

TOWN OF SANGERVILLE

Incorporated 1814

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GENERAL ASSISTANCE REQUIREMENTS

The following items of documentation must be brought with you to your appointment. Documentation is necessary to determine your household's eligibility for assistance. Returning applicants are also required to show that any income received was spent on basic necessities.

Proof of Income (for all members of the household that receives money):

- check stubs or copies of checks for ALL household members who are working
- employer statement of earnings
- child support stubs or copies of checks
- verification of applying for or receiving TANF and/or Food Supplement (SNAP) Unemployment benefit form
- Social Security Benefit Statement for ALL household members that receive benefits
- Income Tax Return/Refund Receipts

Receipts:

- rent receipt showing amount paid for rent/security deposit
- utility receipts: CMP, oil/gas, water, sewer, (phone/cable/satellite not eligible)
- grocery receipts, including groceries purchased with SNAP benefits
- other receipts for basic needs (medication, childcare, diapers etc.)

Proof of Identity (first time applicants):

- driver's license of applicant and all other household members
- social security cards for all household members
- other picture ID or Birth Certificate for those without driver's license

Other Documentation:

- | | |
|---|---|
| <input type="checkbox"/> Eviction Letters | <input type="checkbox"/> EBT Card |
| <input type="checkbox"/> Landlord Form | <input type="checkbox"/> Disconnect Notice |
| <input type="checkbox"/> Letter from Shelter | <input type="checkbox"/> Court Documents |
| <input type="checkbox"/> Dr.'s note or Form | <input type="checkbox"/> SSI application |
| <input type="checkbox"/> Letter of representation from Attorney for SSI | |
| <input type="checkbox"/> Employer Form | <input type="checkbox"/> Minor Form |
| <input type="checkbox"/> Register at Career Center | <input type="checkbox"/> Current Bank Statement |
- _____

For Repeat Applicants:

Please make sure any previous requirements on eligibility /ineligibility letter have been completed and provide receipts for expenses paid during the previous month

APPOINTMENT DATE: _____ **TIME:** _____

Use-of-Income Requirements. The administrator may require that anyone applying for general assistance provide documentation of his or her use of income. This documentation can take the form of cancelled checks and/or receipts which demonstrate that the applicant has exhausted all household income received over the last 30-day period. Except as is deemed appropriate by the GA administrator for "unforeseen" repeat applicants (*See Section 6.3 of this ordinance*), repeat applicants may be required to verify that expenditure of income was for basic necessities. Income expended that cannot be verified will generally be considered available and, in such case, will be added to the 30-day prospective income.

Allowable expenditures include reasonable shelter costs (rent/mortgage); the cost of heating fuel, electricity, and food up to the ordinance maximums; telephone costs at the base rate if the household needs a telephone for medical reasons, the cost of non-elective medical services as recommended by a physician which are not otherwise covered by medical entitlement, Hospital Free Care or insurance; the reasonable cost of essential clothing and non-prescription drugs, and the costs of any other commodity or service determined essential by the administrator.

Items not considered to be basic necessities and thus will not be allowed in the budget computation include:

- Internet services
- Cable or satellite television
- Cellular phones
- Legal fees
- Late fees
- Credit card debt.
- Paid court fines
- Repayments of unsecured loans
- *Cigarettes/alcohol
- *Gifts purchased
- *Pet care costs
- *Costs of trips or vacations

HELPFUL POINTS FOR YOUR GENERAL ASSISTANCE APPLICATION

The Sangerville General Assistance Application is a detail oriented. The typical first application will take an hour or longer and any future applications will usually take about forty-five minutes. Please review the tips below to help you prepare for your application appointment.

TREAT YOUR APPLICATION INTERVIEW LIKE A JOB INTERVIEW-Treating your application interview like a job interview will help put you in the right mindset. The application interview will involve many questions and keeping your answers simple and to the point will help immensely.

If you have a young child or young children, please make arrangements to have someone sit for you while you attend your application interview. During the interview, you will need to concentrate on the information you will be responsible for and entertaining a young child will make that difficult. It is also hard for a young child to have to sit quietly for an hour. If you have no other option, please keep in mind that if having your child with you causes your appointment to run too long, you may need to come back later to complete your application.

BRING ALL REQUIRED DOCUMENTS-You have been given a list of necessary documents that you will be required to bring to your appointment. Please understand that if you are missing any required documents, you will still have the opportunity to complete an application, but you will be denied assistance until you have obtained the document(s) and have scheduled a new appointment.

BE ON TIME FOR YOUR APPOINTMENT-It is *your* responsibility to be on time and have with you all necessary documents and information. Please note that a reschedule for a missed or late appointment can take

more than a week. If you cannot make your appointment, please call this office as soon as possible at 876-2814.

INCLEMENT WEATHER-Occasionally, the Town office will close or change hours due to weather. If MSAD#4 schools are closed or delayed due to bad weather, please check with news outlets to see if the Sangerville Town Office is open. Your appointment will be rescheduled in a timely manner if the Town Office is closed or opens late.

If you have any questions, please call us at 876-2814 before your appointment.