



City of Vinita Park
Service Guide



CITY OF VINITA PARK

8374 MIDLAND BLVD.

VINITA PARK, MO 63114

We welcome you and hope that your move to Vinita Park will be an enjoyable one! The information below is to help make your transition a more pleasant one.

Vinita Park is with the boundary lines if the following School Districts:

Ritenour District – 2420 Woodson Road, 429-3500

Normandy District – 6701 St. Charles Rock Road, 389-8006

University City – 8346 Delcrest Drive, 872-1900

All dogs and cats are required to have a pet tag. These may be purchased for a fee of \$2.00 with proof of a current rabies vaccination.

Republic Services is currently under contract for the collection of trash and recyclable items. Regular trash is picked up on Tuesdays. Each household is allowed three (3) 30 gallon containers with tight-fitting lids. Trash put in plastic bags are not allowed. You may put your trash cans on the tree lawns after 5:00 PM the night before and must be taken in before 7:00 AM on the following day. Unlimited yard waste bags will be picked up every other Friday, along with bulk trash items. Large items that will cause more than one person to carry will have to be picked up with advance notice.

Everyone is invited to the Board of Alderman meetings which are held on the third Monday of each calendar month at 6:30 PM. Your Alderman's name, address, and phone number is listed on the City Calendar for your convenience.

Municipal Court is held on the first and third Wednesday of each month and starts at 7:00 PM. Starting in the month of October, Municipal Court will be moved to 10:00 AM on every first and third Wednesday.

You may register to vote at City Hall anytime during regular office hours. Monday through Friday, 8:30 AM – 5:00 PM.

ELECTED AND APPOINTED CITY OFFICIALS

ELECTED OFFICIALS

MAYOR

James W. McGee

COLLECTOR

Jeanette Carridine

BOARD OF ALDERMEN

President of the Board: Celeste McGee

WARD ONE

Richard Redel 368-2329

Brian Gremaud 922-0885

WARD TWO

Ora Stokes 429-6863

Wanda Fairley 427-8587

WARD THREE

Celeste McGee 799-9232

Dennis Hayden 276-6188

APPOINTED OFFICIALS

City Clerk: Regina Rulo-Speed

Finance Officer: Sherry Sulwer

Public Works Director: Gerald French

Chief of Police: Tim Swope

Lieutenant of Police: Lt. Jones

City Attorney: Chet Pleban

Municipal Judge: Dan Chartrand

Prosecuting Attorney: Ronald Brockmeyer

COMMITTEES

BOARD OF ADJUSTMENT

Sharon Pursley

Kim Meyer

Earnest Fields

Jeanette Carridine

ZONING BOARD

George Buckner

Donna Hall

Richard Reed

Cynthia Phillips

James Pursley

HUMAN RIGHTS

Diane Bell

Eugene Smith

ANNUAL EVENTS

EASTER EGG HUNT:

The city of Vinita Park sponsors an Annual Easter Egg Hunt for the children and grandchildren of our residents whom are 12 years of age and under. This event is held at 10:00 a.m. at Charles Forrester Park. Hundreds of eggs filled with candy and prize-winning tickets are hidden all over the park for the children to hunt. There is no fee for tickets, however, Proof of residency is required before tickets will be issued.

FOURTH OF JULY PARADE:

The city celebrates America's Independence by sponsoring a 4th of July parade and other festivities. Residents are invited to decorate their vehicles and children may decorate their bicycles and participate in the parade. The parade starts on Page Blvd, and ends at Charles Forrester Park. Seniors unable to attend may have their lunches delivered to their homes. Watch for the date of the picnic in the monthly newsletter.

SENIOR CITIZENS APPRECIATION PICNIC:

In September, the Vinita Park seniors are giving an appreciation picnic, which begins at noon and includes a catered luncheon, music, and games. All Vinita Park seniors are invited to join us at Charles Forrester Park. Seniors unable to attend may have their lunches delivered to their homes. Watch for date of the picnic in the monthly newsletter.

SANTA CLAUS COMES TO TOWN:

In December, Santa and Mrs. Claus ride through town in a horse-drawn carriage. Santa and Mrs. Claus, along with numerous elves, distribute candy to all the good little boys and girls of Vinita Park, young and old alike.

GARAGE SALE:

The city of Vinita Park will hold two (2) city-wide garage sales, one in the month of May and one in the month of September. The city Places an ad In the local newspaper announcing the city-wide garage sale. All residents, on the same day can sell their treasures, junk, or that one of a kind special item. The sales are held at each resident's home. No permits are required for this City-wide Garage sale. Watch for date of the sale in the monthly newsletter.

BREAKFAST WITH SANTA:

In December, Santa joins our children for breakfast before his ride through town.

YOUTH DAY:

In July we have our annual youth day in the park. Come join in the fun. There are games, cotton candy, snow cones and music. Watch for the date in the monthly newsletter.

**EVENTS DATES AND TIMES ARE SUBJECT TO CHANGE CONSULT
YOUR YEARLY CITY CALENDAR AND MONTHLY NEWSLETTER FOR ANY
CHANGES.**

REPUBLIC SERVICES TRASH GUIDELINES

HOUSEHOLD WASTE:

Garbage, refuse, and other such waste generated from the normal daily activities and maintenance of a dwelling unit. This service is limited to four cans per week.

BULKY TRASH:

Large items that cannot be placed entirely within a standard trash can. Examples are furniture, dismantled swing sets, mattresses, etc. also included are tree branches over six inches in diameter. Items should not be of a size or weight greater than two men can reasonably handle. These items do not have to be schedule for collection. Simply place at curbside on your collection day. We request that you not put out more than three bulk items per collection.

MAJOR APPLIANCES

Stoves, ranges, refrigerators, freezers, microwaves, washers & dryers, window air conditioning units, household trash compactors, dish washers, and hot water heaters are examples of major appliances. **State law prohibits the landfill of accepting these items. Call Republic Services Customer Services Department to schedule an appliance pick up.** (There is no additional charge for this service). There is a limit of two per household.

GENERAL GUIDELINES:

1. No liquid waste shall be collected. Non-hazardous items such as latex paint may be solidified with an absorbent material such as "Kitty Litter". The liquid must be completely dry and the containers should be thrown away without the lid.
2. Trash mixed with yard waste cannot be collected.
3. Items over four feet in length must be cut down to proper size. (4ft)
4. Loose material must be placed on a container or bundled.
5. Automobile parts and components (engine blocks, batteries, etc.) cannot be disposed of in a landfill. Tires and lead acid batteries will only be collected as outlined in the tire and battery description.

TRASH COLLECTION AND FEES

The City of Vinita Park currently contracts with Republic Services for trash and recyclable pick-up within the city limits. Trash pick-up is provided free to all homeowners, but does not include apartments or multi-dwelling units. Business and commercial buildings are also not included.

Regular household trash/garbage and recyclables are collected on Tuesdays; compost is collected on Fridays. All trash must be placed in the green trash tote provided by the City of Vinita Park and placed at the curb. PLASTIC bags are not allowed to be placed on the curb unless they are placed within the green trash tote. Any bag used for the disposal of yard waste should be biodegradable. Recyclable containers are available by calling Republic Services Customer Service at (636) 947-5959.

Trash containers may be placed at the curbside after 5:00 p.m. the night before pick-up and must be removed before 6:00 a.m. the day after pick-up. All trash containers must be placed behind the building line for storage.

There are six (6) holidays which affect normal schedules: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's Day. These holidays will affect your collection schedule ONLY WHEN THESE HOLIDAYS FALL ON YOUR REGULAR COLLECTION DAY. If a holiday falls on a regular collection day, which are Tuesdays and Fridays, that collection will be made the next day. Republic Services Customer Service Department is available to assist you with your questions, scheduling special item pick-ups, concerns, or complaints at (636) 947-5959, Monday through Friday, from 7:00 a.m. until 5:00 p.m.

DUMPSTER PERMITS

Any business or commercial establishment that has dumpsters on site is required to have their trash contractor pay an annual dumpster fee of \$50.00 per year per dumpster having three cubic yards or more of capacity. Residents who have dumpsters on their property are responsible for permits for dumpsters over three cubic yards. Residential Dumpster permit fees are \$50.00. Residential Dumpster permits expire 30 days from the date issued.

CITY SERVICES

The City of Vinita Park is a Fourth Class City and operates under the Mayor/Board form of government. Various departments located within the City Hall are responsible for projects and areas to keep the City viable.

ADMINISTRATIVE OFFICE

Administrative office includes the Mayor, Collector, Finance Officer, City Clerk, and Deputy City Clerk/Administrative Assistant. The City Clerk is also the Human Resources Director. The office hours are Monday – Friday, 8:30 AM – 5:00 PM.

LEGAL DEPARTMENT

The legal department includes the Court Clerk, Prosecuting Attorney, Municipal Judge, and the City Attorney. Municipal Court is held at 7:00 PM on the first and third Wednesday of every month. Starting in October, court will be held at 10:00 AM on the first and third Wednesday of every month. The cases that are tried fall under the jurisdiction of the municipal code. The Violations Bureau are Monday – Friday, 8:30 AM – 5:00 PM.

POLICE DEPARTMENT

The Police Department includes the Chief of Police, one Lieutenant, one Detective, one Sergeant, one Corporal, seven Police Officers, and a Police Clerk. The Police Department is responsible for all law enforcement and crime prevention activities. If you have an emergency, please call 911. If you need to speak to an officer, call 428-7373 and ask for the Police Clerk.

PARTNER'S AGAINST CRIME (P.A.C)

(P.A.C.) is available for citizens who wish to participate. Our Police Department sponsors this organization, but our citizens activate it. For information on joining P.A.C, call 428-7373 and ask for the Police Clerk.

PARK AND RECREATIONS

Parks and Recreation consist of one full- time person and often hires seasonal workers during the spring and summer months. This department maintains all recreational facilities, oversees events, and is responsible for the management of the four City parks.

PUBLIC WORKS/MINIMUM HOUSING

Performs all engineering services and responsible for the maintenance of all parks and public streets. The Public Works Department has three full time employees, which includes the Minimum

Housing/Public Works Director. Our Minimum Housing Department issues building permits and part-time Building Commissioner conducts building inspections and issues occupancy permits.

HOUSING CODE STANDARDS

The Building Commissioner checks for conditions that violate the minimum standards expressed in the City Housing and Building Codes and the National Property Maintenance Code. These minimum standards are designed to preserve the health, safety, and welfare of the inhabitants of the city.

HOUSING AND BUILDING INFORMATION

HOME FIRE SAFETY

Smoke detectors are required in all residential and commercial buildings within the city. If you have a smoke detector, but are unable to install it because of health or disabilities, Mid County Fire Protection District will gladly install the detector for you. For information on fire detectors, you may contact Mid County Fire Protection District at their non-emergency phone number, 863-4018.

HOME ADDRESS

The City of Vinita Park requires that street address be in a location and color that will be visible from the streets. This is to assist emergency personnel in finding your home should you require their assistance. We would also like to remind residents to come to City Hall and update your emergency information form, or if you have not filled one out, to do so.

ANIMAL LICENSE AND RENEWAL

All dogs and cats must have a city license. To obtain a yearly pet license, please bring your pet's proof of rabies vaccination certificate and \$2.00 fee to City Hall. New residents must obtain a pet license at the time they move into the city and any resident that obtains a new pet during the year must obtain a pet license at that time. Pet license are to be renewed on January 1st of each year and become delinquent on February 15th. A \$5.00 late fee will be assessed on all pet tags purchased after February 15th. NOTE: City Ordinance prohibits any residents from having more than a total of three (3) dogs, cats or combination of the two on the premises at any time, but does not apply to pets less than three (3) months of age.

BUSINESS LICENSE

In order to operate a business in the corporate limits of Vinita Park, a Business, Warehouse, and/or Manufacturing license must be first obtained. Before an application for a license can be issued, you must obtain an occupancy permit. Fees vary depending on the type of business you own or operate. You can get information on the various types of licenses and fees by calling the City Collector at 428-7373.

CITY PERMITS

ABOVE GROUND STORAGE TANK PERMITS

Ordinance #820 requires all storage tanks in excess of 500 gallons and smaller tanks containing toxic chemicals to be registered with Vinita Park and the Mid County Fire Protection District. Initial permits fees are as follows: \$75.00 per tank containing hazardous materials with a renewal fee of \$25.00 every two years. These fees are renewed every two years from the date of the last valid registration or at the time the tank is installed. There is a one-time fee of \$25.00 per tank for all tanks containing non-hazardous materials.

GARAGE/YARD/RUMMAGE/AUCTION SALE PERMITS

A PERMIT IS REQUIRED FOR ANY GARAGE, YARD, RUMMAGE, OR AUCTION SALE. Signs advertising the sale are restricted to your property. Garage, yard, or rummage sales are limited to two (2) per address per a year. (This is not counting the annual City-Wide Garage Sale which does not require an individual permit). There is no fee for permit for garage, yard, or rummage sales, but auction sales have permit fee of \$50.00 per day.

BUILDING PERMITS

Permits are required for most construction, alterations, and demolition projects. To be certain you are operating within the law, please contact the Minimum Housing Department at 428-7373 before you undertake a project of this kind.

PAVILION PERMITS

The city of Vinita Park has four (4) parks, two (2) of which may be reserved for picnics, reunions, parties, etc. A permit is required to reserve pavilion space. Ball diamonds are reserved with your pavilion permit. Resident fees are \$20.00 and non-resident fees are \$30.00. In addition, a \$100.00 damage/clean up deposit is required. The deposit is refundable provided the park is left clean and undamaged. Once the appropriate fees are paid, your reservation date for the pavilion will be marked. The Parks Department on the day of your reservation will post a reserved notice.

BALL DIAMOND PERMIT

The city of Vinita Park has three (3) ball diamonds that may be reserved each year for league play. Reservations are taken in February for leagues or can be reserved for practices starting in April. Please contact City Hall at 428-7373 for more information on the ball diamonds.

COMMERCIAL & RESIDENTIAL INSPECTIONS

Vinita Park's Housing and Building Code is strictly enforced. Our codes were adopted to protect city residents, business owners, and their property from unsafe building conditions. The codes help to maintain city property values. The following information is provided on the various code requirements for occupancy, building permits and their inspections. All questions regarding these codes should be directed to the Minimum Housing Department at 428-7373, Monday – Friday from 8:30 AM – 5 PM.

OCCUPANCY PERMITS (RESIDENTIAL & COMMERCIAL)

All renters, homeowners, and business owners must apply for and receive an occupancy permit BEFORE MOVING INTO THEIR HOME OR OPERATING THEIR BUSINESS. There is a \$5.00 fee for residential occupancy permits and a \$10.00 fee for commercial occupancy permits.

INSPECTION (RESIDENTIAL & COMMERCIAL)

An inspection is required upon application for occupancy permit or when there is a change of occupancy in a home, apartment, or business. An inspection is required, Application for inspections is made through City Hall and fees are as follows:

- Apartments-\$35.00
- Home/One side of a duplex-\$60.00
- Commercial-\$80.00

BUILDING PERMITS

A building permit is required for all construction. This includes any alterations to the structure (interior or exterior) of a building or home. This includes but is not limited to, the following: fences, decks, room additions, pool, etc. If in doubt, please call the public works department at 314-428-7373.

ELECTRICAL AND & PLUMBING PERMITS:

A permit must be obtained from St. Louis County before work is started on electrical, plumbing, or other mechanical updates to one's home or business. To obtain permits, call St. Louis County Public Works Department at 314-615-5184.

The Book of Resources for Hope

Merline P. Anderson Sharon Pace
Executive Director Board Chair

CAASTLC's Resources for Hope Step Up to Leadership

Step Up to Leadership Program helps low-income people develop leadership skills and turn their civic passions into action. Step Up to Leadership is a 12-week program developed by a partnership with Human Development Corporation, Central Missouri Counties Human Development Corporation, CAASTLC Inc., University of Missouri Extension, and Missouri Association for Community Action. Call Janice McKinney at 314-863-0015, ext. 429 or email her at Janice@caastlc.org.

A Poverty Simulation is a unique opportunity to help the community understand what life is like with shortage of money and an abundance of stress. There are thousands of people in St. Louis County who face poverty every day. Using a simulation kit, participants role-play in the lives of low-income families. In the simulation, 40 to 100 participants assume the role of up to 26 different families facing poverty. Some families are newly unemployed senior citizens receiving social security or grandparents raising their grandchildren. The task of the families is to provide for basic necessities and shelter during the course of four 15 minute weeks. To find out more about our services and how you may utilize them, please contact Janice McKinney 314-863-0015, ext. #429 or Janice@caastlc.org.

Credit Counseling

We are a HUD Certified credit-counseling agency and seek to assist potential homeowners who want to learn to save and budget for a home while developing or correcting credit issues that would prevent them from being able to qualify for a mortgage loan. We work very hard to help clients qualify for mortgage loans that fit within their budget and are designed to help maintain and succeed with asset development. We teach individuals about the pitfalls of subprime lending and work with lenders who offer products to assist low-income families succeed in meeting their goals. We also provide credit counseling to help individuals meet all of their needs by teaching them to better manage a budget and develop long term goals of saving and investing. To find out more about our services and how you may utilize them, please contact: Janice McKinney 314-863-0015, ext. #429 or Janice@caastlc.org.

Energy Conservation Classes

We are involved in another energy crisis in this country with the cost of natural gas and electricity constantly rising, with no end in sight. What seems to have been forgotten is that we do have options. It is absolutely necessary that we take the whole house, whole family, the whole community approach to using our energy resources wisely and efficiently. Through our Outreach and Education Program

CAASTLC, we provide the opportunity for clients and other agencies to participate in Energy Conservation Classes and Forums. Information Received from these classes can result in from 10 to 30% savings on the average utility bill. When used in conjunction with the other forms of Energy Assistance such as LIHEAP (EA/ECIP), Weatherization, and Energy Conservation, the need for families to return to CAASTLC for monetary support could significantly be reduced.

RESOURCE AND REFERRAL LISTING BY AGENCIES

RETIRED PERSONS (AARP) www.aarp.org

SENIOR CITIZENS 314-918-7563

8059 Watson Rd • St. Louis, MO 63119

Will refer to programs within organization: Such as, taxes, employment, driving classes, grand parenting classes, and discounts on prescriptions.

AMERICAN RED CROSS

WWW.REDCROSS.ORG • CRISIS 314-516-2800 • 10195 Corporate Square Dr. • St. Louis, MO 63132

Regional Office • 400 S. 18th Street • Room 120 • St. Louis MO 63103-2271

Helps vets, active duty personal, dependents, and survivors obtain VA benefits. Specializes in denial appeals.

ANGEL FOOD MINISTRIES

www.angelfoodministries.com • Call 1-877-FOODMINISTRIES for nearest location.

Groceries are sold in a quantity that fits a medium size box for \$25.00 per unit.

(Average retail value is \$50.) Clients may use EBT. Menu changes every month.

COMMUNITY ACTION AGENCY OF ST. LOUIS COUNTY (CAASTLC)

WWW.CAASTLC.ORG • 314-863-0015 2709 • Woodson Road • St. Louis, MO 63114

Provides a variety of services including: employment, weatherization, youth-at-risk, housing, food pantry, energy assistance, drug & alcohol counseling, and anger management.

LEGAL SERVICES OF EASTERN MISSOURI

Legal 314-534-4200 • 4232 Forest Park Ave • St. Louis MO, 63108

Provides help to low-income and senior citizens with civil legal problems – consumer contracts, family law matters, housing, simple estate planning, and unemployment compensation hearings, to name a few.

LIFE CRISIS SERVICES, INC.

314-647-4357 • 1423 South Big Bend Blvd. • St. Louis, MO 63117

24-hour hotline for assistance and support in any crisis. Walk-ins are also welcomed.

Monday – Thursday, 3:00 PM – 8:00 PM.

LOAVES & FISHES HOUSING

314-291-3857 • 2750 McKelvey Rd. • Maryland Heights, MO 63043

Homeless shelter, providing food and daily shower facilities for a period of up to 90 days; must secure a job within 10 working days. Provides daycare for residents.

PARAQUAD MULTI-PROGRAMS

314-289-4200 • 5240 Oakland Ave • St. Louis MO, 63110

Variety of services for persons with disabilities including rent and mortgage assistance, employment, disability benefits, information, referrals, and personal assistance programs.

REDEVELOPMENT OPPORTUNITIES FOR WOMEN (ROW)

WWW.ROW-STL.ORG/EDU • 314-863-0236 • 2709 Woodson Rd • St. Louis, MO 63114

ABE/GED preparation and literacy. Monday, Tuesday, and Wednesday: 12:30- 3:30 pm.

Childcare provided

RELAY MISSOURI

800-735-2466

Provides communication between hearing and deaf via TTY

RITENOUR ADULT LEARNING CENTER EDUCATION

314-426-7900 • 8762 St. Charles Rock Rd • St. Louis, MO 63114

GED: Training and study is available to prepare for the GED test.

ABE: Specially trained certified teachers assist adults to build basic skills in math, English and reading. Instruction is available to persons who already have a high school diploma.

VETERAN OUTREACH PROGRAMS – ST. LOUIS VETERANS

314-231-1260 • 2345 Pine St • St. Louis, MO 63103

Individual and group counseling, education provided for families and couples, specializing in PTSD. Referrals for employment, drug/alcohol counseling, and homelessness.

VETERAN'S SERVICES PROGRAMS VETERANS

314-615-4413 • 121 S. Meramec Ave • St. Louis, MO 63105

Services provided: Case management and family advocacy for veterans and their families. Information and referral, social service referral, needs assessment, counseling, and community involvement.

JOHN C. MURPHY CENTER

6065 Helen • St. Louis, MO 63134

NORTH CENTRAL COMMUNITY HEALTH CENTER

4000 Jennings Station Rd • St. Louis, MO 63120

CALL-A-RIDE NORTH COUNTY

314-534-4144

ALZHEIMER'S DISEASE

1-800-272-3900

The number finds you a local chapter by your zip code.

BLIND, REHABILITATION SERVICES

1-800-592-6004

CANCER INFORMATION CENTER

1-800-422-6237

LEGAL SERVICE OF MISSOURI

1-800-374-2138

SENIOR CITIZENS PROPERTY TAX CREDIT

1-573-751-3505

VETERANS OUTREACH PROGRAM

314-231-1260

VETERANS INFORMATION (DISABILITY BENEFIT INFORMATION)

314-621-2211

AT&T Missouri Missouri Application for the Lifeline or Disabled Programs

Consumers meeting certain eligibility criteria are able to receive monthly discounts for voice telephony service through the Lifeline program or the Disabled program. Lifeline service offers a monthly discount of \$12.30. The Disabled program offers a \$3.50 monthly discount. To apply complete this form and also submit **proof of eligibility**.

Eligibility Criteria	
Lifeline Program	Disabled Program
<input type="checkbox"/> MO HealthNet (f/k/a Medicaid) <input type="checkbox"/> Supplemental Nutrition Assistance (Food Stamps) <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Low-Income Home Energy Assistance (LIHEAP) <input type="checkbox"/> Federal Public Housing Assistance (Section 8) <input type="checkbox"/> National School Free Lunch Program <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) <input type="checkbox"/> 135% of the Federal Poverty Level <i>(See next page for income threshold requirements)</i>	<input type="checkbox"/> Veteran Administration Disability Benefits <input type="checkbox"/> State Blind Pension <input type="checkbox"/> State Aid to Blind Persons <input type="checkbox"/> State Supplemental Disability Assistance <input type="checkbox"/> Federal Social Security Disability <input type="checkbox"/> Federal Supplemental Security Income

Applicant's Full Name:	Birth Date:	Social Security # (last 4 digits):	DCN:*
Name on Voice Service Account (If different from Applicant):		Customer Contact Telephone Number:	
Customer's Full Residential Service Address (no P.O. Boxes): Street:		Is this address a temporary address? Yes / No <i>(circle the appropriate response)</i> <i>(If "yes" then must verify address every 90 days.)</i>	
City, Town, Zip:			
Is this address also my billing address? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "no" please provide billing address):			

*This number is assigned to program participants of MO HealthNet, LIHEAP, Food Stamps and TANF.

I understand the following obligations and provisions about the Lifeline and Disabled programs:

- The Lifeline and Disabled programs are government benefit programs and that willfully making false statements to obtain the benefit can result in fines, imprisonment, de-enrollment or being barred from the program.
- Only one Lifeline or Disabled service is available per household.
- A household is defined, for purposes of the Lifeline program, as any individual or group of individuals who live together at the same address and share income and expenses.
- A household is not permitted to receive Lifeline or Disabled benefits from multiple providers or combine Lifeline and Disabled program benefits.
- Violation of the one-per-household limitation constitutes a violation of rules and will result in the subscriber's de-enrollment from the program.
- Lifeline and the Disabled program are non-transferable benefits and the subscriber may not transfer his or her benefit to any other person.

I CERTIFY UNDER PENALTY OF PERJURY EACH OF THE FOLLOWING:

- I meet the eligibility criteria for the Lifeline program or the Disabled program.
- I will provide notification to my voice service provider within 30 days if for any reasons I no longer satisfy the criteria for receiving Lifeline or Disabled benefits including, as relevant, if I no longer meet the income-based or program-based criteria for receiving Lifeline or Disabled support, I receive more than one Lifeline or Disabled benefit, or another member of my household is receiving a Lifeline or Disabled benefit.
- If I move to a new address I will provide that new address to my voice service provider within 30 days.
- If I have a temporary residential address then I will be required to verify my address with my voice service provider every 90 days.
- My household will receive only one Lifeline or Disabled service and, to the best of my knowledge, my household is not already receiving a Lifeline or Disabled service.
- I acknowledge the obligation to re-certify my continued eligibility for Lifeline or Disabled benefits at any time and failure to re-certify my continued eligibility will result in de-enrollment and the termination of Lifeline or Disabled benefits.
- I consent to providing my name, telephone number and address to the Universal Service Administrative Company for the purpose of verifying I do not receive more than one Lifeline benefit. I also consent to sharing my account information with the Federal Communications Commission and Missouri Public Service Commission who oversee and administer the Lifeline or Disabled programs.

_____ I certify I have _____ individuals in my household.
(Initial and complete only if qualifying under income threshold.)

The information supplied on this form is true and correct.

I acknowledge providing false or fraudulent information to receive Lifeline or Disabled benefits is punishable by law.

Signature of Customer

Date

Submit a completed signed form and proof of eligibility.

Annual Income Thresholds for Meeting 135% of Federal Poverty Level (Based on Household Size)								
1	2	3	4	5	6	7	8	Each add'l person
\$15,512	\$20,939	\$26,366	\$31,793	\$37,220	\$42,647	\$48,074	\$53,501	+ \$5,427/person

Acceptable documentation for meeting the criteria of 135% of the federal poverty level includes: a copy of prior year's state or federal tax return; paycheck stub (three consecutive months); a statement of benefits for Social Security, Veterans Administration, retirement/pension or Unemployment/Workmen's Compensation; or other legal documents showing current income (e.g. divorce decree, child support award). Any documentation must cover a full year or three consecutive months within the previous twelve months.

Company Use Only:

I hereby attest the applicant presented acceptable proof of eligibility:

Print name of company official

Signature

Date

For questions, call the AT&T Lifeline support team at 1-877-677-0250
 When completed, mail or fax this form to:
AT&T Lifeline Missouri Program, PO Box 4600, Waterloo, IA 50704-4600
 Fax to 1- 800-295-7495