



City of West Linn

22500 Salamo Road
West Linn, Oregon 97068

LOW INCOME UTILITY ASSISTANCE PROGRAM

Section 1:

Application for Reduced Water, Sewer, Surface Water, Street and Park Maintenance Charges

Date: _____ Utility Account Number: _____

Name: _____

Address: _____

Telephone: (_____) _____ Email: _____@_____

Number of persons in household: _____

Section 2:

Must attach copies of the following:

The most recent tax return, tax forms, and other supporting documentation indicating that all sources of income are considered for testing against the HHS Poverty Guidelines.

Section 3:

Requirements to Qualify for Reduced Water, Sewer, Surface Water, Street and Parks Maintenance Charges

Yes	No	
		Applicant is the principal resident at the above address and receives bill in their name for utility services.
		The maximum household income from all sources from all persons in the household does not exceed the poverty guidelines. <i>See Attachment A.</i>

Section 4:

Signature, Certification, and Pledge

I/we certify that the above is true and correct and should the above conditions change in any manner, I/we will immediately notify the City Utility Billing Department. I/we understand that once this application is approved, annual renewal will be required. Each year a renewal application will be mailed to the applicant. In order to continue receiving the reduced billing rates for the next year, I/we must return the completed application to the City of West Linn by July 1.

Signature of applicant

Signature of co-applicant, if applicable

Date

Date

Office Use Only

Approved by: _____	Date: _____
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Attachment A

Department of Health and Human Services Poverty Guidelines

<https://aspe.hhs.gov/poverty-guidelines>

“The poverty guidelines are the other version of the federal poverty measure. They are issued each year in the Federal Register by the Department of Health and Human Services (HHS). The guidelines are a simplification of the poverty thresholds for use for administrative purposes — for instance, determining financial eligibility for certain federal programs. The [Federal Register notice of the 2016 poverty guidelines](#) is available.”

**City of West Linn Municipal Code
Chapter 4, Section 4.155, Subsection 2**

“(e) On July 1st of each year, the qualifying income limits shall be set at one hundred eighty-five percent (185%) of the most recently published poverty guidelines in the Federal Register by the U.S. Department of Health and Human Resources under authority of 42 U.S.C.9902(2), and shall remain in force until the next July 1st. The qualifying income limit for a single person household shall be based on the federal poverty guidelines for a one-person household. The qualifying income limit for a family shall be based on the poverty guidelines for a two-person household.”

HHS Poverty Guidelines		
Persons in Family or Household	HHS Data: 48 Contiguous States & DC	185% of HHS Guidelines
1	\$11,880	\$21,978
2	\$16,020	\$29,637

Maximum household income can not exceed these amounts.

SOURCE: *Federal Register*, Vol. 81, No. 15, January 25, 2016, pp. 4036-4037

City of West Linn Policy for Reduced Utility Charges for Low Income Citizens

Reduced Utility Charges for Low Income Citizens:

Monthly water service charges for water service to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8- inch or ¾ -inch water meter; the customer service and capacity charges shall be charged at one half the regular rate, the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first 700 cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for water meters in excess of those described above.

Premises to be eligible for the low income citizens water service charge include the home to which water service is requested is the principal residence of a person(s) having an annual income(s) that does not exceed the federal poverty low income guidelines (as established for both single and multiple person household, by the Federal Office of Community Action), and as adopted by administrative policy for setting the city’s low income dollar amounts in effect for one-year as of July 1 of each year.