

Parking Citation Payment Plan and Indigent Status Application

California Vehicle Code 40220 allows for a citation payment plan for qualifying indigent persons.

- The registered owner or lessee of the vehicle must qualify for indigency determination in order to participate.
- A processing fee of \$5 will be assessed to participate in a payment plan.
- Monthly installments of \$25 will be scheduled for plan amounts for \$500 or less.
- Payment plans exceeding \$500 will be divided by 24 months to determine monthly amount due.
- Late fees will be placed on hold while the payments plan is in place and the registered owner adheres to its terms, and will be waived once the payment plan is completed.
- Late fees and penalty assessments will be reinstated if the registered owner falls out of compliance with the payment plan.

| OFFICE USE ONLY | |
|-----------------------------|--------------------------|
| DATE APPLICATION RECEIVED: | _____ |
| APPROVED: | <input type="checkbox"/> |
| DENIED: | <input type="checkbox"/> |
| Date of decision: | _____ |
| First payment date: | _____ |
| First month payment amount: | _____ |
| Monthly payment: | _____ |
| Total amount: | _____ |
| Payment Term: | _____ |
| Payment Plan ID: | _____ |

1. Your Information: *(person applying for Indigent Status must be the Registered Owner on record with the DMV)*

Last Name: _____ First Name: _____

Employee/Student ID (if applicable): _____

Street or mailing address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

2. Citation Number(s) - please list all citations to be included in the payment plan in the table below:

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3. I request to pay the processing fee (Check One): With 1st Payment Added to Plan

(If not indicated, fee will be included with first payment)

4. Low Income Qualification

To qualify for the low income payment plan, you must meet one of the two following conditions.

A. Your monthly income is 125% or less of the current Federal poverty guidelines:

| | | | | | | |
|---|---------------|-------------|---------------|-------------|---------------|--|
| https://aspe.hhs.gov/poverty-guidelines | | | | | | |
| 2020 Poverty Guidelines (125%) | | | | | | |
| Family Size | Family Income | Family Size | Family Income | Family Size | Family Income | <i>If more than 8 people at home, add \$467 for each</i> |
| 1 | \$1,329 | 3 | \$2,263 | 5 | \$3,196 | |
| 2 | \$1,796 | 4 | \$2,729 | 6 | \$3,663 | |

Average Monthly Income (Applicant Only): _____ **Total Number of People Living in Household (excluding you):** _____

Total Monthly Income for Others Living in Household: _____ **Total Family Income:** _____

Documentation Required: Please provide proof of income from pay stubs or another form of proof of earning, such as a bank statement for the last 3 full months that shows the income criteria as listed above is met.

B. You are receiving public benefits from any of the following programs (check all that apply):

- | | |
|--|--|
| | Supplemental Nutrition Assistance Program (SNAP), California Food Assistance Program (CFAP) and CALFresh |
| | Supp. Sec. Inc.—Supplemental Security Income (not Social Security) or SSP—State Supplemental Payment |
| | CAPI—Cash Assistance Program for Aged, Blind, or Disabled Legal Immigrants |
| | County Relief/General Assistance—County Relief, General Relief (GR) or General Assistance (GA) |
| | IHSS—In-Home Supportive Services |
| | CalWORKS—California Work Opportunity and Responsibility to Kids Act |
| | Tribal TANF—Tribal Temporary Assistance for Needy Families |
| | Medi-Cal |

Documentation Required: Proof of receipt of benefits from one of the programs listed above .

Transportation Services will mail their decision regarding your request to the mailing address provided. If approved, the terms of your plan and payment due dates will be provided.

I have attached the following documentation:

_____ **Copy of DMV Registration for the vehicle(s) the citations are issued to**

One of the following:

_____ **Proof of income for all individuals living in the household (section 4A above)**

_____ **Proof I am receiving benefits from a public assistance program (section 4B above)**

I declare that I have read and understand all information provided on all pages of this application. My signature authorizes UCR Transportation Services to verify and audit any and all documentation and statements submitted and asserts that all information is true and correct. I understand that falsifying this application or submitted documentation will result in revocation of the payment plan (the full amount of fines/fees shall be reinstated and an electronic itemization of unpaid parking penalties will be submitted to the DMV). This form MUST BE SIGNED or the request will be denied.

Print Name: _____

Date: _____

Signature: _____

PARKING CITATION PAYMENT PLAN AND INDIGENT STATUS APPLICATION SUMMARY

In compliance with California Vehicle Code section 40220, UC Riverside provides indigent persons (registered owner/lessee of the vehicle) the option to apply for a payment plan if multiple parking citations are outstanding (unpaid). Only citations issued within the last 60 days by UC Riverside Transportation Services or the campus Police Department for a campus parking violation that occurred on or after July 1, 2018 will be considered.

PROOF OF INDIGENT STATUS

The vehicle's registered owner must complete the attached application, submit proof they are receiving benefits from any public assistance programs (e.g. SSI, SNAP, CFAP, TANF, etc.) and/or provide proof of income for all individuals living in the household (e.g., three months' worth of paystubs/earnings statements, checking/savings account statements, etc.). Determination of indigent status will be based on income criteria and/or public benefits described in Subdivision (a) and/or (b) of Section 68632 of the Government Code. **The application and documentation must be received in the Parking office no later than 120 days from the citation issuance date (or, within 10 days from a Level 2 administrative hearing decision, whichever is later).** Applicants are required to notify Transportation Services if their financial situation and/or submitted documentation changes during the payment plan term.

PAYMENT PLAN

A processing fee of \$5 will be assessed for establishing a payment plan. Monthly installments of \$25 will be scheduled for plan amounts of \$500 or less. Payment plans exceeding \$500 will be divided by 24 months to determine monthly amount due. There are no prepayment penalties. Individuals are responsible for making payments by the established due date each month, as bills/reminders will not be sent. Payments must be submitted by mail or in person, and be postmarked or received in the Transportation Services office on or before the payment due date. Late or missed payments will result in default of the payment plan, and a written request to reinstate the payment plan must be initiated by the registered owner and submitted to Transportation Services within 45 days of the payment due date. Only one request per payment plan term will be considered. Citation late fees will be placed on hold while the payment plan is in place and the DMV notification will be deferred only if the applicant complies with the terms of the payment plan.

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Requests will not be considered if the application is incomplete or required documentation to prove indigence is not included. Only the citations listed on the application will be included in the payment plan. If vehicle continues to accrue parking citations on campus, and applicant wishes to include them on the payment plan, applicant must reapply for the indigence determination and pay the processing fee. Transportation Services will evaluate requests and provide a written response within two weeks of receipt date.

- 1) Legibly complete the application attached both front and back (only the registered owner of the vehicle is eligible to apply).
- 2) Submit a current copy of the vehicle's DMV registration paperwork.
- 3) Submit proof of benefits received from any public assistance programs (e.g. SSI, SNAP, CFAP, TANF, etc.).
- 4) Provide proof of income (pay stubs for last three full months, checking/savings account statements for the same three months).
- 5) Deliver items 1-4 above (application, vehicle registration, proof of indigence) to the Parking Services office via US mail (UC Riverside, Parking Services, 683 Linden St., Riverside, CA 92521) or by visiting the Parking Services office in person (visit Monday-Friday 8:00 AM-4:00 PM).

VERIFICATION OR FALSIFICATION OF INFORMATION

All statements and documentation submitted to UC Riverside, Transportation Services, for consideration are subject to verification/audit. Requests may be denied if documents are not complete and/or included. If applicant's indigent status is found to have been willfully fraudulent, the full amount of fines and fees shall be reinstated and an electronic itemization of unpaid parking penalties/fees will be submitted to the DMV for a hold against the vehicle registration. UC Riverside students and staff who falsify information may be subject to other sanctions. Per California Vehicle Code section 40220(a)(2)(A), if more than four hundred dollars (\$400) in unpaid penalties and fees have been accrued, proof thereof may be filed with the court with the same effect as a civil judgment and execution may be levied against the individual's assets (e.g. property owned, wages, etc.).