

EASTERN LEBANON COUNTY 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 and the senior citizens of the community.

Eligibility

Any resident homeowner in ELCO 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.

Participants who move from the district during the year will not receive payment for hours worked as the program is intended to offset property taxes of homesteads owned by senior citizens in the community.

Program Guidelines

This program shall be limited to 30 households per year. Should more than 30 qualified applications be received, acceptance will be based on income. (Applications from spouses or persons living in the same household shall be counted as one when determining the limit of 30 applications.)

Each household is permitted to earn a maximum credit of \$550 at the effective minimum wage rate. Volunteers may work more than the hours needed to reach \$550 but there will be no compensation for the additional hours. In all cases, the maximum credit may not exceed the actual amount of school property tax for the homestead.

NOTE: Payments are subject to federal, state and local taxes and will be paid via direct deposit in late June.

Application Procedures

Eligible property owners may complete an application available in the district office or downloaded from the district’s website, under the “District Information” tab. Applications must be submitted by **June 30th** 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 1st tax mailing. All payments are made via direct deposit so participants will need to provide bank account information to the district office.

Additional Requirements

Each applicant accepted into the program must agree to provide a Criminal History Record Check and a Child Abuse History Clearance. Both background checks can be acquired at no cost when choosing “*Volunteer*” status. Links to the clearance forms are located on the ELCO website under the “*District Information*” tab by choosing “*Volunteering within the District*”. 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 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 describing the work performed and the number of hours 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 him or her 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.

APPLICATION

Name: _____ Phone: _____

Address: _____

Mailing Address: _____

Date of Birth: _____

Emergency Contact Name/# _____

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

_____ I am a resident of Eastern Lebanon County School District

Jobs/tasks in which I am interested:

Clerical Aide – may involve making photocopies, laminating, data entry, etc.

Mowing

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

Assist with drama productions/musicals – i.e. costumes

Custodian – may involve emptying trash, cleaning chalkboards, etc. in the absence of a custodian (these hours would likely be 3:00 – 7:00 p.m.)

Selling/taking tickets at athletic events, etc.

Cafeteria monitoring at the elementary buildings

Other: _____

Building Preference (Circle): Fort Zeller Jackson Intermediate School Middle School High School

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

Restrictions: 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 paid via direct deposit 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 understand if I move from the district during the year, I will not be paid for my hours. I certify that to the best of my knowledge, the information in the application is true and accurate.

****Returning volunteers please be sure our Payroll Dept. has your current bank information.***

(Signature) _____ (Date) _____