

ANNVILLE-CLEONA SCHOOL DISTRICT SENIOR TAX WORK-OFF PROGRAM

Purpose

The purpose of the Senior Citizen Property Tax Work-Off Program is to provide eligible senior citizens an opportunity to reduce their school property tax burden and to develop greater interaction between the school district and the senior citizens of the community.

Eligibility

Any resident homeowner in the Annville-Cleona School District, age 60 or older, who is retired and pays school real estate tax for the property on which they live is eligible for this program. Another resident of the district may serve as a "stand-in" for a qualified senior citizen who is unable to volunteer due to disabilities.

Program Guidelines

This program shall be limited to 30 taxpayers per year. Should more than 30 qualified applications be received, acceptance will be based on income.

Each volunteer is permitted to work at the state minimum wage rate and earn a maximum payment of \$500 per year. The maximum payment for any one household may not exceed \$500. *NOTE: Payments are subject to federal, state and local taxes and will be paid by a payroll check in late June.*

Application Procedures

Eligible property owners may complete an application available in the district office or download it from the district's website. Applications shall be submitted by August 1 to be eligible for the program and must be filed annually. Payment for hours worked will be made in late June in time for the July 1 tax mailing.

Additional Requirements

Each applicant accepted into the program must agree to provide a Criminal History Background Check and a Child Abuse History Background Check. A \$10 fee is required to obtain each of the background checks for a total of \$20. The district will provide the forms necessary to apply for these reports. In addition, those persons who will be in positions requiring the use of district vehicles must authorize the district to obtain a driver's history report from the Pennsylvania Department of Transportation at no cost to the applicant.

Work Assignments

Work assignments will be based on interests, experience and qualifications and will be determined by the district administration. Program participants must complete a report of hours worked each week and submit it to the administrator or supervisor overseeing their work assignment. The administrator or supervisor shall verify the report and forward it to the district office for filing.

The district office will record hours worked by person and calculate the total credit earned.

Orientation/Training

Each participant will be required to complete an orientation session introducing them to school district procedures and appropriate conduct on school property prior to starting any work assignment. The orientation session will be a time for the participant to ask any questions he or she may have concerning the program, procedures, assignments, etc.

Status of Program Participants

Program participants, for the purpose of liability, are considered volunteers and are indemnified to the same extent as other school volunteers and employees. Program participants are considered "casual employees" as defined by worker's compensation law and are, therefore, not covered by worker's compensation insurance.

**SENIOR TAX WORK-OFF PROGRAM
APPLICATION**

Name: _____ Phone _____

Address: _____

Mailing Address _____

Date of Birth _____

_____ I and/or my spouse own the home in which I/we reside.

_____ I am a resident of Annville-Cleona School District

_____ will serve as my "stand-in" because I am unable to volunteer due to a disability.
(Name of stand-in)

Jobs/tasks in which I am interested:

_____ Clerical Aide – may involve making photocopies, laminating, bulk mailings

_____ Posting of items on web-site.

_____ Custodian Aide – may involve emptying trash, cleaning chalkboards, etc.

_____ Library Aide

_____ Flower beds (weeding, mulching)

_____ Tutoring – primarily in elementary grades. This involves working with 1-3 students at a time.

_____ Picking up trash in the stadium – this would likely be Saturday mornings

_____ Assist with drama productions/musicals, i.e., costumes

_____ Van driver (deliveries between buildings, etc.)

_____ Selling/taking tickets at athletic events, etc.

Please list experience and types of skills that might qualify you to be assigned to the jobs in which you have indicated interest.

Do you have any medical, restrictions that might impact a working assignment? Please explain. Reasonable accommodations will be made, if possible.

If I qualify and am chosen for the district's tax work-off program, I understand that I may earn a maximum of \$550 which will be in the form of a check paid in late June to be applied to the real estate tax obligations for the property at which I reside and am legally responsible for paying property taxes. I certify that to the best of my knowledge, the information in the application is true and accurate.

Signature

Date