



## Town of WESTFORD PARKS, RECREATION & CEMETERY DEPARTMENT

P.O. BOX 2444 • 35 TOWN FARM ROAD  
WESTFORD, MASSACHUSETTS 01886  
OFFICE: (978) 692-5532  
FAX: (978) 392-4471

### Westford Recreation Financial Assistance Guidelines

- ❖ Financial assistance is available for Westford residents in need & meeting one of the following requirements:
  - You are working part or full time.
  - You are actively looking for a job.
  - You are taking a maternity leave from paid employment (up to 12 weeks leave)
  - You are in an education or training program (not including graduate, medical, or law school)
  
- ❖ Applications must be submitted 2 weeks prior to program start. Any applications and registration forms received less than 2 weeks must include payment until a determination can be made on your application. Any changes made by you to your child's schedule must be reviewed for approval and redetermination of eligibility. At the end of your period of eligibility, you will need to repeat the application process. A change in family income must be reported to the department immediately for review.
  
- ❖ Applications will not be processed without proper documentation, including **ALL** of the following:
  - Completed Financial Assistance Application
  - Completed WPC After School Program, Kids Club, Destination Exploration or CIT registration form
  - Proof of Income (for all household members over 18)
    - Most Recent Tax Return
    - Last 4 Pay Stubs
    - Child Support
    - TAFDC
    - SSI
    - Unemployment
  - Proof of Residence
    - Drivers License
    - Utility Bills
  
- ❖ The Director of Parks & Recreation reviews all requests and grants financial assistance on individual circumstances. Westford Parks & Recreation determines eligibility for assistance based upon the Commonwealth of Massachusetts Department of Early Education & Care Income Table. You may be asked to come in to meet with the Director and discuss your application.
  
- ❖ Assistance is designed for core program. Additional activities such as, added blocks (WPC), Special Programs (WPC), early arrival (KC & DE), extended day (KC & DE), swim lessons (KC & DE), tennis lessons (KC) must be paid for by the applicant. Late fees, finder's fees and returned check fees are the responsibility of the applicant as well.
  
- ❖ Payment plans can be arranged with individuals who cannot pay a program fee in one sum. This option will be designed on a case by case basis by the Director of Parks & Recreation in conjunction with the applicant.

# Westford Parks & Recreation Department

35 Town Farm Road  
PO Box 2444  
Westford, MA 01886  
978-692-5532

## APPLICATION FOR FINANCIAL ASSISTANCE

Financial assistance is available for Westford residents registering their children for one of the following programs: WPC After School Program, Kids Club, Destination Exploration and Leadership Program. Assistance is designed to be awarded for core program. Additional activities must be paid for by the applicant. Additional activities include but are not limited to; added blocks (WPC), Special Programs (WPC), early arrival (KC & DE), extended day (KC & DE), swim (KC & DE), tennis lessons (KC). Late fees, finder's fees and returned check fees are the responsibility of the applicant as well. Applications must be submitted 2 weeks prior to program.

**\*Important:** *Completing a financial assistance application does not register a child for a program. You must complete a registration form for the program for which you are seeking assistance as well. Submit registration, financial assistance application and all required documents listed below to the recreation office. Incomplete applications will not be reviewed.*

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Westford, MA 01886

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Has applicant received financial aid from Westford Parks & Recreation before?  Yes  No

Immediate Household Members: \_\_\_\_\_ Total Adults (18+) \_\_\_\_\_ Total Children

Check One: \_\_\_\_\_ Single Parent Household \_\_\_\_\_ Two-Parent Household

Household Member Names	Age	Relation to Applicant

**TOTAL FAMILY INCOME BEFORE DEDUCTIONS \$** \_\_\_\_\_

(include wages of **all** working household members (18+), welfare payments, child support, pension, social security, scholarships, regular contributions from persons not living in household).

**REQUIRED:** You must attach **ALL** the following: **Most Recent Tax Return, Utility Bill (Show proof of residence), Latest 4 pay stubs of ALL working household members, and Proof of Child Support, TAFDC, SSI, Alimony and/or Unemployment, if received.**

Please indicate any special circumstances that relate to this request. Additional pages may be attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee for Program \$ \_\_\_\_\_ Amount parent/guardian will pay \$ \_\_\_\_\_

Amount from other sources \$ \_\_\_\_\_ Amount requested \$ \_\_\_\_\_

I, \_\_\_\_\_ (name of applicant), give permission to Westford Parks and Recreation officials to verify information on this application. I understand that deliberate misrepresentation of information may disqualify my application for scholarship consideration. I hereby certify that all of the above information is true and correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_