

# **Trash Fee Exemption Hardship Program**

## **Policy Statement**

The City of Manchester offers a Trash Fee Exemption Hardship Program for those residents whose household income falls within established low income guidelines. The program allows the residential property to be exempt from the trash/recycle/yard waste removal service fee assessed by the City's **authorized trash contractor**.

## **Purpose**

The purpose of this policy is to provide trash fee exemption only to qualified customers on an annual basis and to establish the process and requirements to provide customers with the low income discount.

## **Policy Management**

### **Definitions**

#### *Financial Hardship*

Financial Hardship shall be deemed to exist when an owner's/occupant's annual family gross income is at or below the income level indicated for a family of similar size on the current "Extremely Low Income Guidelines" table for HUD's Income Limits Documentation System for St. Louis Metro Area.

#### *Annual Gross Income*

Annual Gross Income shall mean the total of earnings from all sources for all members of the household at the service address.

### **Process**

To apply for the program, complete the Trash Fee Exemption Application form (PDF) and return it, along with proof of income, to Office of the City Administrator, City of Manchester, 14318 Manchester Rd, Manchester, MO 63011. If you have questions regarding this program, call the Office of the City Administrator at 636-227-1385, ext. 110.

Any application with incomplete information or documentation will be denied.

If any application is found to be inaccurate or containing false information, any discount received will be reversed and no further discounts will be granted. The customer may also be assessed for all discounted amounts waived.

### **Documentation**

Documentation to verify annual gross income must be provided with every application. Acceptable documentation includes:

- Complete copies of Federal tax returns for all income earners residing at the service address,
- or Social Security Benefit statements for all recipients at the service address when that is the only form of income.

Any application received with incomplete information or documentation will be denied.

**CITY OF MANCHESTER**

14318 MANCHESTER RD.  
MANCHESTER, MO 63011  
P: 636.227.1385  
F: 636.227.5438  
lperney@manchestermo.gov



APPLICATION #

# APPLICATION FOR TRASH FEE EXEMPTION HARDSHIP

*(Exemptions must be applied for each year)*

OWNER/OCCUPANTNAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I/we hereby request that the property listed above be exempt from the trash/recycle/yard waste hauling fee by the City's authorized contractor in accordance with Section 3 which reads in part as follows: The City Administrator shall establish procedures for property owners who claim financial hardship in the payment of the fees established herein. *This exemption may be granted upon application by low-income property owners who occupy their properties and meet established income guidelines ("Extremely Low Income Limits" set by HUD for St. Louis Metro Area).*

My household status is:  Individual  Married \_\_\_\_\_ Persons in Family/Household

TOTAL household income from Social Security AND all other sources: \$ \_\_\_\_\_

**YOU MUST PROVIDE PROOF OF ANY AND ALL HOUSEHOLD INCOME.**

I hereby certify that the information given above is true and correct to the best of my knowledge.

Owner/Occupant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Complete this form, PROVIDE PROOF OF INCOME and return to:**

Office of the City Administrator, City of Manchester  
14318 Manchester Rd., Manchester, MO 63011

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

**APPLICATION RECEIVED**

By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

- Proof of Income
- Guidelines Met

**APPLICATION REVIEW**

By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

- Trash Fee Exemption Approved
- Trash Fee Exemption Not Approved

COMMENTS: \_\_\_\_\_



# FY 2017 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](http://HUD.gov) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income <a href="#">Explanation</a>	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>St. Louis, MO-IL HUD Metro FMR Area</b>	\$74,500	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	26,100	29,800	33,550	<b>37,250</b>	40,250	43,250	46,200	49,200
		Extremely Low Income Limits (\$) * <a href="#">Explanation</a>	15,650	17,900	20,420	<b>24,600</b>	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	41,750	47,700	53,650	<b>59,600</b>	64,400	69,150	73,950	78,700

**Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.**

The **St. Louis, MO-IL HUD Metro FMR Area** contains the following areas: Calhoun County, IL; Clinton County, IL; Jersey County, IL; Madison County, IL; Monroe County, IL; St. Clair County, IL; Sullivan city part of Crawford County, MO; Franklin County, MO; Jefferson County, MO; Lincoln County, MO; St. Charles County, MO; St. Louis County, MO; Warren County, MO; and St. Louis city, MO.

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2017 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2017 [Fair Market Rent documentation system](#).