

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 Denver Recreation Center. Applicants will be contacted within three business days after an application has been submitted.

Today's Date: _____	Recreation Center: _____		
Adult Name: _____			
First	Last	Initial	Date of Birth
Address: _____			
Street	Unit	City	Zip
Primary Contact #: _____		Secondary Contact #: _____	
Email: _____ (required)			

First & Last Name	Date of Birth	Age	Gender	Monthly Net Income

**Applicants must be Denver residents to qualify*



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 Residency (Adults)

- Driver's License or Identification Card
- Public Service Bill
- Lease Agreement
- Current letter from Homeless Shelter
- Vehicle Registration

Proof of Income (Adults)

- 2 Most Recent Paycheck Stubs
 - Choose how often you are paid
 - Paid Weekly
 - Paid Bi-Weekly
 - Paid Monthly
 - None
- 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 Guardianship (Children)

- Birth Certificate
 - School Issued Registration
 - School Issued Summary Report
 - Court Custody/Guardianship Papers
 - Notarized Document Verifying 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: _____

