

Manheim Township School District Senior Tax Credit Program Summary

Manheim Township School District, in a commitment to offer real estate tax relief to senior citizens of our district, has implemented a Senior Substitute Tax Relief Program. This program offers seniors the opportunity to apply for a position as a substitute employee for the district, and to designate their net pay after taxes to an account to be applied against their tax bill.

Eligibility: Any district resident age 65 or over, who is a residential property owner in the district is eligible to apply.

Alternate: If a resident is eligible for the program but physically unable to perform the required work, any district resident who is 18 years of age or older may perform services as an “alternate”. The individual who performs the work is subject to all applicable employment taxes and must provide all necessary clearance forms. The alternate must authorize their net pay to go to the eligible senior resident for credit to the program.

Application process: The application form must be completed and submitted to the district for consideration. Qualifications will be evaluated and selections made at the sole discretion of the district. All employment requirements must be met. Participation is subject to availability of substitute positions and is not guaranteed. An application must be submitted annually for continued participation.

Employment clearances: Each accepted applicant must provide the standard employment clearances; which include Criminal History, Child Abuse Background Check and FBI Fingerprint check. The Criminal History and Child Abuse Checks cost \$10 each, to be paid by the applicant. The \$33 fee for the FBI Fingerprint Check can be paid by the applicant or through payroll deduction.

Work assignments: Assignments will be based on interests, experience, and qualifications, and will be assigned by the administration of the district based on availability. Training and orientation will be provided as needed. A timecard will be completed, approved by the supervisor, and submitted to payroll for processing of hours worked.

Hours worked: After a substitute has fulfilled the credit, their name is placed at the bottom of the call list so that others can earn their full credit. There may be opportunities to work beyond the tax credit limit, if there is a need for substitutes and everyone has reached their credit amount. If work results in net earnings beyond the credit allowed, a pay check will be issued for the balance.

Restrictions: The earned tax credit cannot exceed the school tax assessed to the eligible household. A maximum of \$400 per household can be accumulated as a tax credit. Two substitute employees from one household will receive a total maximum credit of \$400.

Credit applied against taxes: When a senior is ready to pay their tax bill, the accumulated credit can be applied, along with the seniors' payment of the balance due. Normal due dates apply for the discount, base and penalty periods.

Further details are available by calling Manheim Township School District at (717) 560-3110.