

**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 with the Welfare Official. Failure to provide this verification/documentation may cause any assistance to be delayed or denied. Call the phone number listed above if you have any questions.

- ☐ Complete Application Packet & Read, sign & Date “Responsibilities of the Applicant/Client” in this application.
- ☐ 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 (**Employment Verification Form**).
- ☐ You may be REQUIRED to complete a **Work Search Sheet**.
- ☐ Verification of any unearned income, this includes but not limited to: Aid to the Needy 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, Child Support, any loans or assistance from family or friends.
- ☐ Verification you have applied to the following DHHS resources: Food Stamps, TANF, Medicaid, APTD
- ☐ 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 are applying for rental assistance, **Rental/Residency Verification Form** (the last page of the welfare application), Lease Agreement, + W9 MUST BE PROVIDED BY THE LANDLORD
- ☐ Apartments and houses - Eviction Notice / Notice to Quit / Demand for Rent
- ☐ Rent Receipts or Rent Record from Landlord – LAST 6 MONTHS
- ☐ 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 Verification Form**, 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.
- ☐ Copies of all transactions made through other financial services platforms, such as: Venmo, Cash App, Meta Pay, etc.
- ☐ Other_____