

SENIOR TAX RELIEF WORK PROGRAM

(Program Description and Rules)

The Senior Tax Relief Work Program was established for Westminster residents under the provisions of Massachusetts General Laws Chapter 59, Section 5K. Eligible participants will receive a maximum credit of \$1,000 (reduced by 1.45% Medicare tax) on their property taxes, earned at a rate of \$8.00 per hour, for authorized work performed for the Town of Westminster. The program is open to resident property owners sixty (60) years of age or over, who meet the specified income level based on the HUD Low-Income Limits established for the Fitchburg-Leominster area.

The Senior Tax Relief Work Program shall be administered by a sub-committee of the Westminster Council on Aging. Applications may be obtained from the Council's Program Coordinator or from the Town Administrator's office.

The approval format includes a three-section application requesting information on eligibility, skills and experience. The application will be evaluated by the subcommittee using the following selection criteria:

- Meets income, age, residency and home ownership eligibility requirements
- Ability to perform work
- Availability of a position suitable for the skills of the applicant

Selected applicants will be placed within a town department, board, agency or program upon recommendation of the subcommittee and subject to review by the Town Administrator. An applicant may refuse the first offering. The department head will supervise and train the applicant and report the accrued hours worked to the Council on Aging Director on a biweekly basis (consistent with scheduled payroll submissions).

The program work cycle runs from January 1 through November 30. A Certificate of Completion of Volunteer Services will be prepared by the Council on Aging Director and distributed to the participant, the Board of Assessors, the Treasurer/Collector, and the Personnel Office.

PLEASE NOTE: All participants must file a new application each year. Applicants should be made aware that credits granted are considered reportable income for federal income tax purposes and that a W-2 will be issued by the Town.

WESTMINSTER COUNCIL ON AGING
Senior Tax Relief Work Program

APPLICATION

Section 1

Name _____ Telephone # _____

Address _____

Date of Birth _____

1. Application will be considered only when filled out completely and accompanied by a copy of the applicant's most recent property tax bill and verification of age.
2. Eligibility is subject to age (60 years or over) and residency conditions, as well as meeting the income guidelines established by the Board of Selectmen and the ability to place the applicant in available positions.
3. Placements are decided by the sub-committee of the Council on Aging based on the skills and interest of the applicants and the needs of the various departments. Attention is paid to individual preferences, however, it may be impossible for all applicants to obtain their first choice.
4. A Certificate of Completion will be issued by the Council on Aging Director and credit will be applied to the next semi-annual property tax bill of the applicant at the rate of \$8.00 per hour, not to exceed \$1,000 per calendar year.
5. Applicants may be required to submit documentation of financial resources and liabilities.
6. Participants in the program will receive a W-2 for federal income tax reporting purposes and are required to provide two forms of identification to the Personnel Office at Town Hall prior to reporting to work.

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APPLICATION

Section 2

Eligibility Requirements

Please answer the following questions:

- I am over age sixty (60) Yes No
- I and/or my spouse own the home in which I/we reside Yes No
- I am a Westminster resident Yes No
- I meet the financial guidelines listed below Yes No

Number in family	One Person	Two Persons	Three Persons
Income	\$44,950	\$51,400	\$57,800

My gross receipts from all sources of income in the preceding calendar year (including social security, pensions, other retirement allowances, wages, salaries, other compensation, net profit from business or profession, interest and dividends, rental income, capital gains, etc.)

\$ _____

Please list any unusual expenses that affect your ability to meet living costs.
