Town of Milton
Welfare Department
P.O. Box 310, Milton N.H. 03851
Phone 603-652-4501 ext 9 Fax 603-652-4120

CHECKLIST FOR WELFARE ASSISTANCE

General Assistance is for use only by those who are truly eligible. The Town of Milton has put into place a set of Welfare Guidelines containing **strict** requirements to meet initial eligibility for General Assistance, along with requirements for maintaining eligibility.

- ❑ Identification for each person in the household (Social Security Card, Birth Certificate)
- ❑ Verification of Income (Last 4 Weeks of Paystubs or other documentation of income within 30 days)
- ❑ Tax Return
- ❑ Letter from employer (on Letterhead), including Start date, Rate of Pay, and Hours worked per week.
- ❑ Verification that you have applied to other agencies prior to appointment
  - ❑ State Welfare (DHHS, 150 Wakefield Street, Rochester NH - Phone: 332-9120)
    - ❑ Emergency Food Stamps/Regular Food Stamps
    - ❑ TANF
    - ❑ APTD
    - ❑ Medicaid
    - ❑ PWP
    - ❑ Title XX (Daycare)
  - ❑ Social Security Benefits
  - ❑ Department of Employment Security (SSI, SSDI) (3 Plaza Drive, Dover NH - Phone: 742-3600)
    - ❑ Unemployment Compensation
    - ❑ Work registration
- ❑ Verification of Illness or Injury (Doctor's medical evaluation form)
- ❑ Verification of work search (list at least 3 jobs per week with name of company, contact person's name and telephone number)
- ❑ Verification of Resources (Bank Accounts, Child Support or Statement in writing of either/both)
- ❑ Verification of Residence
  - ❑ Copy of Lease and Landlord Verification Form
  - ❑ Copy of purchase agreement or town tax bill
- ❑ Verification of vehicle for Gas Expense
  - ❑ Vehicle registration in your name with current address
- ❑ Copy of all Utility Bills (Electric and Heat expenses)
- ❑ Verification of RSA 165:19
  - ❑ Statement from both living parents/family stated that they cannot afford to assist you with your financial need.

MUST HAVE ALL NECESSARY VERIFICATIONS AND COMPLETE APPLICATION AT APPOINTMENT OR DETERMINATION FOR BENEFITS WILL NOT BE MADE AND YOU WILL BE GIVEN ANOTHER APPOINTMENT