

WELFARE DIRECTOR
Amy Capone-Muccio

Town of
Wolfeboro

www.wolfeboronh.us

**Welfare Department
Application for Assistance**

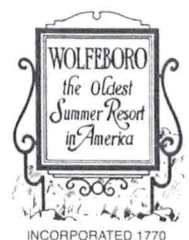
REQUIRED DOCUMENTATION CHECKLIST: All information necessary is required to complete the application process

- Picture ID (adults) Birth Certificate/Social Security cards (children)
- Vehicle registration(s)
- Form A- Application for Assistance completed and signed
- Form B- Authorized for Release of Information from DHHS (if applicable)
- Proof of ALL household income in the past 30 days, from the date of application. Pay stubs or other or other proof of net wages for last 30 days.
- Bank statements for all checking and savings accounts and statements for any other liquid asset accounts.
- Form D –Applicant’s Authorization to Furnish Information (all applicants)
- Receipts or other proof of bills/expenses paid in the last 30 days.
- Form H- Employment verification from your employer if applicable.
- Written Agency Verification of any of the following programs: WIC FS TANF/EAP MA/APTD TITLEXX HUD FAP WC HEALTHLINK/COMMCARE SS/SSI MEDICATION CONNECTION CAP 2-1-1 other _____
- Form G-Medical Release and/or Report (if applicable)
- Physician’s statement of inability to work such as verification of injury of illness (if applicable)
- Documentation of application to the Department of Employment Security for the following: Work registration_____ Unemployment Compensation_____ Potential benefit amount \$_____
- Eviction paperwork (if applicable)
- Lease/Rental Agreement (signed by the tenant(s) and landlord(s) or property manager
- Mortgage statement/agreement
- Form T Social Security Administration Consent for Release of Information
- Form U Unemployment Compensation and Release form
- Form V Child Support Release Form
- Form W Client Self-Declaration of Off Jobs or Other Undocumented Self Employment
- Copy of latest IRS Income Tax Return or signed Form 4506-T-Request of Transcript of Tax Return

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(603) 569-8151

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INCORPORATED 1770



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Welfare

BASIC NEEDS POLICY

Per the TOWN OF WOLFEBORO Welfare guidelines, it is the applicant/recipient's responsibility to utilize any available benefits or resources to reduce the need for general assistance. This department will direct the applicant/recipient to apply for all other resources and also will require the applicant/recipient to use current resources to meet basic needs in order to reduce the need for general assistance.

While working with this department, you will be required to use your earned or unearned resources for basic needs only. These are:

- | | |
|---------------------------|---------------|
| Rent/Mortgage | Diapers |
| Food | Utilities |
| Non-food hygiene products | Prescriptions |

The cost of public transportation will be allowed if needed for work or medical appointments or other appointments made in order to meet conditions of assistance.

Following are examples of what may be UNALLOWABLE expenses in determining eligibility:

- | | |
|------------------------|-----------------------------|
| Telephone | Insurance Payments |
| Credit Card Payments | Bail Payments |
| Loan Payments | Repayment of personal loans |
| Cable & Internet | Restaurant/Fast Food |
| Miscellaneous Payments | Tobacco/Alcohol Products |

As a condition of assistance, you will be required to first use all available resources, as directed, to meet your basic needs. Unaltered, dated receipts for these expenses are required. Should you choose to use your resources for other than basic needs as outlined above and/or in your written decision from this department, those amounts will be considered available to you, and assistance will be reduced accordingly, a sanction or denial may be issued.

I/We have read and reviewed the Basic Needs Policy with my/our Welfare Director.

Applicant: _____	Co-Applicant: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

