

### **Quitting Work or Getting Fired**

If you have been working, but quit your job without a good reason or get fired from your job for misconduct, you are automatically ineligible to receive assistance for 120 days from the date of separation from your employment.

Remember that the administrator does not want to disqualify you from receiving the assistance you need, so it is in your best interest to fully comply with the work program rules.

### **Fraud**

If the administrator finds out that you have not told the truth, you will be disqualified from receiving GA for 120 days. In addition, the administrator may refer your case over to the police department or District Attorney's Office for committing General Assistance fraud, which is a Class E crime. The administrator does not want to disqualify you or get you in trouble with the law, so make sure to always tell the truth when you apply for General Assistance.

### **Confidentiality**

The information concerning your request for assistance, including the application, budget sheet, decision and other information regarding your case is strictly confidential. You, your attorney, the administrator and certain government personnel may review your records, but the general public may not review your records unless you have given your express permission.



**Clients are seen  
by appointment only**

**DHHS Hotline  
1-800-442-6003**

**For questions regarding  
the GA Program**

**Auburn City Hall  
60 Court St Auburn Me 04210**

**Dorothy Meagher, Director  
Phone: 207-333-6600 ext 1412  
Fax: 207-333-6620**

**Tammy Thatcher, Case worker  
Phone: 207-333-6600 ext 1411**

**Auburn Maine**

Health & Social Services

**GENERAL  
ASSISTANCE**

**A Guide to the  
Applicant's Rights  
and  
Responsibilities**

## GENERAL ASSISTANCE PROGRAM

### Program Overview

The General Assistance Program is intended to assist people who are in immediate need as a last resort. You must use all available income and resources first. It provides assistance for basic necessities such as rent, food, personal and household supplies, medication, heating fuel, utilities and other essential services. All assistance granted is in voucher form and no cash assistance is granted. Eligibility has to be determined within 24 hours.

### How to Apply

You should call Auburn Hall at 333-6600 ext 1412 or 1411, to speak with someone in the Health & Socials Service department. If no one answers, leave a message with your phone number and someone will get back to you.

### What to bring with you when you apply

Your GA Budget will be based on the 30 day period following your application. The city will also look back to 30 days before you applied to see what money you received and how you spent it. The city will need to see:

- Driver's license or photo ID for all adults;
- Passport, Visa or INS if not US Citizen
- Social Security cards & birth certificates for all members of your household;
- Your most recent bills and/or other proof of expenses including: rent/mortgage, heating fuel, utilities, food, medical expenses; phone, cable, internet, car payment & insurance, credit cards
- Cancelled checks, receipts, or other documents that show how you have spent your money and income in the past 30 days;
- Verification of any other assistance you receive (food supplements, Mainecare, WIC, LIHEAP, AHA, etc)

### What to bring with you when you apply

#### (Continued):

- Password & user name for mymaineconnection
- Work related expenses (child care, gas, tolls);
- Name and address of your landlord;
- A current Doctor's statement if you are ill, disabled or not able to work;
- Proof of all **household** income and resources:
  - Assistance from Relatives
  - Cash on hand
  - Checking/Savings
  - Child Support Benefits
  - **Financial Resources**
    - Car/Recreational Vehicles
    - Real Estate Holdings
  - Income Tax Refunds
  - In-kind Income
  - Life Insurance Policies
  - Loans
  - Rental Income
  - Retirement Accounts
  - Savings Bonds
  - SSI/SSDI Disability Benefits
  - School Loans/Cost of Living Expenses
  - Self-Employment Income
  - Social Security Benefits
  - TANF Benefits
  - Trust Funds/Annuity
  - Unemployment Benefits (including overpayments)
  - Veteran's Pensions/Benefits
  - Wages (including under the table)
  - Worker's Compensation

### When Assistance is Granted

The GA administrator will determine your eligibility based on whether your countable income is less than your necessary expenses and the program's income maximum. Countable income is your actual income minus all of your work related expenses.

The GA administrator must issue a written decision within 24 hours of receiving a completed application. If you have not provided all the information needed to determine your eligibility you may be notified you are ineligible until the information is provided. If you are found eligible, assistance will be granted promptly.

### Eligibility

With the exception of "first time" applicants, anyone applying for General Assistance must document their use of income. Current receipts showing how income has been spent are required. Only receipts for basic necessities are considered allowed expenses, which include but are not limited to food, rent, heating fuel, utilities, medication and work related expenses.

### Work Requirement

If you are unemployed or underemployed (working less than full time) but you are able to work, you must:

- Register for work at the Career Center;
- Actively look for work;
- Accept any job offer (paying at least minimum wage);
- Participate in any no-cost training, retraining, educational or rehabilitative program that would help you get a job if referred to such a program by the administrator; and
- Agree to perform and successfully complete work for the municipality if assigned to a Workfare program.

### Use of Potential Resources

The GA office can direct you in writing to apply for resources such as TANF, SNAP, LIHEAP, SSI, child support and other public programs. The GA office can require you in writing to get medical treatment or go to rehabilitation that is free. You will be allowed 7 days to show you applied for these