



Littleton Council On Aging
33 Shattuck Street
P.O. Box 1305
Littleton, MA 01460
978-540-2470 Fax: 978-952-2363
CSloboda@LittletonMa.org.

October 19, 2010

To: Senior Tax Workers for Fiscal Year 2011 (July 1, 2010 – June 30, 2011)
From: Carolyn Sloboda
RE: **Senior Tax Work-Off Program Clarification Notice**

Effective immediately!

Persons in the fiscal year 2011 program will be turning in up to a **maximum** of 63 hours to be credited against their tax bills when a certified record of hours is received by the **LCOA Office**. Please note the following process –

1. If you have worked any hours from July 1, 2010 – October 31, 2010 please sign your time sheet and have the manager of the department sign off. Have the manager give you a copy of the time sheet. The manager will send the sheet to COA for tax credit. This credit will show on the February 2010 tax bill.

Under a one-time exemption, this time sheet submitted for October 31, 2010 may include accumulated hours worked in fiscal year 2010 (July 1, 2009 – June 30, 2010). **However under no circumstance will a total of more than 63 hours be processed for the fiscal year 2011. If you submit 63 hours of time on the October time sheet, you have completed your work until the next fiscal year (July 1st).** Please, be advised that **you cannot** and **will not** be allowed to turn in any **“carry-over hours”** after October 31, 2010.

In addition, accumulation of hours for use in successive fiscal years is not allowed.

2. If you have not worked (or submitted) your maximum 63 hours by October 31, 2010, start a new time sheet to continue accumulating hours between November 1, 2010 and May 31, 2011 until you have reached your maximum of 63 hours. When you reach your maximum 63 hours, sign your time sheet, have the manager sign and take a copy for your records. The manager will send the sheet to COA for the tax credit. This credit will show on the February 2013 tax bill.
3. Please note that your February tax bill may also have a credit from your fiscal year 2010 work if your hours for the year July 1, 2009 – June 30, 2010 were worked after October 31, 2009. In other words, your worked hours may be split into two different February Tax Bill credits. This is a little confusing but is governed by State Law. Rest assured, you will receive all credit due to you – just in two different tax bills.

4. Once, you have reached the fiscal year maximum number of hours (this fiscal year 2011, it is 63 hours) jointly or individually, for the Senior Tax Work-Off Program, **you will no longer be allowed to work within the program for the remainder of the fiscal year.** Should you wish to volunteer for the Town in the **“same job that you earned your 63 hours”** for the program, you must **resign in writing** from the program and work **‘as a volunteer’** per the existing outlined procedures.

Finally, **this is the end**, to all past practices of banking, carry-over, and/or working more hours than authorized per fiscal year by the Town. All hours must be worked and paid for in the same fiscal year, according to the decree letter, Re: Senior Work Program, dated October 1, 2010, issued by the Town of Littleton, Finance Director and Town Accountant, Bonnie Holston.

As always, thank you for participating in the Senior Tax Work-Off Program.