



# Town of Wareham Senior Citizen Tax Work-off Program Policy

## **What is the Senior Citizen tax work-off program?**

The Wareham Senior Citizen Tax Work-off Program is a program that offers seniors the opportunity to contribute up to 100 hours of service to the Town and receive up to a \$750.00 reduction in real estate taxes. The pay rate is \$7.50/hour, the Massachusetts minimum wage, but participants will not earn paychecks. Instead, they will receive a voucher that can be submitted to the Tax Collector as evidence of the amount earned, which will then be deducted from the property tax bill. (Only good for the year of service).

Under the law (CH 59 5K) the reduction in property taxes is exempt for State income tax purposes; **it is** considered income for Federal income tax purposes. The Town of Wareham will issue a 1099 to all residents that participate in this program. Each individual property owner should discuss with a financial advisor or an accountant to determine how this may effect any retirement benefit they currently receive. The Town has available information from Social Security that may help.

## **What are the eligibility requirements?**

Participants in the Town of Wareham must be 60 years of age or older as of July 1, 2009. They also must be year-round Wareham tax-paying primary residents that have demonstrated financial hardship or need in order to have first priority in the program. Applicants that have some special skill of particular use to the Town will receive second priority.

## **What is the nature of the work to be performed?**

Depending on the interest or experience of the participants, the work may be clerical work, assistance at the library or council on aging, assistance at municipal maintenance, harbormaster's office or any Town department listed on the application. Preference is not guaranteed.

**What are the days and hours?**

The participant's schedule and the needs of the department will be coordinated by the department head. The actual number of hours will depend on the tasks at hand, but participants may not work more than 100 hours in the tax year. For the first year, participants may begin after July 1, 2009 and must finish the program by November 30, 2009. Work performed after November 30, 2009 will be credited to the following year's actual tax bill.

**How do I apply?**

Applications are available at the Selectmen's Office, the Council on Aging department, or on the Town website. The Council on Aging staff will verify information provided and approve the application. If accepted, you must also complete an employment contract with the Town. Please note that only the Board of Assessors can approve the actual tax deduction and will do so upon certification from the Town department that the work was actually performed.



# Town of Wareham Senior Citizen Tax Work-off Program Policy

The Tax Work-off Program offers Wareham seniors the opportunity to participate in a property tax relief program to a maximum of \$750.00 per year in return for volunteer service to the Town. Each year, after the first year of implementation, the program will run from December 1<sup>st</sup> to November 30<sup>th</sup>. Participants in the program may earn credits in addition to any property tax exemptions they may be eligible for under other statutes, such as personal property exemptions under MA General Law Ch. 59, Section 5 or residential exemptions under MA General Law Ch. 59 Section 5C. Residents may also defer the balance of their taxes under MA General Law Ch. 59 Section 5 (41A) if they are eligible to do so. The Town of Wareham has adopted the provisions of MA General Law Chapter 59 Section 5K, as amended, and the policy for the implementation of the Wareham Senior Citizen Tax Work-off Program is issued by the Board of Selectmen as follows:

1. Any full-time, year-round resident homeowner and taxpayer who is at least sixty (60) years old in the Town of Wareham may receive, on a home that he/she owns and occupies, a Senior Citizen Property Tax Work-off Credit, not to exceed seven hundred and fifty dollars (\$750.00) in any fiscal year.
2. The program shall be coordinated through the Council on Aging, which shall oversee the program. The program will be administered through the coordinated efforts of the Council on Aging, the Board of Assessors, the Tax Collector, and the Town Administrator.
3. The program shall include the following information, which the Council on Aging shall oversee:
  - a. The documentation of year-round residency
  - b. Selection of participants.
  - c. The signing of an Affidavit by the applicant attesting to his/her qualifications for the program.
  - d. The signing of the participation agreement under which the applicant agrees to adhere to the policies of the program.
  - e. The determination of the skills and assignment preferences of the applicant, and the recommendation to the Town Administrator for the assignment of the applicant to a Town department.

4. Applicants must submit to:  
Cori Check
5. Applicants must fill out a:  
Liability waiver to Town
6. Town of Wareham Employees will not be eligible for this program.



# Town of Wareham Senior Citizen Tax Work-off Program

## APPLICATION

Name:

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Address:

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Phone Number:

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Social Security Number:

Date of Birth:

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### **Part A: Eligibility Requirements**

Please answer all of the following by checking Yes or No.

	<b>YES</b>	<b>NO</b>
Are you at least 60 years old?	_____	_____
Is Wareham your primary residence?	_____	_____
Can you produce a current tax bill?	_____	_____
Do you have limited financial resources?	_____	_____
Do you have special skills or work experience?	_____	_____

Please describe your special skill/experience: \_\_\_\_\_

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**Part B: Gross Receipts Requirements**

Explain why you are applying. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please explain the issue of need, include extenuating circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Part C: Work Environment**

Please check departments where you would like to work for the Town of Wareham:

Assessors \_\_\_\_\_ Clerk \_\_\_\_\_ Municipal Maintenance \_\_\_\_\_

Library \_\_\_\_\_ Council on Aging \_\_\_\_\_ Harbormaster \_\_\_\_\_

Planning Dept. \_\_\_\_\_ Inspectional Services \_\_\_\_\_

Do you have any disability that would limit your ability to perform the essential and major functions of the work you have requested to perform?

If I qualify for the Senior Citizen Tax Work-off program, I understand that I will earn a \$750.00 tax credit (which may be subject to back-up federal withholdings) for working 100 hours and that this tax credit can only be applied toward my Town of Wareham real estate tax bill.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

This application is: Granted \_\_\_\_\_ Denied \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Job assignment and department: \_\_\_\_\_

Waiting List for: \_\_\_\_\_

OR

Reason for denial: \_\_\_\_\_

Other or Pending Job Assignments/Departments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Signature:

\_\_\_\_\_

Department:

\_\_\_\_\_



# Town of Wareham

## Senior Citizen Tax Work-off Program

### Participation Agreement

The Town of Wareham, a municipal corporation with offices at 54 Marion Road, Wareham MA, hereinafter “the Town” and \_\_\_\_\_ of \_\_\_\_\_, Wareham MA, hereinafter “the participant” on this \_\_\_\_\_ day of \_\_\_\_\_, agree as follows:

The Participant will provide service to the Town for a maximum of one hundred hours (100) between the date of execution of this Agreement and November 30, 2009.

It is agreed and understood by both parties that the actual work assignments may be made on a week-to-week basis and may vary according to the needs of the department to which the Participant is assigned.

The nature of the work assignment shall be dictated by the needs of the Town and the head of the department to which the Participant is assigned.

The Participant is a volunteer in this program and is not entitled to benefits under any classification, compensation, or benefit schedule.

This Agreement will terminate on November 30, 2009, but may be terminated sooner at the discretion of the Wareham Board of Selectmen upon no less than seven (7) days written notice of termination, which shall be given or mailed to the Participant’s residential address listed above.

Volunteer Participant: \_\_\_\_\_

Director, Council on Aging: \_\_\_\_\_

Department Head: \_\_\_\_\_



# Town of Wareham

## Senior Citizen Tax Work-off Program

### Certification of Completion of Volunteer Services MA General Laws Chapter 59, Section 5K, as amended

To: The Board of Assessors  
Wareham, MA

\_\_\_\_\_, Owner of a parcel at:

\_\_\_\_\_, Wareham, MA, has

completed \_\_\_\_\_ hours of volunteer work to be credited toward the fiscal year

\_\_\_\_\_ tax assessed on the parcel listed above at the rate of \$7.50 per hour, for a

total credit of \$\_\_\_\_\_ for the fiscal year stated herein.

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Signature of Person Certifying the Work

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Printed Name of the Person Certifying the Work

Action taken by the Board of Assessors:

Approved: \_\_\_\_\_ Amount Abated: \$\_\_\_\_\_

Other action taken: \_\_\_\_\_

## CORI REQUEST FORM

The Wareham Board of Selectmen is certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for \_\_\_\_\_, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me.

The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE SIGNATURE (Unless otherwise preempted by law)	APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)
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LAST NAME	FIRST NAME	MIDDLE NAME
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MAIDEN NAME OR ALIAS (IF APPLICABLE)	PLACE OF BIRTH
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_____/_____/_____ DATE OF BIRTH	_____/_____/_____ SOCIAL SECURITY # (Requested, not required)	_____ ID THEFT INDEX PIN (if applicable)
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\_\_\_\_\_  
 MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

\_\_\_\_\_  
 \_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
 (include state of issue)

\*\*\*THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
 SIGNATURE OF CORI AUTHORIZED EMPLOYEE

\* The CHSB Identify Theft Index PIN Number is to be completed by those applications that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.**

TOWN OF WAREHAM  
BOARD OF SELECTMEN CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. If the Board of Selectmen is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VI. Applicants challenging the accuracy of the CORI record shall be provided a copy of CHSB *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, Board of Selectmen will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Board of Selectmen may contact CHSB and request a detailed search consistent with CHSB policy.

VII. If the Board of Selectmen reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

VIII. The Board of Selectmen will notify the applicant of the decision and the basis of the decision in a timely manner.

TOWN OF WAREHAM

54 Marion Road  
Wareham, MA 02571

**(FOR AN INDIVIDUAL ONLY)**

**STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE FOR USE IN  
LEASES, USE AGREEMENTS, ETC.**

I, \_\_\_\_\_, through the signing of this document, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorney's fees and all costs of litigations and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

