

trolley system, a \$3.00 per trip pick-up bus transportation system and through a fee for service taxi.

- Cable television charges, cell phone, internet or satellite dish payments.
- Payments for furniture and appliances, including weekly rental amounts for furniture and appliances.
- Life insurance premiums or auto insurance premiums
- Moving expenses, including storage unit rental fees, except the expenses of returning a person to his residence at his/her request pursuant to RSA 165:1-c.
- Security deposits on utilities and under most circumstances security deposit on rental units as other resources exist in the community which can be used for this purpose.
- Legal expenses except those specifically required by statute.
- College expenses such as tuition, books, etc.
- Daycare costs (Title XX is available for free and reduced day care cost for those who qualify through the State)
- Business expenses
- Gasoline for vehicles
- Credit Cards, loans, etc.

VI. TIMING OF DECISIONS

Unless an application is withdrawn, the Department will reach a decision on each application within five working days following the completion of the written application form. In the event of urgent need, a decision will be made as soon as possible.

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An application shall be considered withdrawn if: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- The applicant requests that the application be withdrawn.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.