

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: **Rick Still, Parks and Recreation Director**
Bryan Nelson, Tukwila Pool Advisory Committee Chairman

DATE: **March 12, 2013**

SUBJECT: **Proposed Tukwila MPD Pool Scholarship Program Policy and Application**

ISSUE

Operational Procedures to implement Scholarship Program

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

As part of the 2013 Budget, the MPD approved \$5,000 for scholarship funding, with the intention to financially assist Tukwila residents in the pursuit of aquatics skills and recreation. Throughout the past several weeks, TPAC and Pool/City Staff have worked to develop an update to the Tukwila MPD Pool Scholarship Program Request Form and Scholarship Policy with the goal to begin implementation on April 20, 2013 - the Grand Re-Opening of the Pool.

DISCUSSION

The attached Scholarship Request Form (Attachment A) and Policy (Attachment B) provides clear directions for patrons who seek a scholarship as well as clear guidelines for staff to follow when reviewing scholarship requests. Staff and TPAC considered the following throughout the update and redevelopment process of the scholarship program:

- 1) TPAC/Staff considered how financial assistance was currently provided at the Pool for those who are need and how it was structured.
 - a) When the City of Tukwila operated the pool a similar scholarship program was implemented, however it was not a budgeted allocation and therefore it negatively impacted revenue. If a patron desired to participate in a program but could not afford to participate they completed a scholarship application. Staff reviewed the application and determined a fee reduction according to income and department procedures. Typically a 50% scholarship was allocated. Yet depending upon need up to 100% could be subsidized. The practice of providing financial assistance so that finances were not a barrier to participation was in place and provided a great foundation for the scholarship program now that a funding mechanism is in place.
 - b) An application form for financial assistance was already in place which was used as a starting point/template.
- 2) TPAC/Staff reviewed scholarship/assistance programs from other municipalities like the William Shore Pool MPD and Tukwila Parks & Recreation for ideas on the structure of the program and content of the application/policy forms. This provided valuable guidance on verbiage as well as the criteria for assistance.

3) Qualification and Distribution Criteria, the following was considered:

a) HUD Income Guidelines were the common basis for determining qualification and distribution levels in similar scholarship programs. We determined this is the standard we would utilize to evaluate qualification.

b) TPAC/Staff strove to streamline the process and reduce barriers for applicants. For example, given the diversity of ethnicities/languages in our community, we did not want the paperwork that accompanies the HUD Guidelines to be a barrier for the applicants, and Pool staff may not be equipped/have capacity to assist with translation, etc.

c) The School District is well-equipped and practiced with assistance for translation and paperwork. Staff will be working closely with the school district(s) to assist the Pool with reaching out to Tukwila's diverse ethnic communities.

d) Due to the high percentage of students enrolled in the free/reduced lunch program, we proposed a partnership with the school district(s) whereby students who are enrolled in the free/reduced lunch program can automatically qualify for a scholarship. e) Though it results in increased overhead for the Pool and School Staff, this partnership is now in place and greatly streamlines the process and reduces barriers for applicants. We are grateful for, and proud of, this partnership. The scholarship distribution breakdown for free vs. reduced lunch is included in the application and policy.

4) How often can a patron apply for and receive assistance:

a) Funding is distributed based on seasonal demand. Summer is busiest; therefore 50% of the annual allocation will be distributed followed by 25% in the winter, and 25% in the fall.

b) To try and be as fair as possible, distribution will be based on first come, first serve basis for those who qualify and one scholarship per season per person may be awarded.

c) However, TPAC/Staff was concerned that limiting a scholarship to one per season, could limit gaining long term swim skills proficiency (i.e. skills learned in lessons are retained better when lessons are consistent). We want to encourage increasing proficiency therefore we chose to allow lesson continuation to be considered for additional scholarship funding in a season at the Staff's discretion.

5) Though not stated in the application or policy, as it remains to be developed, the Scholarship Program and any school curriculum based swimming activities should serve to complement one another. For example, a student enrolled in a swim class through the school would like to take additional lessons to further enhance their skills, perhaps in preparation for joining the swim team, so applies for the MPD scholarship. Or, a MPD scholarship recipient learns how to swim through lessons, falls in love with it, and can't wait to register for the swim class through her school. TPAC/Staff will work to further develop this partnership.

RECOMMENDATION

TPAC and Staff is recommending the attached Scholarship Policy and Scholarship Request Form be utilized to implement the Scholarship program beginning on April 20, 2013.

ATTACHMENTS

Attachment A: Scholarship Request Form

Attachment B: Tukwila Pool Scholarship Program Policy

SCHOLARSHIP PROGRAM INFORMATION & PROCEDURES

SCHOLARSHIP FUND

The Tukwila Pool wants to ensure all people have access to swim lessons, programs, and aquatics activities. The pool's scholarship program is funded annually with the intention to provide everyone the opportunity to participate in activities at the pool, regardless of income. The Tukwila Pool staff aim to create a warm, friendly environment that promotes water safety, efficient swimming technique and FUN! Staff is here to help with the application process if you have questions or concerns.

REQUEST PROCESS

The request process is as follows:

1. Complete the attached *Scholarship Program Request Form* and, if necessary, supply supporting documentation.
 - **Option #1:** Give permission to Tukwila Pool staff to seek verification of Free/Reduced Lunch Program Participation with the Tukwila or Highline School Districts **OR**
 - **Option #2:** Complete the Income Verification Worksheet section of the *Scholarship Program Request Form* and provide the following documents:
 - Most recent Federal Income Tax Return Form **OR**
 - Copy of last two (2) most recent pay stubs
2. Return scholarship form and supporting documentation to the Tukwila Pool
3. Tukwila Pool Staff will review the completed form and documentation and respond to your request within 10 business days of being received.

APPLICATION INFORMATION & POLICIES

1. Qualification is based upon Household Income Guidelines or Free and Reduced Lunch Qualification. The U.S. Department of Housing and Urban Development's current "Income Guidelines for King County" will be used as the basis for establishing the award guidelines. Additionally, students qualifying for free/reduced lunch with the Tukwila or Highline School Districts may automatically qualify. The table below details award amounts based upon qualifications

Tukwila/Highline Free/Reduced Lunch	HUD Income Guidelines	Scholarship Award Amount
	80% - 50% of Median Income	50% of program or pass cost
Reduced Lunch	50% - 30% of Median Income	75% of program or pass cost
Free Lunch	30% or lower of Median Income	100% of program or pass cost

2. Scholarships are available to residents and/or students in Tukwila. Proof of residency and/or verification of school attendance may be required.
3. Scholarships may not be available for all programs. Some programs are exempt from funding, and some programs may only be eligible for partial funding.
4. **Scholarships availability.** Scholarships are dependent on funding availability and awarded on a first-come, first-served basis. Funding is allocated annually and distributed seasonally as follows:

Season	% of funds to be awarded
Winter: January – April	25%
Summer: May – August	50%
Fall: September - December	25%

5. Scholarships are limited. One scholarship per participant per season may be awarded. However, additional scholarships may be awarded at the discretion of the Aquatics Coordinator depending upon funding availability. Only lessons continuation will be considered for additional scholarship funding in a given season. The intent of additional scholarships for swim lessons is to encourage skills competency relative to water safety.
6. **Additional Policy and Procedure information:** Additional information can be found in Tukwila Metropolitan Park District Administrative Policy Number _____



Scholarship Program Request Form

PARENT/GUARDIAN INFORMATION

Parent/Guardian _____
 Street Address _____ City _____ Zip _____
 Primary Phone (____) _____ Email _____

PARTICIPANT INFORMATION

Name _____ Date of birth ____/____/____
 School _____ Age _____
 Scholarship Request (list lessons, program, class etc) _____
 Can you confirm that you are a resident of Tukwila or student in the Tukwila or Highline School District? Circle: YES NO

I certify the information provided on this form is true and accurate. I understand this information is for a scholarship and that Tukwila Pool officials may verify the information on the application. I also understand that deliberate misrepresentation of the information may deny my ability to receive funding now and in the future.

Parent/Guardian Signature _____ Date _____

#1

INCOME INFORMATION: Does the participant qualify for Free or Reduced Lunch through the Tukwila School District or Highline School District? If NO, please proceed to #2. If YES, please complete this section, #1..

My child receives Free or Reduced Lunch within the Tukwila School District or Highline School District. I give permission to the Tukwila School District and/or Highline School District to release a copy of the Free/Reduced Lunch verification/award letter to Tukwila Pool Staff.

Parent/Guardian Signature _____ Date _____

#2

INCOME VERIFICATION WORKSHEET: Please complete this section to determine your monthly household income. Monthly income is calculated for all members of the household and includes wages, salary, social security, public assistance, childcare assistance, pension, unemployment, insurance, child/spouse support, retirement, and/or any other sources of income.

Number of people in household _____

Paycheck	
Unemployment	
Social Security	
Child/Spouse Support	
DSHS (Welfare, WIC, etc.)	
Other (list _____)	
TOTAL	

To determine eligibility and funding amount the following documents must be submitted with this application.

- Most recent Federal Income Tax Return Form OR
- Copy of last two (2) most recent pay stubs

The information provided on and with this form is confidential and will only be used to determine eligibility.

OFFICE USE ONLY
 Date Received: _____ Received by: _____
 Approved Denied Amount Granted _____
 Staff Initials: _____ Date Notification Sent: _____
 Comments: _____

Subject	Scholarship Program	Policy #	
Effective Date	Immediately		
Last Revised			
Approved By		Date	

PURPOSE OF POLICY

To establish policy and guidelines for the scholarship program at the Tukwila Pool.

xxx.xx.xx POLICY STATEMENT: The Tukwila Pool will maintain a scholarship program to ensure that everyone has access to aquatic recreation and aquatic learning opportunities. It will be the responsibility of the Aquatics Coordinator, or their designee, to administer and maintain the Tukwila Pool Scholarship Program.

xxx.xx.xx QUALIFICATION AND AWARD: Applicants must qualify to receive an award.

xxx.xx.xx Qualification is based upon **Household Income Guidelines or Free and Reduced Lunch Qualification**. The U.S. Department of Housing and Urban Development's current "Income Guidelines for King County" will be used as the basis for establishing the award guidelines. Additionally, students qualifying for free/reduced lunch with the Tukwila or Highline School Districts may automatically qualify. The table below details award amounts based upon qualifications.

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xxx.xx.xx Scholarships are distributed to residents and/or students in Tukwila. Proof of residency and/or verification of school attendance may be required.

xxx.xx.xx Scholarship awards may not be available for all programs, and some programs may only be eligible for partial funding.

xxx.xx.xx SCHOLARSHIP AVAILABILITY: Scholarships are dependent upon annual funding, season, and participation limits.

xxx.xx.xx Funding: The Scholarship Fund is determined annually and funding is allocated through the budget process.

xxx.xx.xx Seasonal Distribution: Annual funding is distributed as detailed in the table below. Scholarship awards will only be valid for the season for which the application was submitted, however, a complete application is valid for one year from the time it was submitted. Applicants need not complete a new application for each season for up to one year.

Season	% of funds to be awarded
Winter: January – April	25%
Summer: May – August	50%
Fall: September - December	25%

xxx.xx.xx Participation Limits: Scholarships are awarded on a first-come, first-served basis. One scholarship per participant per season may be awarded. Additional scholarships may be

awarded at the discretion of the Aquatics Coordinator depending upon funding availability. Only lessons continuation will be considered for additional scholarship funding in a given season. The intent of additional scholarships for swim lessons is to encourage skills competency relative to water safety.

xxx.xx.xx REVIEW PROCESS: The following steps will be taken to ensure accurate and consistent review.

1. Scholarship requests will be accepted at the Tukwila Pool on an ongoing basis.
2. Requests will be promptly reviewed by the Aquatics Coordinator or his/her designee.
3. Scholarship Request Forms must be complete for consideration. Incomplete forms will be returned to the applicant.
4. Applicants will be notified of their award status by US Mail within 10 business days of application receipt

xxx.xx.xx CONFIDENTIALITY All application materials will be confidential and used solely to evaluate and/or confirm eligibility for the Tukwila Pool Scholarship Program.

DEFINITIONS:

Scholarship – A partial or complete reduction of fees or resident rates for a Tukwila Pool Program or Pass.

Program – Offerings for which the Tukwila Pool has a course fee for.

Pass – A pass for which an individual can register for that allows them access to drop in offerings at Tukwila Pool.

HUD Income Guidelines – United States Department of Housing and Urban Development (HUD) "Income Guidelines for King County" for the current fiscal year will be used as the basis for establishing income guidelines.

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