PLAY Application Checklist

Use the following checklist to ensure you complete all steps before you submit your application. Incomplete applications cannot be accepted.

**Applicant**
Are You a Denver Resident? If NOT, you are not eligible for financial assistance, but you may be eligible for an Additional Member Discount.

**Checklist**
- All application fields are complete and legible
- Provide verifying documents in the following categories for each adult in the household:
  - Picture Identification
  - Proof of Denver Residency
  - Proof of Income
- Proof of guardianship for each dependent household member on the application
- Give your completed application and documents to the recreation center staff and review together
- DO NOT give us social security cards or numbers

**Recreation Center Staff**
1. Ensure each of the following requirements are met before submitting a PLAY Application
   **Checklist**
   - Customer is a Denver resident
   - All application fields are complete and legible
   - Each of the required verifying documents are included with the application
     - Picture identification
     - Proof of Denver residency
     - Proof of income
     - Proof of guardianship
     - Proof of dependent college student, if applicable
   - All documentation is legible and appropriate
   - Customer is in ActiveNet and all information is updated
   - Black out or remove any social security numbers before scanning
   - Application approved by supervisor
2. Please ensure the scanned application and all verifying documentation are in a single PDF then e-mail to PLAY@denvergov.org. Scanned documents should be upright and legible.

**TO BE COMPLETED BY RECREATION STAFF ONLY**

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Staff Submitting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center/Program:</td>
<td>Date Accepted:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Supervisor Approval Date:</td>
</tr>
</tbody>
</table>

Revised 3-2-18
PLAY Application
_Parks & Recreation Looking to Assist You_

PLAY is a needs-based financial assistance program for Denver residents.* For those who qualify, it reduces the price of memberships and most activities greater than $15.00. If you cannot afford the membership or activity fee, please use this form to apply for PLAY. Applications are reviewed and awarded based on the demonstrated and expressed need of the applicant. Once the discount is approved, it is valid for one year from the approval date.

Instructions: Complete and return the application along with all required documents to any recreation center. Applicants will be contacted within three business days after an application has been submitted.

<table>
<thead>
<tr>
<th>Today’s Date: ___________________________</th>
<th>Recreation Center: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Name: _____________________________</td>
<td>First</td>
</tr>
<tr>
<td>Street</td>
<td>Unit</td>
</tr>
<tr>
<td>Primary Contact #: _______________________</td>
<td>Secondary Contact #: _______________________</td>
</tr>
<tr>
<td>Email: _____________________________________</td>
<td>(required)</td>
</tr>
</tbody>
</table>

*Applicants must be Denver residents to qualify
Acceptable Forms of Documentation

Instructions: Provide one form of documentation for each adult in the categories of Picture Identification, Income and Residency. This is required for each adult in the household. Provide proof of guardianship for each child in the household.

**Picture Identification (Adults)**
- [ ] Driver's License or Identification Card
- [ ] College Issued School Identification
- [ ] Government Issued Identification
- [ ] Military Identification
- [ ] Consular Identification Card
- [ ] Passport

**Proof of Income (Adults)**
- [ ] Pay Stubs for Most Recent Month
  Choose how often you are paid
  - [ ] Paid Weekly
  - [ ] Paid Bi-Weekly
  - [ ] Paid Monthly
  - [ ] N/A
- [ ] Tax Return (most recent year)
- [ ] Unemployment Award Letter
- [ ] Temporary Assistance for Needy Families (TANF) Award Letter
- [ ] Social Security Award Letter/AD&ID
- [ ] Current Letter from Homeless Shelter
- [ ] Financial Aid Award Letter

**Proof of Residency (Adults)**
- [ ] Driver's License or Identification Card
- [ ] Public Service Bill
- [ ] Lease Agreement
- [ ] Current letter from Homeless Shelter
- [ ] Vehicle Registration

**Proof of Guardianship (Children)**
- [ ] Birth Certificate
- [ ] School Issued Registration
- [ ] School Issued Summary Report
- [ ] Court Custody/Guardianship Papers
- [ ] Notarized Document Proving Custody or Guardianship
- Dependent College Students - Provide one of the following:
  - [ ] College Issued School Identification Card
  - [ ] College Issued Registration Record
  - [ ] College Issued Class Schedule
  - [ ] Financial Aid Award Letter
  *Verification required for each child

I certify that the above information is true and complete to the best of my knowledge. I agree to inform Denver Parks & Recreation immediately of any change in my income or family size. I understand that false or incomplete information will disqualify my household for consideration for financial assistance.

Applicant Signature: __________________________ Date: ________________

Although the Open Records Law applies to all public documents, Denver Parks & Recreation will do everything, within the limitations of the law, to keep applications and supporting documentation strictly confidential.

**TO BE COMPLETED BY CENTRALIZED PLAY STAFF ONLY**

| Date application was received: __________________________ | Date application was processed: ________________ |
| APPROVED | DENIED |
| Percentage Awarded: __________________________ |
PLAY Financial Assistance Frequently Asked Questions (FAQ)

1. Who is eligible to apply for financial assistance?
   Denver Parks & Recreation provides financial assistance to City and County of Denver residents.
   Documentation is required for all financial aid requests.

2. How does the financial assistance program help?
   If you qualify, a discount will be applied to annual and month-to-month memberships, 15 & 30 visit
   passes and most activities that require a fee. Activities that are not PLAY eligible are: single visit passes,
   field trips, personal training, specialty fitness classes, private swim lessons, tennis, and adult sports.

3. How do I apply for financial assistance?
   Start by picking up an application at any Denver Recreation Center or online at
   financial-assistance.html.
   Complete the application, provide documentation and turn in at any recreation center. You will receive a
   response within three business days.

4. How long does my discount last?
   Your discount will be valid for one year from the date on your award letter. Once your award expires,
   you must reapply. For month-to-month memberships, the non-discounted amount will take effect the
   month following the award expiration.

5. What if my application is denied?
   You will receive an e-mail providing the reason(s) for the denial. You can then reapply three months
   from your denial date.

6. What if I don’t turn in all of the required documents?
   The application cannot be processed without all required documents. If the application is received
   without all required documents, you will have five business days to provide them. If they are not
   received within five business days the application will be voided. You may reapply once you have
   gathered all of the required documents.

7. Can I use my discount for things like sports or fee based activities?
   Yes, you can use your discount for most activities. See question #2 for details. However, your
   application must be submitted at least two weeks before the activity/sport registration date. Applications
   received after the two week deadline may be denied and the applicant will be charged full price for the
   activity/sport.

8. Can you reserve a spot for me while my application is being processed?
   We are unable to reserve spots while your application is being processed.

9. Who in my household should I list on the application?
All adults and all children under 18. Include dependent college students on the application.

10. Will my financial information be kept confidential?

Although the Open Records law applies to all public documents, Parks & Recreation will do everything, within the limitations of the law, to keep applications and supporting documentation strictly confidential. Individual names of applicants will not be used in any reports or analysis.

11. How can I find out more?

Visit your nearest Denver recreation center to find out more or check us out online at www.denvergov.org/recreation.