

## How to complete your Scholarship Application – 5 easy steps!

We look forward to serving you and hope you enjoy participating in our programs.

### Step 1: **Applicant Information**

- Fill out Primary Adult information

### Step 2: **Participant Information and All Household Members**

- Fill out each family/household members name, birthdate, gender and ethnicity

### Step 3: **Verification of Household Income and Dependent Eligibility**

- Fill out total family income, check box if this is a *monthly* or *yearly* income, write in number of people in household.
- Must **attach proof of income** for **all** adults and **proof of dependents**/child(ren)
- Preferred verification of income and dependents/child(ren) is the **1040 income tax document**.
- *Other accepted documents for **income verification and dependents** are listed below:*

<ul style="list-style-type: none"> <li>▪ <b>Social Security Benefits</b> (SSA or SSA-1099).</li> <li>▪ <b>Current TANF/ Welfare</b>.</li> <li>▪ <b>Full- time Student verification</b> (Class Schedule and Financial Aid Paperwork).</li> <li>▪ <b>Disability Pay</b> (SSI).</li> <li>▪ <b>Unemployment statement</b>.</li> <li>▪ <b>Proof of Retirement</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Gross paycheck stubs before taxes</b> (1 month of 32+ or 2 months of 31 hours or less for all household income).</li> <li>▪ <b>City of Seattle Utility Discount program qualification</b> (50% scholarship only, provide bill statement).</li> <li>▪ <b>Child support payments</b> (not used as main verification only for additional income).</li> <li>▪ Other proof of <b><u>Dependents</u></b>- Birth Certificate.</li> </ul>
--	--

### Step 4: **Submit completed application with income verification and dependents documentation to any recreation or aquatic facility staff.**

- An incomplete application or missing income or dependent documentation will delay our ability to process your application.
- If applying for school-age childcare scholarships complete step 5 before submitting application.

### Step 5: **ONLY if applying for school-age childcare scholarship (page 2 of scholarship form)**

- **Fill out requested School age care site.**
- **Fill out child(s) information.**
- **Only check the programs you want your child to attend.**

**Important - Please read below.** For a more in-depth explanation of school-age childcare policies please read the information on the reverse side.

\* You must submit a Drop Notice form at least **TWO WEEKS** in advance if your child won't be attending a program that you requested on the scholarship form (pg 2). Failure to do so will result in your child losing their childcare subsidy for the rest of the year. (Drop Notice form available at your Community Center).

\* Your child(ren) is(are) required to **attend a minimum of 60%** of days for each childcare program requested.



## **School-age child care scholarship policies:**

The City of Seattle Department of Parks and Recreation (SPR) in cooperation with Associated Recreation Council (ARC) administers scholarship assistance to families who meet our income guidelines.

- Scholarship awards are done on a first come, first serve basis as funds are available.
- Scholarship award **DOES NOT** automatically enroll you in the program you desire, nor does it give you priority. You must register directly at the community center for each program and follow their guidelines for registration.
- Registration is **NOT GUARANTEED** and is based on space and availability.
- You are responsible to pay the balance of the program costs including all deposits required to hold space for your child(ren)'s registration.
- If for any reason you wish to cancel all or any portion of your scholarship allocation, it is your responsibility to fill out the "Drop Notice" form at least two (2) weeks prior to the program date. Failure to provide notice that you are not using a scholarship allocation can result in probation or removal of scholarship allocation.
- If your child(ren) attend(s) a childcare site that offers a part-time option for Winter break, Mid-Winter break, Spring break, or Conference days, you must let the childcare site know two (2) weeks in advance how many days your child(ren) is planning to attend.
- Your child(ren) is(are) **required to attend a minimum of 60% of program days in order to keep your scholarship award**. If for any reason your child(ren) cannot meet the required minimum 60% attendance, please notify your community center immediately.
  - If your child drops below the required attendance they will be put on probation. A second occurrence of low attendance can result in removal of your scholarship allocation.
- Non-compliance to the attendance requirements could result in the forfeiture of your scholarship award for School year and/or all Break Camps (Summer, Winter, Mid-Winter, and Spring), Professional Development Day, Day Between Semester, or Conference Days. If at any time your scholarship is not being used your award may be automatically withdrawn. Once withdrawn from the Scholarship program, you may not be able to receive a scholarship for the remaining cycle.
- Scholarships are available only for Certified School Age Child Care.
- Your scholarship award can change immediately if at any time there are changes in your household income or size. You must provide a written notification to the scholarship office with any changes.
- Childcare scholarships are non-transferable to other community center/sites. A transfer request will be considered on a case-by-case basis depending on availability of funds and enrollment capacity.