

However, it is important to note that while most individuals who apply for general assistance feel they are in urgent circumstances, an appointment is necessary to review the application with a welfare official before a decision can be rendered. Those whose applications are denied will be notified of the decision in writing. The notice will include the reason for denial and a statement of the applicant's right to appeal the decision and will outline the steps he or she must take to do so.

An application shall be considered withdrawn if:

- The Welfare Official cannot complete the interview because the applicant has failed to cooperate in fulfilling his/her responsibilities under these guidelines.
- The applicant avails him/herself of other resources in place of assistance.
- The applicant requests that the application be withdrawn.
- The applicant does not contact the Welfare Official following the initial interview after being requested to do so.
- The applicant dies before assistance is rendered.
- The applicant refuses to complete any section of the application.

VII. BASIS OF DECISION

In general, the department decides on an application on the basis of a comparison of an applicant's basic needs and his or her resources. Needs which the Department will consider are outlined in Section IV. Resources include income from all sources and available assets, and are outlined in Section IX.

A person is considered poor and unable to support him/herself when he/she lacks sufficient money or material possessions to meet his/her and the family's basic needs.

This means that, as a rule, General Assistance will be provided to the extent that the needs exceed resources (income plus available assets), and that if needs do not exceed resources, general assistance will not be provided. In the case of unusual needs not covered in these Guidelines or “emergency” situations in which delay may cause unnecessary or undue hardship the Welfare Official may make allowances considering the emergency. Any such determination and the reasons therefore, shall be stated in writing in the applicant’s case record.

If the applicant or recipient shares expenses of shelter and utilities with a non-applicant or recipient, then need will be determined on a pro rata share based on the total number of persons in the residential unit. A receipt for rent and utilities paid on a pro rata share by the non-applicant must be provided before assistance on a pro rata share is issued to a recipient.

College students refusing full time employment are not eligible for General Assistance.

No person who is otherwise eligible for assistance under these guidelines shall receive such assistance if he or she has made an assignment, transfer or conveyance of property for the purpose of rendering himself or herself eligible for such assistance within 3 years immediately preceding his or her application for such assistance. (RSA 165: 2-b).

Any person eligible for assistance who voluntarily terminates employment within the 60-day period before filing an application for assistance, shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the conditions in RSA 165: 1-d are met. Also, if a “suitable” job, for example one within traveling

distance and within one's physical capabilities is refused, aid may be discontinued. If the recipient is able to complete work searches and/or work on the Work Program, but refuses, aid will be discontinued until the conditions are met.

VIII. Home Visits

A home visit may be made to each applicant. The applicant shall be informed that a visit will be made within specified hours. At the applicant's request a specific appointment may be made if the Welfare Official is available at the requested time and date.

A home visit may be necessary for the Welfare Official to understand all the services needed to help the applicant.

IX. Resources

Resources include available income, deemed income under RSA 165:1-e, and available assets.

Income is defined as all income actually received from every source, including but not limited to:

- **Earned income:** Income in cash or in-kind earned by the applicant or recipient and any member of his or her household, including wages, salaries, tips, commissions, or profits, whether self-employed or as an employee. The amount computed is that remaining after all income taxes, social security, and other mandated payroll deductions are taken out. Court-ordered support payments, child care costs, and work-related clothing costs will also be deducted. Income