

#4

April 13, 2016

received
April 14, 2016
P.C.

Pamela Chase
City of Belfast
131 Church Street
Belfast, ME 04915

Dear Pamela Chase:

This is in reference to the General Assistance review conducted in the City of Belfast on March 25, 2016.

Our review indicates that your program is not in compliance with State Statutes and DHHS Policy. The following areas were found not to be in compliance:

Applications are incomplete, including but not limited to : Social Security numbers and dates of birth are not being listed for household members; relative information is missing; employment information is missing; budgets not completed, including deficit and unmet need.

Assistance was issued when applicant was disqualified for a job quit.

Vouchers were given for phone cards. — not GA

Assistance was given in excess of deficit and unmet need on many occasions. — emergency

Electrical security deposits were paid.

Conditions of eligibility were not met or not assigned in many instances.

Client evicted from permanent housing for behavior issues was given a voucher for temporary housing.

HH/personal items were issued as an emergency.

Children were counted as household members when they were only present on the weekends.

Extra food was issued because the household had family visiting.

Motel was issued as an emergency "when a bed was available" and used two weeks later.

Written decision must be issued within 24 hours of accepting a completed application.

New applications must be filled out and kept on file if the last application is over thirty days old.

Repeat applicants must provide receipts from monies spent over the prior thirty days and any monies spent on non-basic needs or any not accounted for must be added into the income for the prospective thirty days.

Case narratives must be written in all cases that exceed the deficit or category maximums.

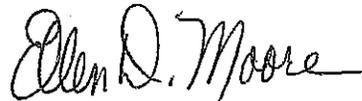
22 MRSA §4323 requires that you submit a plan of correction advising the Department what steps your municipality will take to correct those issues found not to be in compliance.

The plan of correction must be submitted within 30 days of receipt of this letter. Should you fail to submit a plan, 22 MRSA §4323 allows the Department to withhold reimbursement until the plan is received. Any money withheld may not be returned to your municipality.

If you do not agree with this decision, you may exercise fair hearing rights allowed at 22 MRSA §4323. A request for a fair hearing must be in writing and must be received within 30 days of receiving this notice.

If we can be of assistance to you or you would care to discuss any of the review findings, please feel free to call on us at your convenience at 1-800-442-6003.

Sincerely Yours,



Ellen D. Moore
Field Examiner II
General Assistance Program