

City of Shelton	POLICY AND PROCEDURE	
Subject: Utility Discount for Low Income Senior and Disabled Citizens	Group: Finance	Number: 300-13
Effective Date: May 1, 2005	Supersedes: N/A	
Prepared By: Stacey Sitko	Approved By: Dave O'Leary	

1.0 PURPOSE:

The purpose of this Policy and Procedure is to establish guidelines for the administration of a discount on utility rate payments for low income senior citizens and disabled persons.

2.0 DEPARTMENTS AFFECTED:

Financial Services

3.0 REFERENCES:

RCW Chapters 74.38.070, 84.36.381, 46.16.381(1), 74.18.020 and 70.164.020(4).

4.0 POLICY:

Under the authority of the State Constitution and RCW 74.38.070, the City of Shelton has authority to offer utility discounts to citizens that are poor and infirm. This authority is translated into the following policy offering discounts to senior and disabled citizens that meet the definition of low-income as defined by RCW 84.36.381, and senior as defined by age 62 or older, or disabled per state statute .

4.1 In order to qualify for the **Low Income Senior Citizen Discount** for City utilities, you **must meet all** of the following criteria.

1. Must be 62 years of age or older;
2. Must be owner and occupant at the service address where you receive a utility bill from the City in your name;
3. Must not live in a house or an apartment which is part of a Federally-subsidized Housing program where rent or utilities are supported by the Government;

4. Must reside at the address where City utilities are provided on a permanent basis as opposed to a seasonal, part-time or vacation basis. To qualify as a permanent resident, you must reside at the service address for a minimum of 180 days per year and receive mail locally all year; and
5. The total income available (**from all sources**) to all people living at your resident may not **exceed \$25,000.00** annually.

4.2 In order to be considered for the **Low Income Disabled Citizen Discount** for City utilities, you **must** meet **all** of the following criteria.

1. You are the owner and occupant at the service address and receive a utility bill from the City in your name;
2. You do not live in a house or an apartment, which is part of a federally subsidized housing program where rent/utilities are supported by the government.
3. You reside at the address where City utilities are provided on a permanent basis, as opposed to a seasonal, part-time or vacation basis (To qualify as a permanent resident, you must reside at the service address for a minimum of 180 days per year and receive mail locally all year).
4. Your total household income does not **exceed \$25,000.00** annually (from all sources to all people living at your resident).
5. You meet at least one of the following:
 - A. I have a special parking permit (card, decal or special license plate) for the disabled as set forth in RCW 46.16.381(1), (a) through (f).
 - B. I meet the definition of the blind as set forth in RCW 74.18.020.
 - C. I meet the eligibility standards in RCW 70.164.020(4). SSI and SSD have been approved.

4.3 If at anytime the applicant no longer qualifies for the Low Income Senior or Disabled Discount, it is the customer's responsibility to notify the City of their change in status. The City may bill the customer for any discount received that the customer did not qualify for. The City may bill the customer back up to 4 years.

4.4 Any senior or disabled citizen receiving a discount must re-apply every three years.

5.0 DEFINITIONS:

- 5.1 Senior: Any citizen 62 years of age or older.
- 5.2 Disabled: Any citizen that meets one of the many qualifications for disabilities as defined in state statute.
- 5.3 Low income: As defined by the property tax exemption in RCW 84.36.381.

6.0 PROCEDURE:

- 6.1 For the **Low Income Senior Citizen Discount**, a person must meet all of the criteria in the policy above. The citizen must fill out the necessary information on the form that follows this procedure, and sign where indicated. The Citizen brings the form plus their Driver's License or other photo I.D., to verify their age or birth date to the Civic Center.

Customer Service verifies the eligibility for the discount and prepares paperwork to change their status in the billing system. The Staff Accountant enters the discount status into the billing system.

- 6.2 For the **Low Income Disabled Citizen Discount**, a person must complete the necessary form in its entirety and take the form to Community Action Council at 807 W. Railroad Ave. The Community Action Council determines eligibility. The approved form is forwarded to the City of Shelton, where the Staff Accountant enters the discount status into the billing system. Customer Service will retain the approved form in the customer file with the confidential information redacted.