

# TOWN OF MACHIAS GENERAL ASSISTANCE INFORMATIONAL PACKET

## SO YOU ARE THINKING OF APPLYING FOR GENERAL ASSISTANCE

### Here are some of the things you should know .....

1. When you complete an application for General Assistance, the application is valid for a 30-day period. Every applicant must re-apply after the 30 days has expired if they seek additional assistance.
2. The application must be complete and include the social security numbers for all adults and children in the household. All previous work history shall be listed including the company's addresses, contact phone numbers, accurate income information, and food stamp information.
3. Repeat applicants that were required to meet program compliance standards must have completed all of their workfare, have complete job search information that includes applicable names of the businesses contacted, whether the applicant submitted an application or resume (required), the name of the person who was contacted, and the date that the application/resume was submitted.
4. Repeat applicants must save all receipts on how income was expended for the past 30-day period, copies of any pay stubs received during that time, a benefit letter or proof of earning for TANF, SSI, SSDI, Unemployment Income, Worker's Compensation Income, Child Support, Tax Refunds or Economic Stimulus Monies, and all other income received by anyone in the household. Applicants need to bring this information with them to the appointment.
5. The applicant should bring a copy of their rent invoice and lease agreement, electric invoice, heating oil invoice, medical receipts, and all other billing information. **NOTE:** The Town does **not** find housing units for individuals but may have some contact numbers. The Town will **not** pay security deposits on rental units. If an applicant is applying for electrical assistance the town will need to examine all of **the billing history since the account had a zero balance**. Therefore, if you have been unable to pay your account for 3 months, the town will need to establish how much income your household received for those months and what bills you have paid during that time.
6. Applicants that are disabled will be required to bring a current doctor's or physician's statement describing any work limitations for the applicant or household member. The disabled individual may be required to sign a "*Release of Confidential Information Form*," which authorizes the town to speak directly with the medical provider. The person may be required to obtain a second opinion on their work ability and to sign a Lump-Sum Distribution Form for the allocation of future monetary repayments of assistance.

7. Any applicants up to the age of 25 are considered by the Maine Law to be the financial responsibility of their parents. Should the town assist a person 25 or younger with basic needs; the town will first make contact with the parents to determine their ability to pay the expense. Should it be determined that the parents are financially capable of providing financial assistance, they will be invoiced for any benefit provided on the child's behalf.
8. Any applicant that arrives at the appointment without a completed application, supporting documentation, job search information, or has failed to complete their workfare will be found ineligible. They will need to re-schedule their appointment at a time when the documents will be available for review.

**To make an appointment, please contact Christina Therrien at The Machias Town Office at 255-6621.**

#### **WHAT ARE BASIC NECESSITIES**

**Basic necessities are usually considered to be shelter, heat, electricity, household/personal products (hygiene), food and necessary medications. This program does not consider a telephone, cable television, credit card payments and items such as birthday or holiday expenditures as necessities. A phone may be considered as a basic necessity when a medical condition is documented by a licensed doctor or physician. When a phone is considered as a medical necessity then the allowance would be for the cost of a basic service plan.**