



**City of Portland Parks, Recreation & Facilities**

**Fee Waiver FAQ**

**Point of contact: Emily Collins, Administrative Associate**

**207-808-5425 [ecollins@portlandmaine.gov](mailto:ecollins@portlandmaine.gov)**

- What do we need?
  - Completed Application
  - 2025 Federal Tax Return (1040 tax form) OR W2(s)
  - Last three consecutive pay stubs
  - Copy of a bill less than one month old showing current address (not a PO box)
    - Additional forms of income as applicable such as:
      - TANIF/ASPIRE
      - Social Security
      - Disability
      - Child Support
      - Workers Comp
      - Unemployment
      - Housing assistance
- How to submit an application and required paperwork?
  - Mail it / bring it to the office: 212 Canco Rd, Suite A Portland, Maine 04103
  - Email it to Emily Collins: [ecollins@portlandmaine.gov](mailto:ecollins@portlandmaine.gov)
- What happens after I submit my application?
  - If information is missing, Emily Collins will reach out to explain what is still needed and that the application remains incomplete
  - If application is complete, it will be processed within 2 weeks

- Emily will email the family explaining what waiver level they're eligible for, and will attach a letter. Their MyRec will reflect their waiver discount and will automatically be applied at checkout to eligible programs
- What are the Fee Waiver Levels?
  - Full Fee Waiver = 100 % of the cost is covered, families pay 0%
  - Level A Waiver = 90% of the cost is covered, families pay 10%
  - Level B Waiver = 50% of the cost is covered, families pay 50%
- Who is eligible?
  - Portland Residents only
  - 0-17 year olds
  - Not limited per family (covers all kids in family)
- What programs are fee waiver eligible?
  - Before and After the Bell
  - Summer Camp
  - Vacation Camps
  - Community Center Programs
  - Recreational Youth Sports
  - Aquatics swim lessons & programs
- What programs are not fee waiver eligible?
  - Drop-In Programs at Community Centers
  - Independent Contracted Programs
    - Examples: Learning Spanish, Gymnastics, Archery, etc.
  - Adapted Aquatics (other financial assistance is available, please contact our Inclusion Services Supervisor Jane O'Connor: 207-808-5400 or [joconor@portlandmaine.gov](mailto:joconor@portlandmaine.gov))
- **Camp Registration - Important Dates to Know**
  - Families have between **March 1st - April 1st** to submit a completed application in order for it to be considered for Summer Camp
  - Online and In-Person Registration at 6:00pm
    - Staff will be in person to assist with sign-ups.
      - **Monday, February 23: Riverton Camp**

- 1600 Forest Ave
  - **Tuesday, February 24: East End Camp**
    - 195 North St
  - **Thursday, February 26: Rowe Camp**
    - 23 Orono Rd
- How to sign up for programs?
  - Registration for all programs is online through MyRec
    - <https://portlandme.myrec.com/info/default.aspx>
- Translation Services?
  - City of Portland has translation services where third party calls can be placed
  - Google translate is a good resource
- Inclusion Services?
  - If children need support plans, BHP's, adaptations, etc., please contact our Inclusion Services Supervisor Jane O'Connor at 207-808-5400 or [joconor@portlandmaine.gov](mailto:joconor@portlandmaine.gov)
- **Any additional questions?**
  - **Contact Emily Collins: 207-808-5425 or [ecollins@portlandmaine.gov](mailto:ecollins@portlandmaine.gov)**