  - General swim lesson fees are covered 100%, there is no co-pay required.
  - Adaptive Swim lesson are also covered at 100%, there is no co-pay required.
  - Private swim lessons **are not eligible** for financial assistance funding, participant will pay full price.
  - Swim Passes! A swim pass allows 12 free entrances into the Kenneth Serier Memorial Pool. The first pass is free for *each participant* (Swim passes will be available on June 15<sup>th</sup>.)
  - Lap Swim Punch Card, \$10 co-pay
- Drop-In Punch Card (Numerica Pavilion), \$10 co-pay
- Kids Fishing Event
- Various Sport Camps
- Fall, Winter, Spring, Summer, Fall, Winter Day Camp

**Registration Sites:**

**Numerica Pavilion**

2901 Southridge Blvd., Kennewick, WA

**Office: 509-585-4293**

Email: recreation@ci.kennewick.wa.us

**Keewaydin Community Center**

500 S Auburn, Kennewick, WA

**Office: 509-585-4303**

Email: recreation@ci.kennewick.wa.us

## City of Kennewick, Parks and Recreation Financial Assistance Application



HUD Community Development Block Grant Funds make it possible for us to grant financial assistance for low- moderate-income youth (under the age of 18) to participate in our recreation programs. Funding is limited and awarded on a first-come, first-served basis. Approval of your financial assistance application does not guarantee funding will be available at the time you wish to register for programs.

Select below which process/documentation you will provide:

- Income Tax Return, W-2, and additional documents that match total income  
 KHA Verification Letter     Foster Child     Other \_\_\_\_\_  
 Projected Income

Is the participant a U.S. Citizen and/or a Legal U.S. Resident?

Yes     No

The following information is requested to enable HUD to monitor compliance with Federal Fair Housing and Equal Opportunity Acts. You are encouraged to provide this information. Should you choose not to, please initial where indicated. **I do not wish to provide this information listed below.** \_\_\_\_\_ (initials)

<b>E # = Ethnicity</b>	1. <input type="checkbox"/> Not Hispanic	2. <input type="checkbox"/> Hispanic
<b>R# = Race</b>	1. <input type="checkbox"/> White or Hispanic	2. <input type="checkbox"/> Asian    3. <input type="checkbox"/> Asian & White
4. <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	5. <input type="checkbox"/> African American	6. <input type="checkbox"/> American Indian/Alaskan Native
7. <input type="checkbox"/> American Indian/Alaskan Native & White	8. <input type="checkbox"/> American Indian/Alaska Native & African American	
9. <input type="checkbox"/> African American & White	10. <input type="checkbox"/> Other Multi-racial	

E#	R#	List all who live in the home	Address	Date of Birth	Age	M/F
		1				
		2				
		3				
		4				
		5				
		6				

Total # of people living in your household? \_\_\_\_\_ Are you a sole female head of household? \_\_\_\_\_

Gross annual (yearly) income for the family: \_\_\_\_\_ Contact # \_\_\_\_\_

Parents/Legal Guardians: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I certify the information provided is accurate and may be verified by the local or federal government. I understand that the approval of my financial assistance application does not guarantee funding will be available at the time of registration. I also understand that lack of attendance to the programs registered for could put my future funding approval at risk.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(For office use only)**    Date Received: \_\_\_\_\_    Received by Staff (initials) \_\_\_\_\_

Approved     Not Approved    Staff Initials \_\_\_\_\_    Date: \_\_\_\_\_

Income \_\_\_\_\_     Extremely Low     Very Low     Low

Inside City Limits:  
 Yes     No



**City of Kennewick, Parks & Recreation**  
**Financial Assistance Application Checklist**  
**Please ensure you have completed the Financial Assistance Application and provided the following items listed below:**

**(Initial, if applicable)**

- \_\_\_\_\_ I have read the financial assistance application information letter and understand the requirements to apply for financial assistance and the availability of funding.
- \_\_\_\_\_ I have provided proof of city residency (utility bill, water bill, phone bill, PUD bill, etc.).
- \_\_\_\_\_ I have provided copies of last year's Income tax return (previous year), W-2's and documentation that match the total income.
- \_\_\_\_\_ I have provided **Kennewick Housing Authority Verification Letter**.
- \_\_\_\_\_ I am submitting a Financial Assistance Application on behalf of a foster child.
- \_\_\_\_\_ I have listed all individuals who live in the home, anyone age 18 years of age or older, must provide proof of income.
- \_\_\_\_\_ I am prepared to show photo identification when submitting a financial assistance application.
- \_\_\_\_\_ I have provided 2 months of bank statement documents (projected income).

**INCOMPLETE applications will not be accepted and will be returned to the applicant.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applications must be submitted in person, with photo identification, to the Kennewick Parks & Recreation Dept.**

**For Questions Call: (509) 585-4293**

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**Photo identification of applicant confirmed** / / \_\_\_\_\_ **(Staff initials)**

**Type of Photo Identification** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_