

**CITY OF ROCHESTER HILLS
OFFICE OF THE MAYOR**

Administrative Policy #001-2011

Public Access Administrative Reimbursement Policy Guidelines

Purpose:

To provide Rochester Hills residents with a funding source (BY WAY OF REIMBURSEMENT) to cover the cost of basic participation or original course completion in public access television training.

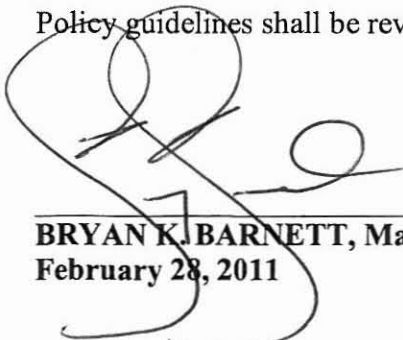
Policy:

- Reimbursements are limited to \$250 per resident per year.
- To be eligible, residents must provide the following:
 - o Completed Application
 - o Proof of Residency
 - Copy of Driver's License, or
 - Copy of State-issued I.D., or
 - Copy of parent's license, if under 18
 - o Proof of Payment
 - Receipt from Public Access agency, or
 - Cancelled check
 - o Proof of class completion (if applying for training reimbursement)

Reimbursement checks will be issued in December of each fiscal year. All completed applications are due to the Fiscal Office on or before December 1. Checks will be distributed/mailed before the end of the year.

In the event that there are more applications than available funds, completed applications will be recorded in the order in which they are submitted.

Policy guidelines shall be reviewed periodically for effectiveness.



BRYAN K. BARNETT, Mayor
February 28, 2011