



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 10/26/2016

- **Do fee waiver credits expire?**
Yes. Fee waiver credits expire on June 30; applications must be made annually.
- **Does the per household member fee waiver credit 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 an amount 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.
- **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 set at a level higher than 100 percent of the applicable Federal Poverty Level to adjust for the higher cost of living in our area. In addition, only individuals who meet RCC’s definition of a “Reston” patron (either reside or work within Small District 5) are eligible for the Fee Waiver Program. RCC Customer Service Representatives can assist patrons with eligibility questions at either RCC location - Hunters Woods or Lake Anne.
- **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, (ii) dependent/foster children and (iii) dependent adults.
- **What documentation is required in order to determine if a member of a household qualifies for the Fee Waiver Program?**
Patrons wishing to qualify must show proof of eligibility and documentation describing the household members. Acceptable forms of eligibility and household member documentation include a copy of their latest income tax return, SNAP, TANF, WIC, Medicaid, Head Start and/or Free and Reduced Lunch paperwork.
- **What if the names of my dependent/foster children, spouse 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 fee waiver credit.
- **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. Fee waiver credits may not be used for Facility Rentals.

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- **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, Professional Touring Artist Series ticket or RCC 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. Check the Refund information in RCC Program Guides or online at www.restoncommunitycenter.com.
- **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 or on the first day of Reston registration (whichever is applicable). As long as it is accompanied with the required enrollment fee, the registration will be processed and the seat(s) in the program(s) 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 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, myRCC - RCC's online registration application - can only process credit card payments (Visa, MasterCard and Discover). 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. RCC partners in the community may also have RCC Program Guides and registration materials.





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Reston Community Center Fee Waiver Program Qualifying Documents

Document	Head of Household	Spouse	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 fee waiver credit.
SNAP	X				Individual listed on SNAP document receives a fee waiver credit.
TANF	X				Individual listed on TANF document receives a fee waiver credit.
Medicaid	X	X	X	X	Each individual listed on Medicaid document receives a 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 fee waiver credit.
Fellowship House Rent Statement	X	X			Each individual listed on the Rent Statement receives a fee waiver credit.

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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