

Important Dates:

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|-----------|---|
| 1/10/2022 | Berkheimer ready to mail 1 st batch of checks & letters; online Application form is live. |
| 1/24/2022 | Paper applications made available at City Hall – <u>only</u> offered to households receiving (& showing) the letter inviting them to apply. Online application is encouraged. |
| 2/15/2022 | Tax Payer Verification form goes live. |
| 3/15/2022 | Application period closes for Per Capita Tax Filers. |
| 4/15/2022 | (or sooner) 2 nd batch of checks and/or letters of ineligibility are issued (in response to Applications closed on 3/15) |
| 4/15/2022 | Tax Payer Verification form closes. |
| 5/15/2022 | (or sooner) 3 rd batch of checks and/or letters of ineligibility are issued (in response to Verification form closed on 4/15) |

FAQ

What if I didn't file taxes? I'm on disability/social security, etc...

- Even if you don't file or pay taxes, you still get a tax bill from Berkheimer each year for a \$10 per capita tax which you are required to pay to the city. If you paid this for 2020, you will receive a postcard in the mail with instructions on how to apply.
- If you and every member of your household are over 65, you may be exempt from the Per Capita tax and can apply here: <https://tinyurl.com/wbapplication> (in the line for the application number, write: "over 65" if you didn't get a postcard)

What if I moved since I filed taxes?

- If you moved out of Wilkes Barre you are not eligible.
- If you moved into Wilkes-Barre and did not pay 2020 income tax in the City, you are not eligible.
- If you had your mail forwarded, you will receive the check or postcard.
- If you did not have your mail forwarded or if the forwarding time expired, but you still live in the City of Wilkes-Barre, then you should wait until February 15th, go to our website and complete the Tax Payer Verification form.

I don't live with the same people I did in 2020 (i.e. divorced, different roommates, etc...) How will I get my stimulus?

- Checks will be issued to the highest earning tax-payer in the household at the address on file for the individuals named in the 2020 tax filing(s).
- Even if you filed taxes separately, if you lived in the same household (apartment or unit), you will receive one check for the household.

- We will not be re-issuing additional payments for household members that no longer live together.

I don't have access to the internet; can I get a paper application?

- Paper applications made available at City Hall – only offered to households receiving (& showing) the postcard inviting them to apply or if they are over 65. Online application is encouraged as processing is faster.

I got my postcard and want to apply – how? I can't find the application online.

- www.wilkesbarrestimulus.org
- Click the "Check Eligibility & Apply" button
- Answer the questions:
 - Did you file Wilkes-Barre City income tax for 2020?
 - No (you wouldn't have a post card if you filed taxes)
 - Did you live in the city of Wilkes Barre since March 13, 2020 and pay Wilkes Barre City Per Capita Tax?
 - Yes (wouldn't have a post card if you didn't)
 - Did you receive a letter (postcard) with instructions on how to apply?
 - Yes
- Click the Tax Payer Application button
 - Please note this application is invitation only (you must have the application # from your postcard)
 - Application closes on March 15, 2022

I didn't get anything in the mail, but I think I'm eligible.

- Review the eligibility guidelines on this website to verify you are eligible.
- Wait until February 15th, go to our website and complete the Tax Payer Verification form.

I live in Wilkes Barre Township (or Hanover Twp or Ashley, etc...) – am I eligible? My mail is delivered to a Wilkes-Barre address, even though I live in Hanover Twp, what about me?

- No this is only for households in the City of Wilkes-Barre only.

Where can I find my 2020 income? Can I use my IRS 1040 and if so, what line do I look at?

- Wilkes-Barre's earned income tax may count income differently than the IRS. There is no equivalent line on the IRS form 1040.

- Find your Wilkes-Barre city earned income tax form from 2020 and refer to line 4 for your total earned income. If you filed online, you can visit Berkheimer's website and log-in to find your forms. <https://cp-efile.hab-inc.com/individual/>

I got a check for someone else, mailed to my house. They don't live here or are deceased, what should I do?

- Write "Not at this address, return to sender" or "deceased, return to sender" as appropriate and put it back in your mailbox for the postal service to return.
- You may not receive a payment or postcard invitation to apply due to the check issued to the former resident. Please review the eligibility guidelines on this website and if you believe you are eligible, you can complete the Tax Payer Verification Form on or after February 15, 2022.

Is your total gross household income (all sources combined) less than the amount shown below for your

household size? * Yes No

| Household Size: | Annual Income | Monthly Income | Biweekly Income | Weekly Income |
|-----------------|---------------|----------------|-----------------|---------------|
| 1 | 40,150 | 3,346 | 1,544 | 772 |
| 2 | 45,900 | 3,825 | 1,765 | 883 |
| 3 | 51,650 | 4,304 | 1,987 | 993 |
| 4 | 57,350 | 4,779 | 2,206 | 1,103 |
| 5 | 61,950 | 5,163 | 2,383 | 1,191 |
| 6 | 66,550 | 5,546 | 2,560 | 1,280 |
| 7 | 71,150 | 5,929 | 2,737 | 1,368 |
| 8 | 75,750 | 6,313 | 2,913 | 1,457 |

Attestation and Certification:

Do you attest that you currently reside in the City of Wilkes-Barre and have lived in the city since March 13, 2020? Initials*

By signing my name below, I acknowledge that all information provided is correct and complete and understand that providing a written false statement which I do not believe to be true is a misdemeanor of the third degree and is punishable as perjury under Pennsylvania Title 18, Section 4904, relating to unsworn falsification to authorities, and that in addition to any other penalty that may be imposed, a person convicted under this section shall be sentenced to pay a fine of at least \$1,000.

Applicant Name: *

Date: *

Questions about completing the application can be directed to CEO at 570-403-6880

Mail to:

Wilkes Barre City Stimulus Program
PO Box 113
Wilkes Barre, PA 18703-0113



Assistance to Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or-moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools:* any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area’s median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.³ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury’s standards.

³ For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance (e.g., child nutrition programs, including school meals) & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund⁴

⁴ Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).



Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits⁵
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$40,626 per year.⁶ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

⁵ These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

⁶ For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$46,731 per year



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing⁷
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities
- ✓ Responses available to respond to impacts of the pandemic on households and communities (including those listed on page 18)

⁷ Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury's presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.