



# EVERYONE PLAYS!

## SCHOLARSHIP APPLICATION

Milwaukee Recreation's Youth Program Fund provides financial assistance to youth living in the City of Milwaukee who may not be able to afford Recreation Department enrichment programs. Scholarships are available to all eligible youth; however, due to a limited amount of funding each program season, all applications are evaluated on a first come, first serve basis.

### PARENT/LEGAL GUARDIAN

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

### LIST ALL CHILDREN APPLYING FOR SCHOLARSHIP (UNDER 18 LIVING IN HOUSEHOLD)

First Name	Last Name	Birthdate	Gender	MPS Student ID # (if applicable)

Do you have an account with Milwaukee Recreation?:  Yes  No  
 Amount Able to Pay: \_\_\_\_\_ Total Scholarship Amount Being Requested: \_\_\_\_\_

<b>Eligibility Verification</b>	<b>ELIGIBILITY MUST BE VERIFIED BEFORE THIS APPLICATION WILL BE APPROVED.</b>
	<b>MPS Students</b> (eligibility already verified by MPS): MPS ID# used to confirm eligibility in Infinite Campus.
	<b>All Others:</b> Please select an option below <b>AND</b> attach proof of eligibility (letter from Agency, etc.): <small>(this includes MPS students whose eligibility is not verifiable in Infinite Campus - see Eligibility Requirements on reverse)</small>

SNAP/Foodshare  WI Shares  Foster Care  Badgercare Other: \_\_\_\_\_

Unable to Meet/Show Proof of Eligibility Requirements? Please Explain: \_\_\_\_\_

\_\_\_\_\_

➔ I have read the requirements and guidelines on the reverse side and certify that all information provided on this application is accurate.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY			
Clerk / Resource / Supervisor	Residency Verified? <input type="checkbox"/>	Infinite Campus	OR <input type="checkbox"/> Attached Documentation
	Eligibility Verified? <input type="checkbox"/>		RecTrac Receipt #: _____ Staff Initials: _____
Recreation Director or Designee	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason if Denied: _____		Date: _____
	Signature: _____		



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## SCHOLARSHIP PROGRAM

### DOCUMENTATION

Scholarship application, eligibility verification, and program registration form **MUST** be received **at least five (5) days prior to program start date.**

#### NOTE:

1. All documentation is **REQUIRED**. Applications with **incomplete** or **missing** documents **WILL NOT** be accepted
2. Program participation is **NOT ALLOWED** until application is approved. (**EXCEPTION**: Eligibility that can be verified in Infinite Campus).
3. If application is denied, full payment is required in order to enroll in program.

### ELIGIBILITY REQUIREMENTS

- **Must be a resident of the City of Milwaukee.**
- **Must be 17 years of age or younger (at the time scholarship application materials are received).**
  - **School-Aged Youth:**
    - a. MPS student eligibility verifiable in Infinite Campus (MPS Recreation staff will verify on-site) **OR**
    - b. Letter showing proof of **ANY** state or federal assistance received (plastic cards not accepted).
      - Examples: SNAP/Foodshare, Wisconsin Shares, Foster Care, Medicaid, etc.
  - **Pre-School Aged Youth:**
    - a. Eligible if an older sibling (who's in school & living in same household) is verified as eligible.
      - \*\***No older sibling in school (or eligibility cannot be verified)?** See School-Aged Youth (b) above.

### SCHOLARSHIP GUIDELINES/DISTRIBUTION

- **Up to \$100 per child, per school year (August 1 - July 31).**
  - Awarded funds may be used throughout the year.
  - Must reapply each year (funds expire on August 1st).
- **INELIGIBLE PROGRAMS:**
  - Before & After School Childcare Camps
  - Club Rec
  - Driver Education
  - Field Trips
  - All School-Based Sports (player fees, uniforms, etc.)
  - Special Events
  - Summer Recreation Enrichment Camps (SREC)
- **RESTRICTIONS:**
  - Cannot be used for supplies (not included in program fee).
    - a. Examples: Spanish books, swim caps, yoga mats, etc.
  - Cannot be used for snack bar or gift card purchases.
  - Cannot be used for rentals (facility, mobile units, etc.).
  - Funds cannot be transferred to another household.
  - Funds do not 'roll over' from year to year.
  - Funds cannot be used to pay for a previous transaction.
    - a. Only fees paid for enrollment in a current season can be refunded (paid for with scholarship funds).

### QUESTIONS?

Visit [www.mkerec.net/scholarship](http://www.mkerec.net/scholarship) or call (414) 475-8180.



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## SCHOLARSHIP PROGRAM

### FREQUENTLY ASKED QUESTIONS

- 1. Who can apply for a scholarship?** A parent or legal guardian of a child 17 years of age or younger who resides in the City of Milwaukee.
- 2. Do I need to be a City resident to apply for a scholarship?** Yes, all recipients must reside in the City of Milwaukee.
- 3. What documentation is needed to apply for a scholarship?** A completed scholarship application, a completed program registration form, and proof of ANY state or federal assistance received is required. Proof can either be 1) letter showing proof of ANY state or federal assistance received OR a screenshot from the agency website that confirms eligibility or, 2) verification in Infinite Campus (MPS students whose eligibility has already been verified). **No other verification will be accepted.** Eligible programs include (but are not limited to):
  - Foodshare/SNAP (WI Dept. of Health Services)
  - Foster Care (WI Dept. of Children & Families)
  - Homeless Assistance (WI Dept. of Children & Families)
  - Badgercare (WI Dept. of Health Services)
  - Refugee Assistance (WI Dept. of Children & Families)
  - Rent Assistance (City of Milwaukee Housing Authority OR Milwaukee County Health & Human Services)
  - Wisconsin Shares (WI Dept. of Health Services)
- 4. What if I cannot meet or show proof of eligibility?** Please provide a brief explanation on the application form. If you have additional questions call (414) 475-8180.
- 5. Can I apply for a scholarship for my grandchild, niece, nephew, or other relation?** To apply for a scholarship for a child, you must be that child's parent or legal guardian.
- 6. Who should be listed as members of the household?** List all children under 18 that reside in the household that could be eligible for a scholarship (even if he/she is not registering for a class). If you have more than six (6) children, please use an additional form.
- 7. My child does not attend an MPS school. Can I still apply for a scholarship?** Yes. The Everyone Plays! Scholarship Program is available to any eligible child residing in the City of Milwaukee.
- 8. What if I am a foster parent and want to request a scholarship for a foster child?** Foster children are eligible for scholarships. See question #4 above for further instructions.
- 9. Which activities cannot be paid for by a scholarship?** Scholarships cannot be used for:
  - Before and After School Childcare Camps
  - Club Rec
  - Driver Education
  - Field Trips
  - All School-Based Sports (player fees, uniforms, etc.)
  - Special Events
  - Summer Recreation Enrichment Camps (SREC)
  - Additionally, the following **CANNOT** be paid for with scholarship funds:
    - Supplies (not included in program fee - e.g. spanish books, swim caps, yoga mats, etc.)
    - Snack bar or gift card purchases
    - Rentals (facility, mobile units, etc.)
- 10. How much do I qualify for?** Each child is eligible to receive up to \$100, per school year (August 1 - July 31).
- 11. Do I have to spend all scholarship funds at one time?** No. Funds can be applied to programs during any season as long as the funds haven't expired and a balance still remains on your Milwaukee Recreation account.
- 12. Do scholarship funds expire?** Yes. Awarded funds are available for the duration of the current school year (August 1 - July 31). Recipients must reapply each year to be considered for another scholarship.
- 13. My child was approved for a scholarship last season. How do I go about registering for a class this season and using scholarship funds?** Unless funds expired on August 1st, you can register in-person at one of our Community Centers, at MPS Central Services (5225 W. Vliet St., Rm 56), or at the OASIS Building (2414 W. Mitchell St.).
- 14. How will I know if my scholarship application has been approved?** The Scholarship Coordinator will notify you via email (or phone if no email provided) regarding the application decision.
- 15. How can I check my child's scholarship balance?** You can check your scholarship balance by calling Milwaukee Recreation at (414) 475-8180.



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## SCHOLARSHIP PROGRAM

### PROCEDURE

#### 1. DOCUMENTATION - Clerical/Clerk/Resource/Supervisor:

- a. Verify completeness/accuracy of Scholarship Application Form,
- b. Verify City of Milwaukee residency (Infinite Campus OR attached documentation)
- c. Verify eligibility (Infinite Campus, attached documentation, OR assessment of explanation), document under 'Office Use Only' section, and initial, and
- d. Verify completeness/accuracy of Program Registration Form confirming contact info (phone and email) and ensuring request is not for an ineligible program.

\*IF ELIGIBILITY IS NOT VERIFIABLE IN INFINITE CAMPUS, notify applicant that:

- i. Program participation is NOT ALLOWED until application/eligibility is approved by the Scholarship Coordinator
- ii. Applicant will be notified of the decision via email.

#### 2. RECTRAC PROCESSING - Clerical/Clerk/Resource/Supervisor:

- a. Search for applicant and create account, if needed,
  - i. If already in RecTrac, check if participant is eligible for reduced fees
    - View household account ('Core' tab, 'Additional Family Members', then 'Features')
- b. Under 'Global Sales' select class and enroll participant ('Add to Cart'),
- c. Accept any payment\* from participant and enter this amount in the 'Total Paid' cell,
- d. If no payment, leave the balance owed (by zeroing-out the amount),
- e. Print two (2) transaction receipts,
- f. Enter the following 'Tickler' – "Balance owed pending scholarship approval", date (xx/xx/xx), and initials.
- g. Give 'pink' copy of Scholarship Application, 'pink' copy of program registration form, and a copy of RecTrac receipt to customer, and
- h. Inform participant that their enrollment is pending scholarship approval and that they will be notified of the status within 48 hours of submitting their paperwork.

\*If partial payment is made via CHECK or CASH, ensure that 'yellow' copies of scholarship application and registration form are included in that days deposit.

\*\*If scholarship has already been approved (e.g. from a previous season) and this is a subsequent program registration:

- i. Check if a 'Tickler' pops up OR
- ii. Verify fund balance in the participant's household account (under 'Financial' tab) OR
- iii. Process transaction and attempt to pay using the Scholarship payment option.

#### 3. PAPERWORK SUBMISSION - Clerical/Clerk/Resource/Supervisor:

- a. Staple together Scholarship Application, eligibility verification (where applicable), Program Registration Form, and RecTrac receipt, and
- b. Submit Scholarship documents to the Scholarship Coordinator (scan and email, if possible).

#### 4. FINAL PROCESSING - Scholarship Coordinator:

- a. Confirm document completeness/accuracy,
- b. Get Recreation Director approval, if needed,
- c. Delete 'Tickler' created in Step 2,
- d. Notify participant of decision. If denied, notify applicable Recreation Supervisor, as well,
  - i. If denied, enter the following 'Tickler' – "Scholarship request denied – Payment required", date (xx/xx/xx), and initial.
- e. Apply scholarship funds to participant account in RecTrac,
- f. Create new 'Tickler' on participant account stating the school year for which scholarship is approved (E.g. "Approved for 2019-2020 school year including summer 2020"),
- g. Process scholarship payment and print updated transaction receipt, and
- h. Attach all documents together and submit to Accountant for filing.

#### 5. FILING - Accountant:

- a. File all documents in 162.

#### 6. REPORTING/MONITORING - Scholarship Coordinator:

- a. Run scholarship report (via RecTrac) on a pre-determined basis. Share with applicable staff, as needed,
- b. Notify scholarship awardees who are not utilizing funds (pre-determined or as needed), and
- c. Delete any previous year, unused balances on August 1st of each year (reference 'Tickler' in RecTrac to confirm school year funds were awarded).

#### 7. FINANCIAL - Financial Planning and Budget Analyst:

- a. Work with the Office of Finance to withdraw funds from the US Bank account and deposit them into the Youth Program Fund Trust Account