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WELFARE GUIDELINES

The Town of Canaan, New Hampshire

Adopted by the Board of Selectmen

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I. Definitions

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a welfare official may refer a client for additional resources and/or assistance.

APPLICANT: A person who expresses a desire to receive general assistance or to have his/her eligibility reviewed and whose application has not been withdrawn. This may be expressed either in person or by an authorized representative of the applicant.

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from a welfare official. This application must be made on a form provided by the welfare official. The application form may be written or completed electronically by means of an interview conducted by a welfare official and verified by the applicant's signature.

ASSETS: All cash, real property, personal property and future assets owned by the applicant.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE RECORD: Official files containing forms, correspondence and narrative records pertaining to the application, including determination of eligibility, reasons for decisions and actions by the welfare official, and kinds of assistance given. The case record may be kept electronically. A hard copy of all signed documents should be kept.

CLAIMANT: A recipient or applicant who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who receives services from the welfare department. May be a single person or encompass a family.

ELIGIBILITY: Determination by a welfare official, in accordance with the guidelines, of an applicant's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the applicant or recipient may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to applicants in accordance with RSA 165 and these guidelines.

HOUSEHOLD: A household is defined as:

- The applicant/recipient and persons residing with the applicant/recipient in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, or domestic partner; and/or

- The applicant/recipient and any adult (including an unrelated person) who resides with the applicant/recipient “in loco parentis” (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person “in loco parentis” is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a “psychological family.”

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an applicant, as determined by a welfare official under the standards of Section IX(E) of these guidelines.

RECIPIENT: A person who is receiving general assistance.

“RELIEVE AND MAINTAIN”: The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE: Residence or residency shall mean an applicant’s place of abode or domicile. The place of abode or domicile is that place designated by an applicant as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is an intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the applicant, including persons in the applicant’s household and those not within the household.

SHELTER: A temporary housing provider through which an individual or family may seek emergency housing until permanent housing can be found.

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain the health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the applicant/recipient.

VOUCHER SYSTEM: The system whereby a municipality issues vouchers to the recipient’s vendors and providers rather than cash to the recipient. RSA 165:1(III). See Section VIII.

WELFARE OFFICIAL: The official of the municipality, or designee, who performs the function of administering general assistance. Such person has the authority to make all decisions regarding the granting of assistance under RSA 165, subject to the overall fiscal responsibility vested in selectmen, board of aldermen, city or town manager, or city or town council. The term includes “overseers of public welfare” (RSA 165:1; 41:46) and “administrator of town or city welfare” RSA 165:2.

WORKFARE: Labor performed by welfare recipients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

II. Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. Confidentiality of Information

Information given by or about an applicant or recipient of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant or recipient except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

IV. The Role of the Canaan Governing Body and Human Services Director

The responsibility of the day-to-day administration of the general assistance program should be vested in the elected or appointed welfare official. In the absence of the elected or appointed welfare official the duties will be performed by the Town Administrator. The welfare official shall administer the general assistance program in accordance with the written guidelines of the municipality. The local governing body (selectmen,) are responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

The official is required by law to keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost for such support. Separate case records shall be established for each individual or family applying for general assistance. The purposes for keeping such records are:

1. To provide a valid basis of accounting for expenditure of the municipality's funds;
2. To support decisions concerning the applicant's eligibility;
3. To assure availability of information if the applicant or recipient seeks administrative or judicial review of the welfare official's decision; To provide the welfare official with accurate statistical information; and
5. To provide a complete history of an applicant's needs and assistance that might aid the welfare official in ongoing case management and in referring the applicant to appropriate agencies.

B. Case Records

The welfare official shall maintain case records containing the following information:

1. The complete application including any authorizations signed by the applicant allowing the welfare official to obtain or verify any pertinent information in the course of assisting the recipient, to include a signed Authorization to Release Information from the New Hampshire Division of Health and Human Services. See Appendix E, Form B.
2. Written grounds for approval or denial of an application, contained in a notice of decision. See Appendix E, Form L; see also Appendix B.
3. A narrative history recording need for assistance, the results of investigations of applicants' circumstances, referrals, changes in status, etc.

4. A tally sheet, which has complete data concerning the type, amount and dates of assistance given which may be kept on paper or electronically.

VI. Application Process

A. Right to Apply

1. Anyone may apply for general assistance by appearing in person or through an authorized representative and by completing a written or electronic application form. If more than one adult resides in a household, each may be required to appear at the welfare office to apply for assistance, unless one is working or otherwise reasonably unavailable. Unrelated adults in the applicant's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign release of information forms.
2. The welfare official shall not be required to accept an application for general assistance from a recipient who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b,VI); provided that any applicant who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7); and provided further that a recipient who has been suspended for at least six months due to noncompliance may file a new application.

B. Welfare Official's Responsibilities at Time of Application

When application is made for general assistance, the welfare official shall inform the applicant of:

1. The requirement of submitting an application. The welfare official shall provide assistance to the applicant in completing the application, if necessary (e.g., applicant is physically or mentally unable, or has a language barrier);
2. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula;
3. The applicant's right to a fair hearing, and the manner in which a review may be obtained;
4. The applicant's responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements;
5. The joint responsibility of the welfare official and applicant for exploring facts concerning eligibility, needs and resources;
6. The kinds of verifications needed;
7. The fact that an investigation will be conducted in order to verify facts and statements presented by the applicant;
8. The applicant's responsibility to notify the welfare official of any change in circumstances that may affect eligibility;
9. Other forms of assistance for which the applicant may be eligible;
10. The availability of the welfare official to make home visits by mutually-agreed appointment to take applications and to conduct ongoing case management for applicants who cannot leave their homes;
11. The requirement of placing a lien on any real property owned by the recipient, or any civil judgements or property settlements, for any assistance given, except for good cause;
12. The fact that reimbursement from the recipient will be sought if he/she becomes able to repay the amount of assistance given; and
13. The applicant's right to review the guidelines.

C. Responsibility of Each Applicant and Recipient

At the time of initial application, and at all times thereafter, the applicant/recipient has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the welfare official promptly when there is a change in needs, resources, address or household size;
3. To apply for immediately, but no later than 7 days from initial application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for general assistance. RSA 165:1-b, I(d);
4. To keep all appointments as scheduled;
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment and provide verification of work search (the number of work search contacts to be determined by the welfare official), to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d)), and to maintain such employment. RSA 165:1-b, I(c);
8. Following a determination of eligibility for assistance, to participate in the workfare program (workfare) if physically and mentally able. RSA 165:1-b, I(b); and
9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.

An applicant shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A recipient's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any recipient may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

D. Actions on Applications

1. Decision. Unless an application is withdrawn, the welfare official shall make a decision concerning the applicant's eligibility immediately in the case of emergency, or within five working days after submission of the application. A written notice of decision shall be given in hand, delivered or mailed on the same day or next working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. A decision may also be made to pend an application subject to receipt of specified information from the applicant. The notice of decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.

2. Emergency Assistance. If, at the time of initial contact, the applicant demonstrates and verifies that an immediate need exists, because of which the applicant may suffer a loss of a basic necessity of living or imminent threat to life or health (such as loss of shelter, utilities, heat, or lack of food or prescriptions), then temporary aid to fill such immediate need shall be given immediately, pending a decision on the application. Such emergency assistance shall not obligate the welfare official to provide further assistance after the application process is completed.

3. Temporary Assistance. In circumstances where required records are not available, the welfare official may give temporary approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The welfare official shall not insist on documentary verification if such records are totally unavailable.

4. Withdrawn Applications. An application shall be considered withdrawn if:

a. The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the welfare official shall so notify the applicant in a written notice of decision;

b. The applicant dies before assistance is rendered;

c. The applicant avails him/herself of other resources to meet the need in place of assistance;

d. The applicant requests that the application be withdrawn (preferably in writing); or

e. The applicant does not contact the welfare official after the initial interview after being requested to do so.

E. Home Visits

A home visit may be made by appointment at the request of any applicant, only when it is impossible for the applicant or their representative to apply in person.

The home visit shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant. To this end, the person conducting the visit shall not be in uniform or travel in a law enforcement vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the listening area of someone who is not a member of the household. VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A. Required Verifications

Verification will normally be required of the following:

1. Applicant's address;

2. Facts relevant to the applicant's residence, as set forth in sections IX(B) and X;

3. Names of persons in applicant's residential unit;

4. Applicant's and household's income and assets;

5. Applicant's and household's financial obligations;

6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;

7. Any special circumstances claimed by applicant;

8. Applicant's employment status and availability in the labor market;

9. Names, addresses, and employment status of potentially liable relatives;

10. Utility costs;

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11. Housing costs;
12. Prescription costs; and
13. Any other costs that the applicant wishes to claim as a necessity.

B. Verification Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, pay checks, rent receipts, bankbooks, etc.) as primary sources. The failure of the applicant to bring such records does not affect the welfare official's responsibility to process the application promptly. The welfare official shall inform the applicant what records are necessary, and the applicant is required to produce records possessed as soon as possible. However, the welfare official shall not insist on documentary verification if such records are not available, but should ask the applicant to suggest alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, employers, former employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of an applicant or recipient. RSA 165:4.

D. Written Consent of Applicant

When information is sought from such other sources, the welfare official shall explain to the applicant or recipient what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, the welfare official shall obtain written consent of the applicant or recipient, unless the welfare official has reasonable grounds to suspect fraud. In the case of suspected fraud, the welfare official shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the applicant shall be given an opportunity to explain or clarify the suspicious circumstances.

E. Legally Liable Relatives

The welfare official may seek statements from the applicant's legally liable relatives regarding their ability to help support the applicant.

F. Refusal to Verify Information

Should the applicant or recipient refuse comment and/or indicate an unwillingness to have the welfare official seek further information that is necessary, assistance may be denied for lack of eligibility verification.

VIII. Disbursements

The municipality pays in a voucher system. RSA 165:1 (III). Vouchers are payable directly to the vendors (utilities, landlords, stores, etc.) involved.

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the municipality's accounting practices, a recipient may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the welfare official. After the initial transaction, if there is any unspent money, the voucher shall be returned to the municipality for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the recipient or vendor may not be honored.

IX. Determination of Eligibility and Amount

A. Eligibility Formula

An applicant is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The applicant's basic maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the applicant is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the applicant shall be the difference between the two amounts, in the absence of circumstances deemed by the welfare official to justify an exception.

B. Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there." RSA 165:1.

1. An applicant cannot be denied assistance because he/she is not a resident. See Section X.
2. "Whenever" means at any or whatever time that person is poor and unable to support him or herself.
 - a. The welfare official, or a person authorized to act on his/her behalf, shall be available during normal business hours.
 - b. The eligibility of any applicant for general assistance shall be determined no later than five (5) working days after the application is submitted. If the applicant has an emergency need, then assistance for such emergency need shall be immediately provided in accordance with Section VI (D)(1), (2).
 - c. Assistance shall begin as soon as the applicant is determined to be eligible.
3. "Poor and unable to support" means that an individual lacks income and available liquid assets to adequately provide for the basic maintenance needs of him/herself or family as determined by the guidelines.
4. "Relieved" means an applicant shall be assisted to meet those basic needs.

C. Non-Financial Eligibility Factors

1. **Age.** General assistance cannot be denied any applicant because of the applicant's age; age is not a factor in determining whether or not an applicant may receive general assistance. Minor children are assumed to be the responsibility of their parent(s) or legal guardian(s), unless circumstances warrant otherwise.
2. **Support Actions.** No applicant or recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The municipality may pursue recovery against legally liable persons or governmental units. See Section XVI.
3. **Eligibility for Other Categorical Assistance.** Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than seven days after being advised to do so by the welfare official. Failure to do so may render the recipient ineligible for assistance and subject to action pursuant to Section XIII of these guidelines. No person receiving Old Age Assistance (OAA) or Aid to the Permanently and Totally Disabled (APTD), under RSA 167 or 161, shall at the same time be eligible for general assistance, except for emergency medical assistance as defined in Section IX (E)(8)(a) of these guidelines. RSA 167:27.
4. **Employment.** An applicant who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses, may be eligible to receive general assistance. However, recipients who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The welfare official shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the applicant, transportation problems, working conditions that might involve risks to health or safety, lack of adequate child care, or any other factors that

might make refusing a job reasonable. These employment requirements shall extend to all adult members of the household.

5. Registration with the New Hampshire Department of Employment Security (NHES) and Work Search

Requirements. All unemployed recipients and adult members of their households shall, within seven days after having been granted assistance, register with NHES to find work and must conduct a reasonable, verified job search as determined by the welfare official. Each recipient must apply for employment to each employer to whom he/she is referred by the welfare official. These work search requirements apply unless the recipient and each other adult member of the household is:

- a. Gainfully employed full-time;
- b. A dependent 18 or under who is regularly attending secondary school;
- c. Unable to work due to illness or mental or physical disability of him/herself or another member of the household, as verified by the welfare official; or
- d. Is solely responsible for the care of a child under the age of five. RSA 165:31,III. A recipient responsible for the care of a child aged five to twelve shall not be excused from work search requirements, but shall be deemed to have good cause to refuse a job requiring work during hours the child is not usually in school, if there is no responsible person available to provide care, and it is verified by the welfare official that no other care is available.

The welfare official shall give all necessary and reasonable assistance to ensure compliance with registration and work requirements, including the granting of allowances for transportation and work clothes. Failure of a recipient to comply with these requirements without good cause will be reason for denial of assistance.

6. Students. Applicants who are college students not available for or refusing to seek full-time employment are not eligible for general assistance.

7. Non-Citizens. The welfare officer may, in his/her sole discretion, provide limited assistance to non-citizens not otherwise eligible for general assistance.

- a. A non-citizen who is not:
 - A qualified alien under 8 USCA 1641,
 - A non-immigrant under the federal Immigration and Nationality Act, or
 - An alien paroled into the United States for less than one year under 8 USCA 1182(d)(5)

is not eligible for general assistance from the municipality. 8 USCA 1621(a).

b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees, and certain battered aliens. 8 USCA 1641.

c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:

- Placing the patient's health in serious jeopardy;
- Serious impairment to bodily functions; or
- Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v)(3).

d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX(E)(8)(a) of these guidelines.

e. Non-citizen applicants for general assistance may be required to provide proof of eligibility. 8 USCA 1625.

8. Property Transfers. No applicant who is otherwise eligible shall receive such assistance if he/she has made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.

9. Employment of Household Members. The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:

- a. Members of the recipient's household;
- b. Legally liable to contribute to the support of the recipient and/or children of the household; and
- c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the welfare official.

The welfare official may waive this requirement where failure of the other household members to comply is not the fault of the recipient and the welfare official decides it would be unreasonable for the recipient to establish a separate household. RSA 165:32.

10. Disqualification for Voluntary Termination of Employment. Any applicant eligible for assistance who voluntarily terminated employment shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the applicant:

- a. Has received local welfare within the past 365 days; and
- b. Has been given notice that voluntary termination of employment without good cause could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household; and
- e. Did not have a mental or physical impairment which caused him/her to be unable to work.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. An applicant shall be considered to have voluntarily terminated employment if the applicant fails to report for work without good cause. An applicant who is fired or resigns from a job at the request of the employer due to applicant's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

1. Available Liquid Assets. Cash on hand, bank deposits, credit union accounts, securities and retirement plans (i.e., IRA's, deferred compensation, Keogh's, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The welfare official shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.

2. Automobile Ownership. The ownership of one automobile by an applicant/recipient or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family.

3. Insurance. The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets.

4. Real Estate. The type and amount of real estate owned by an applicant does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. Applicants owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicants shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

The basic financial requirement for general assistance is that an applicant be poor and unable to support him/herself. An applicant shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following.

1. Shelter. The amount to be included as "need" for shelter is the actual cost of rent or mortgage necessary to provide shelter in that municipality. Such cost shall be determined in accordance with subparagraph 11 below. See Appendix A.

a. Shelter Arrearages. Shelter arrearages will be included in the "need" formula if, and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the welfare official may instead authorize payment of security deposit, rent, and/or reasonable relocation expenses for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the applicant household. Alternative housing may include transitional housing as an option.

b. Security Deposits. Security deposits may be included in the 'need' formula if, and only if, the applicant is unable to secure alternative shelter for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A:7 shall be returned to the municipality, not the recipient.

c. Relative Landlords. Whenever a relative of an applicant is also the landlord for the applicant, a financial analysis shall be made in accordance with RSA 165:19.

2. Utilities. When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of "need" by the welfare official. Arrearages will not normally be included in "need" except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, telephone, water, and sewer; it does not govern any municipal utilities, propane tanks, or fuel oil. With the exception of telephone, the rules are consistent across utilities. These rules and regulations cover the initiation of service, payment arrangements, termination of service, the terms of restoration of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The welfare official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 800/852-3793.

a. Arrearages. Arrearages will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the welfare official notifies the electric company that the municipality guarantees payment of current electric bills as long as the recipient remains eligible for general assistance.

b. Restoration of Service. When utility service has been terminated and the welfare official has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included in "need" when restoration of service is necessary to ensure the health and safety of the applicant household. The welfare official may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.

When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph, or may be paid in accordance with a reasonable payment plan entered into by the applicant and the electric company. The welfare official may hold the recipient accountable for the payment arrangement for as long as the recipient continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.

c. Deposits. Utility security deposits will be considered as "need" if, and only if, the applicant is unable to secure funds for the payment of the deposit and is unable to secure utility service without a deposit. Such deposits shall, however, be the property of the municipality.

3. Food. The amount included as "need" for food purchases will be in accordance with the most recent standard food stamp allotment, as determined under the food stamp program administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household needs a special diet, as verified by the welfare official, the documented cost of which is greater than can be purchased with the family's allotment of food stamps. Food vouchers may not be used for alcohol, tobacco or pet food.

4. Household Maintenance Allowance. Applicants may include, in calculating "need," the cost of providing personal and household necessities in an amount not to exceed these guidelines, as determined in accordance with subparagraph 11 below. (See Appendix A.) Need allowance for diapers shall be calculated based on usage.

5. Telephone. If the absence of a telephone would create an unreasonable risk to the applicant's health or safety (as verified by the welfare official), or for other good cause as determined by the welfare official, the lowest available basic monthly rate will be budgeted as "need." While payments will not be made for telephone bills, under exceptional circumstances where no other source of assistance is available payments may be made to maintain basic telephone service.

6. Transportation. If the welfare official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) "need" should include the costs of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payments and gasoline should be included as part of "need" when determining eligibility or amount of aid.

7. Maintenance of Insurance. In the event that the welfare official determines that the maintenance of medical insurance is essential, an applicant may include as "need" the reasonable cost of such premiums.

8. Emergency and Other Expenses. In the event that the applicant has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:

a. Medical Expenses. The welfare official shall not consider including amounts for medical, dental or eye services unless the applicant can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When an applicant requests medical service, prescriptions, dental service or eye service, the local welfare official may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the applicant's well being will be placed in serious jeopardy.

b. Legal Expenses. Except for those specifically required by statute, no legal expenses will be included.

c. Clothing. If the applicant has an emergency clothing need which cannot be met in a timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included.

9. Unusual Needs Not Otherwise Provided For in These Guidelines. If the welfare official determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the applicant), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards stated in Section VI(D)(2) of these guidelines. Any such determination, and the reasons therefore, shall be stated in writing in the applicant's case record.

10. Shared Expenses. If the applicant/recipient household shares shelter, utility, or other expenses with a non-applicant/recipient (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults in residential unit, but only one applies for assistance—shelter need is 1/3 of shelter allowance for household of three adults).

11. Payment Levels for Allowable Expenses. When adopting these guidelines, the municipal governing body shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the welfare official annually and modifications presented to the municipal governing body where market conditions have changed. RSA 165:1, II.

F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

1. Earned Income. Income in cash or in-kind earned by the applicant or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and child care costs, and work related clothing costs have been deducted from income. Wages that are trusteed, or income similarly unavailable to the applicant or applicant's dependents, should not be included.

2. Income or Support from Other Persons. Contributions from relatives or other household members shall be considered as income only if actually available and received by the applicant or recipient. The income of non-household members of the applicant's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX(E)(10) regarding determination of need in cases of non-household residential units.)

3. Income from Other Assistance or Social Insurance Programs.

a. State categorical assistance benefits, OASDI payments, Social Security Payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.

b. Food Stamps cannot be counted as income pursuant to federal law. (7 USC 2017(b))

c. Fuel assistance cannot be counted as income pursuant to federal law. (42 USC 8624(f)(1))

4. Court-Ordered Support Payments. Alimony and child support payments shall be considered income only if actually received by the applicant or recipient.

5. Income from Other Sources. Payment from pension, trust funds, and similar programs shall be considered income.

6. Earnings of a Child. No inquiry shall be made into the earnings of a child 14 years of age or less unless that child makes a regular and substantial contribution to the family.

7. Option to Treat a Qualified State Assistance Reduction as Deemed Income. The welfare official may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.

a. The authority to deem income under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.

b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.

Welfare Guidelines

- c. The welfare official shall provide the applicant with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the welfare official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and Their Children

An applicant residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the applicant's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the applicant has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Applicants who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No applicant shall be refused assistance solely on the basis of residence. RSA 165:1.

B. Standards

The application procedure, eligibility standards and standard of need shall be the same for nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the applicant's responsibility for providing such records relaxed, solely because they are located in the applicant's municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of nonresidents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (D)(2).

E. Determination of Residence

Determination of residence shall be made if the applicant requests return home transportation (See paragraph F below), or if the welfare official has reason to believe the applicant is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. Minors. The residence of a minor applicant shall be presumed to be the residence of his/her custodial parent or guardian.

2. Adults. For competent adults, the standard for determining residence shall be the overall intent of the applicant, as set forth in the Section I definition of "residence." The statement of an applicant over 18 as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a nonresident applicant, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used by the welfare official to cause the applicant to be returned to his/her municipality of residence. RSA 165:1-c. 16

G Recovery

Any aid given to a nonresident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI (B).

XI. Municipal Work Programs

A. Participation

Any recipient of general assistance who is able and not gainfully employed may be required to work for the municipality or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the municipality, and any work performed by workfare participants does not give rise to any employee-employer relationship between the recipient/workfare participant and the municipality.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the municipality for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a recipient does not work a sufficient number of hours to fully reimburse the municipality for the amount of his/her aid, the amount of aid received less the value of workfare hours completed shall still be owed to the municipality.

D. Allowance for Work Search

The municipality shall provide reasonable time during working hours for the workfare participant to conduct a documented employment search.

E. Workfare Program Attendance

With prior notice to the welfare official, a recipient may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
 2. Has a conflicting interview at a service or welfare agency;
 3. Has a medical appointment or illness;
 4. As a parent or person "in loco parentis," must care for a child under the age of five. A recipient responsible for a child age five but under 12 shall not be required to work during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
 5. Is unable to work due to mental or physical disability, as verified by the welfare official;
 6. Must remain at home because of illness or disability to another member of the household, as verified by the welfare official; or
 7. Does not possess the materials or tools required to perform the task and the municipality fails to provide them.
- However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The welfare official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the welfare official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above) will prompt review of the recipient's eligibility for general assistance, and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The municipality shall provide workers compensation coverage to participants in workfare programs in the same manner such coverage is provided to other municipal employees, unless the local governing body of the municipality has voted to adopt a guideline making the provisions of the workers compensation laws not applicable to workfare program participants. RSA 281-A:2, VII(b).

XII. Burials & Cremations

The welfare official shall provide for proper burial or cremation, at municipal expense, of persons found in the municipality at time of death, regardless of whether the deceased person ever applied for or received general assistance from any municipality. In such cases, assistance may be applied for on behalf of the deceased person, however the application should be made before any burial or cremation expenses are incurred. The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the municipality will pay up to ~~\$1500-~~ for burial/cremation. (See Appendix A.) RSA 165:3 and RSA 165:1-b; see also RSA 165:27 and 165:27-a.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes applicants for and recipients of general assistance whose aid has been denied, terminated or reduced. Every applicant and recipient shall be given a written notice of every decision regarding assistance (See Section VI(D) for notice where application is granted.) The welfare official will make every effort to ensure that the applicant understands the decision.

B. Action Taken for Reasons Other Than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant either the same day or next work day following the making of the decision or within five working days from the time the application is filled out and submitted, whichever occurs first.

2. In any case where the welfare official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven days in advance of the effective date of the decision to the recipient stating the intended action.

3. The notice required by paragraphs 1 and 2 above shall contain:

- a. A clear statement of the reasons for the denial or proposed termination or reduction.
- b. A statement advising the recipient of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five working days.
- c. A form on which the recipient may request a fair hearing.
- d. A statement advising the recipient of the time limits which must be met in order to receive a fair hearing.

- e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.

C. Suspension for Noncompliance with the Guidelines

NOTE: This procedure has been developed by LGC in an effort to set forth a clear process for suspension of assistance for willful noncompliance with guidelines, under RSA 165:1-b. There are differing opinions as to the intent and interpretation of the statute. There are differing opinions as to the specific procedures required by the statute. The procedures outlined in this section are not specifically mandated by RSA 165:1-b, but are LGC's attempt to create a legally sound compromise. See also Appendix B.

1. **Due Process.** Recipients must comply with these guidelines and the reasonable requests of welfare officials. Welfare officials must enforce the guidelines while ensuring that all recipients and applicants receive due process. Recipients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.
2. **Conditions.** Any applicant/recipient otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information;
 - b. Participate in the work program under Section VI(C), to the extent assigned by the welfare official;
 - c. Comply with the work search requirements imposed by the welfare official under Section VI(C); and
 - d. Apply for other public assistance, as required by the welfare official under Section VI(C).
3. **First Notice.** No recipient otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven-day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. (See Form L.) Additional notice of actions required should also be given, as eligibility is re-determined, but without an additional seven day period unless new actions are required. RSA 165:1-b, II.
4. **Noncompliance.**
 - a. If a recipient willfully and without good cause fails to come into compliance during the seven day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the welfare official shall give the recipient a suspension notice, as set forth in paragraph 5. See Form L; see Appendix B.
 - b. If a recipient falls into noncompliance for the first time more than 30 days after receipt of a first notice, the welfare official shall give the recipient a new first notice with a new seven day period to comply (See Form L) before giving the recipient the suspension notice. RSA 165:1-b, III.
5. **Suspension Notice.** Written notice to a recipient that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include (See Form L):
 - a. A list of the guidelines with which the recipient is not in compliance and a description of those actions necessary for compliance;
 - b. The period of suspension (See paragraph 6 below);
 - c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five days of receipt of the suspension notice;

- d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the recipient so requests on the request form for the fair hearing, however, if the recipient fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the recipient; and
- e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.

6. Suspension Period. The suspension period for failure to comply with these guidelines shall last:

- a. Either seven days, or 14 days if the recipient has had a prior suspension which ended within the past six months, and
- b. Until the recipient complies with the guidelines if the recipient, upon the expiration of the seven or 14-day suspension period, continues to fail to carry out the specific actions set forth in the notice.
- c. Notwithstanding paragraph C(6)(b) above, a recipient who has been suspended for noncompliance for at least six months may file a new application for assistance without coming back into compliance.

7. Fair Hearing on Continuing Noncompliance. A recipient who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under paragraph C(5)(d) above.

8. Compliance After Suspension. A recipient who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The notice of decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven-day period for compliance unless new conditions have been imposed.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the applicant or recipient, or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when an applicant desires to challenge a decision made by the welfare official relative to the receipt of assistance, the applicant must present a request for a fair hearing to the welfare official within five (5) working days of receipt of the notice of decision at issue. RSA 165:1-b, III. See Form O.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) working days of the receipt of the request. The welfare official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be chosen by the (mayor, manager, administrative assistant or chairman of the board of selectmen). The person(s) serving as the fair hearing authority must:

- 1. Not have participated in the decision causing dissatisfaction;
- 2. Be impartial;
- 3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
- 4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the welfare official operated, and to interpret to the welfare official any evidence of unsound, unclear or inequitable policies, practices or action.

D. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
2. The welfare official responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons therefore.
3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the welfare official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
5. The welfare official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the applicant have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts.
8. All fair hearings may be tape-recorded and retained for six (6) months.

E. Decisions

1. Fair hearing decisions shall be rendered within seven (7) working days of the hearing. Decisions shall be in writing setting forth the reasons for decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the welfare official.
2. Fair hearing decisions will be rendered on the basis of the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.
3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the municipality.
4. The welfare official shall keep all fair hearing decisions on file in chronological order.
5. None of the procedures specified herein shall limit any right of the applicant or recipient to subsequent court action to review or challenge the adverse decision.

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XV. Liens

A. Real Estate

The law requires the municipality to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19.) The selectmen, city council, or alderman shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one year after the date the lien is filed, unless waived by the municipality. The lien remains in effect until enforced or released or until the amount of the lien is repaid to the municipality. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the welfare officer shall attempt to contact the attorney handling the real estate or estate before enforcing the lien. Upon repayment of a lien, the municipality must file written notice of the discharge of the lien with the County Registry of Deeds. RSA 165:28. A sample notice of lien is included in Appendix E as Form R.

B. Civil Judgments – RSA 165:28-a.

1. A municipality shall be entitled to a lien upon property passing under the terms of a will or by intestate succession, a property settlement, or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the municipality for the amount of assistance granted by the municipality.
2. The municipality shall be entitled to the lien only if the assistance was granted no more than 6 years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the welfare officer becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the recipient.
3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The welfare official shall seek to recover money expended to assist eligible applicants. There shall be no delay, refusal to assist, reduction or termination of assistance while the welfare official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by a municipality to assist a recipient who has a father, mother, stepfather, stepmother, husband, wife or child (who is no longer a minor) of sufficient ability to also support the recipient, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The welfare official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a recipient must be given to the liable relative. The welfare official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which an applicant is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The welfare official shall seek to recover from the municipality of residence the amount of money spent by the municipality to assist a recipient who has a residence in another municipality. Written notice of money spent in support of a recipient must be given to the welfare official of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and 20. (See RSA 165:20-a providing for arbitration of such disputes between municipalities.) RSA 165:20.

C. Recovery from Former Recipient's Income

A former recipient who is returned to an income status after receiving assistance may be required to reimburse the municipality for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by a municipality to support a recipient who has made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the municipality for applicants who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the applicant is approved for medical coverage.

E. Delayed State Claims

For those recipients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse a municipality the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the Municipality

Whenever the owner of property rented to a person receiving general assistance from the municipality is in arrears in sewer, water, electricity, or tax payments to the municipality, the municipality may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of the bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. RSA 165:4-a.

B. Order of Priority

Delinquent balances will be offset in order of the following priority: 1) _____, 2) _____, 3) _____ and 4) _____.

[Each municipality should determine priority among taxes, water, sewer and electricity.]

C. Procedure

1. The welfare official will issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a.

2. The welfare official will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.

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Appendix A

2005 POVERTY GUIDELINES FOR ALL STATES & DC
(EXCEPT ALASKA & HAWAII)

Size of Family Unit	100% Poverty Guideline	150% Poverty Guideline	185% Poverty Guideline
1	9,570	14,355	17,705
2	12,830	19,245	23,736
3	16,090	24,135	29,767
4	19,350	29,025	35,798
5	22,610	33,915	41,829
6	25,870	38,805	47,860
7	29,130	43,695	53,891
8	32,390	48,585	59,922

90% of all Head Start Families must be below Federal Poverty Guidelines.
10% may be above 100% Poverty Guideline Level.

First identifier - 1 = age and income eligible and within appropriate service area
2 = age-eligible and 100%-150% of poverty.
3 = age eligible and 151%-185% of poverty
4 = age eligible and family income over 185% of poverty

Second identifier - A = children one year prior to school entry
B = children two years prior to school entry
C = children three years prior to school entry

Third identifier - 1 = children with Special Health, Family or Educational Need
2 = children with SPEDIS eligibility, but no other SHFEN
3 = all other children

At each Approval Period, the program administration will approve applications on a program-by-program basis according to the following category priorities:

- 1A1 - 1A2 - 1A3 - 1B1 - 1B2 - 1C1 - 1C2 - 1B3 - 1C3 -
- 2A1 - 2A2 - 2A3 - 2B1 - 2B2 - 2C1 - 2C2 - 2B3 - 2C3 -
- 3A1 - 3A2 - 3A3 - 3B1 - 3B2 - 3C1 - 3C2 - 3B3 - 3C3 -
- 4A1 - 4A2 - 4A3 - 4B1 - 4B2 - 4C1 - 4C2 - 4B3 - 4C3

APPENDIX B

Explanation for Disqualification for Noncompliance with Guidelines

NH RSA 165:1-b

The following is written to help explain and standardize the process of "Disqualification for Noncompliance with Guidelines," RSA 165:1-b. Please refer to **FORM L - NOTICE OF DECISION** which may be used by your local welfare office.

Once you determine that an applicant is eligible and you provide assistance, you can impose conditions on the person's continued receipt of assistance. The conditions may require the recipient to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a recipient's assistance, but there is a process which must be followed. Prior to suspension, a recipient must be given written notice from the local welfare office of the specific actions which must be taken and the recipient must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the recipient's continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient does not comply with the conditions in the time period allowed, he/she can be "sanctioned" and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the recipient of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period *and until* such time as the recipient takes the action(s) required to come into compliance (e.g. recipient only made 3 work search contacts instead of 10-the recipient must complete 7 more work search contacts; e.g. the recipient failed to apply for food stamps-if the recipient applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient applies). After the 7 day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient within a 6 month period, assistance may be suspended for 14 days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the recipient to take action to come into compliance, then assistance can remain suspended after the 14 day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

All notices of decision telling a recipient that he/she has been suspended must provide an opportunity for the recipient to request a fair hearing. If the recipient timely requests a hearing, the welfare officer must provide the recipient with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the recipient has taken the actions required to come back into compliance, the recipient must be provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The welfare officer is not required to accept applications for assistance during a period of suspension.

APPENDIX C

ADOPTED ETHICS RESOLUTION ON RESPONSIBILITY FOR
PERSONS WHO CHANGE THEIR RESIDENCE WHILE,
OR AS A RESULT OF, APPLYING FOR LOCAL WELFARE

(New Hampshire Local Welfare Administrators Association)

- I. "Dumping" is hereby declared to be an unethical practice. For purposes of this resolution, "dumping" consists of attempting to end, or avoid acquiring, a local welfare financial responsibility by encouraging, persuading or pressuring a client:
- A. not to establish, or to discontinue, a residence in the town which he/she has applied for assistance, or
 - B. to establish a residence in another town.

- II. In order to avoid "dumping" the following standards should be observed:

A welfare administrator should not encourage, direct, or knowingly allow a client who has applied for assistance in his/her town to apply for assistance in another town without making a good faith effort to contact the welfare administrator in that other town to explain why the person is coming to the other town. This applies whether or not the welfare administrator has accepted initial financial responsibility for the person (i.e. treat him/her as a resident) unless:

- A. he/she has an established place of abode (specific address, place to sleep) in another town which he/she intends to return to (even for just one night – i.e., hasn't moved out of yet), or
- B. he/she has NO established place of abode ANYWHERE, (i.e., any prior specific address was in some other town and has been abandoned) AND has a specific intent to go somewhere else rather than staying in the town for any time.

(Even when an applicant falls into A. or B. above, some temporary, non-resident assistance may be necessary, depending on the circumstances, in order to send the person on his/her way.)

- III. Where a town has accepted initial financial responsibility under paragraph II above, the welfare administrator should not grant any assistance which he/she knows will be used so as to help establish the recipient's residence in another town, unless:
- A. a good faith effort is made to explore local resources, after which it is discovered that none within reason is available, or
 - B. unless the client has indicated an intent to move to another town for some non-welfare-related reason.

In either case the welfare administrator who has accepted initial financial responsibility should contact the official of the other town and offer to pay up to one month's assistance following the move if necessary.

Towns must avoid "special" treatment. If a town never pays security deposits, the town must not pay security deposits in special instances to establish a client's residence elsewhere. The sending town should pay actual allowable shelter costs as determined by the receiving town's guidelines.

IV. Residency

According to RSA 126-A:43-h, persons receiving emergency housing (shelter) shall continue to maintain their legal residence as it existed at the time of entering the emergency housing facility. When a person leaves the originating shelter of their own free will, the liability no longer remains the responsibility of the original town. A person does not gain or lose residency while in a shelter, hospital or treatment center.

Persons who are sanctioned by local welfare, and arrive in another community, are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.

APPENDIX D
NEW HAMPSHIRE WELFARE BENEFIT PROGRAMS

Benefit	Persons Program Standards	Source Eligible	Gov't Which Of Funds	Gov't Which sets Administers
TOWN				
1. Town Welfare RSA 165:1, I	Poor and in need	Local Property Tax	Town	Town
STATE				
2. APTD Aid to the Permanently & Totally Disabled RSA 167:6, VI	Low income Adults 18-64 Permanently & Totally Disabled	County & State	State	State
3. OAA Old Age Assistance RSA 167:6, I	Low Income Adults, 65 and over	County & State	State	State
4. ANB Aid to Needy Blind RSA 167:6, IV	Low Income Blind Adults	State	State	State
5. TANF & State Temporary Assistance to Needy Families 42 USC §601 RSA 167:6, V	Low Income Families with Dependent Children	State & Federal	State	Federal
FEDERAL				
6. Food Stamps 7 USC §2011	Lower Income	Federal Households	State	Federal
7. SSI Supplemental Security Income 42 USC §1831	Low Income	Federal	Federal	Federal

Appendix E

FORMS

These forms are offered as tools or guides to administer local assistance programs. Use of these forms is recommended but not mandatory.

- A. APPLICATION FOR ASSISTANCE
- B. HHS RELEASE
- C. NOTICE OF RIGHTS
- D. APPLICANT'S GENERIC AUTHORIZATION
- E. APPLICANT'S SPECIFIC AUTHORIZATION
- F. REQUIRED VERIFICATIONS
- G. INTAKE FORM
- H. MEDICAL RELEASE AND REPORT
- I. EMPLOYMENT VERIFICATION FORM
- J. RENTAL VERIFICATION
- K. BUDGET WORKSHEET
- L. NOTICE OF DECISION
- M. WORKFARE PROGRAM REPORTING SLIP
- N. EMPLOYMENT SEARCH RECORD
- O. FAIR HEARING REQUEST
- P. NOTICE OF FAIR HEARING
- Q. FAIR HEARING DECISION
- R. NOTICE OF PROPERTY LIEN
- S. NOTICE OF PROPERTY LIEN DISCHARGE
- T. RENT VOUCHER – LANDLORD DELINQUENCY

Town of Canaan, New Hampshire

APPLICATION FOR ASSISTANCE

Date of Application _____ Referred by _____

1. General Information:

Name _____ Date of Birth _____

Address _____

Telephone _____ Social Security number _____ US Citizen? _____

Marital Status _____ Rent or Own? _____ How long at this address? _____

Spouse/Co-Applicant Name _____ SS# _____

Spouse address (if not same as applicant) _____

Assistance Requested _____

Reason for request _____

Have you applied for local assistance before? _____ When? _____

Where? _____ Under what name? _____

List below all persons living in your household:

Full Name	Relationship	Date of Birth	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If at your current address less than 12 months, please list past 12 month's addresses:

Street	Town/City	State	Dates of Residence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Housing Information:

Rent amount _____ per (month/week) _____ Date last paid _____ Date due _____

Do you have a current: Demand For Rent Notice to Quit Landlord/Tenant Writ

Total rent owed _____ Do you have a housing subsidy? _____

Utilities Included: Heat Electric Gas Water/Sewer Other

LANDLORD: Name _____ Telephone _____

Address _____

IF HOME-OWNER: Mortgage Amount _____ Date last paid _____ Owed _____

Bank/Mortgage Co _____ Address _____

3. Education / Training / Employment

	Highest Grade Attended	G.E.D. or Diploma	Special Training or Skills	Military Service
Applicant:	_____	_____	_____	_____
Spouse/Co-Applicant:	_____	_____	_____	_____

Applicant Work History:

Are you employed now? _____ Employer _____ Position _____

When began work _____ Date/Amount of most recent check _____

Are you unemployed now? _____ Reason _____

Date last worked _____ Employer _____ Date/Amount last check _____

Are you able to work now? _____ If not able, why not? _____

Current and two most recent jobs of yourself and all household members aged 18 & older:

Name	Employer	Pay	Weekly/ Biweekly	Employment Dates	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

4. **Household Assets:**

Provide information regarding accounts held by you and all household members:

<u>Name</u>	<u>Bank/Credit Union</u>	<u>Savings Acct. #</u>	<u>Savings Balance</u>	<u>Checking Acct. #</u>	<u>Checking Balance</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Provide current value of any assets held by you and all household members:

Cash on hand (all household combined) _____ Certificates of Deposit (CD's) _____
 Savings Bonds _____ Mutual Funds _____ Annuities _____ Stocks _____
 Trust Funds _____ Retirement Accounts _____ Insurance Policies (cash value) _____
 401k _____ Property other than primary residence _____ Location _____
 Other Investments _____ Motorcycles/Boats/Snowmobiles/ATV's/RV's _____
 Other Assets (please list) _____

Claims/settlements/income due to you or any household member

IRS Refund _____ Insurance Claim _____ Retroactive disability check _____
 Retroactive Unemployment or Worker's Compensation check _____ Inheritance _____
 Other Lump Sum Payment (explain) _____

Have you or any household member consulted a lawyer regarding a possible lawsuit?:

Lawyer Name/Address _____
 Reason _____

Do you or any household member have a lawsuit pending? _____ Who? _____
 Please give details _____

Lawyer Name/Address _____

Motor vehicles owned by you and all household members:

<u>Owner</u>	<u>Auto Make</u>	<u>Model</u>	<u>Year</u>	<u>Value</u>	<u>Payments</u>	<u>Insurance</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

6. Household Expenses

List actual or estimated regular monthly expenses. (Not all expenses will be allowable to be included in your eligibility determination, but all should be listed to show your financial situation.)

Bank Fees _____	Diapers _____	Mortgage _____
Bus/Cab _____	Electric _____	Prescriptions _____
Cable/Internet _____	Food _____	Rent _____
Child Support Paid _____	Fuel Oil _____	Rent-To-Own _____
Car Gasoline _____	Gas, Bottled _____	School Loan _____
Car Insurance _____	Gas, Natural _____	Storage _____
Car Payment _____	Health Insurance _____	Telephone _____
Condo Fee _____	Laundry _____	Other _____
Child Care _____	Loan _____	Other _____
Credit Card _____	Lot Rent _____	Other _____

List unplanned, emergency or irregular periodic expenses during the past 30 days:

Car Inspection _____	Drivers License _____	Medical _____
Car registration _____	Fines/Court Payments _____	Sewer/Water _____
Car repair _____	Home Repairs _____	Tax (Income/Property) _____
Dental _____	Home/Rent Insurance _____	Other _____

7. Criminal Information

Have you or any member of your household ever been convicted of a felony which has not been annulled? (yes/no) _____ If yes, who? _____ When? _____

Town/City & State of conviction _____ Details of conviction: _____

Are you or any member of your household presently on parole or probation? (yes/no) _____

If yes, who? _____ Court or jurisdiction? _____

Name & phone number of parole/probation officer _____

8. Liability for Support Information

Please provide following details:

Your father _____ Address _____

Your mother _____ Address _____

Co-applicant father _____ Address _____

Co-applicant mother _____ Address _____

Your or co-applicant's adult children _____

9. Certifications and Signatures

I understand that if I receive assistance from the municipality I may be required to participate in the welfare work (“workfare”) program. (RSA 165:31)

I understand that I may be required to repay any assistance provided, after deduction of the value of workfare hours I have completed, if I am returned to an income status which enables me to reimburse without financial hardship. (RSA 165:20-b).

I understand that if I am assisted the municipality may place a lien against any real property which I own. (RSA 165:28)

I hereby certify that if I have a lawsuit, worker’s compensation claim, or aid from any other social service agency now pending, I have listed these in this application. I further agree to notify the Welfare Official immediately upon receipt of any money from or upon the settlement of such claim. I understand that if I am assisted, the municipality may place a lien against any property settlement or civil judgment for personal injuries which I receive within six years of receiving municipal assistance. (RSA 165-28a)

I hereby certify that the information I have provided on this application is complete to the best of my knowledge and belief and provides a true summary of my income, assets and needs. I understand I may be required to provide documents and/or other forms of verification to prove the information requested on this application. I hereby certify that all information I will provide in response to questions asked by the welfare official is true and complete to the best of my knowledge and belief. I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for the crime of Unsworn Falsification (RSA 641:3)

I understand that if I obtain a job after I am assisted by the municipality, and I later quit the job without good cause, I may be ineligible for local assistance from the municipality and any other New Hampshire municipality for a period of up to ninety days. (RSA 165:1-d)

I understand that if I am a recipient of Temporary Assistance for Needy Families (TANF) cash benefits and I fail to comply with TANF regulations, leading to a sanction and loss of income, the municipality may, under certain circumstances, disregard this decrease in my income. (RSA 165:1-e)

Applicant Signature

Date

Spouse or Co-applicant Signature

Date

Signature of person completing form
(if not applicant)

Date

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR THE MUNICIPALITY OF Canaan, New Hampshire

Established by vote of the Governing Body, date: 8/12/10

FOOD WITH FOOD STAMPS/NON-FOOD

HOUSEHOLD SIZE	MONTHLY FOOD	MONTHLY NON-FOOD	WEEKLY FOOD	WEEKLY NON-FOOD	
1	25 _____	25 _____	10 _____	5 _____	_____
2	50 _____	50 _____	20 _____	10 _____	_____
3	75 _____	75 _____	30 _____	15 _____	_____
4	100 _____	100 _____	40 _____	20 _____	_____
5	125 _____	125 _____	50 _____	25 _____	_____
6	150 _____	150 _____	60 _____	30 _____	_____
7	175 _____	175 _____	70 _____	35 _____	_____
8	200 _____	200 _____	80 _____	40 _____	_____

FOOD WITHOUT FOOD STAMPS/NON-FOOD

HOUSEHOLD SIZE	MONTHLY FOOD	MONTHLY NON-FOOD	WEEKLY FOOD	WEEKLY NON-FOOD	
1	50 _____	25 _____	20 _____	5 _____	_____
2	100 _____	50 _____	40 _____	10 _____	_____
3	150 _____	75 _____	60 _____	15 _____	_____
4	200 _____	100 _____	80 _____	20 _____	_____
5	250 _____	125 _____	100 _____	25 _____	_____
6	300 _____	150 _____	120 _____	30 _____	_____
7	350 _____	175 _____	140 _____	35 _____	_____
8	400 _____	200 _____	160 _____	40 _____	_____

MONTHLY SHELTER ALLOWANCES

1 BR	2 BR	3 BR	4 BR	2 adults/children per room
\$700 __	\$800 __	\$900 __	\$1000 _	

Heat _____

Electric _____ Oil _____ Nat. Gas _____ Bottled Gas _____

(Top row is allowance for heated shelter. If unheated, add amounts indicated in "heat" columns to basic shelter cost in top row. Allowances MUST reflect actual housing market)

BURIAL ALLOWANCE: \$1,500 TELEPHONE ALLOWANCE: _____

OTHER (SPECIFY): _____

FORM B

AUTHORIZATION FOR THE RELEASE OF INFORMATION - DHHS

I, _____, the undersigned, understand that from time to time,

Print Your Name

the local welfare administrator for _____ may require certain information about

Town/City

assistance I am applying for or receiving from the New Hampshire Department of Health and Human Services, Division of Family Assistance (DFA). When information cannot be provided by me personally, I hereby authorize DFA to release the following information to the local welfare administrator for the specific purposes outlined below:

Type of Information

Purpose for Requesting this Information

Date of DFA application(s), type(s) of assistance applied for, date of eligibility determination, expected date of benefit issuance, amount of cash grant (if applicable) and/or the reason my case closed or my application was denied

Basic administration of my local welfare assistance

case including verification of information provided by me for determining eligibility for local welfare assistance

Date my Medicaid case opened and my Medicaid Identification Number(s)

Processing of Medicaid reimbursements if/when, during the time my Medicaid application was pending, the local welfare administrator makes an expenditure on my behalf for an item covered by Medicaid

Date of any sanction of my cash assistance grant "deeming"

Determining countable household income also called

Reason for any sanction of my cash assistance grant Helping me to remove the sanction

I understand that I have the option to provide any or all of the requested information myself.

I understand that any use of the above information inconsistent with these purposes is forbidden.

I understand that the local welfare administrator may not release information provided under this authorization to any other person without my written permission.

This authorization shall expire 180 days from the date it is signed.

Signature

Date

If the signature above is not that of the person to whom the requested information pertains, the relationship of the signer to that person must be indicated, the signature must be witnessed, and verification that the signer has the authority to represent the person in these matters with DFA must be provided upon DFA request.

Relationship to You

Witness

Date

FORM C

**NOTICE OF RIGHTS OF ANYONE RECEIVING ASSISTANCE
FROM THE MUNICIPALITY OF _____**

You have the following rights:

1. You have a right to make a written application for assistance, even if the welfare officer tells you that you are not eligible.
2. You have a right to receive a prompt written decision telling you whether or not you will receive assistance each time you apply for assistance.
3. You have a right to have in writing the reason why you have been denied assistance or have been given only some of the assistance you requested.
4. You have a right to appeal any decision you do not agree with. You must appeal within five (5) working days after you received your decision.
5. You have a right to have a hearing to present your case.
6. You have a right have your assistance continued if you are already receiving assistance when you request a fair hearing.
7. You have a right to review the information in your file before your hearing.
8. You have a right to see the guidelines used by the welfare officer in making decisions on your application.
9. You have a right to be given a written notice of conditions before you are suspended from receiving assistance for failing to obey the guidelines.
10. You have a right to refuse to participate in municipal workfare program or to conduct a job search if you must care for a child under the age of five (5), if you are disabled or ill, or if you must take care of a member of your family who is disabled or ill.

FORM D

APPLICANT'S AUTHORIZATION TO FURNISH INFORMATION

I/We, _____, authorize any relative, physician, lawyer, banker, employer, insurance company, mental health professional, school official or other person or organization having information concerning my/our circumstances to furnish such information to the Municipal Welfare Department. I/We also authorize the Internal Revenue Service, Social Security Administration, any State or County Division of Health and Human Services, Division of Children Youth and Families, Division of Adult and Elderly, New Hampshire Legal Assistance, any City/Town Welfare Department, shelter, Department of Employment Security, Veteran's Administration and Fuel Assistance, or any non-profit agency to release information from their files to the Municipal Welfare Department.

Applicant Signature Date

Spouse or Co-applicant Signature Date

Signature of person completing form (if not applicant); Relationship to applicant

Date

FORM E

APPLICANT'S AUTHORIZATION TO FURNISH INFORMATION
(specific agency/individual)

I understand that as part of the administration of the general assistance program, a municipal welfare official may verify information I have provided on my application for assistance and any other information that would affect my eligibility. My signature below authorizes

_____, town/city of _____ welfare official, to obtain information from _____ regarding factors relevant to my application for general assistance benefits.

This authorization shall expire one year from the date it is signed.

A photocopy of this signed authorization may be used in place of an original.

Applicant

Date

Welfare Official

FORM F

REQUIRED VERIFICATIONS

Applicant Name: _____

Date: _____

Social Security Number: _____

D.O.B.: _____

Address: _____

Phone: _____

YOUR APPOINTMENT IS SCHEDULED FOR: _____

You must provide the following verification/documentation at this appointment or assistance may be delayed or denied:

- ___ Completed Application Form
- ___ Rental Verification Form
- ___ Last four weeks pay-stubs or other proof of net wages
- ___ Last four week's receipts or other proof of bills paid or currently due
- ___ Employment verification form from your employer
- ___ Employment termination form from your last employer
- ___ You have applied for / are receiving Social Security benefits
- ___ You have applied at the HHS District Office for:
 - Emergency Food Stamps
 - Title XX Daycare
 - TANF Emergency Assistance
 - Food Stamps
 - APTD/MA
 - TANF
 - OAA
- ___ You have applied for / are receiving Fuel Assistance benefits
- ___ Verification of injury or illness
- ___ You have applied for / are receiving Unemployment Compensation
- ___ If available, picture ID (Adults); Birth certificate/SS card (minors)
- ___ Vehicle registration
- ___ Savings and checking account, liquid asset statements, bankbooks

____ Statement child support payments received / Child support court order

____ Statement from room-mate(s) regarding division of expenses

Other: _____

I understand that failure to provide the indicated information may result in delay and/or denial of my request for assistance, and I understand that if approved for assistance I may be required to do a job search and participate in workfare.

Welfare Staff signature

Applicant signature

FORM G

INTAKE FORM

(to be completed at the time of each request for assistance)

DATE: _____

NAME:

Last

First

Middle

Maiden

ADDRESS:

Street / # / Apartment

Town

HOW LONG AT THIS ADDRESS? _____ TELEPHONE:

WHAT TYPE OF ASSISTANCE ARE YOU REQUESTING AT THIS TIME?

NAMES AND AGES OF ALL HOUSEHOLD MEMBERS:

LIST ALL SOURCES AND AMOUNTS OF HOUSEHOLD'S EARNED AND UNEARNED INCOME. THIS INCLUDES CASH, SAVINGS AND CHECKING ACCOUNTS:

INDICATE ANY CHANGES IN YOUR PERSONAL SITUATION SINCE YOUR LAST VISIT.

I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for a crime.

SIGNATURE

FORM H

MUNICIPAL WELFARE DEPARTMENT
MEDICAL RELEASE AND REPORT

APPLICANT NAME/SS#: _____ dob: _____

I hereby request the release by a doctor, hospital or clinic to the Municipal Welfare Department, or it's authorized representative, any information regarding my medical diagnosis, medical history, treatment plan or hospitalization. A photocopy of this signed release may be used in place of an original, in effect for six months from date of my signature below:

APPLICANT SIGNATURE

DATE

TO THE PHYSICIAN OR CLINIC:

The person named above has indicated that he/she is currently unable to work and is in treatment with you. New Hampshire General Assistance laws require able-bodied welfare applicants to seek and retain work as a condition of continued assistance, with the goal of minimizing the period of assistance necessary. The Municipality also may require welfare recipients to work in any capacity that the recipient is able in exchange for assistance. For these reasons, will you please briefly respond to these questions:

What is the condition(s) for which you are treating this person?

What is the nature and extent of this individual's limitations?

Is this person disabled? No Yes (If yes, please clarify below)
 Temporarily Permanently Partially Totally

Date incapacity began: _____ Expected to end: _____

When will this individual be capable of returning to work? What type of work would be suitable for this individual? Please describe any limitations:

Medications Prescribed:

Physician Name / Signature

Date

*Thank you for taking the time to complete this form.
Please contact the Municipal Welfare Department if you have any questions.*

FORM I

EMPLOYMENT VERIFICATION FORM

To Employer _____ Date _____

Address

Phone _____

For the purpose of administration of municipal assistance, the following information is required for:

[name of employee]

Date of Hire _____ Date starting/started work _____ Hourly Pay Rate _____

Full/part time _____ Hours per week _____ Paid weekly biweekly other

Date of first/most recent paycheck _____ Net amount _____

=====

If _____ is no longer employed by your company:

Date of termination/separation _____ Date/net amount of last paycheck _____

Reason for termination/separation _____

Signature and Title of immediate supervisor or person completing form

Date

RENTAL VERIFICATION FORM

THIS FORM MUST BE COMPLETED BY THE LANDLORD

Tenant's Name: _____ Date: _____

Address: _____
(Number/Street) (Apt. #) (City) (State)

Number of Household Members: _____ List of Household Members: _____

Occupancy date: _____ Security Deposit: Amount: \$ _____ Date paid: _____

Rent amount: \$ _____ ; paid monthly weekly other _____

If subsidized rent, please list tenant portion: \$ _____

Rent Includes: All utilities No Utilities Hot Water Heat Electric

Type of Heat: Electric Oil Gas Other _____

Date last rent was paid: _____ Amount Paid: \$ _____ Back rent owed: \$ _____

(if back rent is owed, please attach accounting of months and amounts)

For IRS reporting, landlord's Tax ID or Social Security # must be provided:

Tax ID #: _____ OR Social Security #: _____

CHECK IS TO BE MADE PAYABLE TO: (PLEASE PRINT)

Landlord's Name Telephone / Fax Numbers

Landlord Address

Name of Manager or other Representative

Landlord Signature Date

FORM K

BUDGET WORKSHEET

Name _____

Date _____

A. Available assets and income:

_____	_____	mo/wk

A. Total available income: _____

B. Allowable Expenses:

	<u>Actual Expenses</u>	<u>Allowed Expenses</u>	<u>Ineligible Expenses</u>
Rent/Board/Mortgage	_____ mo/wk	_____ mo/wk	
Electric	_____ mo/wk	_____ mo/wk	
Gas	_____ mo/wk	_____ mo/wk	
Fuel Oil	_____ mo/wk	_____ mo/wk	
Water/sewer	_____ mo/wk	_____ mo/wk	
Cooking fuel	_____ mo/wk	_____ mo/wk	
Telephone	_____ mo/wk	_____ mo/wk	
Food	_____ mo/wk	_____ mo/wk	
Personal & Household	_____ mo/wk	_____ mo/wk	
Medical/Prescription	_____ mo/wk	_____ mo/wk	
Transportation	_____ mo/wk	_____ mo/wk	
Childcare/Daycare	_____ mo/wk	_____ mo/wk	

FORM K

BUDGET WORKSHEET

Name _____

Date _____

A. Available assets and income:

_____	_____	mo/wk

A. Total available income: _____

B. Allowable Expenses:

	<u>Actual Expenses</u>	<u>Allowed Expenses</u>	<u>Ineligible Expenses</u>
Rent/Board/Mortgage	_____ mo/wk	_____ mo/wk	
Electric	_____ mo/wk	_____ mo/wk	
Gas	_____ mo/wk	_____ mo/wk	
Fuel Oil	_____ mo/wk	_____ mo/wk	
Water/sewer	_____ mo/wk	_____ mo/wk	
Cooking fuel	_____ mo/wk	_____ mo/wk	
Telephone	_____ mo/wk	_____ mo/wk	
Food	_____ mo/wk	_____ mo/wk	
Personal & Household	_____ mo/wk	_____ mo/wk	
Medical/Prescription	_____ mo/wk	_____ mo/wk	
Transportation	_____ mo/wk	_____ mo/wk	
Childcare/Daycare	_____ mo/wk	_____ mo/wk	

Car payment	_____ mo/wk	_____ mo/wk
Gasoline	_____ mo/wk	_____ mo/wk
Other	_____ mo/wk	_____ mo/wk
Other	_____ mo/wk	_____ mo/wk
Other	_____ mo/wk	_____ mo/wk
Other	_____ mo/wk	_____ mo/wk

B. Total Allowed Expenses: _____

C. Eligibility: [A. Income (-) B. Expenses]: _____

(If A is greater than B, applicant is ineligible. If A is less than B, applicant is eligible.)

Assistance will be provided as follows:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Note: This form should accompany a Notice of Decision. The welfare official should use discretion in accepting actual expenses relative to employment, work search, medical needs, etc.

FORM L

NOTICE OF DECISION

Name _____

Date

Your application for general assistance is **GRANTED**. You will receive:

You must **COMPLY** with the following conditions in order to be eligible to continue to receive assistance. You must comply within 7 days of receipt of this notice, unless another time period is indicated. Willful failure to comply with these conditions may result in a suspension of assistance.

Your application for general assistance is **DENIED** for the following reason(s).

Sufficient Income

Other, specifically:

Your assistance is **SUSPENDED** from _____ to _____ for the following reason(s):

Failure to complete required work search

Failure to complete assigned workfare hours

Failure to apply for other forms of assistance, specifically

FORM M

**WORKFARE PROGRAM
REPORTING SLIP**

In accordance with RSA 165:31, any recipient of general assistance may be required to work for the municipality at any available job that is within the capacity of the recipient. As a condition of continuing eligibility for assistance, you are required to participate in the workfare program as described below. Any failure to participate as required may result in suspension of assistance.

Recipient Name _____ Total hours owed _____

Work site assigned _____ Supervisor _____

First date to report _____ Daily shift, from _____ to _____

(dates and shift may change with permission of welfare official)

TO BE COMPLETED BY WORK SITE SUPERVISOR

Form to be returned on a weekly basis.

<u>Date</u> <u>Initials</u>	<u>Weekday</u>	<u># Hours</u> <u>Assigned</u>	<u># Hours</u> <u>Time In</u>	<u>Time Out</u>	<u>Worked</u>	<u>Supervisor</u>
_____	Sunday	_____	_____	_____	_____	_____
_____	Monday	_____	_____	_____	_____	_____
_____	Tuesday	_____	_____	_____	_____	_____
_____	Wednesday	_____	_____	_____	_____	_____
_____	Thursday	_____	_____	_____	_____	_____
_____	Friday	_____	_____	_____	_____	_____
_____	Saturday	_____	_____	_____	_____	_____

TOTAL HOURS WORKED _____

Supervisor signature _____

Date

Recipient/workfare participant certification:

I understand that failure to fully comply with the workfare program, without just cause, may result in denial of further assistance. I further understand that workfare is for the purpose of working off hours in exchange for assistance granted and that no actual wages will be paid to me.

Recipient/workfare participant signature

Date



Town of Canaan
Office of the Selectmen
PO Box 38
Canaan, New Hampshire
03741

Phone: (603) 523-4501

FAX: (603)-523-4526

MEMO

July 20, 2009

To: All Departments

From: The Board of Selectmen

Ref: Overtime Restrictions/Purchase Requisitions

In an effort to further control spending, effective with the July 27, 2009 pay period all hourly employees will work no more than forty hours per week. Overtime pay will be restricted to emergencies only. Department heads will need to secure the approval of the Board of Selectmen prior to authorizing overtime. In the case of public safety emergencies, a Department head or Supervisor can authorize the overtime expenditure and report it to the Board as soon as is practical.

In addition, effective immediately, all purchase requisitions in excess of \$250.00 will require Board approval. This will afford the Board the opportunity to evaluate individual purchase requests against overall budget demands.

Please feel free to contact the Board with any questions or concerns. We thank you in advance for your cooperation as we work together to better manage the Town budget in this challenging fiscal environment.

The Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, JULY 14, 2009**

The meeting was brought to order at 7:00PM by Chairman Bob Reagan. Selectman Scott Borthwick, Selectman Tim Lewis and Town Administrator, Michael Capone, were also in attendance. Others present: Al Posnanski, Philip Salvail and Richard Schatz. Chairman Reagan led those in attendance in reciting our pledge of allegiance.

Richard Schatz

Mr. Schatz was present to see if the Board had any questions with regard to an outstanding water and sewer matter. The Board did not have any, but Chairman Reagan asked Mr. Schatz if he had any comments to make. Mr. Schatz mentioned to the Board that he had hired a local contractor to handle the renovations and thought he had secured the necessary permits for the work to be done. He provided the Board with some additional background on the matter. The Board had no further comment or questions for Mr. Schatz. Mr. Schatz thanked the Board for their time and Chairman Reagan thanked Mr. Schatz for coming in to the meeting.

Minutes of June 23, 2009 Meeting

The Board reviewed the minutes and voted the following: Selectman Borthwick moved and Selectman Lewis seconded the motion to accept the minutes of the June 23, 2009 meeting as written. The Board voted 3-0 in favor of the motion.

Budget vs. Actual

Michael reviewed the 7/13/09 budget worksheet with the Board and those present. He noted that 28 weeks into the budget year account balances should be near 46.00%. The overall balance is at 49.98%. Michael reviewed some of the areas that may need to be supplemented with funds from other sections of the budget, most notably the welfare rent and utilities assistance lines. The Board reviewed the budget and discussed the possibility that supplemental funds for the welfare lines should come from the regional associations section of the budget.

Michael also reviewed some of the budget lines that should have no further expenditures against them for the balance of the year. In most instances they were small amounts, but it was part of an overall review that Michael has undertaken to identify other areas of the budget that could be cut to compensate for lagging revenues.

Selectmen Borthwick made a motion that the Board limit overtime expenditures in the budget. Selectman Lewis seconded the motion and the Board voted 3-0 to limit overtime. Michael noted that some provision needed to be made for public safety emergencies. There would also need to be additional guidelines reviewed with respect to compensation. The Board asked Michael to put together the information for their review prior to sending out a memo to all Town departments.

Selectman Lewis made a motion to lower the amount of a purchase requisition requiring Board approval to \$250.00. He felt that given some of the potential revenue losses, we may need to cut back on expenses and , although it would require some additional paperwork, it would afford the Board the opportunity to more closely evaluate overall Town spending. Selectman Borthwick seconded the motion and the Board voted 3-0 in favor. They asked Michael to prepare a memo to be distributed to all Town departments, boards and committees.

Review/Approve Letter of Agreement on Construction Phase of River Road Bridge

This item had been discussed at a previous meeting and Michael had requested some additional time to verify some of the new information contained in the agreement prior to having the Board review and sign it. He was now comfortable that the content was accurate. Individual Board members had reviewed the document and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed both copies of the agreement.

Review/Approval of Municipal Agreement for River Road Bridge Project

This document had been prepared by the State and outlined the responsibilities of both the Town and the State with regard to the River Road Bridge project. Individual Board members had reviewed this document as well and there were no additional questions or discussion. Selectman Lewis made a motion to approve the agreement and have Chairman Reagan sign it on behalf of the Board. The motion was seconded by Selectman Borthwick and voted 3-0 in favor. Chairman Reagan signed all three copies of the agreement.

Project Updates

Michael informed the Board that the engineers would be doing some additional loading on the RIB's at the waste water plant next week to collect more modeling data. There was a minor issue with the flow meter at the water plant that had been corrected and Wright-Pierce was going to extend the testing period to collect more test data from the site.

Michael mentioned that he had been contacted by Wright-Pierce regarding an issue with the second water quality test sample at the well site. There appeared to be a discrepancy between some readings from the October 2008 sample as they compared to the June 2009 sample. Wright-Pierce was requesting that the lab recheck to see if there was a sampling error or was it, in fact, a valid reading. This might require some additional sampling at the well site, but we would not know if that was necessary until at least next week.

Selectman Lewis mentioned that he thought it might be a good idea for the Town to retain the 1.4 acre site on Follansbee Road (Map 15C Lot 2) as a possible well site. Given the proximity of the lot to the water system infrastructure, if a well were to be developed there, it could be incorporated into the system rather easily. The Board agreed that it would be a good location for a well. Selectman Lewis also suggested that some marketable timber could be removed from the lot as well providing additional revenue for the Town.

Other Business

Michael wanted to double check with the Board members to see if anyone was planning to attend the Goose Pond Lake Association Meeting on Sunday, July 19, 2009. The Board members reaffirmed that they would not be able to attend. Michael mentioned that he would send an email to Dave Barney to let him know.

Michael informed the Board that he had just received a copy of the State Revolving Fund Loan agreement from DES. He had reviewed it and had sent an email with his initial questions back to Rick Skarinka. The questions were with regard to clarification of the term of the agreement and the rate of interest charged for any funds used. Michael will have a copy of the agreement available in the office for the Board to review.

Michael asked the Board if they would review the copy of the Maintenance Report submitted by Tom Guillette to see if they had any questions regarding the project priority ranking. Tom wanted to be certain that everyone is in agreement with the order in which the projects would be processed.

Michael asked the Board if they wished to discuss the requisition for truck tires that had been submitted by the Town Mechanic, Larry Brabant. Selectman Lewis thought that capped tires should be considered for all of the vehicles and that some additional quotes should be obtained to get the best price and service. The other Board members agreed and asked Michael to pursue additional price quotes.

Michael informed the Board that he had received notification from the Local Government Center (LGC) that they were considering taking legal action against the State for the downshifting an additional 5% of Retirement expenses for employees to the Towns. They considered this an unfunded mandate and as such were seeking a possible legal remedy to relieve the Towns of the additional financial burden. Over the next State budget cycle it is estimated that this will add more than \$7,200 to the Town budget and more than \$86,000 to the School Budget. Michael will have a copy of the LGC letter in the office for the Board to review.

Selectman Borthwick asked about the front stairs at the library. Michael mentioned that Tom was planning on patching them in the short term. Selectman Borthwick suggested that the Board consider removing the old stairs entirely and replacing them with another set of cement stairs or building some wooden ones instead. The Board asked Michael to check on pricing for each alternative.

Selectman Lewis asked about the no smoking signs that were put up at Williams Field. He wanted to know who put them up and why there were not any by the horse shoe pits. Michael said he would look into the matter.

Al Posnanski asked if the Board would meet with him and Transfer Station Manager, Glenn Carey to discuss possible changes to the operation of the Transfer Station. Given the change in recycling markets, Al felt that it would be useful to discuss options as to how most efficiently operate the facility. The Board asked Michael to place this topic on the agenda for the July 24, 2009 meeting.

Non-Public Session (RSA 91 – A.3-c)

With no further business before the Board, at 9:03 PM Selectman Lewis moved, Selectman Borthwick seconded and the Board voted 3-0 by roll call vote to go into non public session to discuss advice from legal counsel. At 10:35 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 10:35 PM Selectman Borthwick made a motion to seal the minutes of the non public session. The motion was seconded by Selectman Lewis and voted 3-0 by roll call vote. At 10:36 PM Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Lewis and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Tim Lewis
Canaan Board of Selectmen



Town of Canaan
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PO Box 38
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Consultation Requirement for Continuing Benefits

Amendment to Welfare Administration Policy

1. Authorization of Benefits

The Canaan Welfare Administrator is authorized to execute purchase orders up to \$250 for payment pursuant to a voucher without the signature of the Board of Selectmen. Any payment in excess of the \$250 shall be pursuant to a purchase order approved by a majority of the Board of Selectmen. Notwithstanding this authorization, payment of any such voucher must be included in a manifest signed by the Board of Selectmen and transmitted to the Canaan Town Treasurer. The \$250 dollar authorization limit is the same standard applied to all purchases by the Town of Canaan as established on July 20, 2009.

2. Applicants receiving benefits in excess of \$250 per month over a period of three months in any calendar year.

- a. At the request of the Board of Selectmen, an applicant who has received welfare benefits in any three months of the calendar year may be required to meet in executive session with the Board of Selectmen and the Town Administrator to review the applicant's case. Meetings are usually held twice monthly and a special meeting may be called in an emergency situation.
- b. During the review, the Board and the Town Administrator will review the income and expense statements of the applicant and offer counseling regarding other programs or resources that may be available to the applicant. The possibility of workfare may be discussed and/or required of the applicant. Other reasonable requirements may be imposed including proof of income, expenses and assets, proof of application for benefits of related programs, proof of family status, proof of application for employment and proof of disability. The Board may require the applicant to rent from landlords with rental units of similar nature in the event that the rent charged at the applicant's leased premises exceeds the community average or in the alternative may restrict its rent benefit to the amount that would have been paid within the community average.
- c. At the direction of the Board of Selectmen, applicants will be advised of this requirement at the time of the next non-emergency request for assistance and the applicant will be given the opportunity of meeting with the Board of Selectmen.
- d. A requirement that the applicant meet with the Board of Selectmen does not necessarily constitute a denial of benefits but rather should be viewed as a condition for continuation of benefits. Nothing herein shall prevent

the Welfare Administrator from denying the request for assistance for cause.

- e. All applicants receiving benefits for more than one month should be advised of the consultation requirement.

Approved July 20, 2010.

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, July 20th, 2010**

The meeting was called to order at 6:09 PM by Chairman Reagan. Others present: Selectmen Marcia Wilson, Selectmen Scott Borthwick, and Michael Samson.

Selectmen Wilson moved and Selectmen Borthwick seconded a motion to enter into a non public session to discuss a RSA 91-A:3 II(c) matter and invite Michael Samson to participate. The Board voted 3-0 by roll call vote to go into non public session.

At 6:51 PM Selectman Borthwick made a motion to come out of non-public session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. Selectman Borthwick made a motion to seal the minutes, seconded by Selectman Wilson and unanimously approved. Selectman Borthwick moved to seal the minutes, seconded by Selectman Wilson and voted 3-0. Motion by Borthwick to approve the anedment to the welfare policy requiring consultation with second by Wilson. Unanimous approval.

The meeting resumed in open session at 7:00 PM. Members of the Public joining the meeting included: Al Posnanski, Elwin Neily, Carolyn Barney, Susan Quinlan, John Bergeron, Chuck Townsend, Phillip Salvail, and Judith Kushner.

Motion to accept the minutes (Open session and non-public session) of the Selectmen's Meeting of July 6th, 2010 made by Selectman Borthwick, seconded by Selectman Wilson and unanimously approved.

Samson reported on the award of the Historic Preservation Alliance assessment grant for the Museum building. A grant agreement and a MOU between the Town and the Historic Society as well as two consultant's contracts were presented for Board approval. There was general discussion about the timing, availability of the local match, and to review the consensus on the MOU. Motion made by Selectman Borthwick and seconded by Selectman Wilson and unanimously approved to authorize Chairman Reagan to sign the MOU. Motion made by Selectman Borthwick and seconded by Selectman Wilson and unanimously approved to authorize Chairman Reagan to sign the grant award and the two consultant contracts. Funds will be expended and obligated as the match becomes available. Unanimously approved.

Samson reported on the discussion regarding tree placement in front of the Library between himself, Tom Guillette, Susan Quinlan, and Nancy Loomis. Samson noted that there may have been some misunderstanding as to whether the specific tree locations had been reviewed prior to planting and there was a general discussion regarding the ability to plow snow from the front of the town offices. The cedar and the elm tree clearly are susceptible to damage from plow and loader activity and from the snow piles that can reach 10 feet in height. The Friends of the Library requested that the trees remain in their current location through the coming winter to see if it is possible to plow snow around them without causing them harm. Samson suggested that both Tom and he agreed that we

could try it for a winter season with the understanding that there were no guarantees that the trees would not be damaged. The Selectmen asked Susan Quinlan to assure them that no further trees would be planted in the front area without further consultation. Susan assured the Board that would be the case. No motion was needed nor made.

Samson went through the Budget versus Actual spreadsheets with the Board on expenses and also reviewed revenues received to date. Samson noted that there should be about 40% of the budget left unexpended as of this date. He noted that elections were lower than the reserve number and wasn't sure whether there was sufficient money available for the primary and general elections. Assessing was lower than the 40% number but most of the work was complete for the year. Office supplies and telephone were over budget in a couple of accounts but it was not clear whether the expenses have been allocated by department yet. Equipment maintenance in fire and highway were either over budget or with a lower available balance than desirable and Samson indicated that he would review the numbers. The Board pointed out that part of the repair expense for the fire equipment was probably for painting of fire equipment (which was subsequently verified). Other accounts that would be reviewed included highway uniforms and street lights. The Board indicated that plans should be completed to shut off 42 street lights. Samson said that he would follow up on this. Highway chloride and gravel was nearly exhausted but there was enough material on hand to service the rest of the year. Transfer station expense was up on recycling but overall, the system was operating at less cost. Members of the public requested that copies of the Budget vs. Actual report be made available at the next meeting and Samson apologized indicating that he was unaware of the need for multiple copies. He promised to make a dozen copies in the future.

Samson reviewed changes at the transfer station including additional recycling roll-offs and rebuilding the ramp for recycling drop-off. He also noted that we could take commercial paper recycling as long as the market value was at least \$40 a ton and asked for permission to create a voluntary commercial paper recycling program that would be suspended if commercial value dropped too low. The consensus of the Board was to allow the program. Al Posnanski pointed out that 25% of the recycling revenue needs to be placed into the solid waste reserve account. Samson noted that the hauling charge for recyclables is taken from the revenue and there is a net cost for recycling that is less than the refuse charge would have been. The Selectmen noted that we needed a sign for the transfer station noting when brush drop-off was acceptable or not due to burning conditions. Philip said that Hammond would take brush if the town was not taking it.

Samson reviewed the water improvements project and the River Road bridge project. The water blending is going on-line and Water System Operators will be conducting preliminary tests which will be provided as they become available. The south abutment is complete on the River Road project and the excavation has started on the north abutment. Scott indicated that the footings have actually been poured on the north abutment. Bob noted that the planks on the temporary bridge are curling and may cause some damage. Samson said that he would call the lessor of the bridge.

Samson said that he had nothing more under the Administrator's Report. There were several issues under Other Business. The Fire Department wanted to know if it was alright to construct a structure to enclose the old pumper and asked where to place it. The Board was fine with the structure as long as the pumper was protected from the weather and suggested that the enclosure be on the side of the Department building between Papa Z's and the Department. George Lazarus described the plans for the structure including its enclosure and solar lighting and the securing of the pumper to the building.

Scott Borthwick noted that the flag at the Police Station was frayed and asked Samson to check on replacing it. A question was asked as to whether there were any plans to work on the diner building. The answer was that there were no immediate plans as no money was available. Marcia and John Bergeron reported generally on the annual meetings of the Goose Pond Association and the Canaan Lake Association. Samson was asked to prepare bid requests for three generators for the Fire Department (10KW), Police Department (10 KW) and the Highway Department (14KW).

At 9:00 PM Selectmen Wilson moved and Selectmen Borthwick seconded a motion to enter into a non public session to discuss a RSA 91-A:3 II(c) matter and invite Michael Samson to participate. The Board voted 3-0 by roll call vote to go into non public session.

At 9:35 PM Selectman Borthwick made a motion to come out of executive session. The motion was seconded by Selectman Wilson and voted 3-0 by roll call vote. Selectman Borthwick made a motion to seal the minutes which was seconded by Selectman Wilson and unanimously approved. Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen



Town of Canaan
Office of the Selectmen
PO Box 38
Canaan, New Hampshire
03741

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Rent Negotiation Policy
Amendment to Welfare Administration Policy

1. The Board of Selectmen have approved the acceptable rent payment specified on the attached Allowable Levels of Assistance Payments dated August 12th, 2010. These payments were set based on the average rent charged in the greater Canaan area as of August 1st, 2010.
2. The Board of Selectmen authorize the Town Administrator to negotiate with all Canaan landlords at rates up to the authorized levels contained in Allowable Levels of Assistance Payments dated August 12th, 2010 and theorize the Town Administrator to update the schedule as needed.
3. Negotiations are based on Canaan serving as the rent guarantor for people receiving assistance and shall be no higher than the average rent charged in the community and may be less based on the value of the Town as guarantor.

Approved August 31st, 2010.

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR THE MUNICIPALITY OF Canaan, New Hampshire

Established by vote of the Governing Body, date: _____ 8/12/10 _____

FOOD WITH FOOD STAMPS/NON-FOOD

HOUSEHOLD SIZE	MONTHLY FOOD	MONTHLY NON-FOOD	WEEKLY FOOD	WEEKLY NON-FOOD	
1	25 _____	25 _____	10 _____	5 _____	_____
2	50 _____	50 _____	20 _____	10 _____	_____
3	75 _____	75 _____	30 _____	15 _____	_____
4	100 _____	100 _____	40 _____	20 _____	_____
5	125 _____	125 _____	50 _____	25 _____	_____
6	150 _____	150 _____	60 _____	30 _____	_____
7	175 _____	175 _____	70 _____	35 _____	_____
8	200 _____	200 _____	80 _____	40 _____	_____

FOOD WITHOUT FOOD STAMPS/NON-FOOD

HOUSEHOLD SIZE	MONTHLY FOOD	MONTHLY NON-FOOD	WEEKLY FOOD	WEEKLY NON-FOOD	
1	50 _____	25 _____	20 _____	5 _____	_____
2	100 _____	50 _____	40 _____	10 _____	_____
3	150 _____	75 _____	60 _____	15 _____	_____
4	200 _____	100 _____	80 _____	20 _____	_____
5	250 _____	125 _____	100 _____	25 _____	_____
6	300 _____	150 _____	120 _____	30 _____	_____
7	350 _____	175 _____	140 _____	35 _____	_____
8	400 _____	200 _____	160 _____	40 _____	_____

MONTHLY SHELTER ALLOWANCES

1 BR	2 BR	3 BR	4 BR	2 adults/children per room
\$700 _____	\$800 _____	\$900 _____	\$1000 _____	

Heat _____

Electric _____ Oil _____ Nat. Gas _____ Bottled Gas _____

(Top row is allowance for heated shelter. If unheated, add amounts indicated in "heat" columns to basic shelter cost in top row. Allowances MUST reflect actual housing market)

BURIAL ALLOWANCE: _____ \$1,500 _____ TELEPHONE ALLOWANCE: _____

OTHER (SPECIFY): _____

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, August 17th, 2010**

The meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectmen Marcia Wilson, Selectmen Scott Borthwick, and Michael Samson. Members of the public included Al Posnanski, Alice Ely (Mascoma Valley Health Initiative), Shirley Packard, Carolyn Barney and Judith Kushner.

Chairman Reagan started the meeting with the Pledge of Allegiance.

Motion to accept the minutes (Open session and non-public session) of the Selectmen's Meeting of August 5th, 2010 made by Selectman Borthwick, seconded by Selectman Wilson and unanimously approved.

Mascoma Health Initiative

Alice Ely introduced herself as the Interim Executive Director of MVHI. Alice requested that the Board assure the payment of the \$2,489 that was included in the budget so that MVHI could use it as a match for a grant application. The Board noted that it was their policy to wait until the end of the fiscal year to determine that there was a sufficient fund balance. After considerable discussion of possible impacts on other expense accounts, a motion was made by Marcia Wilson and seconded by Bob Reagan to make the payment in September. Motion carried with Bob and Marcia in favor and Scott Borthwick against.

Meeting House

There was considerable discussion about the need for a fee structure for use of the Meeting House, current building revenue and other safeguards to assure the appropriate use of the building and care of the antique furnishings in the building. Mike Samson and Tom Goulet were asked to attend the next meeting that the Meeting House Committee held to discuss these options.

Historical Society and LCHIP application

Samson described the final draft of the LCHIP application and the correspondence from LCHIP indicating what maintenance would be required and what the review standard was for maintenance. Samson recommended signing of the LCHIP grant application. Marcia Wilson moved that Bob Reagan be authorized to sign the application and Scott Borthwick seconded the motion. Unanimously approved.

Police Department Cruiser Video Monitoring System

Samson described the video monitoring system that Sam was requesting and indicated that there were no other less expensive alternatives. He noted that the purpose of the system was to avoid potential liability issues by recording arrests and incidents and to more effectively present evidence in prosecutions. There was discussion as to whether the 50% state match was guaranteed. Marcia Wilson moved to authorize the purchase provided there was a contract guaranteeing the state match. Bob Reagan seconded the motion and the motion carried with Marcia and Bob voting in favor and Scott against.

Marcia also asked that the security of the booking room be reviewed to see if changes were necessary.

Highway Chloride

Bob Scott requested that an additional \$5,000 be authorized for chloride for dust control due to the hot, dry summer. He asked that \$5,000 be taken from the gravel account to make the funds available in the chloride account. Scott Borthwick moved to authorize and make the necessary budget adjustments. Seconded by Marcia Wilson. Unanimously approved.

Welfare

Samson asked that the Board authorize two changes to Welfare policy. He requested that the proposed "Allowable Levels of Assistance" schedule be approved with maximum levels set for various forms of assistance and further asked that the Welfare Director assisted by the Town Administrator be authorized to negotiate within those levels with landlords and other service providers to hold down costs to the Town. Motion to approve the schedule made by Marcia Wilson and seconded by Scott Borthwick. Unanimously approved. Motion to approve negotiations up to the Allowable Levels made by Marcia Wilson and seconded by Scott Borthwick. Unanimously approved.

River Road

Samson and Scott provided information on the current progress on the River Road bridge. It is now anticipated that the bridge will be complete within a week. Late liquidated damages penalties are now accruing.

Generator Specifications

Samson presented the proposed generator specifications and after a brief discussion, it was determined that the transfer switch should be sized to the entrance. There was unanimous direction to Samson to check on the sizing needed at the police station and to put the RFP out to bid.

Water Quality

Samson outlined the plans for grant requests for both Canaan Street Lake and for Goose Pond. At Canaan Street Lake, the proposal would be to remediate drainage issues at the town beach, along Canaan Street and Roberts Road, repair a run-off problem on Moss Flower Lane and create rain garden detention basins on Fernwood Farms Road. At Goose Pond, we hoped to create a reduced salt management plan, do a drainage analysis with recommended action along town roads and use regulations to reduce phosphorus loading in the lake. Erin is working on the applications and will be providing the engineering services on the projects. Bob Reagan asked that Erin look at building up the side walk going north on Canaan Street to help divert water flow to the correct drainage areas.

Beaver Trapping

Scott requested that beaver control services go out to bid so that he may legally bid on offering the service to the town. Samson was directed to put the service out for bid/proposals and advertise it in the Valley News.

Other Business

Samson was directed to revisit the street light issue with Larry to see if there was a mid level reduction possible and to look at warning a hearing on street light changes.

Samson indicated that we are having on-going issues with computer performance and indicated that he was seeking proposals for consultant services and hardware and software improvements. He noted that two computers were infected by a virus and malware but that they were restored within three days.

Bob Reagan read a letter from the Canaan Old Home Days requesting use of the town property again in 2011 on the 250th anniversary to be celebrated on August 5-7th. The selectmen directed Samson to respond favorably.

Bob Reagan gave a brief report on the Cemetery Trustees and Library Trustees.

Reagan asked Samson to check with Primex on health care costs and attempt to hold the line on costs.

It was noted that the primary is also the day of the first September meeting.

It was also noted that the Historic District hearing on regulations changes was rescheduled and re-warned to August 24th.

Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.

Robert Reagan, Chairman

Scott Borthwick

Marcia Wilson
Canaan Board of Selectmen

**CANAAN BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, August 31st , 2010**

The meeting was called to order at 7:00 PM by Chairman Reagan. Others present: Selectmen Marcia Wilson, Selectmen Scott Borthwick, and Michael Samson. Members of the public included Al Posnanski, David Barney

Chairman Reagan started the meeting with the Pledge of Allegiance.

Motion to accept the minutes with amendment on last page of the Selectmen's Meeting of August 17th, 2010 deleting "which will be held at the grange" made by Selectman Borthwick, seconded by Selectman Wilson and unanimously approved. David Barney asked whether the Board was planning on paying the rest of the petitioned article appropriations. The Board indicated it would follow standing board policy and pay the articles in December provided funds were available.

Welfare Policy Amendment

Samson indicated that the Board needed to reduce the monthly rent maximum amounts by \$100 a month to allow the Town to negotiate a better rate with the landlords in light of the fact that the Town was in essence guaranteeing rent. Motion by Selectman Borthwick, seconded by Selectman Wilson to reduce each monthly maximum for rent by \$100 with the maximum to be \$900 per month. Unanimously approved.

Mower Replacement

Samson reviewed the request for a mower replacement and his recommendation that the Board replace the mower with a zero turn radius commercial machine. While the cost was nearly double, the machine was recommended by one of our local lawn contractors as it saved about 30% of the operator's time and was a commercial grade machine lasting twice as long. After discussion, the Board directed Samson to have Larry verify that the old mower was not worth fixing, determine if the warranty on the old machine had expired and when, determine when it went into service and get a statement from John Deere as to how much time would actually be saved and how long it would last. The Board also asked Samson to again try to determine when the Town had signed a MOU on the maintenance of the Meeting House.

Beaver Control

Samson indicated that only one beaver control bid was received and that was from Selectman Borthwick. He noted that bids/proposals were solicited by newspaper ad in the Valley News. Marcia Wilson moved that the bid be awarded to Selectman Borthwick and Selectman Reagan seconded the motion Reagan and Wilson voted in favor and Selectman Borthwick abstained.

Social Service Agency Warrant Requests

Samson asked if the Board wished him to notify all social service agencies that they would need to submit a petitioned article to appear on the Warrant for any support they

desired during FY 2011 from the Town. Motion to do so by Selectman Borthwick and seconded by Selectman Wilson. Unanimously approved.

Goose Pond Salt Policy

Samson noted that there was a disagreement between Dave Barney representing the Goose Pond Lake Association and the Town Highway Department about the petitioned Salt Free Policy around Goose Pond. The Highway Department was willing to use manufactured sand, magic salt and 50% traditional salt to treat the roads around Goose Pond. Using this strategy it is hoped that the salt usage would be reduced by half. There would be a minor increase in phosphorous but Samson believed that this could be managed by banning fertilizers with phosphorous from application within 200 feet of the lake. Samson also indicated that the cost of the alternative was about the same as our traditional salting. Dave Barney indicated that the Town Meeting vote directed the Town to use no salt on the roads around Goose Pond. Samson acknowledged that the petitioned article did direct that action. He also noted that NH DOT usually uses that policy after approval by fire, police, highway, rescue squads, schools and the Board of Selectmen. That component was not part of the article. Samson further noted that the one time the no salt policy was used, the roads were virtually un-passable until significant amounts of salt were applied and repeated passes of the grader reduced the build-up of ice. David disputed that there was only one year when no salt was used. The Selectmen asked if they were bound to follow the articles direction if there was a safety issue and who would have the liability. Samson indicated that he had called the NHLGC legal office that indicated that they felt it was binding and since the voters had directed the action, the liability would attach to the Town but not the Selectmen nor the Road Agent. Samson also indicated that he had asked Town counsel to give us a second opinion.

Budget vs. Actual

Samson did a brief review of the Budget versus actual expense with telephone being the only major new item that appeared to be going over budget. He anticipated that the account would exceed the budgeted amount by \$4,000.

Other business

Samson noted that Pete's Junkyard was originally warned for a hearing on September 14th but that would be moved to September 21st.

Diesel pricing had been coming in and current bulk pricing saves between 8 cents and 24 cents a gallon or \$3,000 to \$10,000 a year.

We are getting actual demand levels by building for electrical usage for the generators.

We have received a \$500 repayment for the well on the Turnpike Road.

Uniforms can't be touched for at least another year as we have a signed contract.

Heat will be deferred for another year due to the complexity of the existing heating system.

Transfer station trash weights are up and we are trying to determine the cause.

Selectman Borthwick made a motion to adjourn. The motion was seconded by Selectman Wilson and voted 3-0 by the Board.