



**City of Glendale
Community Services & Parks Department
Day Camps Discount Application - FALL 2019**



The deadline to submit this Application Packet for Fall 2019 Day Camps, also known as Thanksgiving Break Camp is: **FRIDAY, AUGUST 9, 2019**

Submit in person or mail to: Pacific Community Center
(Mail must be postmarked by **August 9, 2019**) C/O Meline Amazaspian
501 S. Pacific Ave.
Glendale, CA 91204

Submit Via Email: mamazaspian@glendaleca.gov

Eligibility Requirements

All residents who reside within the Glendale Unified School District boundaries are eligible to apply for the discount provided that they meet the income criteria. The applicant's income will determine the discount level.

The [United States Department of Housing and Urban Development](#) standards are used in defining income levels. Applicants must meet the **income** criteria listed below in order to qualify for the respective discount scholarship.

Persons in Family	Applicant Type A – Full Scholarship	Applicant Type B – 10% Discount
	Extremely Low Income Limits (Per Year)	Very Low Income Limits (Per Year)
1	\$20,350	\$54,250
2	\$23,250	\$62,000
3	\$26,150	\$69,750
4	\$29,050	\$77,500
5	\$31,400	\$83,700
6	\$33,740	\$89,900
7	\$38,060	\$96,100
8	\$42,380	\$102,300

Discount Types Available

Full Scholarship – 100% Discount - Applicant Type A

Applicants whose annual household income falls within the Extremely Low Income levels for Los Angeles County, as listed in this policy, will be eligible for a full scholarship, 100% discount on the registration fees upon timely submission of the completed Day Camps Discount Application packet.

10% Discount – Maximum of \$150 per child per calendar year - Applicant Type B

All other applicants, whose annual household income falls within the Very Low Income levels for Los Angeles County, as listed in this policy, will receive a 10% discount on the total registration fee per child, for a total discount amount not to exceed \$150 per child per calendar year, upon timely submission of the completed Day Camps Discount Application packet.

Camps Eligible for Registration with a Discount

Select number of spots will be available in the following day camps (inclusive of half day and extended care options) at a 100% Discount, no cost, full scholarship to eligible Type A Applicants:

Camp Name	Location
Kool Dayz Camp	Pacific Community Center



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The following day camps (inclusive of half day and extended care options) are available at a 10% Discount to eligible Type B Applicants:

Camp Name	Location
Kool Dayz Camp	Pacific Community Center

Specialty camps, including but not limited to sports camps and art camps, are **NOT** available for registration with a discount. The discount is only applicable to the day camps listed above.

Application Process

Applicants must submit their completed Day Camps Discount Application packet (application packet), including supporting income and proof of residency documentation as required, no later than 30 calendar days prior to the first day of registration for the respective camp. If 30 calendar days prior falls on a weekend or holiday, the application will be due the following business day.

The Day Camps Discount Application packet **MUST** include:

- Day Camps Discount Application Form
- Income Verification Documents
- Proof of Residency Documents

The application packet will be reviewed by staff and the applicant will be notified of the status of the application two (2) weeks prior to the first day of registration. Applicants **MUST** bring the **APPROVED** Day Camps Discount Application to register their child in order to receive the discount.

If there are more applicants “Approved” for a Full Scholarship (Applicant Type A, refer to discount policy) than spaces available, a lottery system will be used to select the applicants who will receive the full scholarship for camp registration. Those applicants who were not selected during the lottery, will automatically be approved to receive a 10% discount available to Applicant Type B, refer to discount policy.

ALL day camp registrations are on a first come first serve basis; thus, approval of a discount application does **NOT** guarantee registration into the day camp programs. Parents/Guardians must still follow the registration guidelines to register their child/dependent and must provide the **APPROVED** Day Camps Discount Application during the registration process in order to receive the discount.

All eligible applicants will still be required to complete day camp registration forms, including but not limited to medical information, release of liability forms, photo release forms, etc., as required for enrollment in the day camp program.

- One application must be completed for each child and/or dependent
- A new application must be completed for each child and/or dependent for each camp season
- The need for enrollment in an extended care option must be indicated on the application. Adding extended care after the application deadline will result in payment for the full fees respectively.
- Child and/or dependent must attend each week of camp no less than 60% of the time (3 out of 5 days). If a child and/or dependent is absent more than 60% of the time, they will be removed from the camp for the rest of the weeks.

For more information or questions, please call the Pacific Community Center at (818) 548-4098.



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SECTION 1: General Information - **ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD**

Applicant's (Parent/Legal Guardian's) First and Last Name: _____

Applicant's Full Address: _____

Applicant's Phone Number: _____ Email Address: _____

Relationship to Child: _____

Child's First and Last Name: _____

Child's Date of Birth: _____ Age of Child: _____

ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD

SECTION 2: List of Household Members (Including applicant's name participating in the camp)

Printed Name	Adult/Minor (Check One)		Signature (Only required for Adults)
	Adult	Minor	
Applicant's Name:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Beneficiaries:	<input type="checkbox"/>	<input type="checkbox"/>	

If you need additional spaces, please attach another sheet.

SECTION 3: Annual Household Income – Documentation Types to Verify Income

Eligibility Information

I/we certify that this information is complete and accurate. I/we agree to provide documentation on all income sources, as applicable, to the City of Glendale Community Services & Parks Department.

My total family* size consists of _____ members, and the total gross annual income** for all adult members is \$_____.

* "Family" is defined as: All persons living in a household who are related by birth, marriage or adoption.

**Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).

Check one or more the items below that you are providing with your application for all persons at your household that comprises your annual household income.

- | | |
|---|---|
| <input type="checkbox"/> Most Recent Copy of Tax Returns HIGHLY PREFERRED | <input type="checkbox"/> Self-employment, Business Income, 1099 |
| <input type="checkbox"/> Employment, 2 most recent Pay Stubs,W-2 (Box 1 Gross Income) | <input type="checkbox"/> Disability Income |
| <input type="checkbox"/> TANF/ Public Assistance Income | <input type="checkbox"/> Unemployment Income |
| <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> Child Support |
| <input type="checkbox"/> Social Security, Pension, Retirement | <input type="checkbox"/> Notarized Affidavit of Income |



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SECTION 4: Proof of Residency

By initialing here _____, I acknowledge that I have included a copy of my two most recent utility bills or a copy of a current, executed rental agreement. (The utility bill or rental agreement must have the applicant name, current date, and valid residential address printed on the front. Utility bills can be in the form of a water bill, power bill or gas bill.)

SECTION 5: Signature

WARNING: I certify that the information contained on this form is complete and true to the best of my knowledge. I authorize the City of Glendale or its providers/agencies to request and obtain income documentation from me, if necessary. **WARNING:** Section n1001 of Title 18 of the U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. Making false statements is a felony under California State Law (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges.

Initial in the spaces provided:

_____ The applicant understands that submission of this application does not guarantee eligibility to receive a scholarship or a discount.

_____ Approval of this application does NOT guarantee registration into day camp programs. Registration is on a first come first serve basis. **Applicants must register their child/dependent during the registration period for the respective day camp program.**

_____ Applicants are required to complete day camp registration forms, including but not limited to medical forms, release of liability forms, photo and voice release forms, campers promise, etc., as required for enrollment in the day camp program.

_____ Day camp participants must be present no less than 60% of the time for each week. Participants who are absent more than 60% of the time (3 out of 5 days per week), will be dropped for the remainder of the weeks. Exceptions will be considered on a case by case basis by the department director or a designee.

Print Applicant's Name: _____

Applicant's Signature: _____ **Date:** _____

Submission Deadline: Friday, August 9, 2019 (Must be postmarked by August 9, 2019)

Submit in person or mail to: Pacific Community Center, C/O Meline Amazaspayan, 501 S. Pacific Ave, Glendale, CA 91204

Submit Via Email: mamazaspayan@glendaleca.gov



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DEPARTMENT USE ONLY

Date Application Submitted: _____ Received By (CSP Staff): _____

Review Date: _____ Reviewed By: _____ Reviewer's Signature: _____

Director or Designee's Signature: _____ Approved – Full Approved – 10% Not Approved

Notes: _____
