



Town of Milton
Human Services Department
P. O. Box 310, Milton NH 03851
603.652.4501 x9 F:603.652.4120

VERIFICATION CHECKLIST FOR 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 eligibility for General Assistance.

Identification for each person in the household (minor children included)

- Social Security Card
- Birth Certificate

Verification of Income

- Last 4 weeks paystubs
- All other source of income documentation (TANF, Food Stamps etc)
- Employment Verification Form (**PINK form within packet**)

Tax Return

Letter from employer (on letterhead), including

- Start Date
- Hourly pay/ weekly salary
- Hours worked per week

Verification that you have applied to other agencies prior to appointment

- State Welfare (DHHS – 150 Wakefield Street, Rochester NH 603.332.9120)
 - Emergency Food Stamps/Regular Food Stamps
 - TANF (Temporary Assistance for Needy Families)
 - Medicaid
 - Granite Advantage Program
 - WIC
 - Title XX (Daycare)
 - Emergency Assistance
- Social Security Benefits
- Department of Employment Security (SSI / SSDI) (3 Plaza Drive, Dover NH 603.742.3600)
 - Unemployment Compensation
 - Work Registration Program
- Community Action Partnership (Farmington & Rochester Offices; 603.435.2500)

Verification if Illness or Injury (Doctor's medical evaluation form – **YELLOW from in packet**)

- Notice from Physician stating when able to return to work with any limitations once cleared

Verification of work search (list at least 3 jobs per week with name of company, contact person's name and telephone number for referencing)

Verification of Resources

- Divorce Decree &/or Child Support Order
- Checking/Savings Account statements (within a week of appointment)

Verification of Residence

- Copy of Lease
- Landlord Verification Form (**GREEN & WHITE forms within packet** (To be filled out by landlord)
- Copy of purchase agreement or most current Town of Milton Tax Bill

Verification of vehicle – vehicle registration in your name with current address

Verification of RSA 165:19 – Statement from all living family stated they cannot afford to assist you in your financial need.

Current electrical invoice

MUST HAVE ALL NECESSARY VERIFICATIONS AND COMPLETE APPLICATION AT APPOINTMENT OR DETERMINATION FOR BENEFITS WILL NOT BE MADE. A SECONDARY APPOINTMENT WILL BE REQUIRED.