

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. Approved applicants provide work assistance to town departments such as the Council on Aging, School, Police, Library, Town Clerk's office and more! Due to recent changes to the program, tax workers can now earn up to \$1,000 working their hours at the current minimum wage. Minimum wage rate may vary between 2014 and 2015. Hours worked in 2014 will be paid at 2014 minimum wage rate; hours worked in 2015 will be paid at the 2015 minimum wage rate. These funds are intended to offset the tax worker's property taxes by being matched with a Town Department's needs, working between July 1, 2014 and June 30, 2015, and submitting detailed time sheets which must be approved by the department whom you are working for no later than June 30, 2015.

To comply with IRS regulations, all participants in the Senior Tax Worker Program will be 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. Earnings from the program are considered income for Federal purposes, but they are not considered income for Massachusetts state taxes. It is anticipated that a worker will be paid once each fiscal year, upon completion of their work commitment. 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, as well as federal income taxes. 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 be made in July. 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 working 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:

- **2014 – Minimum wage - \$8.00**
- **2015 – Minimum wage predicted to be \$9.00**
- **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:

- **The number of placements is based upon funding in each fiscal year.**
- **The town has appropriated the sum of \$25,000 or 25 full slots for the Senior Tax Worker Program for FY15**

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 fiscal year. Fiscal years cannot be combined.

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.

