

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 PLEASE PRINT

Applicant Name: _____	Staff Submitting: _____
Center/Program: _____	Date Accepted: _____
Supervisor: _____	Supervisor Approval Date: _____

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&D
- 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: _____
<div style="display: flex; justify-content: space-around;"> APPROVED DENIED </div>	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

<https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/recreation-centers-pools/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 affect 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.