



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: July 17, 2017

The Parks and Recreation Commission met on July 11, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Amy Strosnider

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Closed Session - Closed Session: Mr. Sandy moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition and/or disposal of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Madagan, motion carried unanimously (7-0).

Mr. Morrison moved to exit closed session, second by Ms. Gerometta, carried unanimously (7-0). All Commission members were polled re: any discussion besides matter for closed session, all said no.

2. Economic Disadvantage Policy – Mr. Sandy moved to adopt the Economic Disadvantage Policy (500.08), second by Mr. Madagan motion carried unanimously (7-0). The Economic Disadvantage Policy is attached.

3. Play Fund - Mr. Madagan moved to request a supplemental appropriation in the amount of \$829.75 from the Finance Committee to be included in FY17 and be disbursed to revenue codes where financial assistance was used, second by Ms. Gerometta, carried unanimously (7-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

4. Buildings and Grounds Committee – Proffer Request for Abrams Creek Design – The Buildings and Grounds Committee recommended \$65,000 in proffer funds be used for design and engineering work for Phase I of the Abrams Creek Greenway Trail contingent on having satisfactory easement from the Phase I property owners. This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

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5. Youth Sports Partner/Appeals/Public Relations Committee – Youth Sports Partner Fall 2017 Agreements - The Youth Sports Partners/Appeals/Public Relations Committee recommended adopting the Youth Sports Partner Agreements for Frederick County American Little League, Frederick County National Little League and Blue Ridge Youth Soccer Association as submitted, second by Mr. Madagan, carried unanimously (7-0).

Attachment

cc: Gary Longerbeam, Chairman
Robert Wells, Board of Supervisors' Non-Voting Liaison

ECONOMICALLY DISADVANTAGED FEES

500.08

PURPOSE:

To provide leisure services to Frederick County youth who are economically unable to participate in programs offered by the Frederick County Parks and Recreation Department.

GOAL:

To provide all Frederick County youth the opportunity to participate in recreation programs offered by the Frederick County Parks and Recreation Department and to establish guidelines that assist in the cost recovery of programs.

POLICY:

Recreation Programs excluding the basicREC, Camp basicREC, or ASE programs:

The Frederick County Parks and Recreation Department will make recreation programs available at a reduced rate to those Frederick County youth who qualify as economically disadvantaged. To be eligible for assistance, total gross household income must be within 130% of the Federal Poverty Guideline.

In order to verify eligibility for financial assistance or a reduced fee for programs; Frederick County residents will be asked to provide the Frederick County Parks and Recreation Department with:

1. Copy of letter from Frederick County Public Schools stating the household has qualified for free or reduced lunch.

OR

1. Copy of most recently filed Federal Income Tax Forms (showing total gross income) from all members of the household earning income.
2. Copy of their most recent three months' worth of original pay stubs from all members of the household earning income and information on all support income. (Including child support payments, social security, etc.)

All requests made on behalf of a minor (under the age of 18) must be made by the parent or legal guardian with whom the minor resides.

1. Any County resident that qualifies for the free lunch program through FCPS will receive a 50% discount off of the cost of any youth activity offered by FCPRD.
2. Any County resident that qualifies for the reduced lunch program through FCPS will receive a 25% discount off of the cost of any youth activity offered by FCPRD.
3. Each individual that qualifies for assistance is eligible to receive a maximum of \$150 in discounts in a calendar year (January 1 through December 31).

The above guidelines are subject to change based on the availability of funds within the Recreation Reserve PLAY Fund.

basicREC, CAMP basicREC, ASE Programs:

All Frederick County residents seeking assistance for basicREC, CAMP basicREC, or ASE must do so by contacting the Frederick County Department of Social Service Department and requesting the desired program.

The following is the procedure for receiving a discounted fee and establishes the criteria for the basicREC, CAMP basicREC, and ASE Programs to accept participants paying a reduced fee:

- Frederick County Department of Social Services (FCDSS) will determine eligibility of Residents seeking a fee reduction (See Appendix A for eligibility guidelines)
- FCDSS will inform Frederick County Parks and Recreation (FCPRD) of the amount of the reduced fee
- FCPRD will establish a weekly payment plan and assist registering eligible residents
- FCDSS will conduct an annual review to re-evaluate for eligibility and inform FCPRD when criteria has no longer been met
- The total percentage of DSS students enrolled does not exceed 10%
- The program attendance (not including discounted student enrollment) capacity does not exceed 95%

All requests must be made prior to registering for a program.

In the event, Frederick County Parks and Recreation discovers false information on a request, full applicable fees will be due within thirty days of discovery.

Prior to acceptance of residents qualified for reduced rates, the program must meet the budgeted minimums. All other rules and regulations regarding registration, refunds, etc., will apply as stated in the policy manual. Any other exceptions will be considered on a case by case basis, subject to the discretion of the Director or his designee.

Approved: March 2016

Attachment A

Parks & Recreation – basicREC and the Department of Social Services **Child Care Assistance Procedures** **Effective June 12, 2017**

A Child Care application is completed and submitted by the applicant who identifies Frederick County Parks & Recreation Department as the provider for their school aged child/children. The Child Care Worker will determine the applicant's eligibility per current Child Care guidelines with the exception of the Department of Child Support Enforcement Cooperation policy. Eligibility requirements are as follows:

- Applicant/children reside in Frederick Co.
- Children must be U.S. Citizens or qualified aliens
- Identity of Applicant must be verified
- Household must have a current need i.e., working/participating in an approved activity such as an education or training program
- Age – Children served must be under age 13
- Household gross monthly income must be less than the State Maximum Income Level (See attached guidelines)
- Fee assessed based on household size & income using Department of Social Services Family fee scale, if applicable (See attached guidelines)
- Minimum fee of \$40/month for households who may not otherwise be assessed a fee (example: TANF/Caretaker). Households with no income due to school enrollment, no employment, families not receiving child support and/or TANF/VIEW households with no income would be handled on case by case bases. Depending on the circumstances households may not be assessed a fee – final determination made by Parks & Rec.
- Fees must remain current. Delinquent or failure to pay the monthly fees will result in discontinuation of services (final determination made by Parks & Rec.)
- Yearly review to be completed by the Child Care Worker per guidelines based on the application date

A Parks & Rec Enrollment/Registration Packet is required at initial eligibility, beginning of each new school year and summer enrollment. School year camp signups will be handled by the client contacting Parks & Rec. directly to register.

A Parks & Rec enrollment packet will be given to the applicant by the Child Care Worker after the household is found to be eligible for assistance. The applicant/client must complete the enrollment packet and return it to Frederick County Parks & Rec. to complete the registration process. The Packet includes: Participant Information Form, Installment Billing Authorization, Medication Consent Letter, Medication Consent Form, & Parent Information Booklet.

When eligibility is determined, and confirmation of availability is obtained, a completed Child Care Agreement form will be given to the client along with the Parks & Rec enrollment packet to register through Parks & Rec. A second copy of the Child Care Agreement will be sent to the

basicREC Manager to notify them of a client's eligibility and pending enrollment to be completed. (See attached sample)

Once enrollment is completed through Parks & Rec., by the client, the basicREC Manager will sign the Child Care Agreement and return it to the Child Care Worker to be put in the clients file.

All fees are paid weekly, a week in advance and will begin the Monday following enrollment/registration through Parks & Rec.

Example: DSS Client completes registration through Parks & Rec on Wednesday May 17, 2017. Fee assessed is \$40/mo. The client's first payment of \$10 will be automatically withdrawn on Monday, May 22, 2017. This payment covers services received the following week, May 29, 2017 – June 2, 2017 & will continue each week thereafter until services terminate.

A revised Child Care Agreement will be sent to the client and Parks & Rec/basicREC Manager if a client's services terminate. Agreements will be sent two weeks prior to the termination date. Services will be terminated if the client fails to make the fee assessed to the household (final determination made by Parks & Rec.) All fees are expected to be paid up to date by the client upon termination date. Any remaining fees owed that aren't paid could prohibit services being approved in the future. (Final determination made by Parks & Rec.)

Parks & Rec. will notify the Child Care Worker in a timely manner either verbally or in writing when they request services to be discontinued of any Department of Social Services Client. Parks & Rec. will notify the Child Care Worker of obvious underutilization of services that occur on a consistent basis or services not being utilized at all so families who may be waiting to receive services through Parks & Rec. can be processed accordingly.

Maximum enrollment availability per school or a total maximum enrollment for Social Services clients will be at the discretion of Parks & Rec. and communicated to the Child Care Worker accordingly. If enrollment through Parks & Rec. is being utilized by the maximum amount of families determined by Parks & Rec., the Child Care Worker will maintain a waiting list of clients based on the requested basicREC site being requested. Once space becomes available the Child Care Worker will determine if the household is still eligible after receiving updated information.

The Child Care Worker will provide a monthly updated spreadsheet to Parks & Rec./basicREC Manager of current clients, monthly fee amounts, and eligibility periods. The Child Care Worker and basicREC Manager will meet quarterly to verify enrollment, make updates or address any concerns and each will provide an update to their agency supervisor.



Tamara Green
Director

FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES

107 N. KENT STREET, THIRD FLOOR
WINCHESTER, VA 22601
(540) 665-5688

CHILD CARE AGREEMENT FREDERICK COUNTY PARKS & RECREATION BASIC REC PROGRAM

Worker Name – Shaie' Lambert
Phone # 540-665-5688 ext. 136
Fax # 540-535-2146

CLIENT CASE #:

YEARLY REVIEW DATE:

DSS CASE/CLIENT NAME:

CLIENT CONTACT INFORMATION

PH#:

EMAIL:

PROVIDER: **Frederick County Parks & Recreation – Attn: Jason Brown**

SCHOOL YEAR SITE LOCATION:

REQUESTED SUMMER CAMP SITE LOCATION:

MONTHLY COPAY: \$ _____ (Clients copay will be automatically drafted from their bank account by Frederick County Parks & Recreation – Client must complete the applicable paperwork for automatic draft when completing the enrollment paperwork for their child/children prior to child care services beginning).

EFFECTIVE BEGIN DATE:

EFFECTIVE END DATE:

CASE TERMINATION

DATE:

(NOTE: Services are approved for 12 consecutive months unless the household is found not eligible per program eligibility requirements prior to the 12th month or parent/provider request termination of services. Eligibility of continued services will be reviewed yearly by FCDSS Child Care Worker).

EXPLANATION OF AUTHORIZED CARE (# of days per week authorized based on client's current need for care):

_____ Days per week – FD's for Summer and School Closings & PD's for School Year

CHILD #1:

AGE:

D.O.B:

SPECIAL NEEDS: Y/N

CHILD #2:

AGE:

D.O.B:

SPECIAL NEEDS: Y/N

CHILD #3:

AGE:

D.O.B:

SPECIAL NEEDS: Y/N

CHILD #4:

AGE:

D.O.B:

SPECIAL NEEDS: Y/N

SIGNATURE OF CHILD CARE WORKER

DATE

SIGNATURE OF PARKS & REC PROGRAM MANAGER

DATE