



## CITY OF ENCINITAS

# PARKS, RECREATION and CULTURAL ARTS DEPARTMENT

## Senior Activity Assistance Instructions and Application

The City of Encinitas offers Activity Assistance to seniors who meet residency and income qualifications. Upon completion and approval of a Senior Activity Assistance Application, each eligible participant may receive up to a 50% discount on the Parks, Recreation and Cultural Arts (PRCA) program registration fee.

### **Funding Availability**

**Funds are limited** and granted on a first-come, first-serve basis and are limited to \$300 per senior per fiscal year. Requests are evaluated individually and being awarded financial assistance does not guarantee future assistance.

### **Participant Guidelines**

Participants must reside in Encinitas (92024) or Cardiff-by-the-Sea (92007), be 60 years of age or older and have a financial need that would prevent them from participating in a program(s) offered through the Encinitas Parks, Recreation and Cultural Arts Department.

### **Income Eligibility Guidelines**

If total household income is the same or less than the amounts on the income scale below, the senior adult in the family will be eligible for a discount on PRCA programs. Household means a group of related, or non-related, individuals living as one economic unit and sharing living expenses, including rent, clothes, food, and medical and utility bills.

Household size	Annual Income
1	\$92,700
2	\$105,950
3	\$119,200
4	\$132,400
5	\$143,000
6	\$153,600

### **Program Eligibility**

Eligible programs include adult art and recreation programs offered by the City of Encinitas Parks, Recreation and Cultural Arts Department.

Complete a **Senior Activity Assistance Application**, provide verification items listed below, sign and return the application **prior** to registering for a recreation program. The application will not be reviewed or approved unless it contains all the information requested and is signed by an eligible adult member of the household.

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A percentage of the activity fee is due at the time of registration. Payment plans may be available and are the responsibility of the applicant. Final payment is required prior to the start of the activity. **Unpaid balances at the start of an activity will result in withdrawal of the participant from the activity.** No credit or refund is given for activity assistance.

#### **VERIFICATION and SUBMITTAL**

Applications must be accompanied by copies of the following:

1. Government issued form that verifies annual household income and total number in household.
  - a. One of the following to be provided:
    - i. Signed copy of the first two pages of a current 1040 Federal Income Tax Form
    - ii. Supplemental Nutrition Assistance Program (SNAP) for food
    - iii. Medicare and Medi-Cal for healthcare
    - iv. Low-Income Home Energy Assistance Program (LIHEAP)
2. Current proof of residency (utility bill, mortgage statement, rental agreement)
  - a. Bank statements, and government issued identification cards do not provide proof of residency
3. Proof of age (California ID card, US Passport)
4. Submit completed applications to:  
Attn: Administrative Division  
Encinitas Parks, Recreation and Cultural Arts Department  
505 S. Vulcan Avenue  
Encinitas, CA 92024

#### **NONDISCRIMINATION**

Activity assistance recipients will be treated in the same manner as those that pay full price for the same service. City of Encinitas is an equal opportunity public entity and does not discriminate based on race, color, ethnic origin, national origin, sex, religion or physical or mental disability.

#### **CONFIDENTIALITY**

All applications and enclosed documents filed with the City of Encinitas Parks, Recreation and Cultural Arts Department are confidential and used for the exclusive purpose of determining financial assistance. The information provided on the Senior Activity Assistance Application will not be given to anyone that is not part of the City of Encinitas Parks, Recreation and Cultural Arts Department staff.

#### **QUESTIONS**

If you have any questions or need assistance in completing the application, please contact [PRCA@EncinitasCA.gov](mailto:PRCA@EncinitasCA.gov) or 760.633.2740.



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### Senior Activity Assistance Application

#### PARTICIPANT INFORMATION

Participant Name	_____	_____	_____	_____
	LAST	FIRST		
Address	_____	_____	_____	_____
	STREET	CITY	STATE	ZIP CODE
Home Phone	_____	Cell Phone	_____	
Email Address	_____			

#### HOUSEHOLD AND ANNUAL INCOME

List all adult household members and indicate the amount of ANNUAL INCOME. (Including gross earnings from work, pensions, retirement, social security, welfare benefits, child support, alimony payments or other income.)

Last Name, First Name	Household Size	Total Household Annual Income
1.		\$
2.		\$
3.		\$

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is given for the receipt of reduced fees on City programs and officials may verify the information on the application. Deliberate misrepresentation of the information on this form may subject me to prosecution under applicable State and Federal Laws.

\_\_\_\_\_  
Signature of adult household member completing this form

\_\_\_\_\_  
Date

#### Office Use Only

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

City Pays \$ \_\_\_\_\_ Parent Owes \_\_\_\_\_