City of Flagstaff
Recreation Services
Reduced User Fee Guidelines

Recreation Services offers a Reduced User Fee (RUF) Program to Flagstaff City residents who are experiencing financial hardships. The RUF program offers a **50% reduction** in price for individual use and can be applied towards Recreation staff organized programs, annual passes, trips, lessons, general admissions, and skate rental.

Program Philosophy

Participation in leisure, recreational, and fitness activities has proven to provide safe, healthy activities, reduce health risks and issues, and strengthen family and community relations. To instill the value of these benefits, the City of Flagstaff is willing to subsidize program fees by 50% for eligible individuals on one of four social service programs or a gross annual income meeting the Federal Poverty Level Guidelines.

It is believed that a strong sense of ownership and pride is developed when the RUF recipient contributes to the cost of the program. Therefore, qualified applicants will receive a reduction in price in the amount of 50% of the program fee. Applicants are required to pay the remaining 50% of the program fee.

Eligibility Criteria

One of four social service programs or verification of the annual gross income will be used to determine eligibility for the Reduced User Fee Program. Applicants must qualify or meet the criteria for one of the following:

- Food Stamps ("SNAP" - Supplemental Nutrition Assistance Program).
- Arizona Health Care Cost Containment System (AHCCCS).
- Temporary Assistance to Needy Families (TANF).
- General Assistance (GA).
- Gross annual income meeting the United States Department of Health & Human Services Poverty Guidelines (listed below).

Family Size	1	2	3	4	5	6	7	8
Annual Income	$11,770	$15,930	$20,090	$24,250	$28,410	$32,570	$36,730	$40,890

- The Reduced User Fee Program is restricted to Flagstaff City residents only.
- Only eligible members of the household will be allowed the 50% discount (annual passes will be prorated according to the number of members purchasing the pass and then the 50% discount will be applied to the eligible member's portion of the pass).
- Approved applications are valid for one year.
- Facility rentals, contracted instructor classes, 3 and 6 month passes, out of area trips, overnight trips, and league registrations are not eligible for reduced user fees.

(Over)

Eligibility Requirements

- RUF applications must be completed by participant, parent, or guardian over the age of 18.
- A copy of a driver's license or picture ID must be submitted for identification purposes.
- A current utility bill or other identification that shows Flagstaff City residency must be submitted for residency verification.

Plus one of the following:

- A copy of applicant's Food Stamp eligibility letter (listing the monthly household allotment) from the State of Arizona Department of Economic Security (a copy of the Food Stamp (Quest) card is not an acceptable form of verification).
- A copy of applicant's AHCCCS eligibility letter (listing all eligible household members) from the State of Arizona Department of Economic Security (a copy of the Annual Health Plan Enrollment form and AHCCCS cards are not acceptable forms of verification).
- A copy of applicant's TANF eligibility letter (listing all eligible household members) from the State of Arizona Department of Economic Security.
- A copy of applicant's GA eligibility letter (listing all eligible household members) from the State of Arizona Department of Economic Security.
- Proof of gross financial information:
  - Most recent tax return.
  - 4 most recent paychecks from EACH employer for all persons in the household (receipts must show gross wages).

Program Processing

- Applications are processed on a first come, first served basis based on the annual availability of funds. Funding availability is determined by budget allocations each fiscal year.
- Recreation Administrative staff will review applications; all information is handled confidentially.
- Applications will be processed within 5 business days after all the necessary documentation is provided and verified.
- Applicants will receive notification through the mail that their application has been processed.

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