



parks,
recreation
& facilities

City of Portland Parks, Recreation & Facilities

Fee Waiver FAQ

Point of contact: Emily Collins, Administrative Associate

207-808-5425 ecollins@portlandmaine.gov

- Where can I find the Application?
 - [English](#)
 - [Arabic](#)
 - [French](#)
 - [Portuguese](#)
 - [Somali](#)
 - [Spanish](#)
- Who is eligible?
 - Portland Residents only
 - 0-17 year olds
 - Not limited per family (covers all kids in family)
- What are the Fee Waiver Levels, and how do I know if I'll qualify?
 - **FULL WAIVER (100% of the cost is covered, families pay 0%)**

FAMILY SIZE	ANNUAL INCOME LESS THAN
2	\$21,640
3	\$27,320
4	\$33,000
5	\$38,680
6	\$44,360
7	\$50,040
8	\$55,720

+ADD MEMBER	+ \$5,680
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○ **LEVEL A WAIVER (90% of the cost is covered, families pay 10%)**

FAMILY SIZE	ANNUAL INCOME FROM	TO
2	\$21,640	\$28,132
3	\$27,320	\$35,516
4	\$33,000	\$42,900
5	\$38,680	\$50,284
6	\$44,360	\$57,668
7	\$50,040	\$65,052
8	\$55,720	\$72,384
+ADD MEMBER		+ \$7,384

○ **LEVEL B WAIVER (50% of the cost is covered, families pay 50%)**

FAMILY SIZE	ANNUAL INCOME FROM	TO
2	\$28,132	\$40,034
3	\$35,516	\$50,542
4	\$42,900	\$61,050
5	\$50,284	\$71,558
6	\$57,668	\$82,066
7	\$65,052	\$92,574
8	\$72,436	\$103,082
+ADD MEMBER		+ \$10,508

- 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
- 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 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’Conor: 207-808-5400 or joconor@portlandmaine.gov)
- 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’Conor at 207-808-5400 or joconor@portlandmaine.gov
- **Any additional questions?**
 - **Contact Emily Collins: 207-808-5425 or ecollins@portlandmaine.gov**