2026 City of West Sacramento Parks & Recreation
Recreation Fee Assistance Guidelines

The City of West Sacramento Parks & Recreation Fee Assistance Program helps reduce financial barriers so residents can participate in recreation programs. Funding is limited and awarded on a first-come, first-served basis until all available funds are distributed. The program is supported by the City of West Sacramento Parks & Recreation Department, the West Sacramento Foundation, and individual community donors.

The Fee Assistance Program expands access to recreation opportunities for qualifying residents of all ages and backgrounds. Staff are available to help applicants identify programs that align with their interests, goals, and needs.

Funding Information
Funding Availability: Participants may receive up to $150 per calendar year per qualifying individual, with a **household maximum of $600**. Any request to exceed these amounts must be approved by the Recreation Manager.

Household Definition
A household is defined as a group of related or unrelated individuals who function as a single economic unit. This includes all children and adults sharing living expenses such as housing, utilities, food, medical costs, and other essential needs.

Program Guidelines

1. **Requirements**
   Applicants must be residents of the City of West Sacramento and provide proof of residency and proof of need. Refer to the **Application Process** section for required documentation.

2. **Participant Share & Funding Levels**
   Fee Assistance reduces the cost but does not eliminate all fees.
   - Material fees are not covered and must be paid directly to the instructor.
   - Participants are responsible for paying remaining balances and add-on items before the start of the activity.
   - Unpaid balances may result in removal from the program.

3. **When to Apply & Annual Re-Application**
   Fee Assistance is awarded on a **calendar-year basis**. Applications should be submitted several weeks prior to the **registration date** of the desired activity. Applications are reviewed based on funding availability at the time of review. Applications submitted significantly in advance of registration may be deferred until the applicable registration period opens.

   Once approved, households receive an **Annual Fee Assistance award** that can be used as eligible programs open throughout the year. Because registration timing varies by program, families may apply their assistance across multiple seasons—such as summer swim lessons, fall sports, or winter leagues—until their annual amount is fully used. Fee Assistance funds are **held and applied at the time of registration**. You do not need to use your full award at once.

   Households must reapply each calendar year to remain eligible for Fee Assistance. Reapplication is the responsibility of the head of the household and should be submitted around the anniversary of the initial application or prior to registering for a new program in a new calendar year.
   - Do not register for all activities at the same time
   - Registration dates are activity-specific
   - Assistance remains available until used or until the end of the calendar year

Example:
A household is approved for **$150** in Fee Assistance for the year.

- In April, they apply **$75** toward swim lessons.
- In July, they apply **$50** toward fall flag football.
- In October, they use the remaining **$25** toward a winter league.

The household applies once and uses their assistance as programs open throughout the year.

4. **Ineligible Activities**
   Fee Assistance ***cannot*** be used for activities such as, but not limited to, the following:
   - Adult sports team registration fees
   - Senior field trips or commercial excursions
   - Discovery Preschool tuition
   - Facility rentals

5. **Registration & Space Availability**
   While Fee Assistance helps reduce financial barriers, registration and placement in activities remain subject to availability and standard enrollment requirements.
   - Approval of Fee Assistance does not guarantee placement in any activity.
   - Registration is a separate process and is the responsibility of the **head of household**. The head of household must complete registration and submit the participant's share of payment to secure placement.

6. **Use of Account Credits**
   Any existing account credit will be applied first, before Fee Assistance funds.

7. **Participants' Share of Activity Fees**
   To ensure shared investment in recreation programs, participants will pay 50% of the total program cost. The other 50% is covered by the Recreation Fee Assistance Program.

8. **Confidentiality**
   The department will maintain applicant confidentiality. Information will only be used to determine eligibility and will be shared with staff on a need-to-know basis.

9. **Equitable Treatment of Participants**
   Approved participants will not be identified to instructors or the public. All participants must be treated equally, regardless of whether they receive assistance.
   No participant shall face discrimination based on race, sex, color, national origin, age, sexual orientation, or disability.

10. **Refund Policy**
    The department's standard refund policy applies.
    - "No shows" are not eligible for refunds.
    - If the department cancels an activity, only the participant's paid portion will be refunded.
    - If a participant initiates a cancellation, the request must be submitted at least five (5) business days before the program start date to receive a refund of the participant's paid portion.
    - Refunds for credit card payments are and received in 2–3 business days; refunds for cash or check payments are received in 4–6 weeks.

11. **Code of Conduct Expectations**
    Participation in City programs requires adherence to the Parks & Recreation Code of Conduct.
    - Unsafe, disruptive, disrespectful, or rule-violating behavior may result in removal from the program.
    - Poor conduct may lead to dismissal without a refund.
    - Serious or repeated violations may affect eligibility for future programs or Fee Assistance.
    - Determinations will be made by the Recreation Manager or designee.

12. **Misuse of Fee Assistance Funds**
    Actions such as falsifying information, transferring benefits, enrolling without approval, or misrepresenting household eligibility may result in:
    - Removal from programs
    - Repayment of funds
    - Disqualification from future assistance

13. **Attendance Expectations**
    Fee Assistance is intended to support active participation.
    - Excessive no-shows, repeated withdrawals, or chronic absenteeism may result in the temporary suspension of eligibility.
    - Participants unable to attend must follow the cancellation policy so the space can be offered to others.

14. **Appeals Process**
    Applicants who believe their application was denied in error may submit a written appeal within 10 business days. Appeals will be reviewed by the Recreation Manager, and decisions are final.

15. **Future Changes to the Fee Assistance Program**
    Program guidelines, eligibility requirements, funding levels, and procedures are subject to change based on funding availability and operational needs. Updates may occur without prior notice.

Application & Registration Process

The Application and Registration are two separate processes. The head of household is responsible for both. Anyone seeking fee assistance should submit their application several weeks prior to program registration. The Fee Assistance program is not retroactive and cannot be used as a refund for already paid fees. Applications may be submitted prior to when an activity opens for registration. Applications do not secure placement in any program.

Application Process
Please submit your application several weeks prior to registration for a program. Complete the application in full and submit for review and processing online, or in-person at the Community or Recreation Center. Include all supporting documentation to streamline approval. If you have any questions or need assistance completing the application, please contact staff.

Applications will be reviewed and processed within 5–10 business days. All incomplete application packets will be returned or denied funding.

You must submit the following documents at the time of application:
- Fee Assistance Application
- Proof of residency (utility or valid driver’s license or California State issued identification card)
- Approved income verification documents, see below for acceptable income documentation

Registration Process
Once approved, the head of household can register and complete the program waivers for the participant online or in-person at our facilities. An invoice for the remaining balance will be placed on the head of household's account. All funds must be paid before the program begins to secure the participant's placement.

Acceptable Forms of Income Documentation
Applicants must provide one of the following forms of income verification:

- Proof of qualifying for a utility low-income program (e.g., PG&E CARE or FERA)
- An eligibility letter from a State, Federal, or County assistance program (e.g., Medi-Cal, CalFresh, SNAP)
- Verification of unemployment benefits
- For foster youth: a letter from Yolo County Children & Family Services

If an applicant cannot provide the documents listed above but their household income falls within the United States Department of Agriculture (USDA) Income Eligibility Guidelines, the head of household may submit supplemental documentation to verify income. Acceptable supplemental documents include:

- Recent income tax returns
- Social Security benefit statements
- Payroll stubs or wage statements
- Other documentation demonstrating household income, s*ee the chart below for income eligibility thresholds.*

Gross Income Eligibility Guidelines
Based on the United States Department of Agriculture (USDA) Income Eligibility Guidelines Effective July 1, 2025, through June 30, 2026

Household Size	Annual	Monthly	Household Size	Annual	Monthly
1	$28,953	$2,413	5	$69,653	$5,805
2	$39,128	$3,261	6	$79,828	$6,653
3	$49,303	$4,109	7	$90,003	$7,501
4	$59,478	$4,957	8	$100,178	$8,349

Each additional household member adds $10,175 to the annual income ($848/month).