TOWN OF TRURO

Senior Municipal Service Program Application

Truro Council on Aging
P.O. Box 500
Truro, MA 02666-0500
Tel: 508-487-2462 Fax: 508-487-0854

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 requirement 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 $10.00, the maximum allowable by state guidelines.
- The maximum real estate tax reduction tax payers may earn is $1000.00 (by working 100 hours) per fiscal year per household; the minimum real estate tax reduction is $500.00 (by working 50 hours).
- After a Department Head has had someone in the same position for two successive years, the Department Head will be required to review the total list of applicants and is encouraged to provide opportunities for others to participate in the program. This is not mandatory and Department Heads can still pick the most appropriate person for the job.
- As of this year, first consideration will be given to those applicants who qualify for Clause 41C. Again, this is not mandatory.

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, 2016. ☐
- 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 100 or 50 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 2018 tax bill i.e. the tax bill issued around November, 2017.

*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 (100 hours) annually. Half –placements (50) 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.

SENIOR MUNICIPAL SERVICE PROGRAM APPLICATION For FY 2016 (July 1, 2016 to June 30, 2017)

Participation Check List

- Applicant is 60 years of age or older by July 1, 2016. ☐
- Applicant has been a full-time resident of Truro as of July 1 of the previous year. ☐
- Applicant is the homeowner. ☐
- Applicant is 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

Please **PRINT** or **TYPE** except for your signature on this page of the application.
Date of Application:_____

Name:_____
First Middle Last
Address:_____

Phone Number:_____ Date of Birth:_____

Marital Status:_____ Email Address: _____

The following information will be helpful in placing applicants in the appropriate position.

1. Have you participated in the Senior Municipal Service Program in the past Yes_____ No____
   If so, please indicate in which department you have worked. _____
2. Please describe your past and/or present work experience paid or unpaid, life experiences, special skills or interests which would assist us in your placement.

   _____

3. Do you have computer skills? Yes___ No___If so, please explain._____

   _____

4. Do you have a medical condition that might affect or limit your work assignment? If so, explain:

   _____

5. The Senior Municipal Service Program is designed to assist in the payment of real estate tax bills. How will this program benefit you in meeting your daily needs? _____

   _____

I am applying for Full (001 hours)_____ I am applying for Half (50 hours) _____

If possible, I would prefer to work 1) office 2) outdoors 3) with public 4) no strenuous work

I understand that under the guidelines of the Senior Municipal Service Program, I will volunteer my services to the municipality in exchange for a reduction in my real estate tax bill. The program allows that I work a maximum of 100 or minimum of 50 hours at an hourly rate of $10.00, earning a maximum of $1000.00 or earning a minimum of $500.00 which will be applied as a real estate tax reduction on the legally defined Town of Truro fiscal year actual real estate tax bill. I further agree to hold the Town of Truro and their representatives harmless, for any loss, of any type whatsoever, as a result of my participation in the Senior Municipal Service Program.

Confidentiality

Senior Municipal Service Program participants must observe the rule of confidentiality which means that anything he or she sees or hears during the course of volunteering must not be shared with anyone.

Signature:_____ Date:_____

Application Check List