

### **III. Application for Assistance**

A person may apply for General Assistance by appearing either him/herself or through another party, with proper documentation of authority to do so, at the office of the City Welfare Department in Berlin City Hall during working hours and completing the Department's standard application form. In order for another party to apply on an applicant's behalf proper documentation must be presented to show that the individual whom he or she is applying for is either physically or psychologically incapacitated. The Department is open from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday. Any changes in hours of operation will be posted.

The application form contains space for the applicant's signature attesting to the accuracy of all information provided and space for his or her signature, or both signatures in the case of a married couple, authorizing verification of information by the Department. The application form states the type of assistance available and also contains a statement of the applicant's right to appeal any decision with which he/she is dissatisfied.

Information given by an applicant for or recipient of general assistance, or information concerning an applicant or recipient, is considered confidential and privileged information. The Department neither releases such information to nor discusses it with any person, organization, or agency without written permission of the applicant or recipient except when disclosure is required by law or is for purposes directly connected with the administration of welfare.

The Administrator of Welfare or other department official will help the applicant complete the application form if the applicant is illiterate or otherwise unable to complete the application unassisted.

At the time application is made for general assistance, the Administrator or other official will inform the applicant of the following:

- The requirement of submitting a written application.
- Eligibility requirements, including general descriptions of guideline amounts and the eligibility formula outlined in Section VII.
- The applicant's right to a review of decisions with which he/she is dissatisfied, and the way in which he can go about making an appeal.
- The applicant's responsibility of reporting all facts necessary to determine eligibility, and of presenting records or documents to support his or her statements.
- The types of verification needed.

- The fact that an investigation will be conducted in an effort to substantiate information provided by the applicant and that this investigation may take place prior to, during, or following the applicant's receiving general assistance
- Any other programs of assistance or services that the official may know of for which it is felt the applicant should apply.
- The requirements of placing a lien on any real property owned by a recipient for any assistance he or she is given and the interest which will accrue after twelve months at a rate of six percent per annum along with conditions for discharging the lien.
- The applicant's continuing responsibility to provide accurate, complete, and current information concerning his or her needs and resources and the whereabouts and circumstances of responsible relatives (RSA 165:19.)
- The applicant's continuing responsibility to notify the Department when a change in needs and/or resources may affect his or her eligibility for assistance.
- The applicant's responsibility, within one week of application, to apply for and utilize any benefits or resources, public or private, that will reduce or eliminate the need for general assistance.
- The responsibility of every recipient and every adult member of his or her household to register with the Department of Employment Security within one week of being granted assistance for the purpose of finding work or gaining skills and of conducting an adequate work search, except for good cause.
- The fact that recovery from an applicant is possible if he or she becomes able to repay the amount of assistance given.
- The requirement of participating in a welfare work program if physically and psychologically able, or to provide a Doctor's note to excuse them from work if physically or psychologically unfit.
- The requirement of reporting to the Welfare Office each week on an assigned day to determine continued eligibility and to keep appointments as scheduled or face losing assistance for those days and/or possible suspension. An applicant shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification.
- The fact that a recipient's assistance may be suspended for failure to fulfill any of these responsibilities.