
340 – Financial Aid/Scholarship Policy

1.0 PURPOSE

The Des Moines Pool Metropolitan Park District (District) provides financial assistance to ensure equitable access to aquatic and recreational programs. This policy establishes a clear, fair, and transparent scholarship process that supports low-income individuals and families, promotes public health and safety, and fulfills the District's mission to serve all residents of Des Moines and Normandy Park.

This policy adheres to nondiscrimination principles under **RCW 49.60.030** (Washington Law Against Discrimination).

2.0 ELIGIBILITY

To qualify for assistance:

- **Residents** of Des Moines or Normandy Park may receive up to **90% off** eligible programs.

Applicants must:

- Live within or near District boundaries.
- Demonstrate financial need (see Section 4.0).
- Submit **one completed application per participant each program year (September 1 – August 31)**.
 - **Future cycles will follow the same September 1 through August 31 timeline.**
- Provide all required documentation.
- Ensure the application is **complete — incomplete applications will not be processed.**

3.0 SCOPE OF FINANCIAL AID

Scholarships may be applied to:

- Swim lessons
- Water exercise classes
- Facility passes (open swim, lap swim, etc.)
- Lifeguard and swim instructor certifications (pending work commitment)

Scholarships do not apply to:

- Private pool rentals
- Non-aquatic programs
- Third-party programs not operated by the District

Approved scholarship credits will be posted to the applicant's CivicRec account and automatically applied during registration. Participants are responsible for the remaining balance (10% for residents).

4.0 REQUIRED DOCUMENTATION

Applicants must submit the following proof of eligibility:

Proof of Residency

- Utility bill, lease agreement, or government-issued ID showing address in Des Moines or Normandy Park.

Proof of Financial Need (choose one or more):

- Participation in SNAP, TANF, SSI, DSHS Foster Care, or Medicaid
- Official foster child placement or care documentation

- SSA-1099 statement (if Social Security is sole income)
- Most recent IRS tax return (see attached City of Seattle Parks & Recreation income guidelines)
- Documentation of enrollment in a utility discount program

Income guidelines:

- Must fall within Scholarship Eligibility Guidelines (Attachment A1 Resident Only)

All documentation must be current and submitted with the application. Paper copies can be scanned and uploaded at the Mount Rainier Pool front desk upon request.

5.0 APPLICATION PROCEDURES

Step 1 – Access the Application

Applications can be completed either:

- **Online:** secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/catalog
- **Printable/Paper:** www.mtrainierpool.com/fees-old/scholarships or available at the pool front desk.

Language Support: The District website and CivicRec portal include **Google Translate** functionality to help non-English speakers' complete applications and review program information in their preferred language.

Step 2 – Complete and Submit

- Fill out all sections of the application.
- Attach required documentation (Section 4.0).
- Submit the application **before registering** for any program.
- **Swim lessons deadline:** To ensure credits are available at checkout, **scholarship applications for swim lessons must be submitted no later than five (5) business days before the published registration open date for the desired session.** Applications received after this deadline may be reviewed, but **approval and credit availability for that session are not guaranteed;** approved credits may be applied to a later session.
- Incomplete applications will not be processed.

Step 3 – Staff Review

- Applications are reviewed within **five (5) business days.**
- Staff may request additional information if needed.

Step 4 – Notification & Credit Posting

- Applicants will receive approval or denial notification by email or phone.
- Approved scholarship credits will be posted to the applicant's CivicRec account for use at registration.

6.0 AVAILABILITY OF FUNDS

- Scholarships are awarded on a first-come, first-served basis until funds are exhausted.
- The maximum annual award is \$1,000 per family.
- Unused awards expire August 31 each year and do not carry over.
- Awards based on false information may be revoked and subject to recovery of funds.

7.0 ATTENDANCE AND PARTICIPATION

- Participants must attend scheduled classes and notify staff of excused absences.
- One unexcused absence is permitted per session; further unexcused absences may result in loss of award.
- Participants who miss classes without notice forfeit any paid portion and future eligibility for that session.

8.0 APPEALS AND EXCEPTIONS

The District General Manager may:

- Approve up to 100% coverage for extreme financial hardship cases.
- Review and mediate appeals for denied or partial awards.

Appeals must be submitted in writing within ten (10) business days of notification.

9.0 MONITORING AND REPORTING

The District will track and report scholarship data to ensure transparency, including:

- Total applications and approvals
- Total funds awarded and remaining
- Program utilization by type and residency
- Participant feedback and trends

Annual data will inform budget decisions and may be shared publicly per RCW 42.56 (Public Records Act).

10.0 NONDISCRIMINATORY AND PRIVACY

All applications are public records but will be released only in accordance with RCW 42.56. No applicant shall be denied assistance based on race, color, creed, religion, sex, gender identity, national origin, age, marital status, sexual orientation, veteran status, or disability.

Attachment A**Income Eligibility Guidelines – Resident Only!****Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 2
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$4,535.12	\$6,110.22	\$7,685.33
	yearly	\$54,421.38	\$73,322.70	\$92,244.02

Number in Household		Household 4	Household 5	Household 6
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$9,260.44	\$10,835.55	\$12,410.66
	yearly	\$111,125.34	\$130,026.65	\$149,927.97

Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
90% Resident	monthly	\$13,985.77	\$15,560.88	\$17,135.99
	yearly	\$167,829.29	\$186,730.61	\$205,631.93

Number in Household		Household 10
Eligibility %		Max Income
90% Resident	monthly	\$18,711.10
	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

Attachment B

The screenshot displays the website interface for the Des Moines Pool Metropolitan Park District. The top navigation bar includes links for Catalog, Account, Connect, Internal, Policies, Help, and Log Out. A shopping cart icon shows \$0.00 for 1 item. The main content area is titled 'Prompts' and contains a 'General Prompts' section with three numbered items. Item 1 states that 90% scholarships are only available for residents of Normandy Park and Des Moines. Item 2 asks the user to select a 'Need of Assistance' option (Utility Discount, Social Security Benefits, or Public Assistance Programs) and provides detailed instructions for each. Item 3 asks the user to select a scholarship program. A 'Submit Responses' button is visible. The right sidebar contains a 'CHECKOUT FOR EMMITT SEVORES' section with links for Browse Catalog, Upload Documents, Payment, Review & Confirm, and Receipt. Below this is a 'Follow us on Social Media' section with icons for Facebook, Twitter, and Instagram. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 11:53 AM on 11/6/2025.

Prompts

General Prompts

- I understand that 90% scholarships are only available for residents of Normandy Park and Des Moines. ☐ I Agree
- Please select which Need of Assistance option qualifies you for this scholarship (proof will be required on the 'Upload Documents' section of this application).
Select an option...
Option #A: Utility Discount Program Qualification: On the 'Upload Documents' page, attach a copy of discount utility program verification
Option #B: Social Security Benefits Documentation: On the 'Upload Documents' page please submit one of the accepted forms. Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
Option #C: Public Assistance Programs: See options below:
- Temporary Assistance for Needy Families (TANF)
- Social Security Income for Disability (SSI)
- Developmental Disability Administration (DDA)
- Foster Child Applicant – DSHS Services Approval Letter.
- Please select which program(s) you are requesting a scholarship for.

2026 Scholarship Information

Scholarship Eligibility Income Guidelines
Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household	Household 1	Household 2	Household 3
Eligibility %	Max Income	Max Income	Max Income
90% Resident	monthly \$4,535.12 yearly \$54,421.36	monthly \$6,110.22 yearly \$73,322.70	monthly \$7,685.33 yearly \$92,244.02

Number in Household	Household 4	Household 5	Household 6
Eligibility %	Max Income	Max Income	Max Income
90% Resident	monthly \$5,260.44 yearly \$11,125.34	monthly \$10,835.55 yearly \$130,026.65	monthly \$12,410.66 yearly \$149,927.97

Number in Household	Household 7	Household 8	Household 9
Eligibility %	Max Income	Max Income	Max Income
90% Resident	monthly \$13,985.77 yearly \$167,829.29	monthly \$15,500.88 yearly \$186,730.61	monthly \$17,135.99 yearly \$205,631.93

Number in Household	Household 10
Eligibility %	Max Income
90% Resident	monthly \$18,711.10 yearly \$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

Additional Information

- Make sure you have a CivicRec Account set up to apply for the scholarship that includes all scholarship participants.
- Click on all family members who will use scholarship (swim Lessons, 10-Visit Pass, 3-Month Pass, Annual Pass)
- Click 'Add To Cart' and then 'Checkout' to proceed with scholarship application.
- Once all prompts are filled out and required documents are uploaded, please click 'Continue to Payment'.

Catalog Tabs - Recreation Man... x Prompts x +

secure.rec1.com/WA/des-moines-pool-metropolitan-park-district-wa/checkout/prompts/949cd114c8360a5b6387a82169e0646f

New Chrome available

Shopping cart: \$0.00, 1 item

Prompts

Prompt	Response
General Prompts	
1. I understand that 90% scholarships are only available for residents of Normandy Park and Des Moines.	☐ I Agree
2. Please select which Need of Assistance option qualifies you for this scholarship (proof will be required on the 'Upload Document' section of this application). Option #A: Utility Discount Program Qualification: On the 'Upload Documents' page, attach a copy of discount utility program verification Option #B: Social Security Benefits Documentation: On the 'Upload Documents' page please submit one of the accepted forms. Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition. Option #C: Public Assistance Programs: See options below: - Temporary Assistance for Needy Families (TANF) - Social Security Income for Disability (SSI) - Developmental Disability Administration (ODA) - Foster Child Applicant – DSHS Services Approval Letter.	Select an option...
3. Please select which program(s) you are requesting a scholarship for.	Select one or more...
4. I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My agreement below signifies that I voluntarily agree to all of the terms and conditions.	☐ I Agree

Submit Responses

Browse Catalog

Follow us on Social Media

Select Language

Google Translate

11:53 AM 11/6/2025

Breaking news DC sandwich thr...

Search

4. I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My agreement below signifies that I voluntarily agree to all of the terms and conditions. ☐ I Agree || I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws. | |
| 5. Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program? | Yes ☐ No ☒ |
| 6. I understand that submitting a scholarship application does NOT guarantee admittance into the swim lessons program. | ☐ I Agree |
| 7. Requested start date for Scholarship activity | Date |

Mt. Rainier Pool

About Benefits

Governance
Employment
Projects
Contact

Select Language

Google Translate

11:53 AM 11/6/2025

Breaking news DC sandwich thr...

Search

Attachment C

	2026 Scholarship Information Packet 22722 19th Avenue South Des Moines, WA 98198 (206) 824-4722
GOAL OF PROGRAM	
The goal of this program is to remove financial barriers of members of our community. We value community and inclusiveness for ALL residents of Des Moines and Normandy Park. Our mission is to enhance our community's quality of life through aquatics. Scholarships helps us ensure everyone has access to our programs.	
OPTIONS NEW	
Patrons now can apply online, mail or in-person. The goal is to give patrons the ability to find what works best for them.	
• In-Person or Mail: Please complete this form and drop it off or mail it to the Mount Rainier Pool at 22722 19 Avenue S, Des Moines, Washington. • Online (New in 2026): The district now offers online scholarship applications online with Google Translation and Encrypted Document Download. Click here<ADD LINK> to view our registration portal to apply.	
REQUEST PROCESS	
Scholarships are available for 10-visit, 3-month and annual passes including water exercise, lifeguard and swim lesson certifications, and swim lessons.	
Important! Please request scholarships before you register for swim lessons! This can be done any time after November 15, 2025. Scholarships do not guarantee you a spot in lessons. These programs will follow the swim lesson registration process.	
ALL SWIM LESSON SCHOLARSHIPS SHOULD BE REQUESTED 5 BUSINESS DAYS BEFORE REGISTRATION.	
We have created a two-step process to ensure tax money and donations are being allocated correctly. Complete the Scholarship Request Form and supply the required documentation.	
ALL SCHOLARSHIPS ARE NOW 90%. RECIPIENTS WILL PAY 10% AT THE TIME OF REGISTRATION.	
Please complete the two steps of the application process to be eligible:	
• Step 1: Proof of Residency (<i>Scholarships are now resident only.</i>) • Step 2: Proof of Need of Assistance (See options below)	
Step 1. Registration Information: Please include your main contact information and registrant information for each scholarship. Please refer to the attached scholarship breakdown sheet for your request. All scholarship recipients must reside in either Des Moines or Normandy Park. Proof of Residency could be required at time of application.	
• Proof of Residency – Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.	
Step 2. Proof of Need of Assistance: Please provide one of the types of options below for proof of need.	
• Option #A: Utility Discount Program Qualification: Attach a copy of discount utility program verification. • Option #B: Social Security Benefits Documentation: Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition. • Option #C: Public Assistance Programs: Please provide documentation of one of the forms below. ○ Temporary Assistance for Needy Families (TANF) ○ Social Security Income for Disability (SSI) ○ Developmental Disability Administration (DDA) ○ Foster Child Applicant – DSHS services approval letter.	

ADDITIONAL INFORMATION

- **Account Setup:** Please help us by setting up an account on our registration software (CivicRec). [Please click here to setup an account.](#) This will help speed up the registration process and ensure your contact information is correct for communications including waitlists.
- **Availability:** Scholarships are only available to residents of Des Moines and Normandy Park at this time.
- **Programs:** At this time scholarships are available for swim lessons; facility use passes and water exercise classes. Lifeguarding and Swim Lesson Instructor certifications may also be covered by the District dependent on work commitment. Please contact us at info@mtrainierpool.com if you are interested in these programs that do not require a scholarship application.
- **Funding Limits:** Scholarships are dependent on funding availability, and awarded on a first come, first serve basis.
- **Scholarship Cycle:** Approvals will be good for programming from September 1 to August 31 of each year.
- **Policy and Procedure:** Additional information on policy and procedures in section below.

POLICY & PROCEDURES

- Scholarships are only available for residents of Des Moines and Normandy Park at this time.
- All matching fees (patron's responsibility) are due at the time of registration. (No class spots will be held.)
- Incomplete forms or forms without required documentation will not be accepted. Process will start once form with required documentation is received.
- A new form must be submitted each year for financial aid/scholarships. The annual scholarship process follows the school year, and starts on September 1st starting in 2026-2027 school year. Groups and organizations are not eligible for scholarship but may qualify for a group discount, and starting in 2026. No scholarship money will be carried over to the next scholarship cycle.
- Scholarships are only for programs at the Mount Rainier Pool, and only cover swim lessons, facility use passes and water exercise. If you are interested in another program, please call us at (206) 824-4722.
- Swim lesson and water aerobics classes must have space available, and applicants must follow normal registration process.
- Scholarship request forms that are mailed or dropped off at the Mount Rainier Pool and may take up to five (5) business days to process. Once approved a scholarship balance will be applied to your account.
- All swim lesson registrants may be required to perform a free swim evaluation. Please call the pool to make an appointment.

PENALTIES

- Participants must have all absences excused by pool management staff. Call (206) 824-4722 to excuse your absence or email FrontDesk@MtRainierPool.com.
- Participants will be given one courtesy unexcused absence, but any additional unexcused absences could result in forfeiture of your scholarship award and will be factored into future scholarship applications.
- Participants will forfeit any portion of their fees that were paid towards the class to hold your spot. This includes any cancellation within one full week of a class.

APPEALS/REQUESTS

- The District General Manager reserves the right to award up to 100% on swim scholarships.
- The District General Manager will mediate any disputes over Scholarship Awards.

APPLICATION PROCESS

1. Setup an account on our registration software at [CivicRec](#). (See below for more information.)
2. Complete form and provide required documentation. Make sure to bring identification and proof of residency.
3. If you need assistance, please contact the Mt. Rainier Pool to setup an appointment with the District General Manager. You can call us at (206) 429-3852 or email info@mtrainierpool.com. (Please allow three business days to setup appointment)..
4. Please allow five (5 business days) to process the application.

SETTING UP A CIVICREC ACCOUNT

1. [Click here](#) to setup a new account at CivicRec.com
2. Click login/create account button in upper right corner and follow directions.
3. Please make sure that you list a good contact phone number and email to ensure we are able to contact you.

4. Once complete, you should receive a confirmation email. Please use this email to double-check your account to make sure the contact information is correct.
5. If you have any questions or concerns, please contact us at (206) 824-4722.

GRANTS/UPDATES

Grants become available time to time that may waive up to 100% of the programs. We will announce these opportunities through our email notification system. If you would like to receive program updates, please [click here](#) to sign up for our email notification system. (Also do not forget to follow-up and opt-in when you receive a confirmation email.)

SWIM LESSON PAGE

For more detailed information on specific swim lessons, visit our swim lesson page at mtrainierpool.com/swimlessons.

QUESTIONS

For any questions, please call the Mt. Rainier Pool at (206) 824-4722 or email us at info@mtrainierpool.com.

**Scholarship Eligibility Income Guidelines**

Dec 2025-Oct 2026

Please get pre-approved before registration for programs.

Number in Household		Household 1	Household 2	Household 3
Eligibility %		Max Income	Max Income	Max Income
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	yearly	\$54,421.38	\$73,322.70	\$92,244.02

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Number in Household		Household 7	Household 8	Household 9
Eligibility %		Max Income	Max Income	Max Income
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	yearly	\$224,533.25

Eligibility based upon 250% on the U.S. Federal Poverty Level (FPL) Threshold. Eligibility does not guarantee availability or registration into a program.

SCHOLARSHIP REQUEST FORMMOUNT RAINIER POOL – 22722 19TH AVENUE SOUTH
(206) 824-4722 – INFO@MTRAINIERPOOL.COM**STEP 1: REGISTRATION INFORMATION (PROOF OF RESIDENCY)**

Please provide a copy of identification or a utility bill or other form of documentation that shows you reside in Des Moines or Normandy Park.

Main Household Contact (Parent/Guardian):

Address:

City:

Zip Code:

Contact Phone #:

Contact Email:

PARTICIPANT REGISTRATION INFORMATIONFor registration information on swim lessons visit the swim lesson page at mtrainierpool.com.

1. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

2. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

3. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

4. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

5. Participant Full Name:

Class/Program Requesting:

Dates Requesting:

STEP 2: PROOF OF NEEDS ASSISTANCE

Please provide proof of need for financial assistance. Complete below and provide copies of all documentation. All scholarship applications will not be accepted or will be on hold until all documentation is provided. Click below and include documentation with application (*copies can be made at the Mount Rainier Pool, 22722 19th Ave S*).

- ☐ **Option #A: Utility Discount Program Qualification:** For 50% assistance, attach a copy of discount utility program verification to receive 50% scholarship level.
- ☐ **Option #B: Social Security Benefits Documentation:** Accepted forms include SSI or SSA-1099, if social security is the only form of income. If other income realized: pensions, annuities, business income, etc. a tax return must be submitted in addition.
- ☐ **Option #C: Public Assistance Programs:** See options below.
- | | |
|--|---|
| ☐ <i>Temporary Assistance for Needy Families (TANF)</i> | ☐ <i>Developmental Disability Administration (DDA)</i> |
| ☐ <i>Social Security Income for Disability (SSI)</i> | ☐ <i>Foster Child Applicant – DSHS Services Approval Letter.</i> |

____ (Initial) Are you willing to be photographed or interviewed in support of the Mount Rainier Pool Scholarship Program.

Swim Lessons Only: I have completed a swim evaluation. * (required) at Mount Rainier Pool. ☐ Yes ☐ No

*Swim Evaluations are administered during Family Swims by staff. Visit www.mtrainierpool.com/schedule to view current schedule or call us at (206) 824-4722 to schedule an evaluation.

I hereby agree to release, save and hold harmless the Mount Rainier Pool and the Des Moines Pool Metropolitan Park District and its respective officials, administrators, staff and volunteers from any and all liability and claims of any damage of injury brought on by me, my family, estate, heirs or assigns arising out of my enrollment or participation in this program except as may arise solely from gross negligence of the Mount Rainier Pool or the Des Moines Pool Metropolitan Park District or from the acts of third parties. My signature below signifies that I voluntarily agree to all of the terms and conditions.

I certify that all of the information provided on this form is true and correct and that all income is reported. I understand that this information is being given for the receipt of a Swimming Scholarship assistance; that District officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable laws.

Parent/Guardian Signature: _____ Date: _____

MORE INFORMATION

For more information, please contact the Mt. Rainier Pool at (206) 824-4722 or email info@mtrainierpool.com.

Mount Rainier Pool
22722 19th Avenue South
Des Moines, WA 98198
(206) 824-4722
www.mtrainierpool.com

**STAFF USE ONLY**

Date Received: _____ Received By: _____

All forms must be returned to the Mt. Rainier Pool., Please allow five (5) days for processing from the date the application is received at the Mt. Rainier Pool. Submittal of forms does not guarantee placement in classes or receipt of scholarship. Attach sheet with staff comments and notes (if needed).

☐ Approved ☐ Denied Amount Granted: _____ Staff Initials: _____

THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED TO DETERMINE SCHOLARSHIP ELIGIBILITY.