

Seniorworks

TAX REIMBURSEMENT PROGRAM

Seniorworks 2010

POLICIES & PROCEDURES

Background: With escalating property values in the County, many homeowners are faced with property taxes double or triple from previous years. This can be a significant hardship for some of the county's senior citizens, especially those on fixed incomes. These same individuals are often the ones who "fall between the cracks" in their ineligibility for local, state or federal financial assistance.

Occasionally County government has found its personnel resources stretched thin when responding to a growing population with more services while maintaining low tax rates.

To help with these situations, communities have developed tax reimbursement programs for senior citizens, which allow seniors to work in order to be reimbursed for their portion of county property taxes. Local governments benefit from the efforts of dependable, knowledgeable and temporary help at a minimum cost. Significantly, such programs allow local residents to share their knowledge and life skills while full-time employees focus on other duties. Successful programs are active in Boulder County, Colorado and Aiken County, South Carolina.

Policy: It shall be the policy of the York County Council that York County residents, at least sixty (60) years of age or older, who also own real property in the county and live at the location where taxes are due, may make application to work for county departments or agencies to earn an amount equal to the county portion of their property taxes on residential property. Accepted applicants will be offered a position with compensation at \$7.25 per hour. Only one (1) person per household may participate in this program at any given time. Program applicants must provide proof that their most current county real property taxes have been paid prior to participating in this program. **Participants selected for the program shall be eligible to work until the total monetary compensation at \$7.25 per hour is equivalent to the York County government portion of their current real property taxes on their present, primary, noncommercial, residential property in York County. Property used to produce income (rental property) cannot be used for this program. Compensation will be paid in one single payment after satisfactory completion of assigned work. Participants will be treated as part-time, temporary employees of York County Government while they are working in the program.** As a part-time, temporary employee, participants will not be eligible for any employee benefits. Deductions, as required by law, will be made from all payments made for hours worked in the program. **Participants will not be permitted to work more than forty (40) hours during any work week period.** For the purposes of this program, real property taxes shall include assessments for all of the following: County Operations, County Bonds, Library Operations, Museum Operations, York Tech Operations, York Tech Bonds, Fire Board, Solid Waste Collection, Special Fire and Road Improvements. **MUNICIPAL TAXES, SCHOOL OPERATIONS AND SCHOOL BONDS ARE NOT INCLUDED.**

Procedures: The County will designate a current employee as Program Coordinator for the *Seniorworks* program. In guiding overall program activities, the Program Coordinator is responsible for recruitment and placement of program participants as well as reviewing and maintaining program records and files. County departments, offices and agencies will identify positions in their areas that can be filled by senior citizens participating in the program. These positions will be validated with the completion of a brief job description by the department and submitted for approval by the Program Coordinator. The Program Coordinator will attempt to fill authorized positions on a first-come, first-served basis with a conscientious attempt to involve all interested County offices and departments to the extent the program has been funded. Not all applicants will be called immediately to work because departmental needs may occur at different times during the year.

Completing an application form is not a guarantee of placement.

The Program Coordinator will prepare appropriate job position announcements for the program and will advertise them through senior citizen centers, religious and civic organizations. Program candidates must first complete an application and submit it to the Program Coordinator before being considered for the program. Eligible participants include York County citizens, ages sixty (60) and over, owning and residing at the property listed on their application form as their primary address and on which they owe County property taxes that they wish to be reimbursed upon.

Completed applications will be reviewed for meeting program and job position qualifications and forwarded to the appropriate department head for consideration and acceptance. Program participants will be offered compensation for their services at the wage rate in effect at the time. Participants will be treated as part-time, temporary employees of York County Government while participating in the *Seniorworks* program. Participants will be signed up for payroll processing purposes by staff in the County Human Resources department.

Return completed application to:

**Human Resources Department
Training Manager
6 South Congress Street
PO Box 85
York, S.C. 29745**

For a general overview of *Seniorworks*, call the York County Information Line at (803) 684-8564, option 2. If you have additional questions, call York County Human Resources at (803) 684-8512.

Revised 10/2009

Seniorworks

TAX REIMBURSEMENT PROGRAM

APPLICATION FORM (revised 10/2009) (PRINT)

Applicant Name: _____ SS#: _____ Date: _____

Name Property is in: _____

Address of property: _____

City/Zip: _____ Phone: _____ Age: _____

(Must be at least 60 years of age)

Tax Map Parcel #: _____

Please attach copies of the following for proof of residency, age, and taxes paid:

(1) Most current county tax receipt showing payment of taxes due for year 2009

(2) Drivers license or state identification

(3) Recent telephone/utility bill for primary residence

Applicants work at an hourly (\$7.25) per hour as a part-time, temporary employee. York County will attempt to place **Seniorworks** applicants into positions according to their skills and date of application. **This application does not guarantee placement.**

Former or Current Occupation: _____ Special Skills/Interests: _____

Are you skilled in any of the following?

Clerical ()	Financial/Bookkeeping ()	Maintenance ()
Typing () wpm? ()	Engineering ()	Construction/Repair ()
Filing ()	Computer ()	Management ()
Graphic Arts ()	Research/Evaluation ()	General Office ()

Hobbies/Other Skills: _____

Do you prefer to work: 1) Indoors () Outdoors () 2) Mornings () and/or Afternoons ()

Time Available: Half Day () Full Day ()

Days Available: Every Day () or M () T () W () TH () F ()

Seasonal Preference: _____ Location Preference: _____

(Rock Hill, York, etc.)

Do you have any health conditions or physical problems we should be aware of (trouble climbing stairs, lifting, etc.)?

No () Yes (), explain:

CERTIFICATION: I certify that the above information is complete and accurate; that I am the owner and occupy the property described, located in York County, and that said property is not being used to produce income.

Please indicate how you became aware of Seniorworks. TV _____ Newspaper _____ Radio _____ Other _____

(Signed)

Office Use Only

Amount of county taxes: _____ /\$7.25 = number of hours to work _____

(Real estate taxes only)

Proof of residency, age and taxes paid () copies attached

Parcel # _____, tax payment receipt verified.

Eligible and approved to work in _____ (department/office)