

# W.A.S.T.E. Community Outreach - Educational and Business Development Initiative Eligibility Policy

Effective Date: 05/13/25

## 1. Introduction

W.A.S.T.E. Community Outreach is dedicated to empowering underprivileged communities through outreach programs, focusing on supporting individuals in need to help them thrive. In alignment with our mission, this policy outlines the eligibility criteria for our educational and business development initiatives. While all members of the community are welcome to participate in these initiatives, we prioritize providing free or discounted services to low-income and/or disabled individuals and families. Please note that this policy does not apply to our awareness events, which are open to the general public.

## 2. Eligibility Tiers for Educational and Business Development Initiatives

Participation fees for our educational and business development initiatives will be determined based on the following income and disability status tiers:

- **Tier 1: Free Services**
  - Individuals and families who meet the criteria for **low-income** status.
  - Individuals who have a **disability**, regardless of income.
- **Tier 2: Discounted Services**
  - Individuals and families who meet the criteria for **moderate-income** status and do not have a disability. The specific discount percentage will be determined based on program costs and available resources.
- **Tier 3: Full Price Services**
  - Individuals and families who are considered **high-income** and do not have a disability.

### 3. Definition of Income Levels

To determine eligibility for free or discounted services, W.A.S.T.E. Community Outreach will utilize the following definitions based on widely accepted federal guidelines and local cost of living:

- **Low-Income:** An individual or family whose annual income is at or below "80% of the median family income for the Orlando-Kissimmee-Sanford, FL Metropolitan Statistical Area as determined by HUD." Example below:
  - 1 person: \$59,040
  - 2 persons: \$67,440
  - 3 persons: \$75,920
  - 4 persons: \$84,320
  - 5 persons: \$91,120
  - 6 persons: \$97,840
  - 7 persons: \$104,560
  - 8 persons: \$111,280
  
- **Moderate-Income:** An individual or family whose annual income falls between "81% of the median family income for the Orlando-Kissimmee-Sanford, FL Metropolitan Statistical Area as determined by HUD." and "130% of the median family income for the Orlando-Kissimmee-Sanford, FL Metropolitan Statistical Area as determined by HUD." Example below:
  - 1 person: \$59,041 - \$76,753
  - 2 persons: \$67,441 - \$87,673
  - 3 persons: \$75,921 - \$98,697
  - 4 persons: \$84,321 - \$109,617
  - 5 persons: \$91,121 - \$118,456
  - 6 persons: \$97,841 - \$127,192
  - 7 persons: \$104,561 - \$135,928
  - 8 persons: \$111,281 - \$144,664
  
- **High-Income:** An individual or family whose annual income exceeds the moderate-income level. Example below:
  - 1 person: \$76,754 and above.
  - 2 persons: \$87,674 and above.
  - 3 persons: \$98,694 and above.

- 4 persons: \$109,618 and above.
- 5 persons: \$118,457 and above.
- 6 persons: \$127,193 and above.
- 7 persons: \$135,929 and above.
- 8 persons: \$144, 665 and above.

**Note:** W.A.S.T.E. Community Outreach reserves the right to adjust these income thresholds periodically based on changes in federal guidelines and local economic conditions.

#### 4. Definition of Disability

For the purpose of this policy, "disability" is defined as a physical or mental impairment that substantially limits one or more major life activities,<sup>1</sup> has a record of such an impairment, or is regarded as having such an impairment, consistent with the Americans with Disabilities Act (ADA). Applicants may be required to provide documentation of their disability from a qualified professional or relevant government agency.

[1. Free Disability Accommodation Policy HR Template to Edit Online  
www.template.net](http://www.template.net)

#### 5. Application Process and Verification

Individuals and families seeking free or discounted services will be required to complete an application form and provide documentation to verify their income and/or disability status. Acceptable forms of income verification may include:

- Copies of recent pay stubs
- Tax returns
- Proof of government assistance (e.g., SNAP, TANF, SSI)

Acceptable forms of disability verification may include:

- Documentation from a medical professional
- Award letters from the Social Security Administration or other relevant agencies

W.A.S.T.E. Community Outreach will maintain the confidentiality of all submitted documentation in accordance with applicable privacy laws and regulations.

## 6. Review and Determination

All applications and supporting documentation will be reviewed by designated W.A.S.T.E. Community Outreach staff. Eligibility determinations will be made based on the criteria outlined in this policy. Applicants will be notified of the outcome of their application in a timely manner.

## 7. Appeals Process

Individuals who are denied free or discounted services have the right to appeal the decision. The appeals process will involve submitting a written appeal to [Designated Person/Committee] within [Number] days of the notification of denial. The appeal will be reviewed, and a final decision will be communicated to the applicant.

## 8. Confidentiality

All information provided by applicants will be kept confidential and used solely for the purpose of determining eligibility for W.A.S.T.E. Community Outreach services.

## 9. Policy Review

This eligibility policy will be reviewed periodically and may be updated as needed to ensure it remains aligned with the mission and resources of W.A.S.T.E. Community Outreach and relevant guidelines.

## 10. Contact Information

For questions regarding this eligibility policy or the application process, please contact:

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Executive Director

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