

Culpeper County Parks and Recreation
Policy

Title: Financial Assistance Program & Youth Sports Financial Aid

Category: Financial

Number: F-4

Date Created: 8/12/22

Purpose: Parks & Recreation strives to serve as many county residents as possible. Recognizing that financial constraints can make it difficult for some residents to attend recreation programs, this policy is to establish a criterion in order to provide assistance to those in need. Funds used to provide financial assistance and scholarships will come from donations given by the community and from budgeted appropriations by the Culpeper County Board of Supervisors.

Definitions:

Federal SNAP guidelines: Federal Supplemental Nutrition Assistance Program (SNAP) is a Federally funded financial assistance program that provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency. (Resource: <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>) The income levels to qualify for SNAP will be used to qualify applicants for the Access Assistance Program and the Youth Sports Financial Aid.

Access Assistance Program (AAP): A designated amount of funds*, based on Federal SNAP criteria, will be applied to a Culpeper County or Town family or individual's Culpeper County Parks & Recreation (CCPR) account to be used to participate in an activity hosted by CCPR.

**See procedures section for details on criteria and amounts provided.*

Youth Sports Financial Aid (YSFA): The Youth Sports Leagues in Culpeper County are operated by independent organizations but are still recreational opportunities for the community youth. As such, Culpeper County Parks & Recreation (CCPR) wants to ensure that youth of all financial means are able to participate. The YSFA will provide a designated amount of funds*, based on Federal SNAP criteria, to be used to register for one sport per season (Fall, Winter, Spring. Summer is excluded).

**See procedures section for details on criteria and amounts provided.*

Qualifying Criteria

1. **AAP** are available to Culpeper County or Town Residents of any age.
 - a. AAP will be distributed once the Access Assistance Program Application has been completed and all documentation (*see procedures section*) submitted, and approved.
 - i. Applicants must submit the AAP Application and show a copy of the most recent Federal AND State Tax Return.
 - ii. AAP will be available on a first come first served basis, as funds allow.
 - iii. AAP applications are valid for the current fiscal year – July 1st – June 30th.
 - iv. Approvals will be based on Federal SNAP criteria – see Attachment A (will be updated annually)
 - b. **Eligible vs. Non-Eligible** for AAP.
 - i. **Eligible:**
 1. Must be a Culpeper County Parks & Recreation coordinated activity.
 - a. If the activity does not meet the required minimum number of participants, it can be cancelled.
 - i. If an activity is cancelled by CCPR then the registration fee will be returned to the applicants account, if it is within the same fiscal year the scholarship was awarded.
 2. Applicant / family member must meet the age requirements listed in the activity description.
 3. Activity must still have spaces open for registration (have not reached maximum capacity)
 4. Membership fees to CCPR facilities.
 - ii. **Not Eligible:**
 1. Facility Rentals, Trips, and Activities classified as a “*Fundraiser*” (including Wicked Bottom Cross Country 5K & ½ mile fun run, Culpeper Cycling Century, and any other activities created in the future designated as Fundraiser) are not eligible.
 2. Any additional supplies, equipment, or memberships that are needed or required for participation in the activity or additional fees paid directly to the instructor are not eligible.
 3. Any activity or event that is sponsored by CCPR but is hosted / coordinated by an outside organization, is not eligible.

2. **Youth Sports Financial Assistance (YSFA)** are only available to youth (under age 18) residents of Culpeper County or Town.
 - a. YSFA will be awarded once the Youth Sports League Scholarship Application has been completed and all documentation (*see procedures section*) submitted and approved.
 - i. Applicants must submit the YSFA Application and show a copy of the most recent Federal AND State Tax Return.
 - ii. Will be available on a first come first served basis, as funds allow.
 - iii. Applications are valid for the current fiscal year – July 1st – June 30th.
 - iv. YSFA will allow a youth to participate in ONE sport per season; Fall, Winter, or Spring. Summer season is excluded.
 1. A youth can, if approved, participate in all 3 seasons.
 - v. Approvals will be based on Federal SNAP criteria – see Attachment A (will be updated annually)
 - b. Community Youth may use the YSFA program to register for Culpeper County based Recreation Level sports leagues that hold a current 501(c) non-profit status with the IRS and a current and valid signed MOU (Memorandum Of Understanding) with the Board of Supervisors of Culpeper County.
 - i. Leagues included are:
 1. Culpeper Little League
 2. Culpeper Football Association
 3. Culpeper Youth Rugby
 4. Culpeper Lacrosse Association Foundation
 5. Culpeper Soccer Club
 6. Culpeper Warriors Wrestling
 7. Team Cobra Wrestling
 8. Culpeper Youth Basketball
 9. As other leagues form, they may be added if they meet the above criteria
 - ii. Leagues that are excluded:
 1. Academy and / or Travel leagues / teams.
 2. Leagues that have less than 70% of their participants that are Culpeper County / Town residents.

PROCEDURES

AAP - A general ledger line will be established with the Finance Department for the AAP specifically to accept donations from organizations and individuals and / or Board of Supervisor appropriated funds to help financially challenged county residents participate in Culpeper County Parks & Recreation Department (CCPR) hosted recreational activities.

YSFA – A general ledger line will be established with the Finance Department for the YSFA specifically to accept Board of Supervisor appropriated funds & / or community donations to help financially challenged county youth (under age 18) participate in Culpeper County based Youth Sports Leagues.

Access Assistance Program (AAP)

1. Those requesting assistance from the AAP will need to complete the *Access/ Assistance Application* and submit the required documentation.
 - a. Documentation:
 - i. Access Assistance Application (*Attachment B*) must be submitted by the individual / family wishing to receive assistance or from the
 - ii. Most recent copy of the individual / family's IRS Federal Tax Return to determine need based on Federal SNAP criteria.
 1. Staff only have to see the Tax Return form to verify where the income level falls on the SNAP criteria.
 - iii. Most recent copy of the individual / family's Virginia State Tax Return to prove residency in Culpeper County or Town.
 1. Staff only have to see the Tax Return form to verify residency.
 - b. Applications are valid from July 1st through June 30th. A new application must be submitted each July.
2. Once all paperwork and documentation has been received and reviewed by CCPR staff, applicant will be notified of approval within 5 business days.
 - a. Once the application has been reviewed, the applicant will be notified by email of approval or disqualification. If the applicant does not have an email address, they will be notified by standard first-class postal mail.
 - b. If approved, the amount awarded will be based on the following:
 - i. \$50.00 per person in the family (as noted on the Federal Tax Return [i.e., number of dependents]) residing at the same residence, per fiscal year.
 1. Maximum of \$300.00 per family
 - ii. Amounts will be pro-rated based on the date the application was received.
 1. July – September – 100% of above noted amount (\$50 per person)
 2. October – December – 75% of above noted amount (\$37.50 per person)
 3. January – March – 50% of above noted amount (\$25.00 per person)
 4. April – June – 25% of above noted amount (\$12.50 per person)

- iii. All funds will expire on June 30 each year.
 1. Applicants will have to re-apply to receive funds to use starting July 1st.
 2. Any funds placed on the applicants account do not have any monetary value – applicant cannot receive a refund or monies back.
 3. Any funds placed on the applicant’s account that were not used by June 30 will revert to the AAP General Ledger (GL) line.
3. Applicant must set up an account within CCPR’s current registration software to be able to register for any activities & use AAP funds.
 - a. If a family, each individual must have a profile within the family account.
 - b. Upon approval of the AAP funds, staff will add the approved amount to the account using the scholarship function.
 - c. To register for an activity, applicant can do so online, in person, or by phone – subject to standard registration dates for each program season.
4. AAP does not cover any supplies or additional instructor fees not included in the activity registration fee. (Reference section Qualifying Criteria 1.b.ii.2.) If an activity required additional materials (example: Quilting Class, must bring your own sewing machine, fabric, & thread; Art Class: may have to bring your own sketch book & pencil) these are at the applicant’s own expense and will not be covered by the AAP.
5. At the end of each activity season a report will be sent to the Finance Department with the following information so that funds can be moved from the *Access Assistance Program* GL line into the appropriate activity GL revenue line.
 - a. Amounts of AAP funds used by applicants.
 - b. Specific activity GL revenue line in which to transfer the funds.
 - c. Any other information as required by Culpeper County Finance for the effective tracking of funds used.

Youth Sports Financial Assistance (YSFA)

1. Those requesting assistance from the YSFA will need to complete the *Youth Sports League Scholarship Application (Attachment C)* and submit the required documentation.
 - a. Documentation:
 - i. Youth Sports League Scholarship Application (*Attachment B*) must be submitted by the parent / legal guardian of the minor wishing to participate in an eligible Youth Sports League.
 - ii. Most recent copy of the individual / family's IRS Federal Tax Return to determine need based on Federal SNAP criteria.
 1. Staff only have to see the Tax Return form to verify where the income level falls on the SNAP criteria.
 - iii. Most recent copy of the individual / family's Virginia State Tax Return to prove residency in Culpeper County or Town.
 1. Staff only have to see the Tax Return form to verify residency.
 - b. Applications are valid from July 1st through June 30th. A new application must be submitted each July.
2. Once all paperwork and documentation has been received and reviewed by CCPR staff, applicant will be notified of approval within 5 business days.
 - a. Once the application has been reviewed, the applicant will be notified by email of approval or disqualification. If the applicant does not have an email address, they will be notified by standard first-class postal mail.
 - b. If approved,
 - i. Applicant must set up an account within CCPR's current registration software for the minor to be put on the roster for the requested Sports League.
 - ii. Once the account is set up, the minor(s) listed on the application will be registered by CCPR Staff for the 1 sport that season that was requested, up to the cost of the advertised Standard Registration fee for each league.
 1. Late Fees are not eligible to be covered by YSFA funds.
 2. Equipment / Uniform Fees that are not included in the standard registration fee are not eligible to be covered by YSFA funds.
 - iii. CCPR will set up each sport eligible in the CCPR current registration software, with date specific registration fees (provided by each league).
 - iv. CCPR will register the minor for the requested sport and notify the league of the registration.
 1. The league may require additional information / paperwork from the parent / legal guardian of the minor to complete the registration.
 - v. At the end of each Sports League registration period, CCPR will have a check processed to the Sports League for the number of YSFA registrations taken.
 - c. The applicant's application is valid until June 30th.

- i. Applications will only be accepted during the advertised time frames for each season.
 - ii. Applications and required documentation will be accepted via email to the Programs & Facilities Supervisor only, or in person at the Culpeper County Fieldhouse during normal operating hours.
 - iii. If the minor listed on the application wishes to participate in another sport the following season, the applicant will need to complete another application and submit during the appropriate advertised time frame, but household verification will not be required if submission is prior to April 15 (Tax Day).
- d. Data needed from the eligible Sports Leagues.
 - i. Ages allowed to participate in their recreation level league.
 - ii. Registration dates for each season, and registration fee
 - 1. If there are any early registration / late registration change in prices, those need to be provided as well.
 - iii. It will be the responsibility of the Sport League / parent to verify that all information has been received by the Sport League and that any additional fees (equipment / uniform) are paid.

Culpeper County Parks and Recreation
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Title: Access Assistance & Youth Scholarships - ATTACHMENT A

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SNAP Gross Monthly / Annual Income Eligibility Limits
(130% of poverty level – October 1, 2022 – September 30, 2023)

HOUSEHOLD SIZE	MONTHLY INCOME LIMITS	ANNUAL INCOME LIMITS
1	\$1,473	\$17,676
2	\$1,984	\$23,808
3	\$2495	\$29,940
4	\$3007	\$36,084
5	\$3518	\$42,216
6	\$4029	\$48,348
7	\$4541	\$54,492
8	\$5052	\$60,624
<i>Each additional member</i>	\$512	\$6,144

Culpeper County Parks and Recreation
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Title: Access Assistance & Youth Scholarships - **ATTACHMENT B**

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Attachment B – Access Assistance Program Application

Culpeper County Parks and Recreation
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Title: Access Assistance & Youth Scholarships - **ATTACHMENT C**

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Attachment C – Youth Sports League Scholarship Application