



## Charles County Recreation, Parks, and Tourism

# RecAssist

### Background:

RecAssist is an annual (July 1 - June 30) scholarship fund program offered by the Charles County Department of Recreation, Parks, and Tourism to individuals who provide proof that they are current recipients of assistance from eligible programs listed below. Eligible recipients will receive a \$200.00 program credit to be used for recreation programs. Funds may also be used to purchase an annual RecPass that may be used for drop-in admission at any school-based Community Center, Elite Gymnastics and Recreation Center, Waldorf Senior & Recreation Center, and all pool locations. Funding for this program is on a first come, first serve basis until funds are depleted. Participants would have a minimum 20% co-pay per program activity, or RecPass purchase.

RecAssist is not guaranteed and is approved based upon need, program space, and availability of funds. Receiving assistance does not give priority if registration is late and/or the class is full. All applicant's personal information is kept confidential. Class instructors and program leaders are not informed of applicant's assistance status.

### Eligibility:

Must be Charles County resident and show proof of residency. Proof of residency can include a copy of the following: valid driver's license, utility bill, voter registration or housing lease.

Must be currently enrolled in one of the programs listed below.

- Temporary Cash Assistance
- Supplemental Security Income
- Supplemental Nutrition Assistance Program (SNAP)
- Maryland Medicaid
- Qualified Medicare Beneficiary (QMB)
- Specified Low-Income Medicare Beneficiary (SLMB)
- Free or Reduced Lunch with the school system (CCBOE)

Applications must be submitted by an adult, or the parent or legal guardian of a minor on their behalf. The applicant is responsible for providing accurate information and supporting documentation.

### To Apply:

1. Complete the Financial Assistance Application
  - At this time, applications can be obtained online at [www.charlescountyparks.com/recreation/recassist](http://www.charlescountyparks.com/recreation/recassist), or in person at the registration office located at 8190 Port Tobacco Rd., Port Tobacco, Md. 20677.
2. Attach a copy (no originals) of documentation showing proof of one of the above programs. Please black out any social security numbers.
3. Applications must be returned either by mail or to the drop box at Charles County Recreation, Parks, and Tourism, 8190 Port Tobacco Road, Port Tobacco, MD 20677.

## Policies:

- A. Approval is only valid from July 1 – June 30. A new application is required annually. Any unused funds are forfeited as of July 1 of the following year.
- B. Completed RecAssist applications will be reviewed by the Registration Office at Charles County Recreation, Parks, and Tourism. You will then be notified via email and/or phone of the status of your RecAssist application. This process may take up to 14 business days.
- C. Participants with active Charles County Recreation accounts must be in good standing. If an individual resides in multiple households, RecAssist can only be issued on one account. If participant has never had a Charles County Recreation account, a new account will need to be created by the parent/guardian submitting the application.
- D. RecAssist participants will abide by all normal registration policies regarding enrollment. Reminder, all Recreation programs are enrolled on a first come, first serve basis and there is no priority enrollment for RecAssist.
- E. RecAssist can be used for most Charles County Recreation, Parks, and Tourism programs that are found in our Guide or listed on our website, [www.charlescountyparks.com/recreation/the-guide](http://www.charlescountyparks.com/recreation/the-guide). RecAssist is not eligible for use for instructor-led daily drop-in fitness classes, ticket sales, facility or event rentals, adult sports leagues, and White Plains Golf Course. RecAssist is also not eligible for use with any Aging Division Senior Programs.
- F. Pre-registration for programs is required to use RecAssist funds; funds are not eligible for use “at the door” on the day of the program. RecAssist funds are not eligible for use with instructor-led daily drop-in fitness classes (i.e. Water Aerobics, Zumba, Boot Camp) but can be used to purchase an adult fitness punch card.
- G. Program registration using RecAssist must be completed in person through our main Registration Office, 8190 Port Tobacco Road, Port Tobacco, MD 20677. This includes activating a RecPASS. RecAssist is not able to be used in conjunction with online registration.
- H. If classes are cancelled by Charles County Recreation, Parks and Tourism, the participant will receive a full refund of their payment and RecAssist funds returned for future use.
- I. Participants withdrawing from an activity must notify our Registration Office at least 7 business days prior to the start of the activity. A full refund (80% credit back to RecAssist) and refund the 20% co-pay minus a \$15.00 administrative fee will be given unless notification is less than 7 business days. If less than 7 business days, no refund will be given, nor credit back to RecAssist.
- J. If award assistance is not used by June 30, the scholarship expires.
- K. Funds are non-transferrable and may not be used by anyone in the household other than the approved participant.



## Charles County Recreation, Parks, and Tourism

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### Frequently Asked Questions

RecAssist is an annual (July 1 - June 30) scholarship fund program offered by the Charles County Department of Recreation, Parks & Tourism to individuals who provide proof that they are current recipients of assistance from eligible programs and are a Charles County resident. Eligible recipients will receive an annual RecPASS which can be used for drop-in activities or daily admissions at Community Centers, Elite Gymnastics, Waldorf Senior and Recreation Center and swimming pools. Additionally, recipients will receive a \$200 program credit to be used for recreation programs. Funding for this program is on a first come, first serve basis until funds are depleted.

**Who is eligible to apply for RecAssist?** *Applicants must be residents of Charles County. Program is open to all ages and eligibility is based on receiving other state assistance programs.*

**Who can apply for RecAssist?** *Applications must be submitted by an adult, or the parent or legal guardian of a minor on their behalf. If a parent or legal guardian is receiving assistance, they are also eligible to apply for RecAssist. The applicant is responsible for providing accurate information and supporting documentation.*

**Are seniors (age 60+) eligible to apply for RecAssist?** *Yes. This program is based on state assistance programs regardless of age.*

**Do I need to fill out a separate application for each family participant in the same household?** *No, but each member of the household must be listed on the application.*

**How to apply?** *Complete the Financial Assistance Application and attach a copy (no originals) of documentation showing proof of one of the eligible assistance programs and a separate document showing proof of residency; Applications can be mailed or returned to the drop box at the Department of Recreation, Parks and Tourism, 8190 Port Tobacco Road, Port Tobacco, MD 20677.*

**Who will be reviewing my application?** *Applications will be reviewed by the Registration Office and all information is handled confidentially.*

**When do my RecAssist funds expire?** *This program runs from July 1 – June 30. Applicants must apply each year.*

**What is RecPASS?** *RecPASS is an annual membership that can be used for unlimited visits for drop-in activities or daily admissions at Community Centers, Elite Gymnastics, Waldorf Senior and Recreation Center and swimming pools. Recipients of RecAssist will receive a free RecPASS. Your RecPASS is valid a year from the date it is activated, but must be done prior to June 30.*

**What can I use RecAssist for?** *RecAssist is a credit that can be used to cover up to 80% of program registration cost. Programs must be directly administered by Charles County Recreation, Parks, and Tourism and are not eligible for use with the Aging Division or partnering sports organizations. Participants will receive an annual credit of \$200 to be use for Recreation programs.*

**Do I need to pay any money at the time of program registration?** *Yes. You are required to pay 20% of the cost of the program to secure your spot.*

**Are there programs that are not eligible for RecAssist?** *RecAssist is not eligible for use for instructor-led daily drop-in fitness classes, ticket sales, facility or event rentals, adult sports leagues, and White Plains Golf Course. RecAssist is also not eligible for use with any Aging Division Senior Programs.*

**How do I use RecAssist when registering for a program?** *Program registrations using RecAssist must be coordinated with Registration staff. This includes activating your free RecPASS. Online registration and phone registration is not available for RecAssist.*

**What happens if I don't use my RecAssist Funds?** *RecAssist funds expire June 30 and will be removed from your MyRec account. Funds are non-transferable and non-refundable.*



# Charles County Recreation, Parks, and Tourism

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July 1, 2024 – June 30, 2025

Do you have a **Recreation account**?  Yes  No

## Financial Assistance Application (Please print & complete all sections)

Parent/Guardian Name(s): \_\_\_\_\_ To be considered for funding must be listed below.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

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Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Use the back page if you need more space.

**\*\$200.00 program credit requires a minimum 20% program fee to be paid by the participant, funds available up to \$200.00 per participant. Funds are non-transferable.**

### Proof of Charles County resident: Please Check below & submit a copy

Valid driver's license  Utility bill  Voter registration  Housing lease

### Currently enrolled programs: Please Check below & submit a copy

Temporary Cash Assistance  Supplemental Security Income  Supplemental Nutrition Assistance Program (SNAP)  
 Maryland Medicaid  Qualified Medicare Beneficiary (QMB)  Specified Low-Income Medicare Beneficiary (SLMB)  
 Free or Reduced Lunch with the school system (CCBOE)

Applications must be submitted by an adult, or the parent or legal guardian of a minor on their behalf. Applications must include a copy (no originals) of documentation showing proof of current enrollment in one of the programs and document showing proof of Charles County residency. **I hereby certify that all the information is true and correct to the best of my knowledge. I grant permission to the Recreation, Parks, and Tourism Department to verify this information. I understand that omissions, misstatements, and falsifications will result in the denial of this application.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return the completed application by mail or to the drop box at Charles County Recreation, Parks and Tourism, 8190 Port Tobacco Road, Port Tobacco, MD 20677.**

For Office Use

Date Received : \_\_\_\_\_

MyRec Account # : \_\_\_\_\_

Date Reviewed : \_\_\_\_\_

Approved

Denied

Application #: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Notes: \_\_\_\_\_



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July 1, 2024 – June 30, 2025

## Financial Assistance Application (Please print & complete all sections)

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

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