Policy and Procedure

FORT WAYNE PARKS AND RECREATION

Subject: Youth Scholarship program		Page: 1 of 1
Section: C **Item: 21**	**Approved: 2003** **Revised: February 2023** **Revised: August 2024** **Revised: October 2026**	**Authority: Department**

A. Purpose

The purpose of this policy and procedure is to standardize and clarify the Youth Scholarship program. The Fort Wayne Parks and Recreation Department will offer program scholarships for qualified children as funds are available. These funds are made available through generous donations by individuals and organizations.

B. Policy

B-1 Youth Scholarship recipients must be 17 years of age or younger.

B-2 The participant's family must provide proof of income eligibility. Acceptable documents to prove eligibility are limited to:

- A copy of the applicant family's most recent U.S. Internal Revenue Service Tax Return showing full household income.
  - Qualifying families will have a total gross household income that falls below the USDA income guidelines for free or reduced lunches.
- The above method is preferred, but an official letter indicating ~~food stamp~~ federal food assistance benefits status will be accepted.
- If neither of these income documents are available, FWP&R will not be able to provide scholarship assistance.

B-3 Each participant will receive a credit for one of two scholarship levels based on income qualifications: ~~may register for one activity (a class or one week of camp) up to $75 per calendar year.~~

- Families who fall under the USDA free lunch level (or receive federal food assistance benefits) will receive $100 scholarship credit per child
- Families who fall under the USDA reduced lunch level will receive $50 scholarship credit per child

B-4 The scholarship may be used for registration fees only. The scholarship cannot be used for Zoo Camps or Zoo programs.

B-5 Scholarship funds cannot be used for late fees.

B-6 Scholarship credit can be used until 1) the entire amount is exhausted or 2) the end of the calendar year in which the family qualified, whichever happens first.

B-~~6~~7 Exceptions to the above policy may be approved on a case-by-case basis by Parks and Recreation management.

Revised ~~8/1/2024~~10/8/2026