



## **STEP Participant Guidelines**

The **Senior Tax Exchange Program (STEP)** is an opportunity for senior citizens to provide service to North Kansas City Schools and in exchange receive credit toward payment of Clay County real estate taxes.

### **Application Criteria**

- Must be 62 years of age or older
- Own taxable real estate property within NKC Schools district boundaries
- Receive Social Security (waived for retired district employees)

### **Tax Credit Details**

- Participants will receive a maximum tax credit of \$7.00 per hour of service provided up to 78 hours per calendar year. Any hours over 78 will not receive tax credit and will be considered volunteer hours. Hours must be served between January and November.
- Participants will receive a two-party check made payable to themselves and the Clay County Collector each December for hours served throughout the current calendar year.
- Participants must apply tax credit check toward real estate taxes.
- Participants will not be entitled to any district benefits (insurance, retirement system, vacation or paid leave) as the program is not employment with the district.
- Participants can only earn tax credit dollars for time working in assigned responsibility area (i.e. Tutor, Library Media Center Support or Office Support) and that any time spent on breaks (i.e. breakfast or lunch) cannot be counted toward earning tax credit dollars, the STEP participant must ensure if breaks are taken that they clock in and out with the front office staff utilizing the Raptor system.

### **Opportunities Available**

- Participants serve in the elementary and middle schools of North Kansas City Schools in a variety of capacities:
  - Tutor
  - Library Media Center Support
  - Office Support

### **Schedule**

- Schedules are worked out between the STEP participant and the school in which they serve
- Flexibility is a key to the success of the STEP program
- Participants must commit to serving at least 50 service hours per year

### **Application Procedure**

- Applicants are invited for an interview based on openings available, school need and applicant proximity to school at the discretion of the Partners in Education Coordinator and North Kansas City Schools.
- Accepted applicants must attend training and complete a background check
- The district reviews applications for the STEP program in July, applications are active for one year
- Fill out the application and return to:

Athena Graham  
Partners in Education  
North Kansas City Schools  
RB Doolin Center  
1900 NE 46<sup>th</sup> Street  
Kansas City, MO 64116



## STEP APPLICATION

Title \_\_\_\_\_ Legal Name \_\_\_\_\_  
*(Dr., Mr., Mrs., Ms., Miss)* *First* *Middle* *Last*

Other Names Used \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone (\_\_\_\_) \_\_\_\_\_ Preferred Email \_\_\_\_\_

**REFERENCES:** Please list two personal or professional references.

Name	Street Address	City	State	Phone

**EDUCATION:**

	Name & Location of School	Graduation Status or Degree
High School		
Vocational/Business		
College/Other		

**Are you a former employee of NKC Schools?**  Yes  No If yes, please provide Employee ID Number \_\_\_\_\_

**Computer software/office machinery experience:** \_\_\_\_\_

**Career work experience:** \_\_\_\_\_

**How did you hear about the STEP program?** \_\_\_\_\_

**Explain why you want to participate in STEP:** \_\_\_\_\_

**Other talents, hobbies, interests or skills you would like to share:** \_\_\_\_\_



**Which opportunities are you interested in:**

\_\_\_\_\_ Tutor    \_\_\_\_\_ Office Support    \_\_\_\_\_ Library Media Center Support

**Please list schools/sites you would be interested in:** \_\_\_\_\_

**Are you willing to be placed at a site other than those you have listed?** \_\_\_\_\_

I understand that selection is based on school need and applicant proximity to school at the discretion of the Partners in Education Coordinator and North Kansas City Schools. Applicants are required to attend an interview and any trainings, and undergo background checks before consideration for selection.

1. **Have you ever been found guilty or pleaded guilty, received a suspended imposition of sentence or entered an Alford plea or “nolo contendere” for a violation of any law (felony or misdemeanor) in this state or any other in the United States other than a minor traffic violation?**  Yes  No

If yes, explain \_\_\_\_\_

\_\_\_\_\_  
(Note: A criminal record does not constitute automatic bar from service and will be considered only as it relates to the opportunity.)

2. **Have you ever had any indicated finding of cause or reason to believe or suspect that you had engaged in the physical, emotional, psychological, or sexual abuse or neglect of a child?**

Yes  No    If yes, explain, giving dates: \_\_\_\_\_

3. **Are you currently on parole or probation?**  Yes  No

If yes, please explain: \_\_\_\_\_

4. **Does your name appear on any Sex Offender Database in any state or country?**  Yes  No

I understand misrepresentation or false statements may eliminate me from consideration or dismissal if selected.

I understand I will be required to attend a training session. I may be required to attend additional training sessions if requested by the school or Partners in Education Coordinator.

I understand I am required to keep all information regarding district students and staff confidential.

I understand I am required to wear an identification badge and sign in and out of school each time I provide service.

I understand my tax credit will be calculated based on service hours provided January through November, up to 78 hours. Any hours provided in December are volunteer hours and will not receive tax credit.

I understand my tax credit must be applied toward real estate taxes.

I understand that if chosen as a STEP participant that I am not entitled to any district benefits (insurance, retirement system, vacation or paid leave) as the program is not employment with the district.

I understand that if chosen as a STEP participant I can only earn tax credit dollars for time working in assigned responsibility area (i.e. Tutor, Library Media Support or Office Support) and that any time spent on breaks (i.e. breakfast or lunch) may not be counted toward earning tax credit dollars. If breaks are taken during my scheduled assignment at the school as a STEP participant, it will be my responsibility to ensure I clock in and out with the front office staff utilizing the Raptor system during any breaks.

I understand and agree to follow all safety procedures put in place by the district, CDC and local health department and will follow these guidelines at all times while on district grounds. These may include handwashing/sanitizing upon entering the building, the use of mask and social distancing guidelines, etc.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date