BERNALILLO COUNTY

FREE AND REDUCED FEES PROGRAM

Dear Applicant,

Our goal is to make your application process go as smoothly as possible, and we recognize your time is very valuable. If you are applying for Bernalillo County's Free and Reduced Fees Program and your family receives SNAP (Supplemental Nutritional Assistance Program) and/or TANF (Temporary Aid to Needy Families) benefits, please note what our office requires as proof of your case status in order for your application process to be successful:

The "Notice of Case Action Letter" you received in the mail from the Human Services Department contains *all* the information we need to continue processing your application. Please keep this for your records. If you no longer have this specific letter, perhaps your caseworker can reprint it for you.

If this is not possible, please note any other form of proof you provide of your receiving SNAP / TANF benefits (such as a print-out from an authorized online source), *must* contain the following information to be accepted by our office:

- The name and address of the applicant (usually the parent).
- The names of *all of the children and household members* who are receiving SNAP / TANF benefits (one or both programs). The name of the child or children you are applying for must be included as being covered under *one or both* of these programs, and the program title must be stated clearly.
- The date you and your household were certified to begin receiving SNAP or TANF (or both).
- The date you and your household must re-certify to receive SNAP / TANF.

The above dates must cover the time of your application and the duration of the program you are applying for. If these dates do not cover this time, your case status changes, or your certification runs out before the end of the program, you will need to bring in proof of *re-certification* as soon as it is available to you in order for your child/children to continue to participate in our program utilizing the Free or Reduced Fees Program. If this is not possible, you will be expected to pay the remainder of your child's fees in order for he or she to continue to participate in our program(s).

If the proof you provide contains ALL OF THE ABOVE information, it can be accepted by our office. If it does not contain all of the above, it will be rejected as incomplete.

We wish you the best, and we thank you for your attention to these details.

Sincerely,

Debbie Jo Almager
Director
Bernalillo County Parks & Recreation