

**Fee Waiver/Reduction Application  
March 1, 2021 – February 28, 2022**



**City of Portland**  
**Parks, Recreation, & Facilities Department**  
212 Canco Road Ste. A, Portland, Maine 04103  
Phone: (207) 808-5400  
Fax: (207) 808-5400

**PLEASE DO NOT SEND THE REGISTRATION FORM WITH  
THE FEE WAIVER APPLICATION!!**

**You must receive a letter of approval before registering for a program.**

- Fee waivers or reductions are available for **Portland Residents only**.
- Participant must be 0-17 years old and register for programs between **March 1, 2021 – February 28, 2022**.
- Fee waiver applications received without **all** requested information will not be processed and will be returned.

**In order to process your fee waiver/reduction application, you must provide all of the following:**

1. The completed Fee Waiver/Reduction form (attached),
2. 2021 Federal Tax Return (1040 tax form),
3. *Last three* recent consecutive pay stubs,
4. A copy of a bill which is less than one month old, that shows your current street address (not a PO Box)

**In addition, you must provide the following information if these apply to you:**

5. If you receive help from TANIF/ASPIRE, Social Security or Disability etc., please attach a recent statement
6. If you receive child support, please attach a copy of the payment schedule.
7. Any additional documentation that proves your income.

**IF ALL INFORMATION REQUESTED HAS NOT BEEN INCLUDED, WE WILL  
RETURN YOUR APPLICATION AND INDICATE THE MISSING INFORMATION.**

**After materials are submitted:**

1. You will receive a letter indicating the status of your application within two weeks of submitting *all* material. Receiving a Fee Waiver approval letter does not register you for a program.
2. Upon receiving approval of Fee Waiver, you may THEN submit a registration form for any recreation program that is fee waiver eligible
  - a. You may pay for programs that are not fee waiver eligible or when all fee waiver slots are taken.
  - b. Many of our programs are NOT fee waiver eligible or are limited in the amount of fee waiver slots that are available.
  - c. If all fee waiver slots are taken and you cannot pay, you will be added to a wait list if one has been established for the program.
3. When registering for a fee waiver program please attach a copy of your fee waiver confirmation letter.

**If you have any questions about the fee waiver application process, please contact:  
Tonya Mitchell at (207) 808-5427 or email at [tonyam@portlandmaine.gov](mailto:tonyam@portlandmaine.gov).**

**PORTLAND**  
PARKS, RECREATION  
& FACILITIES

*Last Updated July 1<sup>st</sup> 2021*

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Fee waivers or reductions are available for **Portland Residents only**.

If approved, this fee waiver/reduction is valid **March 1, 2021 – February 28, 2022** for participants 0-17 years old.

**Primary Parent/Guardian Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

City of Legal Residence \_\_\_\_\_

**Secondary Parent/Guardian Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ Apt #: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@\_\_\_\_\_

City of Legal Residence \_\_\_\_\_

**Household Living Arrangement:** (Check all that apply)

- I live:  alone  with domestic partner or roommate  
 with spouse  with relative: *(Please specify Mother, Father, Aunt, etc.)* \_\_\_\_\_  
 with child(ren)

**Household Information:** List all persons living in your household.

Your Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Spouse/Partner's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

**If applicable:**

**Department of Health & Human Services (DHHS):** You must provide recent statement.

Case Worker Name: \_\_\_\_\_ Case Worker Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Case #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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**Household Expenses:** Please indicate your following Monthly Expenses

Mortgage/Rent: \$ \_\_\_\_\_ Car Payment: \$ \_\_\_\_\_

**Household Income:** List ALL MONTHLY gross income (before deductions, taxes, etc.) earned or received for each member of your household. **You must report any changes in household income to Portland Recreation.**

Name	Work	TANF/ ASPIRE	Social Security	Child Support	Rental Income	Disability SSI/SSDI	Pension Retirement	Worker's Comp	Unemploy- ment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$

Under the American Rescue Plan Act all families with children under the age of 6 will receive \$300 per month per child. Families with children older than 6 but younger than 17 will receive \$250 per month per child. In order to receive the Child Tax Credit families must have filled out their 2019 and 2020 tax returns or received the federal stimulus money. Eligible families earning less than \$75,000 per year for single filers, head of household filers at \$112,500 and for couples at \$150,000. Families who have not filed taxes or are not typically required to file taxes because their earnings are too low are also eligible for the payments. Payments will begin in July and go to the end of 2021. Please fill out the following statements regarding your family.

I have \_\_\_\_\_ children under the age of 6 and will receive \$ \_\_\_\_\_ per month.

I have \_\_\_\_\_ children between the age of 7 and 17 and will receive \$ \_\_\_\_\_ per month.

**Please answer the following and provide copies of supported documentation with this form**

- Did you or a member of your household file taxes in 2021?  
 Yes (if yes, you must provide a copy of the federal tax for. Your application will not be considered without proof of residency.)  
 No
- Were you or members of your household employed in 2021?  
 Yes  
 No
- Are you or members of your household currently employed?  
 Yes (if yes, you must provide last three (3) pay stubs)  
 No
- Are you a Portland Resident?  
 Yes (if yes, you must provide proof of residency such as tax or utility bill with your name and address on it. Your application will not be considered without proof of residency.)  
 No

**Fee waiver applications received without all requested information will not be processed and will be returned.**

**For security purposes, remove all personal info (i.e. account, phone numbers, etc.) from the documentation prior to submitting. Submitted copies WILL NOT be returned to you.**

**SUBMIT FORM AND DOCUMENTATION TO:**

Portland Parks, Recreation, and Facilities  
 212 Canco Road, Suite A  
 Portland, Maine 04103

***I certify that I am a resident of the City of Portland, Maine and that all information is true and correct and that all monthly income and expenses are accurately reported. Furthermore, I authorize the release of information regarding eligibility of this Fee Waiver Application from D.H.H.S. or other official sources.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_