



City of Montebello
1600 W. Beverly Blvd. Montebello, CA 90640
Tel: (323) 887-1200 / Website: www.montebelloca.gov

GUIDELINES

Recreation Scholarship Program

July 1, 2023- June 30, 2024

ABOUT THE PROGRAM

The City of Montebello has established the Recreation Scholarship Program. The program was developed to encourage participation from Seniors (62+) and youth age 4-19, who could not otherwise afford the City's recreation activity fees. Department staff will be available to assist you with the application and to answer any questions you may have regarding this program.

City of Montebello
Recreation & Community Services Department
(323) 887-1200 ext. 540

APPROVAL AND SCHOLARSHIP PROCESS

- Recreation Scholarship Program applications are provided on the City website or via email.
- Submit completed application and required supplemental information by any option below:

Mail:

Recreation & Community Services
Attention: Parks & Recreation
1700 W Victoria Avenue
Montebello, CA 90640

In-Person to the Recreation & Community Services office:

1700 W. Victoria Avenue
Montebello, CA 90640

Email:

ParksServices@MontebelloCA.gov

- Scholarship approval will grant the participant a 50% or 75% scholarship discount to be applied toward recreation programs offered through the City of Montebello's Recreation and Community Services Department. Any Administrative Fees for all classes, sports, and/or programs are **NOT** discounted.
- Scholarship recipients must pay the remaining registration balance for enrollment. Enrollment in classes, sports, and programs are provided on a first-come first served basis.
- A limited number of scholarships will be awarded, based on the availability of program funds.
- Incomplete applications will not be processed and may be denied. Notification of an incomplete application will be provided by postal mail and/or email.
- Applicants will be notified by mail and/or email if the application is approved. Approval does not guarantee registration in a particular program or class. As a reminder, program registration is received on a first-come first served basis.



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INCOME GUIDELINES

Applicant must have a total household income at or below the following limits:

Low/Very Low Income Limits:

Household Size	*Income limits are subject to change
1	\$70,650
2	\$80,750
3	\$90,850
4	\$100,900
5	\$109,000
6	\$117,050
7	\$125,150
8	\$133,200

Extremely Low Income Limits:

Household Size	*Income limits are subject to change
1	\$26,500
2	\$30,300
3	\$34,100
4	\$37,850
5	\$40,900
6	\$43,950
7	\$46,950
8	\$50,560

*Per U.S. Department of Housing and Urban Development (HUD): FY2023 CDBG Income Limits



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APPLICATION
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Applicant must provide the following forms and documents

- Individual Annual Income Self-Certification Form, and supporting financial documents, for each adult household member with income
- Self-Certification Form
- Copy of Driver's License or California I.D. and utility bill with matching name and address for each adult
- Copy of School transcript for each minor(s) living at residence, if applicable

APPLICANT INFORMATION		
First Name	Last Name	
Address, City, State, Zip		
Email	Cell Phone	
ADULTS LIVING IN RESIDENCE (Not including Applicant)		
First and Last Name	Relationship to Applicant	
MINOR(S) LIVING IN RESIDENCE		
First and Last Name	Demographic Code (See back page)	Date of Birth

Under penalties of perjury, I declare that I have verified the information provided to be true, correct, and accurate including all sources of income and residency verification. I understand that additional supporting documentation can be requested by the city to further prove income and/or residency.

Signature

Relationship to Minor(s)

Date

DEMOGRAPHIC CODE TABLE

1	American Indian/Alaskan Native & Black/African American - Hispanic	8	Asian — Non-Hispanic	15	Native Hawaiian/Other Pacific Islander - Hispanic
2	American Indian/Alaskan Native & Black/African American - Non-Hispanic	9	Asian & White - Hispanic	16	Native Hawaiian/Other Pacific Islander - Non-Hispanic
3	American Indian/Alaskan Native & White-Hispanic	10	Asian & White - Non-Hispanic	17	Other Race - Hispanic
4	American Indian/Alaskan Native & White-Non-Hispanic	11	Black/African American & White — Hispanic	18	Other Race — Non-Hispanic
5	American Indian/Alaskan Native - Hispanic	12	Black/African American & White - Non Hispanic	19	White — Hispanic
6	American Indian/Alaskan Native - Non-Hispanic	13	Black/African American - Hispanic	20	White — Non-Hispanic
7	Asian - Hispanic	14	Black/African/American - Non-Hispanic		

FOR OFFICE USE ONLY

Residence Census Tract: _____, Block #: _____

APPROVED	LIMITED APPROVAL	DENIED
<input type="checkbox"/> 50% LI & VLI (Low & Very Low) <input type="checkbox"/> 75% ELI (Extremely Low)	<input type="checkbox"/> 90 days through _____ <input type="checkbox"/> 30 days through _____ ----- <input type="checkbox"/> 50% LI & VLI (Low & Very Low) <input type="checkbox"/> 75% ELI (Extremely Low)	<input type="checkbox"/> Non-Montebello Resident <input type="checkbox"/> Exceeds Income Limits

 Staff Signature

 Date

 Recreation & Community Services Director

 Date



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INDIVIDUAL ANNUAL INCOME SELF-CERTIFICATION FORM

Household Member (Print Name): _____

INSTRUCTIONS: To complete this statement, select all sources of income you receive and fill in the blank fields below. **EACH HOUSEHOLD MEMBER AGED 18 OR OLDER** must complete this form and sign the statement below to certify that the information is complete and accurate, and that income documentation is provided with application.

SOURCE OF INCOME	ANNUAL INCOME IN DOLLARS
Salary	
Self-Employed Profits	
Social Security (SS)	
Supplemental Security Income (SSI)	
Social Security Disability (SSD)	
California Work Opportunity and Responsibility for Kids (CalWORKs)	
CAL FRESH	
Temporary Assistance for Needy Families (TANF)	
Pension	
Alimony	
Child Support	
Unemployment Insurance	
Interest in Bank Accounts and Cash Funds	
Rental Property Income	
Other Income Not Shown Above Sources:	
TOTAL GROSS ANNUAL INCOME	

Check here If you are a household member aged 18 or older with no income and certify by signing below.

CERTIFICATION

I certify that this information is complete and accurate. I agree to provide, upon request, documentation on all income sources to the City of Montebello Recreation Scholarship Program Administrator.

Signature	Print Name	Date
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WARNING: The Information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.



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HOUSEHOLD INCOME SELF-CERTIFICATION FORM

INSTRUCTIONS: This is a written statement documenting the Annual Income, the number of beneficiary members in the family or household, and relevant characteristics of each member for the purposes of income determination. 1) List each household member. 2) Add their total income amount from their Individual Annual Income Self-Certification Form or indicate **N/A if household member does not contribute income.** 3) Check only the boxes that apply to each household member.

HOUSEHOLD MEMBER INFORMATION

HOUSEHOLD MEMBER NAME	TOTAL GROSS INCOME (use total from Individual Certification Form)	HH	DIS	62+	F18+	<18

HH = Head of Household; **DIS** = Person with disabilities, **62+** = Person 62 years of age or older;
F18+ = Full-time student aged 18 or over; **<18** = Child under the age of 18 years

TOTAL ANNUAL GROSS INCOME \$ _____ (total of all members)

CERTIFICATION

I certify that this information is complete and accurate. I agree to provide, upon request, documentation on all income sources to the City of Montebello *Recreation Scholarship Program Administrator*.

Signature	Print Name	Date
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WARNING: The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to the department of the United States Government.



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AGENCY INCOME DOCUMENTATION CALCULATION WORKSHEET

SOURCE OF INCOME	GROSS MONTHLY INCOME	DOCUMENTATION
Salary		-Copies of last 3 paychecks (not older than 6 months); or -Federal or State income tax returns or W-2 forms (not older than one year); or -Employment and salary documentation form.
Self-Employed Profits		-Copy of IRS Form 1040/1040A (tax return) for the last year; or -Notarized affidavit stating prior year's estimated annual income.
Social Security (SS) Supplemental Security		The following must not be older than six (6) months unless noted: -Copy of applicant's monthly award check; or -Copy of applicant's benefit verification letter (applicant can request from local Social Security office); or -Form SSA-2458 (applicant can request from local Social Security officer; or -Form SSA-1099 {yearly benefit statement that may not be older than one (1) year); or -Written certification from awarding agency verifying monthly benefits; or -Copy of bank statement showing direct deposit of applicant's award check.
Income (SSI)		Same as above
Social Security Disability (SSD)		Same as above
California Work Opportunity and Responsibility for Kids (CalWORKs)		-Award letter stating the amount of applicant's benefit; or -Copy of applicant's most recent bi-monthly award check(s); or -Written statement from Caseworker stating the applicant's benefit amount; or -Written certification from awarding agency verifying monthly benefits;



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Temporary Assistance for Needy Families (TANF)		Same as above
Pension		-Copy of applicant's most recent pension check/payment stubs; or -Copy of pension award letter showing monthly benefits; or -Bank statement showing direct deposit of applicant's award check.
Alimony		-Copy of applicant's weekly or monthly check or bank statement; or -Court decree establishing payments, (divorce papers); or -Notarized affidavit of child support certifying amount received.
Child Support		Same as above
Unemployment Insurance		-Copy of award notice stating applicant's benefit; or -Payment booklet; or -Unemployment notarized affidavit signed by applicant.
Interest from Bank Accounts and Cash Funds		-Letter from bank manager stating interest earned, or -Bank statements showing last twelve (12) months of interest; or -Most recent Federal income tax return showing interest earned; or -Investment statements indicating the amount of dividends earned.
Rental Property Income		At least two (2) from the following: -Copy of property rental agreement signed by current tenant showing monthly rent; or -Copy of recent rent check; or -Copy of applicant's income tax return declaring earned rental income (not older than one year); or -Rent receipt book.
Other Income not shown above- List Sources		-Attach documentation to support declaration.