

## **BOARD OF SELECTMEN**

### **Wellfleet Senior Citizen Tax Work-Off Program Policy**

**Original Date: August 23, 2005**



#### **Revision dates:**

March 14, 2006  
February 8, 2011  
November 1, 2016  
September 13, 2017  
October 30, 2018  
September 13, 2019  
November 10, 2020  
July 20, 2021  
September 2022

This program offers Wellfleet senior citizens the opportunity to participate in a property tax relief program to a maximum of \$1500.00 per year (per household) in return for volunteer service to the Town. The program for Fiscal Year 2023 will include work performed from July 1, 2022 through June 30, 2023. Participants in this program may still apply for other tax abatements for which they may be eligible under other statutes.

#### **Eligibility:**

- 60 years of age or older.
- Domiciled in Wellfleet.
- Homeowner or trustee or spouse of same.
- Residing at property for which tax relief sought.
- Limited financial resources.
  - Single: income maximum **\$40,951 (FY'23)**
  - Married: income maximum **\$53,551 (FY'23)**
  - Maximum incomes will be adjusted annually and matched to the maximum incomes for Low Income Home Energy Assistance Program (Fuel Assistance) when the income figures become available.
- 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:**

- A Program Coordinator designated by the Town Administrator with a recommendation from the Council on Aging Director. The Coordinator shall assist with paperwork with 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 Council on Aging Director 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. The Department Head/Delegate will also sign off on the confirmation of hours on the daily timesheet. The participant shall then submit the timesheet 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.

**COPIES TO: Department Head  
Tax Work Off Participant  
Treasurer**



## **TOWN OF WELFLEET SENIOR CITIZEN TAX WORK-OFF PROGRAM**

### **MONTHLY REPORT OF HOURS WORKED (to be completed by Program Coordinator)**

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

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

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

Time Period: \_\_\_\_\_

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

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

Please call ***immediately*** if you have any questions/discrepancies.

Thank you.

***Program Director,  
Terri A. Frazier, Asst. COA Director  
Wellfleet Council on Aging at the  
Wellfleet Adult Community Center  
715 Old King's Highway  
Wellfleet, MA 02667  
(508)349-2800 or (508)349-0313  
terri.frazier@wellfleet-ma.gov***

# FY 2023

## TOWN OF WELLFLEET – Senior Tax Work-Off Time Sheet

Employee: \_\_\_\_\_

DAY / DATE	MORNING HOURS	AFTERNOON HOURS	TOTAL HOURS
Th			
Fri			
Sat			
Sun			
Mon			
Tu			
Wed			
Th			
Fri			
Sat			
Sun			
Mon			
Tu			
Wed			
			<b>PAY PERIOD HOURS:</b>

Work-Off Participant Signature & Date \_\_\_\_\_

Department Head (or designee) Signature & Date \_\_\_\_\_

Program Coordinator Signature & Date \_\_\_\_\_

# WELLFLEET SENIOR CITIZEN TAX WORK-OFF PROGRAM

## FY'23 (July 1, 2022 – June 30, 2023)

This program offers Wellfleet seniors the opportunity to participate in a property tax relief program to a maximum of \$1500.00 per year (per household) in return for volunteer service to the Town. The program runs from July 1st of each year to the following June 30<sup>th</sup>. Participants in this program may still apply for other tax abatements for which they may be eligible under other statutes.

### Eligibility:

- 60 years of age or older
- Domiciled in Wellfleet
- Homeowner or trustee or spouse of same
- Residing at property for which tax relief is sought
- Limited financial resources:
  - Single – income maximum **\$40,951 (FY'23)**
  - Married – income maximum **\$53,551 (FY'23)**
  - Maximum incomes will be adjusted annual and matched to the maximum incomes for Low-Income Home Energy Assistance Program (LIHEAP), also known as Fuel Assistance when the income figures become available.
- 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 of Wellfleet 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 rate and will be applied to the participant's Wellfleet property tax bill
- The maximum tax credit given will be \$1500 per year
- Volunteer service on Town boards, commissions or committees will not be credited under this program
- It is the responsibility of the participant to report any credit to the IRS as an earning in the tax year in which it is received

### Procedure:

Application is to 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.

### Submit Application to:

#### Program Coordinator:

Terri P. Frazier, Assistant COA Director  
Wellfleet Council on Aging at the  
Wellfleet Adult Community Center  
715 Old King's Highway  
Wellfleet, MA 02667  
(508)349-2800 or (508)349-0313  
[terri.frazier@wellfleet-ma.gov](mailto:terri.frazier@wellfleet-ma.gov)



# TOWN OF WELFLEET

## SENIOR CITIZEN TAX WORK-OFF PROGRAM APPLICATION

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

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

Property Address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Check One:

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

\_\_\_\_\_ Trustee

\_\_\_\_\_ Spouse



**Attestation:** I am 60 years of age or older \_\_\_\_\_ (*applicant initials*)

**Attestation:** I am domiciled at the street address entered above \_\_\_\_\_ (*applicant initials*)

**Attestation:** I have attached a copy of my last year's Income Tax Filing \_\_\_\_\_ (*applicant initials*)

Do you have any medical restrictions which might affect the type of work you can do? If yes, please explain:

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

List experience, skills (computers & program familiarity, etc.) or interests which might be utilized in working for the Town

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

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

***To be completed by Program Coordinator***

***Date received:***

***Date Approved/Denied:***

***Department:***

***Start Date:***