



Dear Applicant:

Attached is our "Application for Services" form. Please return the completed form to our office if you wish to receive the income assistance rate. After we receive your completed application, our office will review the provided documentation. As a reminder this is a legal document and all persons on the application must provide all of the required back up paperwork.

**Required backup paperwork is required with your application:**

1. A copy of your **current lease or deed of ownership** (listing the names of all members of your household). If lease is older than 6 month a letter from your landlord / leasing office must be provided.
2. If the name of your child(ren) is different than your own, please provide a copy of **their birth certificate(s)**.
3. A copy of your **two most current pay stubs**
4. A copy of your filed **2021 Federal & State Income returns**.
5. **Utility Bill** (PG&E, Water or Phone)

Our office will call you once the new application is approved. This service is for Benicia residents only. If you have any questions, feel free to contact me at (707) 746-4395.

**PLEASE NOTE: BEGINNING JANUARY 1, 2009 INCOME ASSISTANCE WILL COVER 50% OF THE REGISTRATON FEE. YOU WILL BE RESPONSIBLE FOR THE OTHER 50%.**

Sincerely,

*Ann Dunleavy*

Ann Dunleavy  
Superintendent  
Parks & Community Services Department