

Carlisle Senior Tax Worker Program:

If you are a Carlisle property owner and sixty years old or older, you are eligible to apply for our Senior Tax Worker Program. As a matter of fact, if you live with a Carlisle senior who qualifies, you can work for them. Approved applicants provide work assistance to town departments such as the Council on Aging, School, Police, Library, Town Clerk's office and more! Tax workers can earn up to \$1,000 working 90.91 hours at the current minimum wage of \$11/hr. These funds are intended to offset the tax worker's property taxes by being matched with a Town Department's needs, starting July 1, 2017, and submitting detailed time sheets which must be signed by the tax worker and approved by the department whom you are working for and submitted by the deadline of the program. Please note, that during the upcoming fiscal year, changes may need to be made to this program; we will keep both tax workers and Department Heads aware of any changes.

To comply with IRS regulations, all participants in the Senior Tax Worker Program are required to complete the necessary documentation to become an employee of the Town, before commencing any work, and will receive a paycheck for the value of the hours reported (up to the maximum of \$1,000). Earnings from the program are considered income for Federal purposes, but they are not considered income for Massachusetts state taxes. These are **not** benefits-eligible positions, however all statutory federal deductions will apply. Currently, a deduction of 1.45% is contributed by all employees for Medicare, and this is matched by the Town. You may also be subject to deductions for a contribution to a retirement plan. You will receive a Form W2 reporting all wages and deductions for the calendar year.

This program has limited slots, therefore, sign up early! Assignments will hopefully be made in July although applications are accepted throughout the year. If you would like to apply or learn more about this program, please contact the Council on Aging at 978-371-2895.

Senior Citizen Tax Voucher Program Policy and Guidelines

Goals:

- **To employ a number of qualified senior citizens who will apply their earnings toward payment of a portion of their property taxes**
- **To increase senior citizen involvement in local government, and**
- **To enhance municipal service by using the skills of resident senior citizens**

Eligibility:

- **Must be 60 years of age or older or fulfilling the tax worker hours for a Carlisle home owner who is 60 years of age or older and be resident of household**
- **Possess employable skills and be able to do the work that has been requested by the town**
- **Must conform to eligibility date stipulation on application**
- **Must own and occupy, as principal residence, the property for which taxes are paid**

Benefit:

- **2017/18 – Minimum wage - \$11.00**
- **Maximum of \$1,000 per fiscal year. The dollars available per household is based on the number of applicants, availability of applicants, and the various department needs.**

Note:

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- The number of placements is based upon funding in each fiscal year.

Positions:

A variety of jobs may be available. Types of duties may include general labor, gardening, skilled project support, record filing, data entry, customer service, book shelving, cafeteria help, crossing guard, office support, and other duties as requested.

The Senior Tax Advisory Committee will attempt to match the skills and interests of applicants to the needs of Town departments. Assignments are made at the discretion of the Senior Tax Advisory Committee. Slots maybe split.

Applicants will be placed by the Senior Tax Advisory Committee. Applicants will be allowed to request a particular department, but will not be guaranteed a position in said department, although best efforts will be made to accommodate these requests.

Application Process:

Applications are accepted at any time, but will only be considered as long as funds are available in any given fiscal year (July 1 – June 30). It is recommended that applications be submitted as early as possible to allow adequate time to complete required hours within the tax program year.

All applicants are required to complete the committee's application form (attached), which is available in person, via email, on line at the Town's website or hard copy mail from the:

Carlisle Council on Aging
66 Westford Street
Carlisle, MA 01741

Completed applications must be returned to the Senior Tax Advisory Committee, c/o Council on Aging, 66 Westford Street, Carlisle, MA 01741

A copy of the applicant's most recent property tax bill must be attached to the application.

All applications will be reviewed by the Senior Tax Advisory Committee to determine whether the applicant's skills and interests match the needs of any Town departments.

Applicants may be invited to one or more interviews to confirm their qualifications.

All applicants will be notified of their standing in the program as soon as a decision has been made regarding their individual application.

To receive the slot, required employment paperwork must be filled out as soon as possible after your assignment is known.

The applications of senior citizens who are not hired will be maintained and may be reviewed again later in the eligible year to determine whether a job opportunity has developed.

Individuals who need accommodation in order to participate in this process should contact the Council on Aging.

Appointment:

All appointments will be made by the Senior Tax Advisory Committee.

Jobs will be offered based upon eligibility, qualifications in meeting departments' needs, availability on the times and days needed (including providing for one's own transportation) and availability of funded slots.

Questions regarding this program should be addressed to:

**Senior Tax Advisory Committee
c/o Council on Aging
66 Westford Street
Carlisle, MA 01741
978-371-2895**

Volunteers make a difference!

This program represents a modest effort to provide some financial relief to retired taxpayers of the Town of Carlisle. Yet the program cannot assist every eligible citizen. It will prove counter-productive if its effect is to discourage volunteerism with respect either to committees and other civic activities. For those who are not eligible or not selected for work within this program, please continue to volunteer.

**FY2018 SENIOR TAX WORK PROGRAM
APPLICATION**

PLEASE NOTE: Your assignment(s) should be considered a work commitment; communication with your supervisor is critical. Once an assignment is made, if you are not currently a town employee (having been a tax worker in the previous year), please contact the COA office to pick up your employment packet. Once that has been submitted, please contact your supervisor to establish a work schedule that can fulfill the hours required and meet the needs of the Department and your schedule.

Name: _____

Address _____

Telephone: _____

Email: _____

Over 60: Yes No

Homeowner: Yes No

Carlisle Resident: Yes No

Pay Property Taxes: Yes No

Parcel I.D.: Map____ Block: _____ Lot: _____

Number of hours you would prefer/can work starting no sooner than July 2017. Note: Please request slots in the following manner: \$250, \$500, \$750, or full slot at \$1000 - hours are based on what the minimum wage is when the hours are worked. Please note the Senior Tax Advisory does their best to match Department needs and applicants capabilities.

\$250_____; \$500_____; \$750_____; \$1,000_____.

Do you have a preference? Yes No

If yes, which department(s): _____

Please state your past experience (feel free to add more information on a separate page or include a copy of a resume):

Please indicate present health: Excellent: _____ Good _____ Fair _____

Are there any medical restrictions that would keep you from performing certain tasks?

Yes No

If yes, please explain:

If I become involved in the Senior Tax Work Program, I understand that I will become an employee of the Town, and I may earn **up to a maximum** of \$1000. Wages will be subject to a 1.45% Medicare withholding as well as any other statutory deductions which are required.

Signed: _____ Date: _____

A COPY OF YOUR TAX BILL MUST BE ATTACHED TO THIS APPLICATION