

CITY OF SPRINGBORO

# WATER AND SEWER ASSISTANCE PROGRAM

PROGRAM QUALIFICATIONS AND REQUIREMENTS

May 6, 2011

**Revised December 19, 2013**

## Water and Sewer Assistance Program:

The City of Springboro Water and Sewer Assistance Program is based upon 200 % of the Health and Human Services (HHS) Poverty Level as published in March, 2013 and each March thereafter.

Non – business customers only are eligible to apply.

General Guidelines:

- ✓ Must be residents of the City of Springboro.
  - ✓ Utility bill must be in the applicant's name.
  - ✓ Income cannot exceed 200% of the federal poverty guidelines under the Department of Health and Human Services.
  - ✓ There is no income criteria for applicant's 80 years of age or older.
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- *Approved applicants shall be billed the user rate for water, sewer, trash and storm water utility assistance in the amount of those rates as of December 19, 2013.*
  - The applicant must reapply to the City of Springboro Water and Sewer Assistance Program annually, prior to the anniversary date of initial acceptance into the program to be granted the assistance for any additional year.

Applicant shall present to the City the following documents to qualify:

Proof of residency: (any one)	Utility bills Mortgage statement Lease Rent receipt
Proof of identity: (any one)	Driver's licenses US or State ID Card with photo US Passport
Proof of income (Not required for applicant's 80 Years of age or older): (all that apply)	Pay stubs W-2 Social Security Award Letter Disability Award Letter Pension Award Letter Unemployment Award Letter Workers Comp Award Letter IRS form 1040

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Applicant Checklist:

\_\_\_\_\_ Provide number of persons living in applicant's household and their ages

\_\_\_\_\_ Proof of Residency: mark all received; one required

- \_\_\_\_\_ Utility bills
- \_\_\_\_\_ Mortgage statement
- \_\_\_\_\_ Lease
- \_\_\_\_\_ Rent receipt

\_\_\_\_\_ Proof of Identity: mark all received; one required

- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ US or State ID Card with photo
- \_\_\_\_\_ US Passport

\_\_\_\_\_ Proof of Income for ALL primary household providers: submit all that apply  
(Not required for applicant's 80 Years of age or older)

- \_\_\_\_\_ Pay Stub
- \_\_\_\_\_ W-2
- \_\_\_\_\_ Social Security Award Letter
- \_\_\_\_\_ Disability Award Letter
- \_\_\_\_\_ Pension Award Letter
- \_\_\_\_\_ Unemployment Award Letter
- \_\_\_\_\_ Workers Comp Award Letter
- \_\_\_\_\_ IRS form 1040

Applicant's Name: \_\_\_\_\_

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

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

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

**For Office Use Only:**

Approved: \_\_\_\_\_  
Finance Director (or designee)

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

Denied: \_\_\_\_\_  
Finance Director (or designee)

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