



# CITY OF PALM SPRINGS

## Parking Citation Installment Payment Plan Factsheet

3200 E. TAHQUITZ CANYON WAY | PALM SPRINGS, CA 92262  
 TEL: (760) 323-8256 | WEB: WWW.PALMSPRINGSCA.GOV

### OVERVIEW

Effective July 1, 2018 payment plans will be available to customers qualified as “very low-income”, this allows qualified motorists to pay for open parking citations in a 3 month period. The payment plan is available to motorist whose financial situation is confirmed as a “very low-income” household, using guidelines established by the Department of Housing and Urban Development ([www.huduser.gov](http://www.huduser.gov)). Motorist who apply for the Payment Plan will be asked to provide detailed income information that will allow the City to verify eligibility.

### LOW-INCOME PAYMENT PLAN PARAMETERS ARE AS FOLLOWS:

- Payment plans are only available to the registered owner or lessee of a vehicle.
- Vehicle must be registered in California.
- Application must be made within 60 days from the date of issuance, or 10 days from the Administrative Hearing date, whichever is greater.
- If approved for a payment plan:
  - There is a \$5 fee per citation to enroll in a payment plan.
  - First payment is 40% of total amount due followed by two installments.
- All late fees and penalty assessments will be reinstated for customers that fall out of compliance.

### LOW-INCOME PAYMENT PLAN QUALIFICATIONS

Low-income qualifications can be met in one of two ways: Registered owner or lessee:

1. Monthly income is 125 percent or less of the current United States Department of Health and Human Services poverty guidelines. **Proof of income from a payment stub/proof of earnings required.**

# of Persons in Household	2018 Monthly Guidelines	2018 Annual Guidelines
1	\$ 1,966	\$ 23,600
2	\$ 2,250	\$ 27,000
3	\$ 2,529	\$ 30,350
4	\$ 2,808	\$ 33,700

# of Persons in Household	2018 Monthly Guidelines	2018 Annual Guidelines
5	\$ 3,033	\$ 36,400
6	\$ 3,258	\$ 39,100
7	\$ 3,483	\$ 41,800
8	\$ 3,708	\$ 44,500

2. Receiving public benefits from at least one of the following programs: **Proof of receipt of benefit required.**
  - Supplemental Security Income (SSI)
  - State Supplementary Payment (SSP)
  - California Work Opportunity and Responsibility to Kids Act (CalWORKs)
  - Supplemental Nutrition Assistance Program
  - County Relief, General Relief (GR), or General Assistance (GA)
  - Cash Assistance Program for Aged, Blind, and Disabled Legal Immigrants
  - In-Home Supportive Services (IHSS)

To request a payment plan, print and complete the **Request for Parking Citation Installment Payment Plan**, available online (<http://palmspringsca.gov/government/departments/finance-treasury/parking-citations>) and return to the City of Palm Springs. The documentation will be reviewed, and if qualified, a confirmation of enrollment will be emailed or mailed (via regular USPS) to the motorist.

**Customers that do not meet the very low income requirement may request a payment plan, however, no late fees or penalties are waived, a \$25 fee will be assessed, and it cannot exceed 4 installments. First payment is 40% of amount due followed by 3 installments.**

Applications are accepted over the counter / in person or by mail to:

City of Palm Springs  
 Attn: City Attorney’s Office – Parking Citation  
 P.O. Box 2743  
 Palm Springs, CA 92263