

# Low Income Payment Plan

California Vehicle Code (CVC) Section 40220 allows for installment payments of parking citations to qualifying low income individuals who apply within 120 days from the issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later.

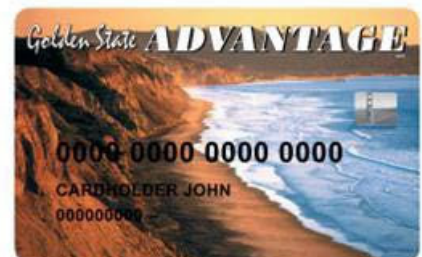
Parking citation late fees and penalty assessments (“Late Fees”) are removed at time of enrollment in the payment plan in accordance with CVC 40220. Late Fees are reinstated if the payment plan is not completed. Also, DMV registration holds and Franchise Tax Board tax intercepts will not be implemented, and/or will be removed during the payment plan, subject to its satisfactory completion. If the payment plan is not satisfactorily completed, then such remedies may be invoked.

## Who may qualify for a payment plan:

To qualify, you must meet the requirements of CVC 40220 by receiving qualifying “Public Benefits”, as more fully explained below.

“**Public Benefits**” are as defined in GC 68632(a) and include, but are not limited to, public benefits under one or more of the following programs:

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a Federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal



## How to enroll in a payment plan:

You must fully complete and sign the attached application. You can also obtain an application in person at **Harbor Police Headquarters – 3380 N. Harbor Drive, San Diego, CA, 92101.**

You must also submit documentation along with your application verifying that you are receiving qualifying Public Benefits, as explained above.

## Where to submit your application:

You must submit your application and proof of supporting documents for public benefit by one of the following:

1. **Online:** <https://www.citationprocessingcenter.com/CitationSearch.aspx>
2. **By Mail:** Parking Citation, Citation Processing Center, PO BOX 10479, New Port Beach, CA 92658

3. **In Person:** Harbor Police Headquarters - 3380 N. Harbor Drive, San Diego, CA 92101

### What are some other key requirements / provisions applicable to the payment plan:

- CVC 40220 allows for installment payments of parking citations to qualifying low income individuals who apply within 120 days from the issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later.
- Parking citation late fees and penalty assessments (“Late Fees”) are removed at time of enrollment in the payment plan in accordance with CVC 40220. Late Fees are reinstated if the payment plan is not completed. Also, DMV registration holds and Franchise Tax Board tax intercepts will not be implemented, and / or will be removed during the payment plan, subject to its satisfactory completion. If the payment plan is not satisfactorily completed, then such remedies may be invoked.
- If a participant’s indigent status is found to have been willfully fraudulent, his or her fines and fees reduction shall be overturned and the full amount of fines and fees shall be restored.
- You are only entitled to enroll in a payment plan once for any specific parking citation(s). Subject to the timing requirements, you may enroll in additional payment plans for any citation(s) which were not previously included in a payment plan.
- Only the vehicle’s Registered Owner or Lessee may enroll in the payment plan.
- Citations enrolled in this program are not eligible for an Administrative Review or Hearing. No citation re-enrollment, contract extensions, or revisions will be granted. Citations are not eligible for enrollment in a payment program if the cited vehicle is currently towed or impounded (subject to the citations being outside of the above referenced application deadlines).
- A non-refundable administrative fee of \$5 due to the agency upon enrollment, which can be added to the payment plan at the discretion of the plan participant.
- If you are enrolled in a payment plan, then you must make required monthly payments on the due date and otherwise comply with all applicable terms and provisions of the program, and all payment requirements. Detailed payment terms will be provided in a follow-up communication if your application is approved.

### Payment Plan Approval:

If your application for a payment plan is approved and you qualify for the payment plan, you will automatically be enrolled in the payment plan and a follow-up communication will provide you detailed payment information and terms. If your application is incomplete or is otherwise rejected, you will be notified. If for any reason you wish to revoke your application or cancel your payment plan, you may notify us at any time.

There are no prepayment penalties and you may voluntarily make excess payments. However, any excess payments will not relieve you of the obligation to timely make the mandated monthly payments in full each month until such time that entire payment amount is paid in full and the payment plan is completed. If at any time you have questions about the remaining balance due, final payment amounts, or anything else related to your payment plan, please call the Citation Processing Center at **1 (800) 989-2058**.

### Payment Plan Default:

If you default on your payment plan you will have 45 days from Notice of Payment Default to make the missed payment and otherwise bring or keep your payment plan payment(s) current. Failure to do so will result in you being removed from the payment plan. After this one-time 45-day extension expires, you will not be provided any further extensions or notices, and any additional late or insufficient payments or other forms of default will

result in immediate removal from the payment plan. Removal from the payment plan could result in: (i) any fees and penalties that had been waived as part of the payment plan being added back to the amount due, and (ii) vehicle registration holds or other potential consequences as permitted by law.

If you have any questions about payment plans please contact our Citation Processing Center at **1 (800) 989-2058-6464**.



## LOW INCOME PAYMENT PLAN APPLICATION

The Low-Income Payment Plan provides customers an option to enroll their parking citation(s) in a monthly payment plan.

**Please review the Program Terms and Conditions, provide all necessary information within this form.**

### PART ONE – To be completed by the participant

**First and Last Name:**

**Address:**

**City, State, ZIP:**

**Email Address:**

**Phone:**

**Citation Number(s) Enrolled:**

**Comments:**

### PART Two – Participant signature required for processing and enrollment.

I have read and understand the terms and conditions of the Low-Income Payment Plan described in this application and do hereby certify the information provided is true and correct. I acknowledge that I must submit acceptable forms of proof along with this application, as described below, and I certify that I am Low Income or receiving Public Benefits as defined herein.

**Signature:**

**Date:**

**IMPORTANT: Along with this application, you must submit proof that you are receiving “Public Benefits”. Acceptable forms of proof are described below. This application must be fully and properly completed and transmitted in accordance with the instructions below.**

“Public Benefits” are as defined in GC 68632(a) and include, but are not limited to, public benefits under one or more of the following programs:

- Supplemental Security Income (SSI) and State Supplementary Payment (SSP)
- California Work Opportunity and Responsibility to Kids Act (CalWORKs) or a Federal Tribal Temporary Assistance for Needy Families (Tribal TANF) grant program
- Supplemental Nutrition Assistance Program or the California Food Assistance Program
- County Relief, General Relief (GR), or General Assistance (GA)
- Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants (CAPI)
- In-Home Supportive Services (IHSS)
- Medi-Cal.

\*Acceptable forms of proof include an electronic benefits transfer card or another card, or other documentation that confirms your receipt of qualifying Public Benefits.

## PAYMENT PLAN TERMS & CONDITIONS

### HOW TO APPLY:

**By Mail:** Mail your application and a copy of your supporting documentation to Parking Citation, Citation Processing Center, PO BOX 10479, New Port Beach, CA 92658

**In Person:** Port of San Diego Administration Building, 3165 Pacific Highway, San Diego, CA 92101 or Harbor Police Headquarters, 3880 N. Harbor Drive, San Diego, 92101.

- Applicants must apply for a payment plan within 120 days of issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later. You are only entitled to enroll in a payment plan once for any specific citation(s). Subject to the timing requirements, you may enroll in additional payment plans for any citation(s) which were not previously included in a payment plan.
- Citations enrolled in this program are not eligible for an Administrative Review or Hearing.
- Only the vehicle's Registered Owner or Lessee may enroll in the Payment Plan.
- Citations are not eligible for enrollment in a payment program if the cited vehicle is currently booted, towed or impounded (subject to the citations being outside of the above referenced application deadlines).
- Citation late fees and penalty assessments ("Late Fees") are removed at time of enrollment in the payment plan in accordance with CVC 40220. Late Fees are reinstated if plan is not completed.
- DMV registration holds and Franchise Tax Board tax intercepts will not be implemented, and / or will be removed during the payment plan, subject to its satisfactory completion. If the payment plan is not satisfactorily completed, then such remedies may be invoked.
- If a participant's indigent status is found to have been willfully fraudulent, his or her fines and fees reduction shall be overturned and the full amount of fines and fees shall be restored.
- No citation re-enrollment, contract extensions, or revisions will be granted.
- Non-refundable administrative fee of \$5 is due to the agency upon enrollment, which can be added to the payment plan at the discretion of the plan participant.
- If you are enrolled in a payment plan, then you must make required monthly payments on the due date and otherwise comply with all applicable terms and provisions of the program, and all payment requirements. Detailed payment terms will be provided in a follow-up communication if your application is approved.
- If \$5 administrative fee is not allocated above, fee will be added to the first payment in the payment plan.