

Quitting Work or Getting Fired

If you have been working but quit your job without a good reason or were fired from your job for misconduct, you are automatically ineligible to receive assistance and must regain 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 or withheld information, you will be disqualified from receiving assistance for 120 days and until you reimburse the municipality for any assistance that was received fraudulently. 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, the social services staff, and certain government personnel may review your records, but the general public may not review your records unless you have given permission.

CLIENTS ARE SEEN BY APPOINTMENT ONLY

Office Hours

Monday-Thursday

8:30 am - 4:30 pm

Belfast City Hall

131 Church Street

Belfast, ME 04915

Phone: (207) 338-3370 Ext. 120

Email:

Generalassistance@cityofbelfast.org

After-hours Emergency:

Call 911 or the Belfast Police Department at (207) 338-2420

DHHS GA HOTLINE

1-800-442-6003

If you prefer, you can pick up an application packet outside our office, complete it, pass it back in, or email it to our office with the proper documentation needed. Please be sure to provide all the documentation, or your application may be subject to denial.



**CITY OF BELFAST
GENERAL ASSISTANCE
PROGRAM**

Clients are seen by appointment only.

Our program does not find or place people into housing. We are strictly a financial program.

General Assistance does not give out cash or gift cards; all payments go directly to vendors willing to work with our program if the applicant is found eligible

GENERAL ASSISTANCE PROGRAM

Program Overview

The General Assistance Program (GA) assists eligible people who are in need and have nowhere else to turn. It provides financial assistance for basic necessities such as rent, food, personal and household supplies, heating fuel, utilities, and other essential services. All assistance granted is in a voucher form, and no cash assistance is granted.

How to Apply

You can call or email our office to set up an appointment, or you can fill out a paper application on your own.

What to Bring with You When You Apply

You will need to provide the following documentation at the time of your scheduled appointment or when you submit your application...

****If you cannot provide a paper copy of the following to our office, you will need to email a copy to our office before your appointment****

- Your most recent bills and other proof of expenses, including rent/mortgage, heating fuel, electricity, food, medical expenses, and any other expenses.
- Lease (Signed by landlord & tenant)
- Cancelled checks, all receipts, or other documents that show how you have spent your income in the past 30 days
- 30-day bank statements for all accounts held in the household
- Your driver's license or other identification for all members of the household

- Your Social Security Number and the Social Security Numbers of all members of your household.
- Work-related expenses
- A medical note if you are ill, disabled, or not able to work. The medical note must be signed and dated by a physician

Proof of all household income, including, but not limited to:

- Wages
- Cash on hand
- Income Tax Refunds
- Unemployment Benefits
- Child Support Benefits
- TANF Benefits
- Social Security Benefits
- SSI/SSDI Disability Benefits
- Veterans' Pensions
- Rental Income
- Loans
- Workers' Compensation
- Savings Bonds
- Trust Funds/Annuity
- Life Insurance Policies
- Retirement Accounts
- School loans
- Financial Resources
- Assistance from Relatives
- Car/Recreational Vehicle
- Self-Employment Income

Please be sure to provide all the documentation at the time of your appointment, or your application may be subject to a denial.

You have a 10-minute leeway to get to your appointment. If you are later than 10 minutes late, you must reschedule the appointment. If you do not call, and do not show up for your scheduled appointment, and you still want to apply for assistance your appointment will be rescheduled 30 days after your missed appointment.

Eligibility

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.

Use of Potential Resources

This program is "a program of last resort." You must navigate other avenues and resources to relieve your emergency and the need for General Assistance. The city will direct you in writing to apply for resources such as TANF, SNAP, LIHEAP, SSI, Social Security Disability, Child Support, and other Programs. You may also be referred to a provider for medical treatment or rehabilitation. You will be allowed 7 days to show that you applied for these resources.

Work Requirement

If you are unemployed or underemployed (working less than full-time) but you can 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.