

# Town of Milton, NH

## Welfare Office

55 Industrial Way, POB 310  
Milton, NH 03851-0310  
603 – 652-4501 x9

Appointment Date: \_\_\_\_\_

Time: \_\_\_\_\_

The following documentation/verifications are required for you to bring to any appointment scheduled for you with the Welfare Officer. Failure to provide this verification/documentation may cause any assistance to be delayed or denied. Please, call the phone number listed above if you have any questions.

- ☐ Complete Application Form & Read, sign & Date "Responsibilities of the Applicant/Client" in this package.
- ☐ Identification for each household member (Driver's License, Birth Certificate, Social Security Cards, etc.)
- ☐ Last four weeks pay-stubs or other proof of net wages on ALL employed household members. If you do not have 4 weeks of pay stubs, provide a statement from the employer(s) that includes the date of hire, start date, hourly rate, hours per week, pay schedule, contact name & phone number.
- ☐ Verification of any unearned income, this includes, but is not limited to: Aid to Need Blind, Aid to the Permanently & Totally Disabled, Old Age Assistance, Childcare, Temporary Aid to Needy Families, Emergency Assistance, Social Security benefits for all household members, and Child Support, any loans or assistance from family or friends.
- ☐ Apply for Emergency Food Stamps immediately through the Department of Health & Human Services at 150 Wakefield Street in Rochester (332-9120) This is NOT required, but may be very helpful, especially with purchasing food.
- ☐ Documentation of divorce, custody/child support and/or restraining orders.
- ☐ If you are unemployed, verification that you have applied for or are receiving Unemployment Compensation.
- ☐ If you applying for rental assistance, Rental/Residency Verification Form (the last page of this packet)+ W9 MUST BE FILLED OUT BY LANDLORD—
  - ☐ Apartments and houses - Notice to Quit / Demand for Rent
  - ☐ For motels & hotels – provide invoice of last paid amount + signed contract from motel/hotel
- ☐ Last 4 weeks of receipts and proof of bills paid.
- ☐ Bills currently due, any disconnect notices, eviction papers as cited above.
- ☐ Vehicle registration if you own a vehicle (car, motorcycle, etc.)
- ☐ If you share a house/apartment with a roommate(s), statement outlining division of expenses.
- ☐ Verification of injury or illness – Doctor's note, if appropriate to your situation.
- ☐ A 30-day activity report for all checking & savings accounts in the household as well as bank verification of account balances within 48 hours of the appointment
- ☐ Rent Receipts or Rent Record from Landlord – LAST 6 MONTHS
- ☐ Lease Agreement
- ☐ Eviction Notice / Notice to Quit
- ☐ Other \_\_\_\_\_