

**General Assistance Guidelines**

As an Applicant for General Assistance, it is important that you understand and agree to the following:

* You are responsible for providing the documentation we need to determine eligibility.  If information is requested by the caseworker, you will need to provide it before help can be provided.
* This program helps with basic necessities such as: housing, utilities, food, medication, etc.
* All money you receive must be spent on basic necessities before asking for assistance from this office.
* Expenses **not** considered “basic necessities” include:  telephone/cell phone, tobacco, alcohol, vehicle costs, cable or internet, court fines, vet bills, credit card payments, repayment of loans, etc. Money spent on these items will be considered misspent.
* You must report any money received by your household in the last 30 days.  This includes what relatives/friends buy or give you.  You will be required to provide receipts to account for all money; without receipts, that money will be considered still available to you and reduce the amount of assistance you may be eligible to receive.
* You must report any changes in your household size, finances or benefits each time you apply for assistance.
* In the future, if you have the ability to do so, you must reimburse the City for assistance received.
* Providing false information will result in a disqualification from the General Assistance program for 120 days and your case may be referred to the Bangor Police and/or the District Attorney for criminal prosecution.  Failure to comply with General Assistance rules or requests may result in denial of assistance until you comply.
* A disqualification for General Assistance benefits will be reported to DHHS and may result in the loss of SNAP benefits or other benefits.

I understand all available money has to be used for basic necessities. Money not spent on basic necessities will be counted as misspent money.  I further understand I must provide receipts for any money coming into the household.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature                                                Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Assistance Caseworker Signature Date