



Memories Start *Here*

Gina Cardamone
General Assistance Administrator
1 Portland Ave
Old Orchard Beach, ME 04064
207-937-5637
ga@oobmaine.com

GENERAL ASSISTANCE GUIDELINES

As an Applicant for General Assistance, it is important that you understand and agree to the following:

- ▶ You are responsible for providing the documentation needed to determine eligibility. If information is requested by the administrator, you will need to provide it before help can be provided.
- ▶ If you are more than 15 minutes late for your appointment, unless other arrangements have been made, you will not be seen that day and will need to schedule another appointment.
- ▶ This program helps with basic necessities which are defined as housing, utilities, food, non-food hygiene items, prescription medications etc. This is not an exhaustive list.
- ▶ All money you receive must be spent on basic necessities before asking for assistance from this office.
- ▶ If you skip more than two appointments, you will not be able to schedule another appointment. If you wish to apply for General Assistance after your second missed appointment, please drop off a completed application and supporting materials at the Police Department Monday-Friday from 8am-4pm and the administrator will contact you within 24 hours for an appointment.
- ▶ Expenses **not** considered "basic necessities" include; telephone/cell phone, tobacco, alcohol, vehicle costs, cable or internet, court fines, vet bills, credit card payments, repayment of loans, etc. Money spent on these items will be considered misspent. Misspent income is considered still available to you and could reduce the amount of assistance you may be eligible to receive.
- ▶ You must report any money received by your household in the last 30 days. This includes what relatives/friends buy or give you. You will be required to provide receipts to account for all money; without receipts, that money will be considered still available to you and reduce the amount of assistance you may be eligible to receive.

- ▶ You must report any changes in your household size, finances or benefits each time you apply for assistance.
- ▶ In the future, if you have the ability to do so, you must reimburse the Town for assistance received.
- ▶ Providing false information will result in a disqualification from the General Assistance program for 120 days and your case may be referred to the York County Sheriff's Department or the District Attorney for criminal prosecution. Failure to comply with General Assistance rules or requests may result in denial of assistance until you comply.
- ▶ A disqualification for General Assistance benefits will be reported to DHHS and could potentially affect your other benefits.

Applicant Signature

Date

General Assistance Administrator Signature

Date