



Financial Assistance Recreation Programs Policy & Procedures 2026-2027



Purpose:

It is the philosophy of the City of Waukesha Parks Recreation & Forestry Board and Department (WPRF) that program participants help defray the overall cost of the activity (i.e. equipment, facilities, staffing, etc.) through the assessment of user fees and charges. However, the Board/Department believes that everyone, regardless of income, should be able to participate in city-sponsored recreation opportunities. To help facilitate participation, financial assistance is available to eligible residents. Facility rentals are not eligible for assistance. Application can be found online at: <https://www.waukesha-wi.gov/government/departments/financial-assistance-program.php>

Verification:

City residents requesting financial assistance **must verify** eligibility by providing at least **one** of the following documents. **Documents must be current (30 days or less) at time of application.**

- Most recent Aid to Families with Dependent Children (AFDC) or Temporary Assistance for Needy Families (TANF) payment stub.
- Written Proof of receiving BadgerCare, Food Share, Foster Care, Medicaid, or Supplemental Security Income (SSI). A benefit letter from the agency you receive the aid from is the proof we require. You may also print a copy from the ACCESS website or provide a screenshot showing who is enrolled in the program under.
- **I.D cards and MYAccess App screenshots are not suitable forms of documentation**

Assistance Procedures:

1. Financial Assistance can only be applied toward recreation programming with the following exceptions: all senior/family trips, programs when the primary costs are contractual and/or programs are conducted by non-department employees and other programs listed in #4 below.
2. Residents may apply for financial assistance for themselves or any member(s) of their household of which they have guardianship and verification. Eligibility is determined on an individual basis, and financial assistance applies only to those household members who qualify.
3. Residents are eligible to receive a 40% reduction of the program fee if qualified for Badgercare and registered by the registration deadline. Those residents qualifying for Food Share, Foster Care, Medicaid or SSI will receive a 65% reduction of the program fee if registered by the registration deadline.
4. Those qualifying for the 65% reduction will also be eligible for a 25% reduction in the discounted Pool Pass Program, provided that all individuals included on the pass independently qualify for the 65% reduction:
5. Please allow up to two weeks for the processing of the Financial Assistance Application. If an applicant wants to register for a program while the application is under review they must pay the full program fee at the time of registration to secure a spot. If financial assistance is approved, the approved assistance amount will be refunded. However, financial assistance will not be applied to, or refunded for, any programs that were registered prior to the application submission date. No exceptions will be made.
6. This is a school year qualification, and a new application and current verification needs to be renewed each year on August 1.
7. Application must be fully completed with **current (30 days or less)** verification documents. .

8. Non-residents not owning city property or residing within city limits are not eligible.

PRFB Approval: