Town of Alexander General Assistance Applicant

Please fill out and return the application to the office on a Tuesday or Wednesday so that the administrators can set up a meeting when the office is open. Completion of the application and leaving it with the town clerk begins the process. The interview is a necessary part of the application. We can 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 your 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. As administrators we will try to arrange an interview in a timely manner.

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

Information you will need:

1.Names, addresses, phone number, date of birth and Social Security numbers of all those living in the household.
2. Names of emergency contacts 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

Town office hours are Tuesday-Thursday 9am-5pm and the 1st & 3rd Saturday from 8-12.
For emergency assistance after office hours please contact

Beth Johnson: 214-4696
OR
Carl Oakes: 454-2344