

## **Veterans Tax Work-Off Program Policy**

Adopted June 10, 2014

Policy 2014-03

Revised July 28, 2015

Revised January 19, 2016

This program offers Wellfleet veterans the opportunity to participate in a property tax relief program to a maximum of \$1000.00 per year in return for volunteer service to the Town. The program for each Fiscal Year will include work performed from July 1 through June 30. Participants in this program may still apply for other tax abatements for which they may be eligible under other statutes.

### **Eligibility:**

- Veteran of any branch of the Armed Services
- Domiciled in Wellfleet.
- Homeowner or trustee or spouse of same.
- Residing at property for which tax relief sought.
- Limited financial resources.
  - Maximum incomes will be adjusted annually and matched to the maximum incomes for Low Income Home Energy Assistance Program (Fuel Assistance)
- Only one tax credit per household may be given.
- Married couples who reside in the same household are allowed to participate in the program but jointly may earn only up to one tax credit per household.
- Current employees of the Town who meet eligibility are welcome to participate, but will not be allowed to apply the work-off program to their assigned departments.

### **Terms:**

- Credit for work will be given at the state minimum wage, and will be applied to the participant's Wellfleet real estate tax bill.
- Volunteer service on Town boards, commissions or committees will not be credited under this program.

### **Program Coordinator:**

- An individual who qualifies for the program or who qualifies for the Senior Citizen Tax Work-Off Program will be designated the Program Coordinator by the Town Administrator or designee and will "work off" their hours in that capacity. Preference shall be given to qualified applicants who are also veterans. The Coordinator shall assist with paperwork of the participants; monitor hours worked and submit the information to the office of the Town Treasurer.
- Any problems or concerns between participants and job assignments will be referred to the Coordinator for resolution.

### **Procedures:**

- Department heads will submit a Departmental Request for a Volunteer Form along with a brief job description to the Town Administrator or designee. Once approved any available jobs will be forwarded to the Program Coordinator.
- Application by interested individuals should be made on the attached form to the Program Coordinator, who will interview the applicant and refer her/him to a department head who has requested volunteer assistance. An effort will be made to accommodate capacities and interests.
- Once an agreement has been reached between the department head and the applicant, the applicant shall be directed to the office of the Town Treasurer to complete payroll paperwork. (No work will begin until this procedure is done.)
- The participant shall fill out and sign a daily timesheet on attached form and submit to the Program Coordinator bi-weekly. The Program Coordinator shall tally the hours worked and submit the totals along with the time sheets to the office of the Town Treasurer for processing.

TO: DEPARTMENT HEADS

**TOWN OF WELLFLEET  
VETERAN TAX WORK-OFF PROGRAM  
MONTHLY REPORT OF HOURS WORKED**

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

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

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

Month & Year: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Report Submitted by: \_\_\_\_\_

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

Return to: \_\_\_\_\_  
Program Coordinator  
300 Main Street  
Wellfleet, MA 02667

**TOWN OF WELLFLEET  
VETERAN TAX WORK-OFF PROGRAM  
DEPARTMENTAL REQUEST FOR VOLUNTEER**

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

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

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

Describe work you wish volunteer to perform: \_\_\_\_\_

\_\_\_\_\_

Total hours or hours per week (please specify): \_\_\_\_\_

List skills/tasks required:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_

Who will train/supervise volunteer? \_\_\_\_\_

It is understood that the Department Head has the right to approve or reject a volunteer after a probationary period.

It is understood that the Department Head or his/her delegate will provide any necessary training or supervision needed, as well as monthly documentation of hours worked.

\_\_\_\_\_

T.A. Comments: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_

Return to: Program Coordinator, 300 Main Street, Wellfleet

**TOWN OF WELLFLEET**

# VETERAN TAX WORK-OFF PROGRAM APPLICATION

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

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Trustee: \_\_\_\_\_

Spouse: \_\_\_\_\_

Attestation: I am a veteran of the Armed Services. \_\_\_\_\_

Attestation: I am domiciled at the street address entered above. \_\_\_\_\_

Attestation: Attached is a copy of last year's income tax filing and Form DD214. \_\_\_\_\_

Do you have any medical restrictions which might affect the type of work you can do?

\_\_\_\_\_

List experience, skills, interests which might be utilized in working for the Town.

\_\_\_\_\_

\_\_\_\_\_

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

Fiscal Year 2014  
Low-Income Home Energy Assistance Program (LIHEAP)  
Income Eligibility Chart

**MAXIMUM**



Family Size (# of people in the household)	100% of Federal Poverty Level	125% of Federal Poverty Level	150% of Federal Poverty Level	175% of Federal Poverty Level	200% of Federal Poverty Level	60% of Estimated State Median Income
1	\$ 11,490	\$ 14,363	\$ 17,235	\$ 20,108	\$ 22,980	\$ 32,065
2	\$ 15,510	\$ 19,388	\$ 23,265	\$ 27,143	\$ 31,020	\$ 41,932
3	\$ 19,530	\$ 24,413	\$ 29,295	\$ 34,178	\$ 39,060	\$ 51,798
4	\$ 23,550	\$ 29,438	\$ 35,325	\$ 41,213	\$ 47,100	\$ 61,664
5	\$ 27,570	\$ 34,463	\$ 41,355	\$ 48,248	\$ 55,140	\$ 71,530
6	\$ 31,590	\$ 39,488	\$ 47,385	\$ 55,283	\$ 63,180	\$ 81,396
7	\$ 35,610	\$ 44,513	\$ 53,415	\$ 62,318	\$ 71,220	\$ 83,246
8	\$ 39,630	\$ 49,538	\$ 59,445	\$ 69,353	\$ 79,260	\$ 85,096
9	\$ 43,650	\$ 54,563	\$ 65,475	\$ 76,388	\$ 86,946	\$ 86,946
10	\$ 47,670	\$ 59,588	\$ 71,505	\$ 83,423	\$ 88,796	\$ 88,796
11	\$ 51,690	\$ 64,613	\$ 77,535	\$ 90,458	\$ 90,646	\$ 90,646
12	\$ 55,710	\$ 69,638	\$ 83,565	\$ 92,496	\$ 92,496	\$ 92,496
13	\$ 59,730	\$ 74,663	\$ 89,595	\$ 94,346	\$ 94,346	\$ 94,346
14	\$ 63,750	\$ 79,688	\$ 95,625	\$ 96,196	\$ 96,196	\$ 96,196
15	\$ 67,770	\$ 84,713	\$ 98,046	\$ 98,046	\$ 98,046	\$ 98,046
16	\$ 71,790	\$ 89,738	\$ 99,896	\$ 99,896	\$ 99,896	\$ 99,896
17	\$ 75,810	\$ 94,763	\$ 101,746	\$ 101,746	\$ 101,746	\$ 101,746

Sources: "Annual Update of the HHS Poverty Guidelines", *Federal Register* 78 (24 Jan 2013): 5182-5183  
"State Median Income Estimates", *Federal Register* 78 (15 May 2013): 28597-28599

Massachusetts Department of Housing and Community Development  
Division of Community Services

May 2013