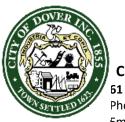
Basic Needs Policy



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

Laundry Internet

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	