



2023

TOWN OF WEST HARTFORD  
DEPARTMENT OF  
LEISURE SERVICES

50 South Main Street, Room 128, West Hartford, CT 06107  
Phone: 860-561-7510 | Fax: 860-561-7519 | [www.westhartfordct.gov/leisure](http://www.westhartfordct.gov/leisure)

**LEISURE SERVICES SCHOLARSHIP FUND  
ELIGIBILITY & DISCOUNT INFORMATION**

The Department of Leisure Services offers West Hartford residents a variety of programs for all ages throughout the year. Some residents may be eligible to register at a discounted rate (**75% discount**), including youth, senior citizens and persons with disabilities. The *Leisure Services Scholarship Fund* is capped at \$600 per eligible child per year (\$200 for senior citizens or adults with disabilities). For more information on eligibility criteria, application instructions and approval, please contact the *West Hartford Community Partnerships Staff* at 860-561-7569 or 860-561-7580.

General Guidelines for Discounts:

- Scholarships are for West Hartford residents younger than 18, aged 65 or older, or who have a disability.
- The value of each eligible child's **discount will not exceed \$600** per child per year (12 months of registration date).
- Each eligible child can receive the following:
  - **75% discount on four weeks** of summer camp/program or swim lessons  
*AND/OR*
  - **75% discount** for one program (if funds allow) in each of the remaining seasons (Fall, Winter, Spring) Season cycles: *Fall* (Sept–Dec); *Winter* (Jan–March); *Spring*: (March–June 15)
- Seniors (aged 65 and older) or adults with disabilities may receive a discount on one (1) program per season not to exceed \$200 per calendar year per individual.

Discounts may be applied for instructional program registration fees only – not memberships. The Leisure Services Scholarship Fund may **NOT** be used for the following:

- Season passes or greens fees at Rockledge or Buena Vista Golf Courses
- Cornerstone memberships (*exception*: a discount on one 3-month membership may be considered for special medical circumstances with doctor's note; discuss with Leisure Services staff)
- Senior Center fitness center memberships or Senior Center memberships
- Department-sponsored trips or special events

**LEISURE SERVICES SCHOLARSHIP FUND – AUTHORIZATION PROCESS**

1. **Apply for Eligibility.** Call West Hartford Community Partnerships Division at 860-561-7569 or 860-561-7580 to determine your eligibility through the **Leisure Services Discount Authorization Form**. The verification form will be kept on file for one year **unless your income or assets have changed since the initial application**. The scholarship program runs June 1-May 31 yearly. Benefits re-set June 1 each year. It is not necessary to fill out a scholarship application form each time you wish to register for a program during that 12-month period.
2. **Create a RecDesk Account.** If you do not have an account, please create a family account with the Leisure Services registration portal, RecDesk at <https://westhartford.recdesk.com/community/home>. If you are not sure if you have an account, call Leisure Services at 860-561-7510.
3. **Select & Register for a Camp or Program.** Look through our Leisure Services Program Guide and identify programs of interest. Scholarship registrations must be done in person. Call the Leisure Services office at 860-561-7510, Monday through Friday, 8:30 AM to 2:30 PM to set up an appointment. Please let us know what camps you prefer. Our most popular camps fill up fast! Appointments will be held Monday through Friday, 8:30 AM to 4 PM. *Registration tip: if your child has an Epi-pen, please get a doctor's note confirming the prescription.* Be sure to bring **all necessary paperwork and payment** to the appointment. The registration process takes 30 to 40 minutes to complete.

# Register for Summer Camp!

## Step 1.

If you don't already have an account in our registration portal (RecDesk), you need to create an account. Enter your household information in RecDesk:

<https://westhartford.recdesk.com/Community/Home>

If you are not sure if you have an account or have trouble logging in, call Leisure Services at 860-561-7510.

## Step 2.

Decide on a Camp.

Don't have a paper guide? Go to: [www.westhartfordct.gov/leisureservices](http://www.westhartfordct.gov/leisureservices) and click on the cover.

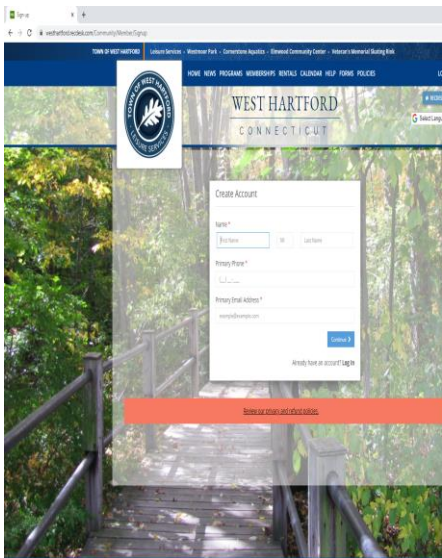
Make a note of program names and numbers that you want to register for. Some camps may already be full, so register early!

## Step 3.

Call the Leisure Services office to set up an appointment. Bring your Scholarship Authorization Form, Registration Form, doctor's note (if necessary) and your form of payment (credit/debit card, cash or check).

Call our office 860-561-7510 during the week from 8:30 AM to 2:30 PM to schedule the appointment.

(Appointments will be held Monday through Friday, 8:30 AM to 4 PM.)



Please allow at least 30 minutes for your registration appointment.

# 2023 LEISURE SERVICES DISCOUNT AUTHORIZATION FORM



**Verified by Staff:**

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**PLEASE COMPLETE THIS FORM THEN EMAIL THE FORM to:**  
[CommunityPartnerships@westhartfordct.gov](mailto:CommunityPartnerships@westhartfordct.gov).  
**If you have any questions, please call the WH Community Partnerships Office:**  
**(860) 561-7569 or (860) 561-7580**

**75% off** 4 Weeks of Summer Camp and/or 1 other program in the remaining seasons (Fall, Winter, Spring)  
 Maximum discount of \$600 per child per year (June 1 – May 31)  
 Seniors 65 and over allowed 1 program with a maximum discount of \$200

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant completes:**

**For Leisure Services Office Use:**

Full Name of each member of Household including Parent/Guardian	Relationship to Parent/Guardian	Date of Birth	Program Name and Program #

**I certify that all the statements made by me on this application are true and correct to the best of my knowledge. I understand that the Town of West Hartford will investigate and prosecute to the fullest extent of the law any individuals making false representations in order to receive assistance from any programs through the Department of Leisure and Social Services.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **ELIGIBILITY CRITERIA**

## **VERIFIED BY WEST HARTFORD SOCIAL SERVICES, ROOM 130**

### **CT State Median Income Guidelines for 2023**

<b>Household Size</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Under \$49,620</b>	<b>Under \$56,700</b>	<b>Under \$63,780</b>	<b>Under \$70,860</b>
<b>Household Size</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	<b>Under \$76,560</b>	<b>Under \$82,200</b>	<b>Under \$87,900</b>	<b>Under \$93,540</b>

Updated 5/16/23

#### **Documents Required to Apply:**

- Photo ID for Applicant
- Birth Certificates for Children in Household (or Custody/Adoption Papers)
- Recent Utility Bill or Official Piece of Mail (with WH Address) (For **ALL** Adult Members in Household)
- Recent Proof of Income
  - EMPLOYMENT – Last 4 Paystubs or 2 Paystubs if Paid Biweekly
  - UNEMPLOYMENT – Print out from Unemployment Showing Last 4 Payments
  - SOCIAL SECURITY – Letter from Social Security or Bank Statement Showing Monthly Deposit
  - CHILD SUPPORT – Child Support Order or Bank Statement Showing Monthly Deposit
  - RETIREMENT/PENSION – Bank Statement Showing Monthly Deposit
  - SELF EMPLOYED – Most Recent Tax Return