



# County of Culpeper

## Department of Parks and Recreation



Thank you for your interest in the Access Assistance Program.

What is needed:

Please complete the attached Access Assistance Program form.

To verify income, number of family members, and county of residency, we must see a copy of your most recent:

- IRS 1040 / 1040 EZ completed federal tax return (to verify household income & number of people in the household)
- Virginia 760 completed state tax return (to verify your county of residency)

When you drop off the forms, staff can verify the above forms. We do not need to keep copies, just to see them.

For the question regarding “dependent of a Culpeper County Employee”: Does anyone in your household get a paycheck from the County of Culpeper? If yes, please note the person’s name.

Form & supporting documents can be dropped off at the Parks & Recreation Administrative Offices located at the Culpeper County Fieldhouse, 16388 Competition Drive, Culpeper.

Preferred hours to drop off the Access Assistance Program form & supporting documentation is Monday – Friday from 8am – 5pm, but can be accepted any time during normal business hours of Monday – Saturday 8am – 9pm, or Sunday 10am-6pm.

Once received, the Programs & Facilities Supervisor has 5 business days to review and notify the you of status of your request.

Any questions can be directed to Tabitha Riley, Programs & Facilities Supervisor at [TRiley@culpepercounty.gov](mailto:TRiley@culpepercounty.gov) or 540-727-3412.