

TOWN OF TRURO

Senior Municipal Service Program Application

Truro Council on Aging

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Thank you for your interest in placement with the Town of Truro Senior Municipal Service Program. Under this program, participating taxpayers work in exchange for a reduction in their real estate tax bill. Please read the following guidelines and requirements carefully.

Program Guidelines

- Applications will be accepted beginning on June 1.
- All participants must reapply to the program annually. (This includes returning participants as well.)
- Amount earned will be applied directly as a real estate tax reduction to your Truro real estate tax bill.
- Participants will receive credit for their services at an hourly rate of \$9.00, the maximum allowable by state guidelines.
- The maximum real estate tax reduction taxpayers may earn is \$1000.00 (by working 111 hours) per fiscal year per household; the minimum real estate tax reduction is \$500.00 (by working 55.5 hours).

Senior Municipal Service Program - General Information

Selection Process:

Although there are no income restrictions to participate in the program, qualified applicants with demonstrated financial need will receive priority placement status.

A review committee will be created to review the applications and available positions to determine suitable matches.

Applicant will meet with the Program Coordinator and the Department Head to determine their skill level and experience to meet the criteria set forth in the available positions.

After the meeting, the applicant will be notified by the Program Coordinator as to the outcome of the meeting.

If accepted by the Department Head, the applicant will be sent a letter of confirmation and a start date. If not approved, the applicant will be told the reason why and the Program Coordinator will try to match the applicant with an appropriate position.

Applicants will have the right to refuse a placement. **When possible**, each applicant will be granted up to two (2) meetings for two (2) different positions, based on their qualifications. If either of the two (2) positions is not acceptable to the applicant, there is no guarantee of another position being made available for that year.

(over)

*** Participation Requirements**

- Applicant must be 60 years of age or older by July 1, 2015.
- Applicant must be a full-time resident of Truro as of July 1 of the previous year.
- Applicant must be the homeowner.
- Applicant must be the current occupant of property for which real estate tax is requested.
- Applicant must file a W-4 Form at the time of placement. To be provided
- Other appropriate forms including a CORI form. To be provided

Applicants who are placed are expected to complete the full 111 or 55.5 hours of service before **June 30** of that fiscal year.

Partial completion of hours will not be applied to the property owner's tax bill and will not result in wages due and/or payable to the participant.

The program runs for a Fiscal Year: from July 1 to June 30 of the following year. Even if the hours are completed before June 30, no tax credit is given for these hours until the next Fiscal Year.

For example, an applicant works in July 1, 2015 to June 30, 2016. The tax credit will be applied to the tax bill received for the FY 2017 tax bill i.e. the tax bill issued around November, 2016.

*Current full time Town of Truro employees are ineligible for participation in this program.

*Town of Truro Commission, Board or Committee members are not eligible to receive real estate tax reduction for the time they spend serving in that capacity.

*The Town only intends to make fifteen (15) full-placements (111 hours) annually. Half-placements (55.5 hours) may be made as long as the total placement for both full and half does not exceed 15 full-placements.

*The program will be evaluated annually.

*Opportunities for placement will be made available throughout all town offices and departments

* Only a maximum of \$1000.00 will be allowed per household.

*Property owners may only receive abatement for one property in Truro.

