



Basic Needs Policy

City of Dover Welfare Department

61 Locust Street, Suite 334, Dover, NH 03820

Phone (603) 516-6500 Fax (603) 516-6508

Email: Dover-Publicwelfare@dover.nh.gov

Per City of Dover Welfare Guidelines, it is the applicant/recipients' responsibility to utilize any available benefits or resources to reduce the need for Emergency Municipal General Assistance. The Welfare Department will direct the applicant/recipient to apply for all other resources and will require the applicant/recipient to use current resources to meet basic needs in order to reduce the need for Municipal General Assistance.

Under Municipal General assistance you will be required to use your earned and/or unearned resources for allowable basic need expenses only. ALLOWABLE EXPENSES are:

Rent/Mortgage	Diapers
Food	Current Utility Bills
Non-food hygiene products	Medical Prescriptions

These costs are allowable in certain conditions:

Transportation costs for work, medical or assistance program appointments

Telephone basic service to find or keep employment	Child/Dependent care
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Laundry	Internet
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The following are examples of unallowable expenses in determining eligibility:

Telephone beyond basic service of 1 per household	Bail Payments
Credit Card Payments	Restaurant/Fast food
Personal Loan Payments	Tobacco/Alcohol products
Cable	Entertainment/Movie Services
Insurance Payments	

As a condition of assistance, you will be required to first use all available resources as directed, to meet your basic needs. Unaltered, dated receipts for these expenses may be required. Should you choose to use your resources for other than basic expense needs as outlined above and /or in your written decision from the Welfare Department, those amounts will be considered available to you, and your assistance will be reduced accordingly, a sanction or denial may be issued.

I/We have read and reviewed the Basic Needs Policy with the Welfare Official.

Applicant Signature

Date

Co-Applicant Signature