



CITY OF IRVINE COMMUNITY SERVICES DEPARTMENT

SECTION: PROGRAMS – A-10-002

EFFECTIVE: 07/03/2014

REVISED: 07/02/2014

SUBJECT: SCHOLARSHIP PROGRAM

**APPROVED: 07/02/2014 Community Services
Commission**

PURPOSE: To enable income-eligible Irvine residents to participate in Community Services programs and activities by means of a Department scholarship program.

POLICY: The City of Irvine provides registration subsidies to income-eligible residents to facilitate their participation in Community Services programs and activities. For purposes of this policy, scholarship-eligible programs and activities include:

- a. City offered programs listed with a course identification number in the Inside Irvine Activity Guide;
- b. Senior Services computer lab and fitness center memberships;
- c. TRIPS services (eligible program participants); and
- d. Meals on Wheels (for qualified non-seniors 59 and younger).

Scholarship eligible programs and services do NOT include:

- a. Sports leagues;
- b. Tournaments;
- c. Private lessons;
- d. Birthday parties;
- e. Tennis (teams and workouts);
- f. Point-of-sale merchandise transactions;
- g. Material or supply fees;
- h. Irvine Fine Arts Center memberships; and
- i. Non-City memberships

REFERENCES: None.

GLOSSARY: Not applicable.

ATTACHMENT: Scholarship Application.

COMMUNITY SERVICES DEPARTMENT POLICY

Section A-10-002 - Scholarship Program

PROCEDURES: Community Services Scholarship applications may be obtained at the Irvine Civic Center (Community Services Department), any community park facility or senior center, the TRIPS office, and from the City of Irvine website. Community Services staff shall review/approve scholarship requests on a continual basis. The funding “cycle” corresponds with the City fiscal year: July 1 to June 30.

Scholarship subsidies are awarded based on:

- a. Income eligibility
 1. *Community Services Programs, Classes and Activities*- for children under 18, adults 18 to 59, and/or disabled adults or seniors over 60 years of age that are 80 percent or below the HUD Orange County defined Median Household Income;
 2. *TRIPS and Meals on Wheels Services* for household income below 80 percent of the HUD Orange County defined Median Household Income;
- b. Participant eligibility for specific class or activity (*e.g.*, appropriate age);
- c. Space availability in requested program; and
- d. Evidence of hardship and approval for scholarship by a FOR Families Supervisor or a Community Services Supervisor.

Requests for Scholarship subsidy shall be submitted on a Community Services Department Scholarship application along with the following documentation:

- a. Proof of Irvine residency (most recent original copy of gas or electric bill less than 30 days old). No water bills, cable bills, phone bills or school lunch letters will be accepted. No photo copies or computer print outs of gas or electric bills will be accepted;
- b. A copy of the entire Federal Tax return for the most recent tax year. Only those individuals included on the tax return are eligible to apply for scholarship funds (a tax transcript is not applicable);
- c. A copy of the two most recent employment check stubs, less than 30 days old, for each working adult listed on the tax return;
- d. A copy of the W-2 for each working adult listed on the tax return. If self-employed, please provide 1099; and
- e. A copy of proof of any other income/support received. Please provide most recent award letter indicating monthly disbursement for child support, alimony, cash assistance, Social Security, disability, food assistance, child care assistance, etc.

Without the above information, the Scholarship application may be denied.

A minimum of two weeks is required for a Scholarship application to be processed. A letter will be mailed to the address listed on the application, informing the individual of their Scholarship application status.

If approved, only those individuals listed on the tax return are eligible for a Scholarship. Scholarship subsidies will be granted with the following terms:

- a. The program entitles youth and adult participants a 90 percent discount off 100 percent program registration for Scholarship-eligible programs and services. A maximum of \$400 per person for 17 years of age and younger, per year, may be awarded. A 10 percent co-payment is required on Scholarship-eligible registrations. A maximum of \$200 per person, ages 18 to 59, per year, may be awarded. A 10 percent co-payment is required on Scholarship-eligible registrations.
- b. A maximum of \$200 per person, aged 60 years and older, per year, for Scholarship-eligible programs and services may be awarded.
- c. A maximum of \$400 per person, per year, to program-eligible participants for TRIPS/Meals on Wheels services may be awarded.

Applicants are qualified for one year from start of their scholarship term. Scholarship approval does not guarantee enrollment into programs or activities selected, nor does it guarantee funds will be available at time of registration. Scholarship funding is determined each fiscal year by the Irvine City Council, and is administered by the City of Irvine Community Services Department.

All submitted information is held in strictest confidence; allow a minimum of two weeks for an application to be processed.

Applicants will attend an orientation conducted by staff initiating scholarship distribution. Applicants will provide a signed letter of agreement prior to distribution of scholarship funds.

Class/Activity Withdrawal Policy

Withdrawals will be administered in compliance with Program Registration Withdrawal Guidelines detailed in the Irvine Activity Guide and on the City website at irvinequickreg.org. Withdrawal fees will not be deducted from the scholarship account, but must be paid from participant's funds. Recipient may not qualify for any additional programs until all withdrawal fees have been paid in full.

Completed application packets will be accepted at the appropriate location below:

Community Services Program Scholarships

Irvine Civic Center
One Civic Center Plaza, 2nd Floor
Irvine, CA 92606

TRIPS Scholarships

TRIPS Program Office
6427 Oak Canyon
Irvine, CA 92618