

## City Welfare Department

Per State law RSA 165, the City of Berlin has a general assistance office that is charged with helping those who are poor and unable to support themselves. Each City and Town in the State of New Hampshire is issued the same charge but each one is allowed to have guidelines that help determine what they will and will not assist with. The City has written guidelines that address this and other issues such as how decisions are made, eligibility, what is considered income, the work program, liens on real property and many other issues. These guidelines are reviewed and updated on a regular basis to ensure that the needs of the community are being met in the best possible way while remaining responsible to the tax payers who are funding the assistance issued. People seeking assistance are interviewed, required to provide proof of income and assets as well as proof of their basic needs. Those who receive assistance from the City are required to apply for any other public assistance or charitable assistance that it is felt they may be eligible for. The goal of applying for public assistance such as TANF, Housing Assistance, Food Stamps, Medicaid, etc., is to have their long term needs met.

Those who receive assistance are also required to work on the work program to repay the city (i.e. the tax payers) as well as being required to apply for work. If someone owns a property, a lien is placed on the property instead of the recipient working on the work program, although they are required to do the work search. If someone claims to be disabled and unable to work on the work program or look for work in the community they are required to provide a doctor's note. The work program can also provide a current reference from the people supervising the programs if a recipient does a good job at the work assigned. Work Program job sites consist of City Departments and Social Service Agencies or non-profits. A total of 1,881.77 hours were worked on the work program. This translates into \$13,642.83 worked off. Another \$4,791.28 was received in cash reimbursement through various sources. A total of \$30,183.49 was distributed in general assistance. Seventy-two unduplicated families were assisted of which thirty-two were single males, twenty-one were single females and nineteen were

multi-person families. Of those assisted forty-one worked on the work program and thirty-one did not. Another one hundred and seventy-five families were interviewed but not assisted for various reasons. There were a total of one thousand, nine hundred and forty-three office contacts during the fiscal year. Families are assisted for as long as the requirements are met on a weekly basis and for as long as they are financially qualified. If a recipient does not follow through with meeting a requirement they are sanctioned for at least 7 days and until such time as they follow through with what they were asked to do. Assistance is issued on a weekly basis in most cases. No cash is issued to any recipient. Vouchers are issued to the recipient, who then gives the voucher to the named vendor for the amount in services issued and then the vendor is paid directly from the city.

Assistance was issued in the following amounts:

<b>Type of Assistance</b>	<b>Amount Issued</b>	<b># of Families Assisted</b>
Rent	\$16,440	54
Electricity	\$3,234	32
Burials, furnishings, Incidentals	\$4,229	6
Board & Care	\$ 132	3
Groceries	\$2,460	53
Oil	\$1,312	3
Foot wear	\$ 25	2
Clothing	\$0	0
Property tax	\$0	0
Medical	\$2,351	6
Total issued	\$30,183.00	72 unduplicated families

We would like to take the opportunity to thank all the businesses, social services, non-profit agencies and individuals who work with our office and our clientele during each fiscal year. We appreciate the effort and good will you extend to those individuals who have fallen on difficult financial circumstances. Thank you again for working with us to help meet the needs of our community.

Respectfully Submitted,  
Angela Martin Giroux  
Health & Welfare Director