

## Procedure for requesting financial assistance from Social Services for Redding Park and Recreation Programs.

1. Fill out attached form with appropriate documentation and submit to social services. Contact Special Services to confirm all required documentation are in; Gail Schiron Phone (203)938-3580
2. Simultaneously, fill out a program registration form for any Park and Recreation program. We will reserve your spot in the program for up to two weeks. Make sure to indicate on the registration form the date that you have applied to social services for financial assistance. Usually a percentage payment is required by participant.
3. After evaluating your need for assistance, social services will recommend to us a level of assistance.
4. We will contact you to let you know how the Park and Recreation Department can help you.
5. Requests for assistance need to be renewed yearly (or semi-annually as determined by social services). All unspecified requests expire at the end of summer (9/1) unless specified otherwise.

# Financial Aid Request Form - Redding Park and Recreation

Name of head(s) of Household \_\_\_\_\_

Phone number (s) Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Mailing address \_\_\_\_\_

Family members

Age

Programs needs

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These items are meant to be a starting point for estimating need. Special Services may require additional information or evidence that the information presented is accurate. **Last years federal tax forms are required.**

Family income- Last Year \_\_\_\_\_ Tax form included \_\_\_\_\_

Current Monthly - wages \_\_\_\_\_ Pay Stub included \_\_\_\_\_

other sources (alimony, interest, etc.) \_\_\_\_\_

Expenses- rent or mortgage \_\_\_\_\_ Copy of Rental agreement \_\_\_\_\_

utilities \_\_\_\_\_ Recent bill attached \_\_\_\_\_

insurance \_\_\_\_\_ Recent bill attached \_\_\_\_\_

transportation \_\_\_\_\_

other info \_\_\_\_\_

\_\_\_\_\_