

# FINANCIAL ASSISTANCE PROCESS



**Parks & Recreation**  
CITY OF TAMPA

## BEFORE YOU START

This is to assist patrons in finding, filling out, and submitting a financial assistance application using the webform. Financial assistance is available to households who need assistance in paying for REC summer camps and specialty camps. Be sure to read the application in full.

## REQUIREMENTS? *FULL REQUIREMENTS LISTED ON THE FORM*

- Must be a City of Tampa Resident (provide 2 valid proofs of residency)
- Be able to provide proof of guardianship for each minor (birth certificate, foster letter, or legal power of attorney)
- Provide proof of assistance for each child (ie Medicaid, SSI, SNAP, TANF, etc)

## START HERE

The webform can be found by typing in the web address into any web browser on almost any device (computer, laptop, tablet, cell phone)

**[tampa.gov/summercamp](http://tampa.gov/summercamp)**



Most will find that using a cellular device or tablet may be easier since required documents can be uploaded as a photo.

## THE ONLINE APPLICATION

The first part is the basic parent/legal guardian information. A Power of Attorney is only needed if applicable. Documents can be uploaded directly on the form in one location. The red asterisks on the form all indicate required fields.



### 2022 Financial Assistance

#### General Information

All applicants must provide 2 proof residency, at least one proof of guardianship (via birth certificate, foster parent letter, or power of attorney), and at least one proof of eligibility of assistance programs for each child the applicant is requesting assistance for.

Accepted programs include Free/Reduced letter, WIC, Medicaid/Medicare, SNAP, TCA, TANF, SSI/SSDI, DCF qualifying letter, or foster care letter.

- If you qualify for any of the assistance programs accepted, each qualifying youth may receive up to 75% reduction in the price of REC or TLC REC camps and up to 50% reduction in the price of specialty camps. Maximum of \$500 of assistance will be awarded per household.
- For ALL summer camps, financial assistance will only cover the approved percentage, as listed above, for the base fee of the camp and does not cover any portion of Rec Cards, field trips, materials, or t-shirts.

**This is not a registration form and does not guarantee a space in any program. Registration is on the first come, first serve basis for all camps and programs.**

Parent/Guardian First Name \*

Parent/Guardian Last Name \*

Parent/Guardian Date of Birth \*

Parent/Guardian Gender \*

There are "blocks" to add up to five (5) children. Must include **each** child you are applying assistance for. Take note of all the required fields with the asterisks. The "Gender" and "Camp Type" fields are expandable/collapsible. Proof of guardianship is **required** for each child *unless* the proof of assistance such as a Medicaid letter lists all applicable children and the applicant on the same form.

Child 1 First Name \*

  

Child 1 Last Name \*

  

Child 1 Date of Birth \*

  

Child 1 Gender \*

  

Child 1 Camp Type \*

You can select multiple "Camp Types" for example REC and Specialty. *Please review the additional information for the terms.*

Child 1 Gender \*

  

Child 1 Camp Type \*

REC x Specialty x | X ▾

TLC REC

  

Child 2 Last Name

  

Child 2 Date of Birth

## UPLOADING DOCUMENTS

There is only one (1) location to upload documents. BEFORE SUBMITTING, please make sure to upload ALL required documents, failure to do may result in resubmitting another application.

Child 5 Camp Type

  

**Upload all Required Files \***

Make sure you are attaching **2 Proofs of Residency**, Proof of Guardianship for **each child** on the application, Proof of Assistance Program for **each child** on the application, and Power of Attorney for any children you are temporary guardian for.

Drag and drop files here or [browse files](#)

Documents will appear with a paperclip icon next to it, to remove a document, select the "x" next to file name. Simply add the required documents until all of them are attached.

Child 5 Camp Type

  

**Upload all Required Files \***

Make sure you are attaching **2 Proofs of Residency**, Proof of Guardianship for **each child** on the application, Proof of Assistance Program for **each child** on the application, and Power of Attorney for any children you are temporary guardian for.

-  Drivers License.pdf x
-  Electric Bill.pdf Remove File icon
-  Lily Birth Certificate.pdf
-  Lily Medicaid.pdf

Drag and drop files here or [browse files](#)

# AGREEING TO THE TERMS AND SUBMISSION

It is important that the applicant reviews the additional information regarding the application process, requirements, and terms. Before submitting, you can "check" the box "Send me a copy of my response", enter your email address and a copy of this form will be sent to desired email inbox.

## Additional Information

1. A parent or legal guardian of a child 17 years and younger, with no outstanding balance, can apply for a financial assistance.
2. Financial assistance will only be awarded to City of Tampa residents with two current proofs of residency, proof of assistance program for each child attending camp or program, and legal proof of guardianship for each child via one of the following documents only: birth certificate, foster parent letter, or Power of Attorney. Notarized letters for guardianship are no longer accepted.
3. Financial assistance are awarded on a first come, first serve basis - **no guarantees** are made or implied as to the number of financial assistance or amounts available.
4. Financial assistance applicants must satisfy all City of Tampa outstanding balances before their application will be considered.
5. New Applicants must complete a financial assistance application and provide one of the following required documents:
6. A letter of verification for any state or federal assistance received for each child that includes the dates of eligibility. These include: WIC, Medicaid/Medicare, SNAP, TCA, TANF, SSI/SSDI, or DCF Qualifying Letter. State assistance services are listed on: [www.Myflorida.com/accessflorida/](http://www.Myflorida.com/accessflorida/). Florida Kid Care is not an accepted form of assistance.
7. State documentation for foster children.
8. If you qualify for any of the assistance programs listed above, each qualifying youth may receive up to 75% reduction in the price of REC camps and up to 50% reduction in the price of specialty camps.
9. **Applicants are responsible for paying any remaining balance prior to the start of the program and for purchasing a recreation card that will be valid for the duration of the program for each child attending.**
10. Once a financial assistance determination is made, the applicant will receive an email or mailed letter from Department staff, advising them of the decision. The email notice will include:
11. Approval, reduction rate and when it expires OR denial and reason.
12. What the remaining fee will be required for the program or programs.
13. Approved financial assistance are not transferrable to other family members and refunds will not be issued if cancelled or withdrawn. The financial assistance have no cash value and can only be used for approved programs. Refunds will only be issued for the patron's portion of the fee, if the city cancels a program. Financial assistance funds will not be refunded or credited to the recipient.
14. The financial assistance for summer camps (REC and specialty) will be limited to \$100 per child per year with a \$500 limit per household per year. Financial assistance funds may be used for any approved program by the qualifying participant.
15. Financial assistance are for Tampa Parks & Recreation approved classes and camps only and may not be applied to some programs and services including: recreation cards, field trips, facility rentals, required equipment, material fees, late fees, programs offered by contracted instructors and team registrations for leagues.
16. An approved financial assistance application does not guarantee registration into a specific program. All participants must enroll through the registration process as outlined in the Priority Registration Policy. This policy can be found at [bit.ly/TPApolicy](http://bit.ly/TPApolicy).
17. The City of Tampa reserves the right to revoke any financial assistance awards at any time due to any reason including inappropriate behavior. If a participant is suspended or dismissed there are no refunds for fees paid by parent/guardian and the financial assistance will be revoked and forfeited.
18. Due to the popularity and limited space in our programs, all financial assistance recipients are expected to be in attendance every day. Participants are required to follow the attendance policy and attend a minimum of three days per week in order to remain in the program.
19. Additional Summer Camp information can be found online at: [tampa.gov/Summertimecamp](http://tampa.gov/Summertimecamp).
20. Applications must be submitted online. If you need assistance completing this form, please call your recreation facility or our main office at 813-274-5133 to schedule an appointment.

## Agreement

By submitting an application, I certify that all the information on this application is true and correct, and that I have provided proof of identity, City of Tampa residency, and verification of assistance programs, if applicable. I understand that any incomplete or misleading applications will be rejected or may be revoked.

Send me a copy of my responses

Email address

email@email.com

Submit

Once all the information has been entered, all the required documentation is uploaded, and agree to the terms, the application can be submitted by selecting "**Submit.**" You have now completed the financial assistance application process and will receive a notification either through email or a direct call from our administrative office.

 Applications may take up to 3 days to fully process. If approved, an award letter will be sent to the email address provided on the application. Check your email's junk/spam folder just in case.

If you still require assistance, please give us a call at 813-274-3345.