

How to complete your Scholarship Application



Seattle
Parks & Recreation

The annual scholarship cycle is Summer through the end of school year based on Seattle Public School Calendar.

Step 1:

Participant Information and All Household/Family Members including all dependents

- List **ALL** household/family members name, birthdate, gender and ethnicity

Step 2:

Verification of Household/Family Income and Dependent Eligibility

- Fill out total income and check the box for *monthly* or *yearly* income
- **Attach proof of income** for all adults (18 years and older) and **proof of dependents**
 - A signed (current year) 1040 Income tax return listing all household members and dependents is the preferred verification of income and minimizes delays in processing your application
 - If your dependent(s) are not listed on your 1040, attach a copy of their birth certificate

NOTE: You must file an annual 1040 Income Tax Return if your household/family annual income is \$13,500 or greater.

Alternative Documentation that may be considered for **income verification and dependents**, if a 1040 Federal Income Tax Return is NOT filed:

- ***City of Seattle Utility Discount program qualification*** – attach a copy of your utility- statement and a 50% scholarship will be applied. **NOTE:** A Birth Certificate for all listed dependents must accompany the application.
- ***Social Security Benefits Documentation*** will be accepted. (SSI or SSA-1099), IF Social Security is your only form of income. if other income is realized: pensions, annuities, business income, etc., a 1040 Income tax return must be submitted too.
- ***Full- time Student verification.*** Class Schedule, Financial Aid Paperwork and documents for any other income should be attached to reflect the income status of the adult listed on the application.
- ***One (1) Months of paycheck stubs before taxes*** for all listed Household/family members- 18yrs and older: **NOTE:** A Birth Certificate for all listed dependents must be attached to the application.
- ***Public Assistance Programs:***
 - ***Temporary Assistance for Needy Families (TANF)*** Attach documents that list all household/family members or attach a Birth Certificate for all listed dependents
 - ***Social Security Income for Disability (SSI)***
 - ***Developmental Disability Administration (DDA)***

Step 3:

Applicant Information

- Complete Main Contact – Head of Household Adult information

Step 3A:

Are you requesting **Pre-School Care or Licensed School-Age Childcare?**

- Complete Page 2 (reverse side) of the scholarship application
NOTE: This side of the application is NOT for Activity or Enrichment Camps
PLEASE only request programs your child(ren) plan to attend. There is an attendance requirement and other scholarship policies described on the reverse side.

Step 4:

Submit completed application with attached income verification and dependents documentation to any Seattle Parks and Recreation facility staff.

- An incomplete application will delay processing your application.

Pre-School and School-age child-care scholarship policies, roles and responsibilities and accountability

The City of Seattle Parks and Recreation (SPR) in cooperation with Associated Recreation Council (ARC) administers scholarship assistance to families who meet Seattle Parks and Recreation 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 available space.
- You are responsible to pay the non-refundable registration fee and the balance of the program costs required to reserve a space for your child(ren)'s registration.
- School-age child-care scholarships are only awarded for Full Time (5 days a week) enrollment. Scholarships are NOT funded for partial week enrollments.
- Your child(ren) is (are) **required to attend a minimum of 60% of program days in order to retain your scholarship funding**. 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.
- 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 start date. Failure to provide notice that you are not using a scholarship allocation can result in probation or removal of scholarship allocation. The form is attached for your review and use, if necessary. Additional **Drop Notice** forms can be obtained at your Seattle Parks and Recreation facility.
- Your scholarship award can change immediately if at any time there are changes in your household income or size. You must provide documentation to the scholarship office with any changes.