

## HOW TO APPLY FOR WELFARE ASSISTANCE

### **1. Fill out an application for assistance & Set up an appointment**

\* Print an application from the town website welfare page or call the town office and ask to have one mailed to you or go to the town office and pick one up.

**2. Call 899-5181 to set up an appointment. Appointments are on Mondays mornings.** \* If you do not come to your appointment, you cannot apply again for 14 days.

### **3. READ PAGE 1 of the application and gather documents that apply to you.**

\* If it does not apply to you, you do not need to bring it. Bring the application & all the paperwork to your appointment. If you can't come because you work, drop off or mail your application and documents to: RINDGE TOWN OFFICE, ATTN: MARY DREW, 30 PAYSON HILL RD, RINDGE, NH 03461 with a note stating you cannot come because you work.

### **5. If documents are verified, a decision is made in 7 DAYS.**

If additional documents are needed, you will be mailed a notice showing what we still need. If you have an emergency, a decision will be made within 72 hours.

### **6. A NOTICE OF DECISION will be mailed to you.**

\* If you are eligible, financial assistance is mailed directly to the vendor within **14 days**.

### **7. IMPORTANT: You may only apply once per month.**

\* If you are eligible, you will be mailed a NOTICE OF DECISION showing the total amount awarded for the month. Assistance is NOT on-going. If you think you will need more help, you must set up another appointment for the following month.

## IMPORTANT

- **Welfare does not pay for** internet, car payments, repairs, registrations, license renewals, driver's education, tuition, classes, lessons, credit cards, legal fees/fines, hearing aids, dentures/dental work, or eye glasses (call Kiwanis, Lions, Elks, or Rotary Clubs for help with dentures, glasses, or hearing aids).
- **You may apply once a month:** Fill out a new application, get all paperwork needed, and make an appointment. It is NOT ongoing and if you need help, reapply once per month.
- **If you can work:** You are required to look for work and keep a log of where you apply of every place you apply to. This log needs to be turned in each time you apply and it will be confirmed. If you can't find it or it's incomplete, you are not eligible for help. If you claim you can't work, get a doctor's note stating this.
- **If you do not have needed paperwork,** it will delay getting help. **A Notice of Decision** shows: the amount of assistance granted or if your request is denied, the places you need to apply for other assistance, and what you need to do to get assistance.
- **REPAYMENT: You are required to repay all assistance once your income increases.**