

2018  
PTWOP

**Pueblo County**  
**Property Tax Work-Off Program**  
Housing & Human Service Building  
2631 East 4th Street, Pueblo CO 81001  
719-583-6110



The Property Tax Work-Off Program helps individuals with their property taxes (Pueblo County portion only). **It does not pay half or all of your taxes.**

**You are still liable to pay your taxes on their due dates.**



**ELIGIBILITY REQUIREMENTS**

- 60+ years of age or older or a Person with Disability.
- Person with Disability require a signed & dated letter from a Colorado Licensed Health Care Professional.

**HOW TO APPLY FOR THE PROPERTY TAX WORK-OFF PROGRAM**

- ▶ Complete & Sign Application
- ▶ Complete & Sign Background Check Form

**This program  
is not  
Income Based**

**COMPLETED APPLICATIONS WILL BE ACCEPTED ON:**

**Date:** January 3, 2018  
**Place:** HHS in Food Distribution area  
**Address:** 2631 East 4th Street  
**Time:** 8:00 a.m. to 11:30.



Participant hours are based on the assessed value of your property and will be determined by the Property Tax Work-Off Staff

You will be notified by mail of your eligibility status, hours and your start date.

Some individuals will receive further instructions regarding new hire paperwork

Acceptance of your completed application does not guarantee participation in the program. Program participation is based on eligibility, background checks and first come, first serve. Funding from Pueblo County is limited.





## HOW THE PTWOP PROGRAM WORKS:

- Application and Background checks are verified.
- Property ownership & value is verified
- Applicant's name must be on property
- Hours are determined for each participant.
- Letters are mailed to each participant with eligible hours & further instructions.



### VOLUNTEER AGENCY SITES - SEE LIST

- Once you are approved to start working your hours, contact any of the agencies on the "Volunteer List".
- Call the agency to schedule hours to work. **Do not** just show up.
- Give the voucher to the agency to complete. The Agency **must** submit voucher to PTWOP office **before you start working your hours.**  
**Voucher will be included with your letter of eligibility.**

### TIMESHEETS - KEEP TRACK OF HOURS WORKED

- You **must** keep track of hours worked on the **2018 PTWOP timesheet for payment.**
- Timesheet must be signed by you and Agency supervisor.
- Timesheets are due to **PTWOP Office** by the **10th of each month** for hours worked. See address below.
- You may complete and submit a timesheet for each month.



**Maximum hours you can work is listed on your letter of eligibility**



### PAYMENT

- Pay is minimum wage
- Checks are made payable to participant
- Checks are mailed on the last business day of the month

**Program hours start March 1, 2018 through August 31, 2018**

***For more information please contact the Property Tax Work-Off Office***

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