**DOCUMENTATION FOR Reduced Admission Fees and/or Fee Waivers**

**Town of Herndon RESIDENT Definition:** A Town of Herndon resident is defined as:

“to have a permanent abode for the time being”; [a] factual place of abode… [residence] requires bodily presence as an inhabitant of a place.”

This applies to those who reside and live in the Town of Herndon corporate limits. Residency status is not afforded to those who own but do not occupy property in Town limits or to those who own a business in Town limits.

**Proof of Residency:** Verification of residency is accepted as a driver’s license or Department of Motor Vehicles (DMV) issued identification card with an address within the Town of Herndon corporate limits. Residents who do not have DMV issued identification with a Town of Herndon

address must present alternate proof of residency *and* valid photo identification. Alternate proof of residency includes any of the documents listed below. Final determination of acceptability of alternate identification will be made by the Community Center Manager or designee.

1. Utility Bills: utility bill issued within the last three months, such as electricity, water, or gas bills, that show the individual's name and address within the Town of Herndon.
2. Lease or Rental Agreement: Evidence of a current lease or rental agreement that demonstrates residency in the Town of Herndon.
3. Vehicle Registration or Insurance: current vehicle registration or insurance documents that indicate their address within the Town of Herndon.
4. Letter from a Landlord: notarized letter from a landlord affirming the individual's residency in the Town of Herndon. The letter should include the landlord's contact information for verification.
5. Social Service Agency Documentation: documentation from local social service agencies, such as benefit award letters or case management letters issued within the last year, indicating the individual's address in the Town of Herndon.
6. Immunization Records: recent immunization records from local healthcare providers or clinics that indicate the individual's address within the Town of Herndon.
7. Cable or Internet Service Bill: cable or internet service bill issued within the last three months with the individual's name and address within the Town of Herndon.
8. Health Insurance Statement: Accept a recent health insurance statement issued within the last three months that shows the individual's address within the Town of Herndon.
9. Social Security Benefit Statement: Social Security benefit statement issued within the last year that shows the individual's address within the Town of Herndon.
10. Rent Receipts: rent receipts or payment confirmations issued within the last three months from the individual's landlord in the Town of Herndon.
11. Homeowner's Insurance Statement: homeowner's insurance statement issued within the last year that shows the individual's address within the Town of Herndon.
12. Voter registration card with address.

**For youth:**

1. School Enrollment Documentation: documents showing enrollment in the current school year in a Herndon public school or the local school district, such as a letter from the school or school identification card, Free or Reduced School Lunch Program.
	1. Identification from Herndon's School Pyramid: identification cards or documents issued by the local school district for the current school year that establish the individual's residency within the Town of Herndon.
	2. School Report Cards: school report cards or progress reports for the current school year indicating the individual's address within the Town of Herndon.
	3. Child's School ID Card: valid school identification card for the current school year confirming the child attends a Herndon public school.

**Acceptable documentation to obtain a Fee Waiver for any eligible town resident and Reduced Admission Documentation for town residents outside the designated zones. Individuals must first produce proof of residency using one of the above documents.**

An individual or family who participates in one of the following federal, state. or local government low-income programs is eligible for reduced admission rates and the fee waiver program:

* Women Infant and Children Program (WIC)
* Electronic Benefits Transfer (EBT)
* Families Access to Medical Insurance Security (FAMIS)
* Temporary Assistance to Needy Families (TANF)
* Free or Reduced Lunch Program administered at Fairfax County Public Schools.
* A notarized letter from Cornerstones verifying the family is eligible.
* A letter from the Fairfax County Department of Family Services, the Fairfax Department of Housing and Community Development, or the Virginia Department of Social Services such as benefit award letters or case management letters issued within the last year that states the family’s income falls below the Federal Poverty Level.