

## Repeat Applicants

- Must provide verification of all household income and expenses for the past 30 days.
- Must provide receipts for the past 30 days' income to show where your money was spent. If determination can't be made that income was spent on basic needs, the applicant will not be eligible to receive assistance to replace misspent or missing money.
- Must apply for and utilize any available/potential resources or benefits to which you are referred.
- Must not cause a termination or reduction of benefits from other public assistance programs, including unemployment.
- If working, you must maintain your employment and not cause yourself to be fired or quit.
- If you are able to work, but are not currently employed, you will be required to complete workfare, job searches, register at the Career Center, and participate in no-cost training if referred by the administrator.
- If you have not completed your high school education and/or have limited English skills, you will be required to participate in no-cost classes, if referred.
- If you are not able to work, a current medical statement will be required.
- Must find reasonable housing within the municipality's guidelines that you are or will be residing in.

## Use of Income, Denial, False Representation, and Disqualification

The Town of Lisbon reserves the right to apply specific use-of-income requirements to any applicant who fails to use his/her income for basic needs or fails to reasonably document use of income.

Failure to do any of the above, may result in being denied general assistance or affect future eligibility.

False Representation of the material facts is fraud, which is a Class E crime and carries a penalty of \$1,000 fine and possible jail time (22MRSA 4315)

A disqualification from general assistance may also lead to the loss of your food supplement assistance from DHHS.

### Your Rights

You have the right to make a confidential application/ receive a written decision within 24 hours.

If this is the first time you have applied for general assistance, you eligibility can be determined only on the basis of need. You can't be stopped from applying because of the lack of length of residence.

If you are facing an emergency situation, you may be found eligible for emergency assistance, even if you are not eligible for nonemergency general assistance.

If you are denied help, you have the right to appeal and have a fair hearing to decide if the decision denying your assistance was correct. You also have the right to contact the State Department of Health and Human Services (DHHS) in Augusta at 1-800-442-6003 if you think this decision violates State law.

You have the right to review the Ordinance, Policy, and Statutes that sets forth the rules for the General Assistance Program.

**We're here to help.  
What You Need to Know**



# General Assistance

## Notice & Requirements

# What is General Assistance?

General Assistance is a program of the last resort based on immediate need for the most basic needs. You MUST use all available income and resources first. Basic needs include shelter/rent, food, heating fuel, electricity, personal care and household items, medication, and non-elective medical services as recommended by a physician.

The following are examples of items NOT considered basic needs and will not be allowed in the budget computation: phone bills, cell phones, internet service, cable/satellite television, mail orders, cigarettes, alcohol, gifts, costs for trips or vacations, credit card debts, costs associated with pet care, legal fees, late fees, key deposits, payments on vehicles, furniture and/or appliances, and repayments of unsecured loans.

Parents who are financially able are required by law to support their children under the age of 25.

Spouses are legally required to financially support each other. The municipality has the right to require these relatives to repay any assistance that is granted.

# What To Bring

## General Assistance applications are made by appointment.

Call us at 207-353-3000 X 124 to make an appointment.

- Photo identification (state ID or driver's license) for everyone over 18 in the household.
- Passports, I-94s & Visas (if not US citizens)
- Social Security cards for all household members
- Proof of residency within the municipality
- Written verification of ALL household income in the last 30 days. - see right pg
- Documentation of ALL household expenses (actual bills, both paid and unpaid) - see right pg
- Current bank statements for ALL accounts, including checking & savings.
- Verification of any other assistance anyone in the household receives: TANF, SNAP (food), subsidized housing, BRAP, Shelter+Care, RAC, Section 8, LIHEAP, WIC, etc.

# Household Income

- Wages received for any full-time, part-time, or temporary employment (including money earned "under the table")
- Social Security and/or SSI payments (in your name, your children's name, or name of any payee within your household)
- Disability or Workers Compensation payments
- Unemployment Compensation Benefits
- VA (Veterans) Benefits
- TANF/ASPIRE Benefits
- Child Supports payments received
- Payments from a pension or trust fund (including interest on any assets)
- All state & federal income tax refunds and Property Tax Fairness Credits, if not used for basic needs (formerly Maine Residents Property Tax Rebate)
- Income from ALL household members, including children, significant others, roommates, relatives, etc.
- Income received from ALL sources, including gifts from relatives/friends and "in kind" or non-cash assistance.
- Lump Sums (settlements/one time payments)

# Household Expenses

- Rent or mortgage
- Utilities (CMP, oil, propane, K-1, water, etc.)
- Work related expenses (childcare, bus tickets, mileage/tolls required to get to work)
- Any bills that you pay on a regular basis (phone, internet, cable, car insurance, medical expenses, credit cards, loans, etc.)