



Verification's Required from Applicants for Welfare Assistance

In order to apply for General Assistance, you must complete the application and provide all requested documentation. Failure to make good faith effort to obtain the required verification may delay the processing of your application and/or may result in the denial of your application. If you are unable to obtain the requested verification's, we will discuss with you alternative means of providing the required proof.

1. Proof of identification (picture ID, drivers license, birth certificate, social security card).
2. Divorce decree or marriage license.
3. Proof of children (birth certificate or social security card).
4. Proof of residency. If renting, the Landlord Form must be completed by the Landlord or authorized representative.
5. Residence/shelter expenses - rent, utilities, water and sewer, etc. for the past 30 days.
6. Proof of income (current pay stubs, court ordered support payments, workers compensation papers, social security benefits, AFDC benefits, food stamps, unemployment, etc.) for the past four (4) weeks.
7. Proof of real or personal property - car, motorcycles, trailer, house, etc.
8. Proof of cash resources (savings and checking accounts, etc.) (2 months of bank statements)
9. A statement signed by you that financial assistance is not currently available from parents or spouse.
10. Termination notice from previous welfare (state, city of county welfare).

Other:

Town of Hillsborough
29 School Street
PO Box 7
Hillsborough, NH 03244
(603) 464-7974
welfare@hillsboroughnh.net

THIS APPLICATION IS A LEGAL DOCUMENT

Please read carefully before completing this application for assistance. Once submitted to the department for consideration, the application and related material becomes the property of the TOWN OF HILLSBOROUGH and shall be considered confidential.

It shall be the right of any individual regardless of race, age, gender, sexual orientation, religious or political affiliation to apply for local welfare assistance.

Each application will be reviewed with the applicant in order to make a determination regarding the applicant's eligibility for assistance. If the applicant does not agree with the decision of the Welfare Administrator regarding the determination of eligibility based on the current Welfare Guidelines of the TOWN OF HILLS BOROUGH, the applicant may request a Fair Hearing within five (5) days of the date of such written decision.

YOU, THE APPLICANT, ARE RESPONSIBLE AT EACH APPOINTMENT FOR PROVIDING FULL AND ACCURATE INFORMATION REGARDING YOUR HOUSEHOLD INCOME AND EXPENSES HOUSEHOLD MEMBERS, CURRENT ADDRESS, DETAILS OF YOUR CURRENT SITUATION AND ANY CHANGES IN REGARD TO THIS INFORMATION.

All questions must be answered fully. Failure to complete any part of this application may delay processing the request for assistance. Blank spaces will be considered an omission of information. Applicants must comply with any requests for information by the Welfare Administrator necessary for determination and investigation of the applicant's eligibility for assistance. Failure to comply with requests may result in withdrawal of the application for assistance, denial of assistance requested, or suspension pursuant to RSA165:1-b.

* If a question on this form is unclear to you, discuss it with the welfare official.

APPLICATION FOR ASSISTANCE

Date of Application: _____ Referred By: _____
Assistance Requested: _____
Reasons for Request: _____

1. General Information - Applicant

Name: _____ Date of Birth: _____

Current Address: _____

Mailing Address: (if different) _____

Home Phone: _____ Rent or Own _____ How long at this address _____

Type of Housing: ___ House ___ Apt ___ Mobile Home Other: _____

Household Composition: #18 & over _____ #Under 18 _____ # of Bedrooms _____

If at the current address less than 12 months, list past 12 months' addresses:

| | | | |
|---------------|------------------|--------------|---------------------------|
| <u>Street</u> | <u>Town/City</u> | <u>State</u> | <u>Dates of Residence</u> |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Cell phone: _____ Work phone: _____ Social Security# _____

E-Mail Address: _____ Marital Status: _____

Education: ___ High School Diploma ___ Less than HS Diploma ___ GED ___ Some College
___ 2 Year Associates ___ 4 Year Bachelor ___ Graduate studies

Citizenship: ___ United States ___ Other: _____

Ethnicity: ___ White/Caucasian ___ Other: _____

Special Training/ skills: _____

Currently employed? ___ Full Time ___ Part Time ___ Self Employed ___ Unemployed

Have you applied for local assistance before? ___ Yes ___ No

If yes, when? _____

Where? _____ Under what Name? _____

Actively serving in the U.S. Military? ___ Yes ___ No If YES, Branch _____

U.S. Veteran? ___ Yes ___ No Discharge Date: Month _____ Year _____

Discharge Status: ___ Honorable ___ Dishonorable ___ Other _____

Do you have Medicare or Medicaid? (circle one) ID Number: _____

Other Insurance: _____ EBT card # _____

Spouse/Co-Applicant

Name: _____ Date of Birth: _____

Cell Phone: _____ Work Phone: _____ Social Security: _____

E-Mail Address: _____ Marital Status: _____

Education: ___ High school Diploma ___ Less than HS Diploma ___ GED ___ Some College
 ___ 2 Year Associates ___ 4 Year Bachelor ___ Graduate studies

Citizenship: ___ United States ___ Other: _____

Ethnicity: ___ White/Caucasian ___ Other: _____

Special Training/ Skills: _____

Currently Employed? ___ Full Time ___ Part Time ___ Self Employed ___ Unemployed

Have you applied for local assistance before? ___ Yes ___ No

If Yes, When? _____ Under what name? _____

Actively serving in the U.S. Military? ___ Yes ___ No If YES, Branch _____

U.S. Veteran? ___ Yes ___ No Discharge Date: Month _____ Year _____

Discharge Status: ___ Honorable ___ Dishonorable ___ Other

Do you have Medicare or Medicaid? (circle one) ID Number: _____

Other Insurance: _____ EBT Card # _____

Other Household Members: List of all people living in your household

Full Name Relation Birth Date Social Security # Health Insurance

| Full Name | Relation | Birth Date | Social Security # | Health Insurance |
|-----------|----------|------------|-------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

If children listed have a biological parent not residing with you, list information on each child's biological parent. (Do not list yourself under parent's Name)

Parent's Full Name Relationship Birth Date Social Security #

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

2. Employment History:

Applicant

Employer _____ Position _____

Date you started work: _____ Date & Amount of last paycheck: _____

Pay period Frequency: ___ Daily ___ Weekly ___ Bi -Weekly ___ Monthly ___ Quarterly

If you are currently unemployed, state reason: _____

Pay period Frequency: ___ Daily ___ Weekly ___ Bi -weekly ___ Monthly ___ Quarterly

If you are currently unemployed, state reason: _____

Former Employer: _____ Position: _____

Date last worked: _____ Date & Amount of last paycheck: _____

Are you able to work now? ___ Yes ___ No If NO, why not? _____

List two most recent jobs before current:

| Employer | Pay | Employment Dates | Reason for Leaving |
|-----------------|------------|-------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Spouse/Co-Applicant

Employer _____ Position _____

Date you started work: _____ Date & Amount of last paycheck _____

If you are currently unemployed, state reason: _____

Form Employer: _____ Position _____

Date last worked: _____ Date & Amount of last paycheck _____

Are you able to work now? ___ Yes ___ No If No, why not? _____

List two most recent jobs before current:

| Employer | Pay | Employment Dates | Reason for Leaving |
|-----------------|------------|-------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Work History for Other Household Members over 18: List two most recent jobs

| Name | Employer | Pay | Employment Dates | Reason for Leaving |
|-------------|-----------------|------------|-------------------------|---------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

3. Housing Information

Rent \$ _____ per (month/week) Date last paid: _____ Date Due: _____

Currently have: _____ Demand for Rent/ Notice to Quit _____ Landlord/Tenant Writ

Total Rent Owed: _____

Do you have a housing subsidy? _____ Yes _____ No If YES, how much? _____

Utilities Included: _____ Heat _____ Electric _____ Gas _____ Water/Sewer _____ Other

LANDLORD: Name: _____ Telephone _____

Address: _____

IF HOME-OWNER:

Mortgage Payment: _____ Date Last Paid: _____ Date Due: _____

Bank/Mortgage Co. _____ Telephone: _____

Address: _____

Do you have a foreclosure notice? _____ Yes _____ No

4. Household Assets

Provide account information & current balances held by all household members:

| Household Member | Bank/Credit Union | Savings | Savings | Checking | Checking |
|------------------|-------------------|---------|---------|----------|----------|
| Acct. # | Balance | Acct. # | Balance | | |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Provide current value of the following assets held by all household members:

| <u>Asset</u> | <u>Value</u> | <u>Household Member</u> |
|-----------------------------------|--------------|-------------------------|
| Cash on Hand (household combined) | _____ | _____ |
| Certificates of Deposit (CDs) | _____ | _____ |
| Retirement | _____ | _____ |
| 401K | _____ | _____ |
| Life Insurance (cash value) | _____ | _____ |
| Investments | _____ | _____ |
| Time share | _____ | _____ |
| Real Estate | _____ | _____ |

List properties and Locations (other than primary residence) : _____

Motor vehicles owned by you and all household members:

| Owner | Auto Make/Model | Year | Value | Payments | Insurance |
|-------|-----------------|-------|-------|----------|-----------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

5. Claims/Settlements Income due to you or any household member

IRS Refund: _____ Date Rec: _____ Insurance claim: _____ Date Rec: _____

Retroactive Disability check: _____ Date Rec: _____

Retroactive Unemployment or worker's compensation check: _____ Date Rec: _____

Inheritance: _____ Date Rec: _____

Other Lump Sum Payment (explain) : _____

Do you currently have an attorney pursuing any civil suit, workers compensation claim, a social security denial, etc.? Yes No If YES, complete the following, and briefly explain the details of the situation:

Attorney Name _____ Phone number _____

Address _____

Details _____

6. Household Income Benefits

Indicate any income or benefits received or applied for by you or any household member:

| Income: | Household Member | Amount | Date Last Received |
|-------------------------------------|------------------|--------|--------------------|
| ANB (Aid to the Needy Blind) | _____ | _____ | _____ |
| APTD (Aid to perm/Totally Disabled) | _____ | _____ | _____ |
| Child support | _____ | _____ | _____ |
| Charities/Churches | _____ | _____ | _____ |
| Disability (STDA/LTDA-work) | _____ | _____ | _____ |
| Gifts/Loans | _____ | _____ | _____ |
| Income Tax Refund | _____ | _____ | _____ |
| Maternity pay/ Benefits | _____ | _____ | _____ |
| OAA (Old Age Assistance) | _____ | _____ | _____ |
| Retirement Benefit | _____ | _____ | _____ |

| Income: (continued) | Household Member | Amount | Date Last Received |
|-------------------------------|------------------|--------|--------------------|
| Severance Pay | _____ | _____ | _____ |
| Social Security (Retirement) | _____ | _____ | _____ |
| SSDI (SS Disability) | _____ | _____ | _____ |
| SSI (Supplemental security) | _____ | _____ | _____ |
| TANF | _____ | _____ | _____ |
| Unemployment (DES) | _____ | _____ | _____ |
| Veteran's Pension | _____ | _____ | _____ |
| Worker's Compensation | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Benefits: | | | |
| Child Care Assistance | _____ | _____ | _____ |
| Food Stamps | _____ | _____ | _____ |
| Fuel Assistance | _____ | _____ | _____ |
| Medi caid | _____ | _____ | _____ |
| WIC (women/ Infants/children) | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |

Are you or any other household member working, volunteering, and/or receiving assistance from any other agencies?

| Name | Agency Name and phone# | Contact Person |
|-------|------------------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

7. Household Expenses

List actual or estimated regular expenses. (Not all expenses are allowable to be included in your eligibility determination, but all should be listed to show your financial situation).

| EXPENSE | MONTHLY | AMOUNTS | COMMENTS |
|------------------------------|----------------|----------------|-----------------|
| Auto Fuel | | | |
| Auto Insurance | | | |
| Auto Loan | | | |
| Auto Registration/Inspection | | | |
| Auto Repairs | | | |
| Bank Fees | | | |
| Condo Association Fee | | | |
| Child Care | | | |
| Dental Care | | | |
| Diapers/Wipes | | | |
| Driver's License | | | |
| Electric | | | |
| Food | | | |
| Legal Fees/Fines | | | |
| Loan _____ | | | |
| Oil Heat | | | |
| Propane | | | |
| Natural Gas | | | |
| Health Insurance | | | |
| Home Repairs | | | |
| Home/Renter Insurance | | | |
| Laundry | | | |
| Medical Expenses | | | |
| Mortgage | | | |
| Prescriptions | | | |
| Rent (Includes: _____) | | | |
| | | | |

Expenses (Continued)

| EXPENSE | MONTHLY EXPENSE | AMOUNTS PAST DUE | COMMENTS |
|----------------------------|-----------------|------------------|----------|
| Rent - Option to own | | | |
| Rent - Mobile Home Lot | | | |
| Storage Unit | | | |
| Taxes (Income/Property) | | | |
| Telephone (Landline/Cell) | | | |
| Telephone (Cable/Internet) | | | |
| Transportation | | | |
| Water/Sewer Bill | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |

8. Extended Payment Arrangements

Do you or any household members currently have an EXTENDED PAYMENT ARRANGEMENT with an electric or fuel company? ___ Yes ___ No

If YES, complete the following:

| Utility Company Name | Amount | | | | |
|----------------------|---------|--------------|--------|----------|---------|
| _____ | \$_____ | (circle one) | weekly | biweekly | monthly |
| _____ | \$_____ | (circle one) | weekly | biweekly | monthly |
| _____ | \$_____ | (circle one) | weekly | biweekly | monthly |
| _____ | \$_____ | (circle one) | weekly | biweekly | monthly |

9. Other Assistance

Has any other organization (s) or individual helped you pay any of your bills in the last four (4) weeks? ___ Yes ___ No If YES, complete the following:

| Organization/ Individual's Name | Bill Paid | Amount | Date Assisted |
|---------------------------------|-----------|---------|---------------|
| _____ | _____ | \$_____ | _____ |
| _____ | _____ | \$_____ | _____ |
| _____ | _____ | \$_____ | _____ |

10. Criminal Information

Have you or any member of your household ever been convicted of a felony or misdemeanor which has not been annulled? ___ Yes ___ No If YES, complete the following:

| Name | Date | Town/State | Detail of Conviction |
|-------|-------|------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Are you or household member presently on parole or probation? ___ Yes ___ No

If YES, complete the following:

| Name | Court | Parole/ Probation Officer Name & phone Number |
|-------|-------|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

11. Liability for Support Information

Parents/Stepparents, spouse or grown children may be called upon to assist in time of need. provide the following information:

| APPLICANT: | Name | Address | Phone # |
|---------------------------------|-------|---------|---------|
| Father | _____ | _____ | _____ |
| Mother | _____ | _____ | _____ |
| Spouse, if not living with you: | | | |
| | _____ | _____ | _____ |

| CO-APPLICANT: | Name | Address | Phone # |
|---------------------------------|-------|---------|---------|
| Father | _____ | _____ | _____ |
| Mother | _____ | _____ | _____ |
| Spouse, if not living with you: | | | |
| | _____ | _____ | _____ |

Adult children:

List name, address and phone # of any adult children not living with you:

| |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |

12. Certifications and Signatures

I understand that if I receive assistance from the municipality, I may be required to participate in the welfare work ("workfare") program. (RSA 165:31)

I understand that I may be required to repay any assistance provided, after deduction of the value of workfare hours I have completed, if am returned to an income status which enables me to reimburse without financial hardship. (RSA 165:20-b)

I understand that if I am assisted the municipality may place a lien against any real property which I own. (RSA 165:28)

I hereby certify that if I have a lawsuit, worker's compensation claim, or aid from any other social service agency now pending, I have listed these in this application. I further agree to notify the Welfare Official immediately upon receipt of any money from or upon the settlement of such claim. I understand that if I am assisted, the municipality may place a lien against any property settlement or civil judgment for personal injuries which I receive within six years of receiving municipal assistance. (RSA 165-28a)

I understand that if I obtain a job after I am assisted by the municipality, and I later quit the job without good cause, I may be ineligible for local assistance from the municipality and any other New Hampshire municipality for a period of up to ninety days. (RSA 165: 1 -d)

I understand that if I am a recipient of Temporary Assistance for Needy Families (TANF) cash benefit and I fail to comply with TANF regulations, leading to a sanction and loss of income, the municipality may, under certain circumstances, disregard this decrease in my income. (RSA 165: I-e)

I understand that my parents/stepparents, spouse or grown children may be called upon to assist me when in need of relief if they can do so without financial hardship to themselves. (RSA 165: 1 9)

I hereby certify that the information I have provided on this application is complete to the best of my knowledge and belief and provides a true summary of my income, assets and needs. I understand I may be required to provide documents and/or other forms of verification to prove the information requested on this application. I hereby certify that all information I will provide in response to questions asked by the welfare official is true and complete to the best of my knowledge and belief. I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for the crime of Unsworn Falsification (RSA 641 :3) and/or Theft by Deception. (RSA 637)

13. Authorization to Release or Exchange Information *

I/We authorize any relative, physician, attorney, banker, employer, insurance company, landlord Shelter or any of the person(s) or organization(s) having information concerning my circumstances to furnish such information to the TOWN OF HILLS BOROUGH Welfare Administrator. The Social Security Administration, the Division of Health & Human Services and the Department of Employment Security may release information in their files to this office. I/we authorize the TOWN OF HILLSBOROUGH WELFARE DEPARTMENT to release information as requested to the Division of Health & Human Services, Social Security Administration, Department of Employment Security, school personnel, attorney, physician, landlord, other town welfare offices, or any agencies providing supportive services regarding medical, housing/shelter, or financial assistance.

Applicant

Co-Applicant

Print Name

Print Name

Signature

Signature

Date: _____

Date: _____

Signature of person completing form
(if not the applicant)

Print Name

Date

* The above authorization to release or receive information is in effect for as long as the applicant is currently seeking assistance from the TOWN OF HILLSBOROUGH Welfare Administrator or up to six (6) months after assistance has ended.

Authorization to Release Information

Printed Name of Person to Whom the Release of Information Pertains

Case #, RID #, or MID if known

I hereby authorize and request: NH DHHS, all programs and divisions.
To provide the following information: **Case Detail Information**

To: Town of Hillsborough
PO Box 7
Hillsborough, NH 03244

I grant my permission for the reproduction of the above information to be given to the individual or agency named. Release of confidential information is subject to state and Federal laws, By signing this release, I acknowledge my permission to release the specified information to the individual/agency I have named.

This authorization shall expire 12 months from the date this form is signed.

Information released cannot be re-released by the receiving individual/ agency without additional authorization,

Name: _____
Signature: _____ Date: _____

If the signature above is not that of the person to whom the information pertains, the relationship of the signer to that person must be indicated. In addition, the signature must be witnessed.

Relationship

Witness

Date: _____

*Town of Hillsborough
PO Box 7
Hillsborough, NH 03244
(603) 464-7974 Email: welfare@hillsboroughnh.net*

PROPERTY OWNER VERIFICATION FORM

This form must be completed by the property owner or agent in its entirety, or it will not be accepted as valid.

Name (s) on Lease: _____

All other household Members: _____

Address of Rental: _____

Rental Amount: _____ Per: ___ Month ___ Week ___ Bi-weekly _____

Date Due: _____ Security Amount: _____

Paid by: ___ Check ___ Cash ___ Money Order ___ Security Deposit Loan Program

Does tenant pay full amount of rent? ___ Yes ___ No (circle one)

If NO, please specify: _____

Rental subsidy from _____ for \$ _____ Tenant's share: \$ _____

Date of Occupancy: _____ Date Rent Last paid: _____ Amount paid: \$ _____

Current Rent Due: \$ _____ Indicate any utilities included in rental amount:

Past Rent Due: \$ _____ Heat ___ Gas ___ Electric ___ Hot Water Only ___ Water

Damage/ Late/ _____ Unit Type:

Legal Fees: \$ _____ ___ Room ___ Apt. ___ Home ___ Other # of bedrooms _____

Total Due: \$ _____ Is tenant currently under eviction? ___ Yes ___ No

Number of Notices to Quit/Demands for Rent issued in the last 12 months: _____

Property Owner(s) Name: _____

Address: _____ Phone: _____

OR if this property is managed by an authorized Business or Agency, please complete the following:

Business/Agency Name: _____

Address: _____ Phone: _____

Contact Name: _____ Fax: _____

**Tax ID Number or Property Owner's Social Security Number must be supplied to the Municipality.
YOU DO NOT HAVE TO GIVE YOUR TENANT THIS INFORMATION
Checks will be made payable to the person(s) as listed on line 1 of the W9; if checks are to be payable to a business agency, complete line 2 of the W9 (leave line 1 blank). Checks will be mailed to the address entered on the W9.
*THIS FORM AND THE W9 MAY BE EMAILED TO OUR OFFICE***

I certify that the information I have provided on this form is true and accurate to the best of my knowledge.

Signature of Property Owner/Authorized Agent _____ Date _____ Phone _____

E-mail Address (Optional): _____