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United DFC Policies and Procedures Financial Assistance Policy

1.0 Purpose

This Financial Assistance Policy (the “Policy”) is designed to support United DFC families that express a desire to participate in United DFC programs, though based on their economic situation, cannot afford the approved fees without financial assistance.

2.0 Definitions

Dependent (in relation to the applicant/recipient) - A person who resides in the same dwelling and is either:

1. the spouse of the applicant or recipient
2. a dependent child of the applicant/recipient or their spouse, or
3. a dependent adult of the applicant/recipient or their spouse

Dependent Child - A person under 18 years of age

Economic Family - Refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law, adoption or a foster relationship. A couple may be of the opposite or same-sex.

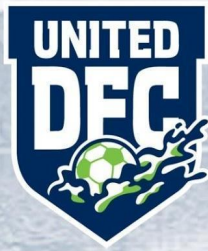
Low Income Cut-offs, Before Tax (LICO-BT) - Measurement of income level at which families or persons not in economic families spend 20 percentage points more than the average of their before tax income on food, shelter and clothing. LICO-BT reflects a consistent and well-defined methodology that identifies those whose financial situation requires assistance. (Source: National Household Survey Dictionary, Statistics Canada).

See Section 8 below for prescribed amounts based on household size.

United DFC programs - Programs offered by United DFC.

3.0 Scope

This policy defines the eligibility criteria for residents to access United DFC’s Financial Assistance program and the eligible uses of approved funding.



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4.0 Policy Statement

Guiding Principles

1. United DFC fees are based on cost recovery, and the majority of United DFC revenue comes from program fees.
2. United DFC believes all children should have the opportunity to play soccer.
3. Limited resources mean that not all players with financial needs will be served with the United DFC financial assistance program.
4. There are other financial assistance programs that families are expected to access (e.g. KidSport / Jumpstart) prior to accessing United DFC's financial assistance
5. The Policy is intended to help those in the greatest need to receive support to play soccer.

United DFC recognizes the benefits of participation in Soccer programs. Families who meet the eligibility criteria outlined in this policy are able to receive a maximum of up to the cost of one registration per individual per calendar year. This assistance may not cover the full costs of the program but aids the opportunity to participate in United DFC soccer programs.

4.1. Applicant Eligibility

- a. Financial eligibility is determined based on LICO-BT as established by Statistics Canada.
- b. To qualify, an applicant must:
 - i. Submit a completed application form and
 - ii. Have a total gross household income below the LICO-BT.
 - iii. Provide proof of annual income for all age of majority individuals in the household.
 - iv. Provide proof of application for KidSport and JumpStart.
 - v. Provide proof, if requested, that all dependent children are the legal responsibility of the adult applicant and reside at the applicant's home.
- c. The Board of United DFC can approve eligibility for situations where need exists, but applicants do not meet the criteria otherwise defined in this policy.
- d. Applicants must be members in good standing (reference: UDFC Code of Conduct)

4.2. Documentation Requirements

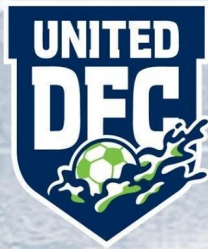
To assess applicant eligibility requirements, this section details the types of documentation the Club will request.

- a. Proof of submission and request from Jumpstart and Kidsport programs. Require confirmation or denial of funding when received.
- b. Proof of annual income includes most recent Canada Revenue Agency Notice of Assessment, NS Works, or NS Disability Support Program income statement.
- c. Should the applicant's proof of annual income noted in B above in this policy not be available, two consecutive current pay stubs will be requested.

4.3. Program Eligibility

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Applicants who meet the eligibility criteria are able to direct their approved funds towards regular United DFC program registration. Programs such as camps and small group training are not eligible.

Applicants will be eligible to receive assistance to a maximum of \$400 per calendar year per member of the applicants Economic Family.

4.4 Financial Management

- a. In alignment with the guiding principles of this policy, families who satisfy all of the eligibility requirements of this policy will be provided with financial assistance up to the annual limit as outlined in Section 4.1, 4.2, and 4.3
- b. If families have an outstanding balance, it must be paid before registering in new programs.
- c. Where the demand increases beyond the budget allocated for the Financial Assistance Program, proposed budget revisions to the financial assistance program will be highlighted to Board for approval.

5.0 Procedures

- a. The Office Manager, or designate, is responsible for establishing procedures to implement this policy, monitoring outcomes and ensuring compliance, and as such is authorized to take necessary action to give effect to this policy.
- b. The Office Manager may in extenuating circumstances recommend to the Board that exceptions be made to Section 5 above in approving an application.

6.0 Related, Policies, Legislation and/or Documents

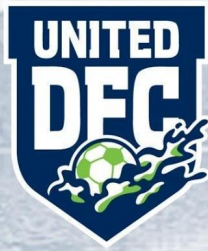
https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/tab/t4_4-eng.cfm

Based on the most recent census, and population size of HRM, below are the published

LICO-BT:

- 1 person \$21,186
- 2 persons \$26,373
- 3 persons \$32,423
- 4 persons \$39,367
- 5 persons \$44,648
- 6 persons \$50,357

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7 or more persons \$56,064

7.0 Approval and Review

Approval and Review	Details
Approval Authority	Board of Directors
Administrator	Executive Director
Next Review Date	15/20/2023
Approval and Amendment History	Details
Original Approval Authority and Date	15/20/2020
Amendment Authority and Date	
Notes	Policy moved to the new template format June 2022. Policy review not conducted.