

## Town of Alexander

### General Assistance Applicant

Please bring with you the following information for the completion of all General Assistance Applications.

The Town office manager will give you a copy of the application and will ask you to fill out the application and return it to the office on a Monday or Wednesday so that the administrator can set up a meeting when the office is open. Completion of the application and leaving it with the town office manager just starts the process rolling an interview is necessary with the administrator(s). The interview is a necessary part of the application and we can actually read and help you complete the application if you bring the necessary information with you to the interview. After the interview we will need time to verify application information with employment and government agencies, banks and former employers. This verification process takes time but can only begin after an interview is arranged and the documents to release information to the town are signed by you at the interview.

Those applying for Emergency assistance should bring appropriate letters which tell the emergency and when your service will be disconnected. WE strongly urge you to see us well in advance of the date of discontinuance.

As administrators we will try to set up an interview in a timely manner. The town office manager will notify the selectman when an application is requested and also when that application is returned to the town office.

### Information you will need:

1. Names, addresses, date of birth and Social security numbers of all those living in the household. Your telephone number where you can be reached to set up an interview.
2. Names of spouses, ex-spouse, parents and grandparents who are not members of the household.
3. Employment information of all household members.
4. Income for all household members. Be sure to bring in documentation for each item not just figures. We also need to know if you are receiving food stamps.
5. Any asset which a household member owns or is purchasing on time. Bring in payment stubs or notices.
6. Monthly expenses for the last 30 days with receipts to prove these purchases. Food, rent, mortgage, electricity, LP GAS, Heating fuel, telephone, gasoline, personal care items, medically needed drugs.
7. Any loans which you have outstanding should be noted and bring the loan payment stubs in for verification.

Please be prepared to tell us what type of assistance you are requesting and the amount of that assistance. Copies of all receipts can be made for you in the town office and please be assured that this information is kept confidential.

The Board of Selectman