



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Reston Community Center Fee Waiver Program Frequently Asked Questions

Updated 6/10/2014

- **I have heard that RCC's Fee Waiver Program is changing. Is this true?**
Yes. Fee waiver credits will no longer be awarded to an individual's household. Instead, they will be awarded to each member of a household that qualifies under the Fee Waiver Program.
- **I don't completely understand the distinction between awarding fee waiver credits to a household and awarding them to household members. Can you explain the difference?**
Prior to April 30, 2014 the fee waiver credits were awarded to each eligible household based upon the number of qualifying household members. A household with three members, for example, would receive a total of \$450 in fee waiver credits. Once applied to the household, any member of that household could use the entire \$450 in credits or any part of that amount to register for RCC programs.

Beginning May 1, 2014 the fee waiver credits will no longer be applied to the household. Instead, they will be awarded to each member of the household. In the example above each member of the three-member household would receive \$150 in fee waiver credits to expend on RCC programs.
- **Can household members combine their fee waiver credits in order to register for a trip or other program that costs more than \$150?**
No. Household members may not combine their fee waiver credits. The maximum amount of fee waiver credits that an individual may spend during a 12-month period is \$150.
- **Do fee waiver credits expire?**
Yes. Fee waiver credits expire on June 30, 2015; recipients must reapply annually.
- **Does the per household member fee waiver credit of \$150 include summer camp fee waiver credits?**
No. RCC maintains two fee waiver funds, one for "general" programs such as classes, workshops, trips and tours, and a separate fee waiver fund for summer camps. Qualifying individuals will receive a total of \$150 each fiscal year that can be applied to general programs. Qualifying summer campers will receive additional fee waiver credits in an amount equal to the total fee for all summer camps for which they successfully register, less a \$10/week non-refundable enrollment fee.
- **Can summer camp fee waiver credits be applied to general programs and vice-versa?**
No. Summer camp credits can only be applied towards the registration fee for summer camps. General fee waiver credits cannot be applied towards summer camp registration.
- **How is eligibility for the Fee Waiver Program determined?**
RCC will continue to use an economic means test in order to determine eligibility based upon household income level. The threshold is currently set at 185 percent of the Federal Poverty Level. In addition, only individuals who meet RCC's definition of Reston patron (either reside or work within Small District 5) are eligible for the Fee Waiver Program.
- **For purposes of the Fee Waiver Program, what is the definition of a household member?**
Household members reside at the same address and are defined as: (i) spouse/domestic partner, (ii) dependent/foster children and (iii) dependent adults.

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- **What documentation is required in order to determine if a member of a household qualifies for the Fee Waiver Program?**
 RCC encourages patrons provide a copy of their latest income tax return as proof of eligibility since it shows both the family income and the names of the dependents within the household. Eligibility can also be established by providing a copy of your SNAP, TANF, WIC, Medicaid, Head Start, and/or Free and Reduced Lunch documentation.
- **What if the names of my dependent/foster children, spouse/domestic partner, or adult dependent are not listed on the income tax return or other documentation provided?**
 Only those household members listed on the document(s) provided will be eligible to receive the \$150 fee waiver credit.
- **But the name of my domestic partner doesn't appear on any of the documents that RCC accepts. How will RCC verify my domestic partner relationship?**
 To establish a domestic partnership relationship, a utility bill that lists the name of the domestic partner and the residential address of the primary household member will need to be included with your fee waiver application.
- **What programs can be registered for using fee waiver credits?**
 Fee waiver credits can be used to register for all RCC classes, Professional Touring Artist Series performances, trips, and camps. Passes can also be purchased using fee waiver credits. Fee waiver credits may not be used for either personal training sessions (such as Private Swim Lessons) or point-of-sale drop-in fees for non-registered activities such as Open Woodshop, Open Ceramics Studio, Open and Lap Swim, tea dances, etc.
- **Are there any enrollment fees associated with using the fee waiver credits?**
 Yes. A \$5.00 non-refundable enrollment fee is required for each class, trip or pass and a \$10.00 non-refundable enrollment fee is required for each week of summer camp.
- **I understand that the \$5.00 enrollment fee is non-refundable, but what about the fee waiver credits used to pay for the registration?**
 The terms and conditions of RCC's refund/cancellation policy apply to fee waiver payments.
- **How soon after a fee waiver application form and the supporting documentation is submitted can I register for an RCC program?**
 You will be able to submit your registration form immediately. As long as it is accompanied with the required enrollment fee, the registration will be processed and the seats in the programs will be reserved. Your account will show a balance due until such time as the fee waiver application has been processed and fee waiver payment made.
- **How long will it take for a fee waiver application to be processed?**
 Fee waiver applications will be processed by the Customer Service Manager within three to five days of receipt of the fee waiver application at which time a \$150 fee waiver credit will be added to each eligible household member's account.
- **But what if the Customer Service Manager determines that I am not eligible for a fee waiver or I do not have sufficient fee waiver credits to offset the program fee?**
 A member of RCC's Customer Service staff will contact you and request that the outstanding balance be paid in order to continue to reserve space in the class or activity. At your discretion, the enrollment may be canceled and the registration fee fully refunded.
- **Can I register online and pay for a program using fee waiver credits?**
 No. At this time, WebTrac - RCC's online registration application - can only process credit card payments (Visa and MasterCard). You will need to complete and submit a registration form. Registration forms can be found in RCC's Program Guide and are available at all Customer Service counters.





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Reston Community Center Fee Waiver Program Qualifying Documents

Document	Head of Household	Spouse/Domestic Partner*	Dependent Child	Dependent Adult	Fee Waiver Award
Federal Income Tax Return	X	X	X	X	Each individual listed on the tax return of a qualifying household will receive a \$150 fee waiver credit.
SNAP	X				Individual listed on SNAP document receives a \$150 fee waiver credit.
TANF	X				Individual listed on TANF document receives a \$150 fee waiver credit.
Medicaid	X	X	X	X	Each individual listed on Medicaid document receives a \$150 fee waiver credit.
WIC	X				Individual listed on WIC document receives a \$150 fee waiver credit.
Free & Reduced Lunch	X		X	X	Each individual (adult & child) listed on Free & Reduced Lunch document receives a \$150 fee waiver credit.
Fellowship House Rent Statement	X	X			Each individual listed on the Rent Statement receives a \$150 fee waiver credit.

*Domestic partnership relationship is established by providing a utility bill that lists the name of the domestic partner and the residential address of the primary household member.

Program Types Eligible for Fee Waiver Credit Use

Program Type	Register Using Waiver Credit
Registered Activities & Classes	Yes
Registered Trips	Yes
Ceramics Pass	Yes
Fitness Pass	Yes
Swim Pass	Yes
Water Aerobics Pass	Yes
Professional Touring Artist Series Tickets	Yes
Daily Drop-in Open/Lap Swim	No
Daily Drop-in Water Aerobics	No
Non-registered Drop-in Activities*	No
Personal Training/Private Swim Lessons	No

*Fee waiver credits may not be used to participate in non-registered drop-in programs for which a daily fee is charged and processed using a point-of-sale transaction. Examples of this type of program include Open Ceramics Studio, Open Woodshop, Open Stained Glass Lab, Country Western and Sunday Afternoon Tea Dances, etc.

For additional information on Reston Community Center, please email: RCCContact@fairfaxcounty.gov

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