

Fee Assistance Program Policy

Every SEASPAR resident should have the opportunity to participate in SEASPAR programs. SEASPAR attempts to provide leisure opportunities for residents faced with financial hardships through partial and delayed payment plans, as well as the Fee Assistance Program.

Qualifications

Applicants must reside within a SEASPAR member entity. Evidence of financial need must be demonstrated in order to qualify. Factors defining need include family income or extenuating financial situations such as excessive medical bills, current participation in public aid, food stamps, school lunch, or subsidized housing.

Procedures

Persons requesting fee assistance must complete the application and submit it prior to the registration deadline. A registration form with a notation "Fee Assistance Applicant" should be attached. Applications are reviewed and evaluated. Applicants are notified of their fee assistance with their program confirmation.

Limits

- Fee assistance is available for all programs except overnight trips and the EAGLES Adult Day Program.
- Fee assistance is limited. Limits are based on the number of assistance requests and available funding. The maximum assistance is 50% of the program fee.
- Fee assistance is not provided for day camp transportation.

Application Guidelines

- Information submitted is confidential and is not a matter of public record.
- Information in the application must be true and accurate. Fee assistance is recoverable if paid and provided on the basis of false information supplied by the applicant and will nullify the request for future fee assistance requests.
- Fee assistance is provided based on need and availability of funds. SEASPAR reserves the right to approve partial funding or deny an applicant's request.
- SEASPAR's Superintendent of Recreation evaluates all requests.
- The provision of a complete and accurate application is required and will expedite the request.
- An application must be submitted every season. Approval of fee assistance does not ensure continued approval for future seasons.
- Applications are not reviewed if the applicant has an unpaid balance from a prior season.
- A portion of the applicant's fee must be paid prior to the start of the season.
- Funds distributed through SEASPAR's Fee Assistance Program are considered taxable income for the recipient. If a participant receives \$600 or more in Fee Assistance funds in one calendar year, IRS Form 1099-G will be issued. Please consult with your tax advisor for further direction.



SEASPAR
DISCOVER ABILITIES
ACHIEVE POTENTIAL
REALIZE DREAMS

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SEASPAR.ORG

Fee Assistance Program Application

Please complete all information requested below. This form must be submitted prior to the registration deadline.

Participant Name _____ Birthdate _____

Person Completing Application _____ Relationship to Applicant _____

List programs for which you are requesting assistance:

Code	Program Name	Fee	Assistance Amount Requested (%)	Office Use Only Amount Approved (%)	Office Use Only Amount Approved (\$)

Attach additional pages as necessary.

Check items to indicate financial need, provide details, and attach documentation:

- Household Income (Monthly Amount) \$ _____ Number of People in Household _____
- Public Aid (Monthly Amount) \$ _____ Aid Number _____
- Food Stamps (Monthly Amount) \$ _____ Case Number _____
- School Lunch Program Subsidized Housing Social Security Beneficiary
- Unemployment Excessive Medical Bills Other Financial Difficulties

Give further details if necessary: _____

Are you able to make payments? Yes No Indicate how often: Every two weeks Once a month

List a reference (social worker, church, school, health department, etc.) in order to be considered for fee assistance. In listing the reference, you are giving SEASPAR permission to contact them regarding your financial need.

Contact Name	Agency	Phone Number

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By signing this document, I certify that the information provided is true and complete.

Signature _____ Date _____

(Typing your name is an acceptable form of signature if submitting via email.)