



LEXINGTON RECREATION AND COMMUNITY PROGRAMS FINANCIAL AID REQUEST PROCEDURE

1. Requests for financial aid must be made in writing, by you, the applicant, using the attached Recreation and Community Programs *Financial Aid Request* form (also found online). Allow adequate time (a minimum of two weeks) before the start of a program for the processing and approval of your request. It is your responsibility to assure there is space in the program you are requesting before submitting the request for aid.
2. Applicants must schedule a meeting with a licensed social worker at the Lexington Human Services Department (781-698-4840). It is required that you bring the request form and verification of your household income (see below for examples of what this may include). We use LIHEAP (Low Income Home Energy Assistance Program) to determine eligibility (further information may be found at www.mass.gov). All financial aid awards are based on individual circumstances and available funding. The social worker will complete a confidential *Financial Needs Assessment* (which remains at the Human Services Department) and will sign-off on your request form. The request will be submitted directly to Recreation and Community Programs for further review.
3. The Director of Recreation and Community Programs or designee will review requests in collaboration with the Human Services Department. All such conversations are confidential.
4. You will be notified by e-mail with a determination of the amount of financial aid to be awarded and notified at that time of any balance due by you, the applicant, for the program requested.

Verification of household income is required. (Examples include but are not limited to the following.)

Earnings from Work

Wages/Salaries/Tips
Strike Benefits
Unemployment Compensation
Worker's Compensation
Income from Self-Owned
Business/Farm

Pensions/Retirement/Social Security

Pensions
Supplemental Security Income
Retirement Income
Veterans Payments
Social Security

Welfare/Child Support/

Alimony
Public Assistance Payments
Welfare Payments
Alimony/Child Support
Payments

Free/Reduced Lunch Status

Families who are currently eligible for free or reduced lunch through the school system do not need to submit any additional information.

Other Income

Disability Benefits
Cash Withdrawn from Savings
Interest/Dividends
Income from Estates/Trusts/
Investments
Net Royalties/Annuities
Net Rental Income
Any Other Income

APPLICATION FOR FINANCIAL AID REQUESTS ARE REQUIRED ANNUALLY WITH HUMAN SERVICES



Town of Lexington
Recreation and Community Programs

Melissa Battite, CPRP
Director of Recreation and Community Programs

Tel: 781-698-4800
Fax: 781-861-2747

Financial Aid Request

Please see "Financial Aid Request Procedures" before submitting this request for program financial aid.

Requests must be submitted a minimum of two weeks before a program is to begin to allow time for review and approval. All requests will be reviewed. The applicant will be notified by email regarding approval. Information provided is kept confidential.

I am requesting financial aid for myself or the following family member(s) for the program(s) stated below.

Name of Applicant: Gender DOB

Relationship to participant(s): School Child(ren) attending

Address:

Home Phone: Cell: Work:

Email:

Comments (optional)

Applicant's Signature: Date:

Participant #1: Name: Gender Age DOB Grade

1. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

2. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

3. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

Participant #2: Name: Gender Age DOB Grade

1. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

2. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

3. Program requesting: Fee: \$
Dates of program: to day time: ; if applicable, T-shirt size

www.lexingtonma.gov/recreation
recdept@lexingtonma.gov

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