

City of Manchester Parks and Recreation Financial Assistance Policy

This policy is designed to provide financial assistance to any resident who cannot afford to pay for designated recreational activities involving a fee through the City of Manchester Parks and Recreation Department. This does not include pavilion, facility rentals, or (specified) programs.

- I. The following guidelines will be used to determine eligibility:
 - A. A minor applicant must be eligible for the public school lunch assistance program. (proof must be provided)
 - B. An adult applicant must provide proof of eligibility (most recent tax return, W-2, verification from other qualifying agencies, i.e. Manchester Housing Authority, Social Security Adm., etc.)
 - C. Applicant must have filled out the proper form required by the Manchester Parks and Recreation Department, be approved and accepted before becoming eligible.
 - D. Participants must have photo identification upon request for verification.
 - E. **This Financial Assistance Program is a privilege offered by Manchester Parks and Recreation.** All individuals receiving financial assistance through this program shall follow all rules and regulations of the Manchester Parks and Recreation Department, Manchester City Code, and Tennessee state statutes. If any individual violates such rules, regulations, Code and/or statute, the City reserves the right to suspend such individual's financial assistance pursuant to the Manchester Parks and Recreation Disciplinary Policy.

- II. Procedure for Requesting Assistance
 - A. Applicant must apply for assistance through The Manchester Parks and Recreation Department. Applications will be available at the Parks and Recreation office at 557 North Woodland Street. It would, however, legally be a part of public record and could be requested by others under existing state law.
 - B. **Applicants will be certified on an annual basis. Recertification date will be May 1 of each year.**
 - C. Children (under 18) who qualify for the free or reduced lunch program will be given 50% discount on designated activities.
 - D. Adult (18 and above) who meet the adult financial assistance eligibility requirements will be given a 50% discount on designated activities.
 - E. We try to review applications every 2 weeks. Please be patient, we will process them as soon as possible. Discount cards will be issued to those who qualify, failure to show cards to front desk prior to transaction will result in paying full price. **NO EXCEPTIONS!**
 - F. Any questions please call 931-728-0273

Adult #1 Information

Name: _____ Date of Birth _____ Male _____
First Middle Last Female _____

Address _____
(NO P.O. Box#'s) House/Apt. # Street City Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Adult Verification Release

I, _____, hereby authorize the City of Manchester Parks and Recreation Department to verify eligibility for financial assistance. I also hereby release the City of Manchester from liability associated with the gathering, use, and/or release of any information relative to my eligibility for financial assistance. I understand that any information possessed by the City of Manchester and/or Manchester Parks and Recreation Department is public record under the Tennessee Public Records Law.

Signature _____ Date _____

Adult #2 Information (must live in same household as above Adult #1)

Name: _____ Date of Birth _____ Male _____
First Middle Last Female _____

Address _____
(NO P.O. Box#'s) House/Apt. # Street City Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Adult Verification Release

I, _____, hereby authorize the City of Manchester Parks and Recreation Department to verify eligibility for financial assistance. I also hereby release the City of Manchester from liability associated with the gathering, use, and/or release of any information relative to my eligibility for financial assistance. I understand that any information possessed by the City of Manchester and/or Manchester Parks and Recreation Department is public record under the Tennessee Public Records Law, T.C.A. Section

Signature _____ Date _____

For office use only

____ Approved
____ Denied-Reason _____