



# Town of Franklin Recreation Department

275 Beaver Street  
Franklin, MA 02038

Telephone (508) 613-1666

Website: [www.franklinma.gov/recreation](http://www.franklinma.gov/recreation)

## Program Assistance Fund

The Recreation Department has established a Program Assistance Fund for all Recreation programs offered through the Town of Franklin Recreation Department. **Starting in 2017**, all youth sports organizations will administer their own process for determining financial hardship. For a list of those organizations and their contact information, please visit:

<http://franklinma.pt7.vt-s.net/recreation/files/franklin-youth-sports-organizations>

The Program Assistance Fund was established with the understanding that there are residents who cannot afford registration fees and are therefore unable to participate. The sole purpose of this fund is to find ways to give every child and family the opportunity to participate in recreation activities while providing a mechanism for equitable treatment and optimal accommodation for resident families in need.

Discounted registration fees are available to those who qualify, on a sliding scale, for many recreation programs offered for children and adults.

## Qualified Individuals

Program participation is limited to applicants maintaining a primary residence in Franklin, Massachusetts. Except for extenuating circumstances, assistance is available for one program per season (ie: *Spring, Summer, Fall, and Winter*) per household member. *Summer camp is limited to one week, per household member, NOT the entire (8 weeks) summer.*

- Households with a gross income **at or below** 100% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 75% of the program registration fee for all eligible programs.
- Households with a gross income **above** 100% and up to 150% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 50%.
- Households with a gross income above 150% and up to 200% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 25%.

Please refer to the attached Federal income Guidelines for discounted or waiver Recreation Services.

## Qualified Programs and Registration Fees

Eligible programs include most recreation programs and youth sports organization fees. Refer to the approved

### *Schedule of Exempt Services*

The list of eligible programs is reviewed and updated annually as part of the process to establish fees for recreation services. Fee waivers or discounts are applied to registration fees only. Any additional activity fees, equipment purchase and/or rentals, field trips, special admission or program fees will be the responsibility of the participant.

## Application Process

To qualify, a person must fill out the **Financial Assistance Eligibility Application Form**

1. Please return the completed form with all documentation (ie: tax returns, pay stubs from most recent year) of your household's income to the Franklin Recreation Department, 275 Beaver Street, Franklin MA 02038
2. Income is defined as income before deductions for Income Taxes, employees' Social Security Taxes, insurance premiums, bonds, etc. It includes the following:

Ryan Jette  
Director of Recreation  
[rjette@franklinma.gov](mailto:rjette@franklinma.gov)

Megan Woodacre  
Program Coordinator  
[kcarney@franklinma.gov](mailto:kcarney@franklinma.gov)

Sean Fitzpatrick  
Program Coordinator  
[sfitzpatrick@franklinma.gov](mailto:sfitzpatrick@franklinma.gov)

Sheila Adiletto  
Administrative Assistant  
[sadiletto@franklinma.gov](mailto:sadiletto@franklinma.gov)

General Services  
Recreation Services  
Field Management  
Youth Programming  
Adult Programming  
Athletic Events



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- A. Wages, salary, commissions of fees
- B. Net income from self-employment
- C. Social Security of disability payments
- D. Dividends, interest trusts
- E. Pensions or annuities
- F. Alimony and/or child support
- G. Net royalties
- H. Veteran's benefits
- I. Unemployment Compensation
- J. Worker's Compensation
- K. Public Assistance or Welfare Payments
- L. Regular contributions for persons not residing in the household
- M. Any financial assistance from other agencies specific to recreation program(s) of choice  
(Ie: Parent-to-parent, Goodwill, New England Farm Workers, etc.)
- N. Other sources of cash income

3. The information provided on the application is confidential and will be used only for the purpose of determining your eligibility for the financial assistance program.

4. Financial Assistance Eligibility Application Form will be kept on file through the remainder of the eligibility season (one year from application submittal). It is not necessary to fill out a separate eligibility application form for each program. Eligibility verification and completed Financial Assistance Voucher from the Recreation Department is required prior to each program registration request.

5. The Director of Recreation must verify the status of the Application and the availability of funds prior to the approval of each registration request. Sufficient time (**typically one week**) must be given for each application to be reviewed before approval. It will be the parents responsibility to check status of application approval after submittal.

Fill out the **Program Registration Form** and return to the Recreation Department, 275 Beaver Street prior to registration deadline.

- A. The applicant must fill out a separate Program Registration Form for each program season. A copy of the Approved Application Form must be submitted with each program registration form to the Recreation Department upon registration.
- B. Program registration is contingent upon class space being available at the time the applicant has submitted all required documentation.
- C. Interested persons must submit the Program Registration Form in accordance with registration procedures as published by the Recreation Department.

## **IMPORTANT:**

The **Program Registration Form** is a "request form" only, not a confirmation of registration. Upon final approval, the Recreation Department will confirm registration with the applicant if accepted. By no means does the Recreation Department guarantee a qualified applicant admission into program. Registration for many of the programs is limited and eligibility for financial assistance does not guarantee enrollment in the program.

All questions concerning income eligibility or program registration should be directed to the Recreation Department at (508) 613-1666. Questions regarding program registration for Youth Sport Organizations should be directed to those organizations directly.



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Youth Sports contacts can be found at: <http://franklinma.pt7.vt-s.net/recreation/files/franklin-youth-sports-organizations>

Each youth sports organization will administer its own financial assistance process separately from the Town of Franklin Recreation Department. <http://franklinma.pt7.vt-s.net/recreation/files/franklin-youth-sports-organizations>

Annual incomes shown below represent varying percentages of federal poverty levels, as indicated. Use this guide to determine the discount given for specific programs and services. Please keep in mind that not all programs or services are eligible for discounts.

### EXAMPLES:

1. A family of 3 with an annual income of \$21,330 would be given a 100% discount
2. A family of 2 with an annual income of \$25,365 would be given a 75% discount.
3. A family of 8 with an annual income of \$90,000 would not be eligible for any discount.

### Percentage of discount offered on select Recreation Services

Family Size (# of people in the household)	100% of Federal Poverty Level *	150% of Federal Poverty Level *	200% of Federal Poverty Level *
1	\$12,880	\$19,320	\$25,760
2	\$17,420	\$26,130	\$34,840
3	\$21,960	\$32,940	\$43,920
4	\$26,500	\$39,750	\$53,000
5	\$31,040	\$46,560	\$62,080
6	\$35,580	\$53,370	\$71,160
7	\$40,120	\$60,180	\$80,240
8	\$44,660	\$66,990	\$89,320
9	\$49,200	\$73,800	\$98,400
10	\$53,740	\$80,610	\$107,480
<b>Discount</b>	<b>100%</b>	<b>75%</b>	<b>50%</b>

Based upon Massachusetts LIHEAP Guidelines as established July 20, 2021 for fiscal year 2022,

Massachusetts Department of Housing and Community Development

<https://www.mass.gov/doc/fy-2022-liheap-income-eligibility-and-benefit-level-chart-july-2021/download>

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## Financial Assistance Eligibility Application Form

### Personal Information

Head of Household: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Household Members: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work or Cell)

**Email Address:** \_\_\_\_\_ (THIS WILL BE OUR FORM OF COMMUNICATION)

### Household Income

Please attach proof of your household's gross income for the entire year (prior year tax returns). Examples of income to be included are specified on the Application process. **Without proper documentation, applications will not be considered.**

Source of Income	Gross Monthly Amount
<u>Wages, Salary, Commissions or Fees (proof required, please attach)</u>	_____
<u>Net Income from Self Employment (proof required, please attach)</u>	_____
<u>Social Security of Disability payment (proof required, please attach)</u>	_____
<u>Alimony and/or Child Support (proof required, please attach)</u>	_____
<u>Pensions or annuities (proof required, please attach)</u>	_____
<u>Dividends, interest trusts (proof required, please attach)</u>	_____
<u>Veteran's benefits (proof required, please attach)</u>	_____
<u>Unemployment Compensation (proof required, please attach)</u>	_____
<u>Worker's Compensation (proof required, please attach)</u>	_____
<u>Other</u>	_____

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

I certify that the information provided is complete, true and correct. I give consent to the Franklin Recreation Department to contact such individuals as necessary to obtain verification of the information furnished on this application. I understand that I will be financially responsible for the full amount of any program fees if it is subsequently determined that I do not meet the eligibility guidelines. I also understand that the awarded discount can be changed at any time due to financial constraints of the program and availability of funding or subsidized spots in the activity.



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## All Household Members (Please print)

Name	Relationship	Date of Birth
Head of household (Parent/Guardian)		

## FOR OFFICE USE ONLY

### Above household is eligible for a fee waiver of:

(100%)                      (75%)                      (50%)                      (25%)                      (0%)

### Waiver valid for:

(Circle One Season)    Spring                      Summer                      Fall                      Winter

202\_\_\_\_

Information by:

\_\_\_\_\_  
(Signature/Title)

\_\_\_\_\_  
(Date)

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## PROGRAM REGISTRATION FORM

### Program Waiver

Once our department has had an opportunity to review your application, we will return this program waiver to you. This waiver will need to be presented at the time of registration.

This waiver entitles the following participant to a \_\_\_\_\_ discount on  
(% discount)  
one program, per season (Spring, Summer, Fall and Winter) for one year from date of approval.

Summer camp is for one week, per summer, not the entire 8 weeks,

This waiver entitles the following participant to a \_\_\_\_\_ discount on Chilson Beach.  
(% discount)

Participant Name: \_\_\_\_\_ (child/children)

Participant Address: \_\_\_\_\_

Participant Phone: \_\_\_\_\_

\_\_\_\_\_  
Approval Signature  
Director of Recreation

\_\_\_\_\_  
Approval Date

**This voucher must be presented at the time of registration. All additional fees are due at time of registration. Expires one year from date listed above**