

# LOW INCOME PAYMENT PLAN APPLICATION

# NEWMAN POLICE DEPARTMENT

Low Income Payment Plans provide customers an option to enroll parking citation(s) in a monthly payment plan

Please review the Program Terms and Conditions and complete Part One and Part Three of this form. Our staff will complete Part Two of this form.

## PART ONE – To be completed by the participant

<b>First and Last Name:</b>			
<b>Address:</b>			
<b>City, State, ZIP:</b>			
<b>Driver License State &amp; Number:</b>		<b>Phone:</b>	
<b>Vehicle License Plate State &amp; Number:</b>			
<b>Citation(s) Enrolled:</b>			
<b>Initial which option below applies:</b>		<b>Select which day of the month preferred:</b>	
I currently Receive qualifying "Public Benefits" as defined below.	<input type="checkbox"/>	1 <sup>st</sup> of the month	Participant will be given at least 30 days from application approval, before first payment is due.
I qualify as "Low Income" as defined below.	<input type="checkbox"/>	15 <sup>th</sup> of the month	
<b>Indicate Family / Household Size (number of persons)</b>			

## PART TWO –To be completed by agency staff

<b>Total Citation Amount Enrolled:</b> \$	<b>Final Payment Due:</b> \$
<b>Total Enrollment Fee Due:</b> \$	<b>Plan Number:</b> <span style="float: right;"><b>Clerk Initials:</b></span>

## PART THREE – Participate signature required for processing and enrollment.

I have read and understood the terms and conditions of the Low Income Payment Plan described in this application and do hereby certify the information provided is true and correct. I acknowledge that I must submit acceptable forms of proof along with this application, as described below, and I certify that I am Low Income or receiving Public Benefits as defined herein.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT: Along with this application, you must submit proof that you are "Low Income" or receive "Public Benefits". Acceptable forms of proof are described below. This application must be fully and properly completed, and transmitted in accordance with the instructions below.**

**"Public Benefits"** are as defined at GC 68632(a) and include, but are not limited to, public benefits under one or more of the following programs: CalWORKs (or Tribal TANF), Supplemental Security Income and State Supplementary Payment, Supplemental Nutrition or California Food Assistance Program, County Relief, General Relief or General Assistance, Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants, In-Home Supportive Services, Medi-Cal.

- Acceptable forms of proof include an electronic benefits transfer card or another card, or other documentation that confirms your receipt of qualifying Public Benefits.

**"Low Income"** is defined at GC 68632(b) and is an applicant whose monthly income is 125 percent or less of the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services. See Chart below for current income thresholds.

- Acceptable forms of proof of Low Income include a recent pay stub, an earnings or financial statement, or other documentation that demonstrates that you qualify as Low Income.

Family / Household Size	1	2	3	4	5	6
Annual Income	\$15,175	\$20,575	\$25,975	\$31,375	\$36,775	\$42,175

This constitutes your application for a payment plan under California Vehicle Code (CVC) 40220. If it is approved and you qualify for the payment plan, you will automatically be enrolled and a follow-up communication will provide you detailed payment information and terms. If for any reason you wish to revoke your application (or cancel a payment plan if you are enrolled), you may notify us at any time. If your application is incomplete or is otherwise rejected, you will be notified.

## PAYMENT PLAN TERMS & CONDITIONS

### HOW TO APPLY:

**By Mail:** Mail your application and supporting documentation to City of Newman, P.O. Box 787, Newman, CA 95360.

- Applicants must apply for a payment plan within 60 days of issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later. (Please note that these application deadlines are not applicable for unpaid parking violations incurred prior to July 1, 2018). You are only entitled to enroll in a payment plan once for any specific citation(s). Subject to the timing requirements, you may enroll in additional payment plans for any citation(s) which were not previously included in a payment plan.
- Only the Registered Owner or Lessee may enroll in the Payment Plan.
- Citations are not eligible for enrollment in a payment program if the cited vehicle is currently booted, towed or impounded (subject to the citations being outside of the above referenced application deadlines).
- Citations enrolled in this program are not eligible for an Administrative Review or Hearing.
- Citation late fees and penalty assessments (“Late Fees”) are removed at time of enrollment in the payment plan in accordance with CVC 40220. Late Fees are reinstated if plan is not completed.
- DMV registration holds and Franchise Tax Board tax intercepts will not be implemented, and / or will be removed during the payment plan, subject to its satisfactory completion. If the payment plan is not satisfactorily completed, then such remedies may be invoked.
- No citation re-enrollment, contract extensions, or revisions will be granted.
- Non-refundable administrative fee of \$5 is due to the agency upon enrollment, which can be added to the payment plan at the discretion of the plan participant.
- If you are enrolled in a payment plan, then you must make required monthly payments on the due date and otherwise comply with all applicable terms and provisions of the program, and all payment requirements. Detailed payment terms will be provided in a follow-up communication if your application is approved.

### REPAYMENT SCHEDULE:

AMOUNT OWED	TIMELINE FOR COMPLETION	MINIMUM MONTHLY PAYMENT	
\$50	2 months	\$25	The payment plan caps the monthly payment amount at \$25.00 if the amount due totals \$450.00 or less.
\$75	3 months	\$25	
\$100	4 months	\$25	
\$125	5 months	\$25	The duration of payment plans varies based upon the amount owed, but will not exceed 18 months.
\$150	6 months	\$25	
Up to \$300	Up to 18 months	\$25	
\$400 and above	Up to 18 months	\$50	

# Low Income Payment Plans

California Vehicle Code (CVC) Section 40220 allows for installment payments of parking citations for qualifying low-income individuals who apply within 60 days from the issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later. Once a citation is enrolled in this program, it is no longer eligible for appeal pursuant to an Administrative Review or Hearing.

Parking citation late fees and penalty assessments (“Late Fees”) are removed at time of enrollment in the payment plan in accordance with CVC Section 40220. Late Fees are reinstated if the payment plan is not completed. Also, DMV registration holds and Franchise Tax Board tax intercepts will not be implemented, and / or will be removed during the payment plan, subject to its satisfactory completion. If the payment plan is not satisfactorily completed, then such remedies may be invoked.

## Who may qualify for a payment plan:

Only the Registered Owner or Lessee of the vehicle for which the citation was issued may enroll in a Payment Plan. To qualify, you must meet the requirements of CVC Section 40220 by either being “Low Income” or receiving qualifying “Public Benefits”, as explained in further detail below.

“Public Benefits” are defined in Government Code (GC) Section 68632(a) and include, but are not limited to, public benefits under one or more of the following programs: CalWORKs (or Tribal TANF), Supplemental Security Income and State Supplementary Payment, Supplemental Nutrition or California Food Assistance Program, County Relief, General Relief or General Assistance, Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants, In-Home Supportive Services, and Medi-Cal.



“Low Income” is defined as any applicant whose monthly income is 125 percent or less of the current poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services. See Chart below for current income thresholds.

Household / Family Size	1	2	3	4	5	6
Annual Income	\$15,175	\$20,575	\$25,975	\$31,375	\$36,775	\$42,175

Please note that if your vehicle is currently booted, towed or impounded, you are not eligible for enrollment in a payment program (subject to the citations being outside of the above referenced application deadlines).

## How to enroll in a payment plan:

If you are either Low Income and/or the recipient of Public Benefits, you must fully complete and sign an application form to enroll in a payment plan. You are only entitled to enroll in a payment plan once for any specific parking citation(s). Subject to the timing requirements, you may enroll in additional payment plans for any citation(s) which were not previously included in a payment plan. You can obtain an application either online or in-person. In-person applications may be obtained from the Newman Police Department, 1200 Main Street, Newman, CA 95360.

You must also submit documentation along with your application verifying that you are Low Income or receive qualifying Public Benefits; examples of acceptable documents are explained below. Once your application is complete, you may submit your application in-person to the: Newman Police Department, 1200 Main Street, Newman, CA 95360. Lastly, a non-refundable administrative fee of \$5 is due upon enrollment. Information regarding payment of the non-refundable fee can be found on the low income payment plan application. There you can also elect to include this fee to the payment plan by checking the appropriate box on your application form.

Please note that if your status as either Low Income and/or as the recipient of Public Benefits is found to have been willfully fraudulent, the reduction of your fines and fees will be overturned and the full amount of any fines and fees will be restored.

**What Documentation/Proof needs to be submitted along with the application:**

- **Public Benefits** - Acceptable forms of proof include true copies of an electronic benefits transfer card or another card, and/or other documentation that confirms your receipt of qualifying Public Benefits under one or more of the following programs: CalWORKs (or Tribal TANF), Supplemental Security Income and State Supplementary Payment, Supplemental Nutrition or California Food Assistance Program, County Relief, General Relief or General Assistance, Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants, In-Home Supportive Services, and Medi-Cal.
- **Low Income** - Acceptable forms of proof of Low Income include true copies of a recent pay stub or another form of proof of earnings, such as a bank statement or financial statement, and/or other documentation that demonstrates that your income is 125 percent or less than the current income thresholds identified in the Chart above.

**Payment Plan Approval:**

If your application for a payment plan is approved and you qualify for the payment plan, you will automatically be enrolled in the payment plan and a follow-up communication will provide you detailed payment information and terms. If your application is incomplete or is otherwise rejected, you will be notified. If for any reason you wish to revoke your application or cancel your payment plan, you may notify us at any time.

**Information about payments and duration of the payment plan:**

AMOUNT OWED	TIMELINE FOR COMPLETION	MINIMUM MONTHLY PAYMENT	
\$50	2 months	\$25	The payment plan caps the monthly payment amount at \$25.00 if the amount due totals \$300.00 or less.
\$75	3 months	\$25	
\$100	4 months	\$25	
\$125	5 months	\$25	The duration of payment plans varies based upon the amount owed, but will not exceed 18 months.
\$150	6 months	\$25	
Up to \$300	Up to 18 months	\$25	
\$401 and above	Up to 18 months	\$50	

Newman Police Department is not required to provide any invoices, payment reminders, or notification of late or insufficient payments. It is your sole responsibility to ensure payments are made timely and in the proper amounts. **All payments must be received by the due date.** Plan participants are encouraged to set up their own payment reminders. Helpful tips include: taking a photo of your payment plan agreement, setting regular reminders in your calendar, and telling a family member or friend who helps you with your finances.

Minimum monthly payments are due no later than the 1st or 15th of each month as identified in your plan approval letter.

There are no prepayment penalties and you may voluntarily make excess payments. However, any overpayments will not relieve you of the obligation to make the mandated monthly payment(s) in full each month until such time that entire payment amount is paid in full and the payment plan is completed. If at any time you have questions about the remaining balance due, final payment amounts, or anything else related to your payment plan, please call our customer service staff at the number above.

**How to submit payments under a payment plan:**

**By Mail:** Send check or money order payable to the City of Newman, P.O. Box 787, Newman, CA 95360. Reference the payment plan number and license plate on the check/money order.

**Payment Plan Default:**

If you default on your payment plan you will have 45 days from Notice of Payment Default to make the missed payment and otherwise bring or keep your payment plan payment(s) current. Failure to do so will result in you being removed from the payment plan. After this one-time 45 day extension expires, you will not be provided any further extensions or notices, and any additional late or insufficient payments or other forms of default will result in immediate removal from the payment plan. Removal from the payment plan could result in: (i) any fees and penalties that had been waived as part of the payment plan being added back to the amount due, and (ii) vehicle registration holds or other potential consequences as permitted by law.

If you have any questions about payment plans please contact us at 209-862-2902.