



**City of Chamblee Parks and Recreation Department
Scholarship Program Application**

*Please fully complete the following and mail or deliver
with required documentation to:
Chamblee Parks and Recreation Scholarship Program
5468 Peachtree Road, Chamblee, GA 30341
(770) 986-5010*

Applications must be fully completed and all required documentation attached in order to receive consideration.

**Applicant must be a resident of the
City of Chamblee.**

*Approved 06/19/18 by Chamblee City Council
Federal Poverty Guidelines Updated 02/01/2020*

Applicant's Name _____ Spouse's Name _____

Street Address _____ Apt # _____ City _____ Zip Code _____

Primary Phone _____ Secondary Phone _____ Email _____

Spouse's Primary Phone _____ Secondary Phone _____

Please use one line per program, per session, per participant. Additional forms are available.

Participant Name (Age 18 & under)	Date of Birth	Activity Name	Session/Date	Registration Fee

Applicant's Employer _____

Applicant's Monthly Gross Income _____

Spouse's Employer _____

Spouse's Monthly Gross Income _____

of dependents in household
(including Applicant) _____

City of Chamblee Resident? Yes No

Required Documentation; Please list.

Residency Verification _____

Income Verification _____

Dependency Verification _____

Hardship Affidavit (must be notarized) _____

Other _____

I certify that all information in this application is true and correct and that city officials may verify the information given. All information will be confidential and used only for the purpose of establishing eligibility. I also have read and understand the attached policy.

Signature of Applicant

Date

Office Use Only

Reviewed by (print) _____ Signature _____ Date _____

Approved _____ Denied _____ (if denied, indicate reason) _____

Total Amount Waived: \$ _____ Scholarship Expires _____



Chamblee Parks and Recreation Department

Fiscal Policy – Scholarship Program

POLICY STATEMENT:

The Chamblee City Council (“Council”) has approved a fiscal policy to provide a Scholarship Program for qualified families to enroll their children in a variety of leisure activities offered by the City of Chamblee Parks and Recreation Department (“City”). To be considered for a scholarship, a parent or guardian must complete the application form and attach all required documentation for each participant. The criteria for eligibility and the application process are listed below.

CRITERIA FOR ELIGIBILITY:

The criteria for eligibility for the scholarship program are as follows:

1. The applicant must reside within the taxpaying boundaries of the City of Chamblee, Georgia.
2. The scholarship program applies only to school-age children (age 18 and under). Adults are not eligible to enroll in programs under the scholarship program.
3. The applicant’s child/children must qualify for the DeKalb County School lunch program (full or reduced).
4. If the applicant’s child/children are not involved in the DeKalb County School lunch program, the applicant’s TOTAL monthly household income must meet current Federal Poverty Guidelines. The City reserves the right to adjust income guidelines or reduce the allotted amount per child as deemed necessary and without notice.

APPLICATION PROCESS:

The Department Director shall designate an employee to oversee the Scholarship Program. The employee is responsible to review all scholarship applications and required documentation, determine whether or not applicants meet the City’s criteria for eligibility, and either approve or deny the application for a scholarship based on the information presented by the applicant. The employee is responsible to maintain accurate records of scholarship applications, approvals, denials, and lists of approved scholarships as per the City’s Records Retention Policy and Procedures. Employees involved in the scholarship application process are responsible to maintain the confidentiality of the applicants and store information provided by applicants in a secure location.

Scholarship applicant is responsible to complete and submit all required documentation to assigned employee and/or facility at least five (5) business days prior to the end date of registration or before the requested program begins. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.

Assigned employee is responsible to schedule meetings with scholarship program applicants to review and verify required documentation including but not limited to the following: residency verification, hardship affidavit, income verification, dependency verification, verification of participation in the DeKalb County School lunch program, etc. Employee is responsible to communicate findings and decision with the scholarship applicant within three (3) business days after the meeting, provided all documentation was presented to the employee during the meeting. If additional information is requested of the applicant, the employee shall allow the applicant ample time to obtain additional documentation.

Once a decision on a scholarship application has been made, the employee will sign and date the application where indicated, noting whether or not the application was approved or denied. If approved, the employee will note the expiration date on the application. If denied, the employee will note the reason for denial of the application. This information will be provided in writing (via email or U.S. mail) to the applicant.

The employee shall maintain a list of active scholarship recipients and shall provide this list to other City staff as deemed appropriate for others to carry out their job duties.

If an applicant is approved, the applicant must follow City registration policies and procedures in order to enroll in a recreation program. Space in programs is not guaranteed by scholarship approval. Supply fees, equipment fees, trainer fees, etc. are not included in the scholarship program. Programs offered by the City's partner youth athletic and program organizations do not qualify for scholarships through this Scholarship Program.

Applicants may be approved for a maximum allowance of two (2) activities, per child, per twelve (12) month approval period. Applicants must re-apply for scholarship program every twelve (12) months.

Misuse or abuse of this privilege as determined by the City may result in temporary and/or permanent suspension of scholarship eligibility, and removal from the recreation program(s) pertaining to the scholarship. Examples of misuse or abuse may include but are not limited to: failure to show up for a program without advance notification to staff, failure to pay program supply fee (if applicable), misrepresentation of income and/or residency, etc.

Hardship affidavits are executed under penalty of perjury. Providing false affidavit can result in criminal consequences, including possible incarceration. If it is discovered that the information provided by the applicant was altered, false, fabricated, or otherwise misleading or untrue, applicant is responsible for reimbursement of any scholarship funds received and is subject to all applicable criminal and civil claims.

The City's Registration and Refund Policies and Procedures are referenced on the City's Activity Registration Form and are posted in their entirety on the City of Chamblee website, www.chambleega.gov.



City of Chamblee Parks and Recreation Department

Scholarship Program

3540 Broad Street
Chamblee, GA 30341
(770) 986-5016
www.chambleega.gov

What is the Scholarship Program?

The Chamblee City Council, has approved a fiscal policy to provide a Scholarship Program for qualified families to enroll their children in a variety of leisure activities offered by the City of Chamblee Parks and Recreation Department (“Department”). Applicants must reside within the taxpaying boundaries of the City of Chamblee. To be considered for a scholarship, a parent or guardian must complete the application and attach all required documentation for each participant. Applicants may be approved for a maximum allowance of 2 (two) activities, per child, per twelve (12) month approval period. Applicants must re-apply for the scholarship program every twelve (12) months.

Who can apply?

- Applicants must reside within the taxpaying boundaries of the City of Chamblee.
- The Scholarship Program applies only to school-age children (age 18 and under). Adults are not eligible to enroll in programs under the Scholarship Program.
- Applicant’s child/children must qualify for the DeKalb County School lunch program (full or reduced).
- If an applicant’s child/children are not involved in the DeKalb County School lunch program, the applicant’s TOTAL monthly household income must meet current Federal Poverty Guidelines (see below). The City reserves the right to adjust income guidelines or reduce the allotted amount per child as deemed necessary and without notice.

Persons in Family	Federal Income Chart (annual gross income)	Federal Income Chart (monthly gross income)
1	\$23,606	\$1,967
2	\$31,894	\$2,658
3	\$40,182	\$3,349
4	\$48,470	\$4,039
5	\$56,758	\$4,730
6	\$65,046	\$5,421
7	\$73,334	\$6,111
8	\$81,622	\$6,802

For each additional person, add \$8,288 (annual) and \$691 (monthly)

2020 Federal Poverty Guidelines – 185% of FPG published in the Federal Register 1/23/2020

What are the steps to apply?

1. Complete scholarship application.
2. Submit your application and a copy of the required eligibility documentation to:
Chamblee Parks and Recreation Department
Attn: Scholarship Program
5468 Peachtree Road
Chamblee, GA 30341
Fax: (770) 986-5014
3. Application and documentation must be submitted at least five (5) business days prior to the end date of registration or before the requested program(s) begins. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.
4. Department officials will schedule a meeting with the applicant to review and verify application and documentation. Applicants will be notified by email or U.S. mail within three (3) business days after the meeting of the findings and decision, provided all documentation was presented to the Department official during the meeting.
5. If an applicant is approved, the applicant must follow City registration policies and procedures in order to enroll in a recreation program. Space in programs is not guaranteed by scholarship approval. Supply fees, equipment fees, trainer fees, etc. are not included in the Scholarship Program.

Programs offered by the City's partner youth athletic and program organizations do not qualify for scholarships through this program.

6. Applicants may be approved for a maximum allowance of 2 (two) activities every 12 (twelve) months, per child.
7. Applicants must re-apply every twelve (12) months.
8. It is the applicant's responsibility to notify the Department should any submitted information change.

What kind of documentation is required?

- A. Eligibility Verification – If applicant's child/children qualify for the DeKalb County School lunch program (full or reduced), applicant must provide a statement/letter/card from DeKalb County Schools.
- B. Residency Verification – Applicant must supply proof of residency by submitting one of the following with the application:
 - Current letter from DeKalb County Housing Authority
 - City of Chamblee property tax receipt
 - Current City of Chamblee utility or sanitation bill with applicant's name
 - Current rental lease that lists names of individuals living in household
 - Current letter from a state or federally funded agency
 - Current Section 8 letter
- C. Income Verification – Applicant must supply verification of income by presenting one of the following with application:
 - Current income tax return
 - Current W2 forms
 - Current pay stub(s) – one month
 - In addition to one of the above, applicants may submit documentation such as a current statement/letter/card from a local, state or federally funded agency including:
 - o TANF card
 - o Section 8
 - o DFCS
 - o Social Security
 - o INS
 - o Unemployment Office
- D. Dependency Verification – Applicant must supply proof of dependents by presenting one of the following with application:
 - Birth Certificate
 - Certificate of Adoption (or other official order of the court)
 - Letter of Guardianship (or other official order of the court)
- E. Hardship Affidavit – Applicant must submit a notarized hardship affidavit with application
 - Hardship Affidavits are executed under penalty of perjury. Providing false affidavit can result in criminal consequences, including possible incarceration.
- F. Other – If documentation listed in items A, B, C, and D is not available, applicant may submit alternative documentation for consideration.

If it is discovered that the information provided by the applicant was altered, false, fabricated, or otherwise misleading or untrue, applicant is responsible for reimbursement of any scholarship funds received and is subject to all applicable criminal and civil claims.

Misuse or abuse of the Scholarship Program as determined by Department officials may result in temporary and/or permanent suspension of scholarship eligibility, and removal from the recreation program(s) pertaining to the scholarship. Examples of misuse or abuse may include but are not limited to: failure to show up for a program without advance notification to Department officials, failure to pay program supply fee (if applicable), misrepresentation or income and/or residency, etc.



Hardship Affidavit

I, the undersigned, being of sound mind and body, and of the age of majority, do hereby, under seal, make the following sworn statement, with the knowledge that any statement made hereunder is subject to all applicable laws of the State of Georgia, including penalties of perjury:

I am the (circle one) of _____ (name of child).

Biological mother

Biological father

Adoptive mother

Adoptive father

Legal guardian

I further swear that I am suffering from a financial hardship, which makes it difficult for me to afford fees associated with youth programs coordinated by the City of Chamblee Parks and Recreation Department.

This _____ day of _____, 20____.

Affiant:

Printed name: _____

Notary Public:

My seal expires: _____