

Subject:
Reduced Fee Award (RFA) Policy

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Section 1: Board finding. The Vashon Park District operates or sponsors operation of various programs for the benefit of island residents. Each program charges registration fees to cover the cost of the program to the District. These programs fulfill a substantial and necessary governmental goal of the VPD by promoting physical fitness, mental acuity, artistic expression and community interaction for island residents. In order for these programs to serve this important Park District interest, it is necessary for Park District programs be open to individuals who lack the financial means to pay all or a portion of applicable registration fee. The purpose of this policy is to establish a reduced fee structure for individuals who demonstrate an appropriate level of financial need and qualify for a reduced registration fee.

Section 2: Definitions.

- a. A "Vashon Park District operated or sponsored program" includes any program where the VPD, either directly or through a contract or partnership with an independent instructor or a non-profit board, operates a class, activity, or league where island residents may participate in programming for payment of a registration fee.
- b. A "program sponsor" is the independent instructor or non-profit board that operates the class, activity or league where island residents may participate in programming for payment of a registration fee.
- c. The "actual registration fee" is the published registration fee for participating in a class, activity or league that is actually paid by all participants not qualifying for a reduced fee under this policy.
- d. A "reduced registration fee" is the amount of the reduced registration fee approved by VPD under this policy according to financial need.

Section 3: Reduced Fee Structure

- a. Any person who desires to participate in a Vashon Park District operated or sponsored program and who requires assistance with payment of the registration fee may file a confidential application for a reduced fee at the Ober Park office. The application shall be in the form of a sworn declaration and shall include disclosure of the person's financial status, ~~proof of total household income, and the number of persons in the household.~~ **Examples of proof of need include an EBT Card, ORCA Lift Card, be on Apple Health, or obtain reduced fare via the Vashon Island School District.** The application shall also indicate the cost of the program and the requested amount of reduction to the fee.
- b. Whenever a program sponsor agrees to the matching provisions of this policy, the Park District may approve payment of a reduced fee ~~depending on how the applicant's household income compares to the median family income of a similarly-sized Vashon Island household.~~ The amount of the reduced fee may vary from 25%-100% of the actual registration fee ~~in accord with section 4 of this policy.~~ A copy of

any approved reduced fee application shall remain on file with the Park District for one year from issuance.

- c. Upon approving a reduced fee, VPD shall collect the amount of any reduced fee required for participation in the VPD operated or sponsored program. Where a VPD program is operated under contract with an outside provider, the reduced fee shall be transmitted to the program sponsor in accord with the contract between the sponsor and the Park District.
- d. **By state law, the funds for the RFA program must be donation based.** Subject to available funds ~~from the district~~, VPD may match any reduced fee contribution made by the program sponsor on no more than a dollar-for-dollar basis up to the difference between the actual registration fee and the reduced registration fee. A program sponsor may provide matching funds either by depositing money in the reduced fee fund for the sponsor's program, and/or by waiving a portion of the actual registration fee.
- e. Program sponsors are encouraged to cover 100% of any reduced fee awards for their program participants. ~~Prior to each budget cycle, VPD staff will provide the board of commissioners with a detailed summary including the program cost, the number of participants in each program, the number of participants that qualify for a reduced fee, the VPD contribution to the reduced fee, the program sponsor's contribution to the reduced fee, and the number of activities funded per participant.~~

Section 4: Reduced Fee Levels

Household Size	1	2	3	4	5	6	7	8
Income Levels								
Pay 75%	\$28577 - \$35130	\$32772- \$40374	\$36704 - \$45094	\$40900 - \$50337	\$43783 - \$54008	\$46143 - \$58202	\$50338 - \$61873	\$52845 - \$66068
Pay 50%	\$17566 - \$28576	\$20188- \$32771	\$22548 - \$36703	\$24927 - \$40899	\$2700 5 - \$43782	\$28054 - \$46142	\$31200 - \$50337	\$33035 - \$52844
Pay 25%	\$0 - \$17565	\$0 - \$20187	\$0 - \$22547	\$0 - \$24926	\$0 - \$27004	\$0 - \$28053	\$0 - \$31199	\$0 - \$33034

Reflects a 10% drop in income levels requiring co-pay from 2009