



Fee Assistance Supplement: Form 2 Change in Family Size

This form is to be attached to Fee Assistance applications if the IRS Tax Return Transcript does NOT include all persons for whom an individual is seeking financial aid.

Section 1: Family Size Increase

Complete the following section to document additional family members. All family members listed must be clients on the applicant's PARKS DIRECT account whose ages/identities have been verified with required documentation.

Additional Adult (18 and older) Family Members NOT Listed on IRS Tax Return Transcript:
Applicant must include/attach documentation of relationship and income to Fee Assistance Application.

Name:	Date of Birth:	Relation to Applicant:	Documentation of Relationship (See Reverse):	Documentation of Income (See Reverse):
1.				
2.				

Additional Minor (under 18) Family Members NOT Listed on IRS Tax Return Transcript:
Applicant must include/attach documentation of relationship to Fee Assistance Application.

Name:	Date of Birth:	Relation to Applicant:	Documentation of Relationship (See Reverse):
1.			
2.			
3.			

Section 2: Family Size Decrease

Complete the following section to document a decrease in family size. Please note: All clients referenced below will be removed from applicant's PARKS DIRECT account. **Applicant must include/attach documentation of relationship change to Fee Assistance Application.**

Ineligible Adults (18 and older):

Name:	Date of Birth:	Relation to Applicant:	Documentation of Change in Relationship (See Reverse):
1.			
2.			

Ineligible Minors (under 18):

Name:	Date of Birth:	Relation to Applicant:	Documentation of Change in Relationship (See Reverse):
1.			
2.			
3.			

Fee Assistance Additional Documentation Reference Guide Family Size Change

Refer to the following guides for any additional documentation needed to support claims on the reverse side of this page. Provide documentation names in tables on reverse side and include documentation with Fee Assistance application to prove claim.

Family Size Increase

Who	Reason	Documentation Required
Additional Adult	Dependent (or qualifying relative)	Maryland court-issued custody agreement (with at least one of the adults on the transcript listed as legal guardian) or other state's equivalent, AND IRS Return Transcript (proof of income)
	Spouse	Certified copy of marriage certificate, AND IRS Return Transcript (proof of income)
Additional Child	Adopted child	Birth certificate or court-issued certificate of adoption with at least 1 of the adults on the transcript listed as adopting parent.
	Foster child/temporary guardianship/custody change	Maryland court-issued custody agreement (with at least one of the adults on the transcript listed as legal guardian) or other state's equivalent.
	New biological child	Birth certificate date after the end of tax year (with at least one of the adults listed on the transcript as birth parent).

Family Size Decrease

Who	Reason	Documentation Required
Ineligible Adult	Death	No documentation required.
	Dissolution of marriage	Maryland court-issued order for separation/divorce/annulment or verification of divorce from Maryland Division of Vital Records (or other state's equivalent).
	Change in qualifying relative status	No documentation required.
Additional Child	Death	No documentation required.
	Loss of Custody	No documentation required.