

**APPLICATION FOR GENERAL ASSISTANCE**

**Administrator: Please read the following to the applicant or have the applicant read it in your presence.**

**PENALTY FOR FALSE REPRESENTATION.** Whoever knowingly and willfully makes any false representation of a material fact to the overseer of any municipality or to the department or its agents for the purpose of causing that or any other person to be granted assistance by the municipality or by the State is guilty of a Class E crime and shall reimburse the municipality for that assistance. Further assistance may be denied until that person reimburses the municipality for the assistance or enters into a written agreement, which must be reasonable under the circumstances, to reimburse the municipality or that person has been ineligible for assistance for a period of 120 days, whichever period is longer. (22 M.R.S.A. § 4315).

**1. HOUSEHOLD (Please type or print)**

|   |                                      |   |   |                         |  |                                    |
|---|--------------------------------------|---|---|-------------------------|--|------------------------------------|
| Name of Applicant:  |                                      | Date of Birth:  | Place of Birth:                             | Social Security Number: | Telephone numbers:                                 |                                    |
|   |                                      |   |   |                         | Home:  |                                    |
|   |                                      |   |   |                         | Cell:  |                                    |
|   |                                      |   |   |                         | Message:   |                                    |
| Mailing Address:  |                                      |   |   |                         | Length of Use:                                     |                                    |
| Physical Address:   |                                      |   |   |                         | Length of Residence:                               |                                    |
| Most recent previous address:   |                                      |   |   |                         | Length of Residence:                               |                                    |
| Applicant is: (Circle One)  | Single                               | Has anyone in the HH ever applied for GA in the past?<br><b>YES or NO</b> | If yes,                                     |                         | Type of Assistance Received:                       |                                    |
| Married   | Divorced                             |   | Where:                                      |                         |  |                                    |
| Separated   | Widowed                              |   | When:                                       |                         |  |                                    |
| Does anyone in your household have a warrant for their arrest as a result of a felony conviction? |                                      | If yes, who?  | Have you reached the TANF 60 mo. Limit?     |                         | If yes, have you applied for an extension?         |                                    |
| Has your household applied for LIHEAP?  | Does everyone receive SNAP benefits? | If so, how much?  | Do you have a Government funded cell phone? |                         | Has your household filed for an income tax refund? |                                    |
| Did you or anyone in your household serve in the U.S. Military?                                   | Has anyone applied for a VA pension? | Does anyone receive post-secondary Financial Aid?                         | Subsidized Housing?                         |                         | Is everyone in the household a US citizen?         |                                    |
|   |                                      |   | Utility Allowance?<br>\$                    |                         |  |                                    |
| Total number of people in household:  | Number seeking assistance:           | Total # of people for whom applicant is seeking assistance:               | Is anyone sanctioned by TANF?               |                         | If so, who and date:                               |                                    |
|   |                                      |   | Is anyone disqualified by GA?               |                         |  |                                    |
| <b>PEOPLE LIVING WITH THE APPLICANT</b>   |                                      | <b>RELATIONSHIP</b>   | <b>DOB</b>                                  | <b>Birthplace</b>       | <b>SOCIAL SECURITY #</b>                           | <b>Disabled(D)<br/>Veteran (V)</b> |
| 1.  |                                      |   |   |                         |  |                                    |
| 2.  |                                      |   |   |                         |  |                                    |
| 3.  |                                      |   |   |                         |  |                                    |
| 4.  |                                      |   |   |                         |  |                                    |
| 5.  |                                      |   |   |                         |  |                                    |
| 6.  |                                      |   |   |                         |  |                                    |
| 7.  |                                      |   |   |                         |  |                                    |
| 8.  |                                      |   |   |                         |  |                                    |

**NAMES AND ADDRESSES OF SPOUSE, EX-SPOUSE, PARENTS, GRANDPARENTS AND CHILDREN'S PARENTS WHO ARE NOT MEMBERS OF THE HOUSEHOLD**

|                  |              |                  |              |
|------------------|--------------|------------------|--------------|
| 1. Name:         |              | 2. Name:         |              |
| Mailing Address: |              | Mailing Address: |              |
| Relationship:    | Telephone #: | Relationship:    | Telephone #: |
| 3. Name:         |              | 4. Name:         |              |
| Mailing Address: |              | Mailing Address: |              |
| Relationship:    | Telephone #: | Relationship:    | Telephone #: |

**2. EMPLOYMENT INFORMATION - APPLICANT**

|  |   |  |  |
|--|---|--|--|
| Is applicant currently employed?   |   | If YES, type of job:                         |  |
| If yes, name of employer:  |   | Address of Employer:                         |  |
| Start Date:  | How many hours per week?                    | Date last wages received?                    | Amount?  |
| <b>LIST TWO PREVIOUS EMPLOYERS (if needed):</b>                                    |   |  |  |
| Name:  |   | Address:                                     | Start Date: End Date:  |
| Name:  |   | Address:                                     | Start Date: End Date:  |
| Are you disabled?  | Do you have an active SSI/SSDI application? | If so, what stage of the process are you in? | Do you have an attorney? If so, who?<br>Have you filed an IAR? |
| Under what circumstances did the Applicant leave his/her last place of employment? |   | Date of Separation from employment:          |  |
| If unemployed, has applicant registered with the Maine Job Bank/Career Center?     | Highest level of education completed:       | Was applicant in the military? Branch?       |  |
| Job Skills:  |   |  |  |

**EMPLOYMENT INFORMATION – OTHER HOUSEHOLD MEMBER - Name: \_\_\_\_\_**

|  |  |   |   |
|--|--|---|---|
| Is member currently employed?  |  | If YES, type of job:                          |   |
| If yes, name of employer:  |  | Address of Employer:                          |   |
| Start Date:  | How many hours per week?                     | Date last wages received?                     | Amount?   |
| <b>LIST TWO PREVIOUS EMPLOYERS :</b>   |  |   |   |
| Name:  |  | Address:                                      | Start Date: End Date:   |
| Name:  |  | Address:                                      | Start Date: End Date:   |
| Are they disabled?   | Do they have an active SSI/SSDI application? | If so, what stage of the process are they in? | Do you have an attorney? If so, who?<br>Have they filed an IAR? |
| Under what circumstances did this member leave his/her last place of employment? |  | Date of Separation from employment?           |   |
| If unemployed, has member registered with the Maine Job Bank/Career Center?      | Highest level of education completed?        | Was member in the military? Branch?           |   |
| Job Skills:  |  |   |   |

**EMPLOYMENT INFORMATION – OTHER HOUSEHOLD MEMBER - Name:** \_\_\_\_\_

|  |  |   |  |
|--|--|---|--|
| Is member currently employed?  |  | If YES, type of job:                          |  |
| IF yes, name of employer:  |  | Address of Employer:                          |  |
| Start Date:  | How many hours per week?                     | Date last wages received?                     | Amount?  |
| <b>LIST TWO PREVIOUS EMPLOYERS:</b>  |  |   |  |
| Name:  |  | Address:                                      | Start Date:      End Date:                                       |
| Name:  |  | Address:                                      | Start Date:      End Date:                                       |
| Are they disabled?   | Do they have an active SSI/SSDI application? | If so, what stage of the process are they in? | Do they have an attorney? If so, who?<br>Have they filed an IAR? |
| Under what circumstances did this member leave his/her last place of employment? |  | Date of Separation from employment?           |  |
| If unemployed, has member registered with the Maine Job Bank/Career Center?      |  | Highest level of education completed?         | Was this member in the military? Branch?                         |
| Job Skills:  |  |   |  |

**3. ASSISTANCE REQUESTED**

**ASSISTANCE REQUESTED: Please place check mark next to each type of assistance being requested and enter the amount of the request.**

| ✓ | ASSISTANCE      | AMOUNT | ✓ | ASSISTANCE                        | AMOUNT    |
|---|-----------------|--------|---|-----------------------------------|-----------|
|   | 1. Food         | \$     |   | 7. Household/Personal Supplies    | \$        |
|   | 2. Rent         | \$     |   | 8. Prescriptions/Medical          | \$        |
|   | 3. Mortgage     | \$     |   | 9. Water                          | \$        |
|   | 4. Electricity  | \$     |   | 10. Sewer                         | \$        |
|   | 5. LP Gas       | \$     |   | 11. Other (Specify):              | \$        |
|   | 6. Heating Fuel | \$     |   | <b>TOTAL ASSISTANCE REQUESTED</b> | <b>\$</b> |

**4. USE OF INCOME - PRIOR 30 DAYS (Office use only)**

|                           |    |  |  |                       |    |
|---------------------------|----|--|--|-----------------------|----|
| <b>Income:</b>            | \$ | Notes:   | (Use of income may not bar eligibility for applicants in a life threatening emergency or initial applicants) |                       |    |
|                           | \$ |  |  |                       |    |
|                           | \$ |  |  |                       |    |
| <b>Total: (A)</b>         | \$ |  |  |                       |    |
| <b>Household Receipts</b> |    |  |  | <b>Other Receipts</b> |    |
| Food                      | \$ |  |  | Phone                 | \$ |
| Housing                   | \$ |  |  | Internet              | \$ |
| Utilities                 | \$ |  |  | Cable                 | \$ |
| Propane                   | \$ |  |  | Tobacco               | \$ |
| Fuel                      | \$ |  |  | Alcohol               | \$ |
| Household                 | \$ | Magazines  | \$   |                       |    |
| Personal                  | \$ | Pet Food   | \$   |                       |    |
| Med/Presc.                | \$ | Fines/bails  | \$   |                       |    |
| Water/Sewer               | \$ | Other:   | \$   |                       |    |
| Other:                    | \$ | <b>Total:</b>  | (C) \$   |                       |    |
|                           | \$ | <b>Total Income:</b>                                     | (A) \$   |                       |    |
| <b>Total: (B)</b>         | \$ | <b>Less Total Receipts:</b>                              | (B) \$   |                       |    |
|                           | \$ | <b>Plus Misspent Money:</b>                              | (C) \$   |                       |    |
|                           | \$ | <b>Plus Difference Between (A)-(B)+(C) - Unaccounted</b> | \$   |                       |    |
|                           | \$ | <b>(A) Total Added to Line "N, section 5":</b>           | \$   |                       |    |

## 5. PROJECTED 30 DAY INCOME

**INCOME:** Check YES or NO for each type of income. Enter the amount of all money to be received (in the next 30 days) by: (1) the applicant; (2) the applicant's family; and (3) unrelated household members. Report how often income is received.

| TYPE OF INCOME   | ✓ | MONEY APPLICANT RECEIVES |           | MONEY FAMILY RECEIVES |           | MONEY OTHERS RECEIVE |           | OFFICE USE ONLY |
|--|---|--------------------------|-----------|-----------------------|-----------|----------------------|-----------|-----------------|
|  |   | AMOUNT                   | FREQUENCY | AMOUNT                | FREQUENCY | AMOUNT               | FREQUENCY | MONTHLY TOTAL   |
| A. Employment  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| B. TANF  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| C. Social Security   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| D. Military/Veteran Benefits   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| E. Retirement or Pension Plan  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| F. Unemployment Benefits   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| G. Worker's Compensation   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| H. Child Support/ Alimony  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| I. SSI- Supplemental Security Income   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| J. Bank Accounts & Cash on Hand  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| K. Income/In kind from Relatives   |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| L. Other (please specify)  |   | \$                       |           | \$                    |           | \$                   |           | \$              |
| <b>For Repeat Applicants Only:</b>   |   |                          |           |                       |           |                      |           |                 |
| M. Investment Asset(s) Value (See Section 5, C)  |   |                          |           |                       |           |                      |           | \$              |
| N. Misspent Income & Unverified Expenditures (during the last 30 days)   |   |                          |           |                       |           |                      |           | \$              |
| <b>SUBTOTAL – MONTHLY HOUSEHOLD INCOME</b>   |   |                          |           |                       |           |                      |           | \$              |
| O. LESS: Total verified monthly work-related expenses: Child Care: \$_____ Mileage: (RT miles ____* # of days a week: ____* # of weeks per month: _____* ordinance mileage:_____)=_____ Other: _____ |   |                          |           |                       |           |                      |           | \$              |
| <b>TOTAL – MONTHLY HOUSEHOLD INCOME</b>  |   |                          |           |                       |           |                      |           | \$              |

## 6. ASSETS

**ASSETS:** Check yes for each asset owned and enter the value. Enter who in the household owns the asset.

| TYPE OF ASSET  | ✓ | VALUE | ASSET OWNED BY |
|--|---|-------|----------------|
| A. Home  |   | \$    |                |
| B. Real Estate (other than home)   |   | \$    |                |
| C. Investments: Stocks, Bonds, Retirement Account(s), Life Insurance, etc. |   | \$    |                |
| D. Vehicle(s) i.e., car, truck, motorcycle                                 |   | \$    |                |
| Additional:  |   | \$    |                |
| E. Recreational Vehicle (s) (i.e., camper, ATV, snowmobile, boat)          |   | \$    |                |
| Additional:  |   | \$    |                |
| F. Other   |   | \$    |                |

## 7. EXPENSES

| MONTHLY EXPENSES                                | ACTUAL COST FOR NEXT 30 DAYS | MAXIMUM AMOUNT (OFFICE USE ONLY) | ALLOWED AMOUNT (OFFICE USE ONLY) |
|---|------------------------------|----------------------------------|----------------------------------|
| 1. Food   | \$                           | \$                               | \$                               |
| 2. Rent – Name and Address of Landlord:         |                              |                                  |                                  |
|   | \$                           | \$                               | \$                               |
| 3. Mortgage – Mortgage Holder:                  | \$                           | \$                               | \$                               |
| 4. Electricity –Hot Water Y/N Electric Heat Y/N | \$                           | \$                               | \$                               |
| 5. LP Gas                                       | \$                           | \$                               | \$                               |
| 6. Heating Fuel TYPE:                           | \$                           | \$                               | \$                               |
| 7. Household/Personal Supplies                  | \$                           | \$                               | \$                               |
| 8. Prescriptions/Medical                        | \$                           | \$                               | \$                               |
| 9. Water  | \$                           | \$                               | \$                               |
| 10. Sewer                                       | \$                           | \$                               | \$                               |
| 11. Other (specify)                             | \$                           | \$                               | \$                               |
|   | \$                           | \$                               | \$                               |
| <b>TOTAL MONTHLY HOUSEHOLD EXPENSES</b>         | <b>\$</b>                    | <b>\$</b>                        | <b>\$</b>                        |

## 8. OTHER EXPENSES

**NOTE:** The administrator should be aware of the following to gain an understanding of the applicant's financial situation.

**A.** Do you have any debts (i.e., bank loans, car payments, credit cards)?

**YES NO**

If **YES**, give (1) name; (2) purpose money was borrowed; and (3) amount (list below).

| NAME      | PURPOSE | AMOUNT |
|-----------|---------|--------|
| <b>1.</b> |         | \$     |
| <b>2.</b> |         | \$     |
| <b>3.</b> |         | \$     |

## 9. DEFICIT (Office use only)

|  |    |  |    |
|--|----|--|----|
| <b>A. Overall Maximum Level of Assistance Allowed</b><br>(See GA Ordinance Appendix A) | \$ | <b>D. Deficit</b><br>(If line A is greater than line B)  | \$ |
| <b>B. Income</b><br>(See Section 5)  | \$ | <b>E. *Surplus</b><br>(If line B is greater than line A)   | \$ |
| <b>C. Result</b><br>(Line A minus line B)  | \$ | <b>* Note:</b> If a surplus exists, applicant is not eligible for regular GA. Proceed to Section 10 to determine if “unmet need” results in eligibility for “emergency” GA |    |

## 10. UNMET NEED (Office use only)

|   |    |  |    |
|---|----|--|----|
| <b>A. Allowed Expenses</b><br>(See Section 7) | \$ | <b>D. Unmet Need</b><br>(Amount from line C, but <u>only</u> if line A is greater than line B) | \$ |
| <b>B. Income</b><br>(See Section 4)           | \$ | <b>E. Deficit</b><br>(See Section 9, line D)   | \$ |
| <b>C. Result</b><br>(Line A minus line B)     | \$ | <b>F. Amount of GA Eligibility</b><br>(The lower of line D and line E)                         | \$ |

