

Thank you for your interest in the Community Assistance Program (CAP). Upon approval of your application, qualifying single-family residential accounts are eligible to receive a 15% discount on water and a 35% discount on wastewater (sewer) service charges.

## Program Rules

- The water and sewer bill must be in your name.
- You must be a full-time resident at the address where the discount will be received.
- You must only have one water service account with the SFPUC.
- You may not be claimed as a dependent on another person's tax return.
- You must pay your bills by the due date.
- Your total combined household gross income must not exceed income guidelines.
- Your total annual bills must not exceed 5% of your total combined gross income.
- You must participate in a Water-Wise Evaluation to be enrolled in the program.
- Your water use should not exceed the acceptable range of daily water use per household occupant as determined by SFPUC.
- You must provide access to all water-using areas/fixtures on the property including any basement areas, in-law units, and landscaped areas at the time of the Water-Wise Evaluation.
- You agree that if a water leak occurs at your residence, you will make timely repairs.
- You must notify the SFPUC immediately if your household no longer qualifies for the discount.
- You must renew your complete eligibility application every two years.

SFPUC Income Guidelines Effective July 1, 2018	
Household income must not exceed income guidelines to qualify	
Number of persons in household	Total combined gross annual income
1 or 2	\$32,920
3	\$41,560
4	\$50,200
5	\$58,840
Each additional person, add	\$8,640

## Eligibility Guidelines

SFPUC requires verification of household income and occupants. Household income is defined as the combined gross income of ALL persons who live in the household, whether taxable or non-taxable. Gross income includes, but is not limited to the total income from: wages, salaries, pensions, unemployment benefits, disability payments, workers compensation, gross income from self-employment (IRS Form 1040 Schedule C), child or spousal support, proceeds-sales price (IRS Form 1040 Schedule D), interest or dividends from savings accounts, stocks, bonds, retirement accounts, rent or royalty income, cash income or gifts, scholarships, grants, or other aid used for living expenses, insurance or legal settlements, Social Security, SSI, SSP, food stamps, or TANF (AFDC).

Anyone receiving the CAP discount and found to be in violation of program rules will be removed from the program and may be liable for repayment of the discount from the time that the discount was received.

After thorough review of program eligibility, applicants meeting the criteria are required to participate in a free water conservation home evaluation. The SFPUC's Water-Wise Evaluation is conducted by a trained water conservation specialist who may provide free efficient plumbing devices, help identify costly plumbing leaks, and show you ways to reduce water use. For a complete program description, visit [www.sfwater.org/conservation](http://www.sfwater.org/conservation) or call (415) 551-3000

## To Apply

<b>Step 1</b>	<p>Submit an application along with your most recent, signed copy of your Federal Tax Return. Please submit <u>all</u> pages of the Tax Return.</p> <p>If your Federal Tax Return is not available, enter the reason on page two, and include all applicable documents listed with your application: Social Security Benefit Statement; or two (2) consecutive copies of Social Security Checks or SSI Checks; or W-2 forms; or Award Letter for CALWORKS, CAPI, General Relief, or Food Stamps; or two (2) consecutive paycheck stubs; or Unemployment Benefits statement.</p> <p>Each household member must submit their own income documentation. All household members without income should be listed as dependents on the Federal Tax Return of another household member.</p> <p>If submitting documentation other than a Federal Tax Return, you must submit proof of occupancy for every household member listed in the application. Proof of occupancy includes but is not limited to recurring bills, bank statements, or other types of correspondence that include the name of the household member and the service address of the water bill.</p> <p><u>Send copies of the requested documentation, as your documents will not be returned.</u></p> <p><b>Please allow 4-6 weeks to process your application. Incomplete applications will not be processed.</b></p>
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