

Town of Derry



HUMAN SERVICES DEPARTMENT

14 MANNING STREET

DERRY NH 03038

TEL: 603-432-6753

FAX: 603-432-6759

WE SERVE AS THE EMERGENCY SAFETY NET FOR DERRY RESIDENTS. EACH MUNICIPALITY IN NH PROVIDES HUMAN SERVICES ASSISTANCE IN ACCORDANCE WITH RSA 165.

- 1) ARE YOU HAVING DIFFICULTY MAKING ENDS MEET OR ARE STRUGGLING TO PAY YOUR BILLS? IF SO, PLEASE STOP BY OUR OFFICE BETWEEN 8 AM AND 4 PM TO COMPLETE A CONTACT SHEET (SCREENING FORM). WE WILL MEET WITH YOU AND DISCUSS YOUR SITUATION AND PROVIDE YOU WITH AN APPLICATION AND REFERRALS.

IF YOU ARE UNABLE TO COME TO OUR OFFICE IN PERSON, CALL US AT 432-6753 AND WE WILL MAIL YOU THE APPLICATION MATERIALS. A DESIGNATED PERSON MAY APPLY ON YOUR BEHALF SUCH AS A POWER OF ATTORNEY OR AUTHORIZED REP.

APPLICANTS MUST FILL OUT AN APPLICATION FOR ASSISTANCE AND PROVIDE VERIFICATIONS SUCH AS:

- ID, BIRTH CERTIFICATES AND SOCIAL SECURITY CARDS
 - PROOF OF INCOME FOR THE LAST 30 DAYS
 - CHECKING AND SAVINGS (BANK) STATEMENTS FOR THE PAST TWO MONTHS
 - HOUSEHOLD BILLS (ELECTRIC, PHONE, CABLE, INTERNET, CAR PAYMENT, ETC.)
 - VEHICLE REGISTRATIONS
 - INCOME TAX RETURN – ALL PAGES – MOST RECENT
 - WELFARE LIEN WAIVER (IF YOU OWN PROPERTY SUCH AS A HOUSE, CONDO, OR MOBILE HOME)
 - DEMAND FOR RENT OR EVICTION NOTICE IF YOU ARE SEEKING RENTAL ASSISTANCE
 - ELECTRIC DISCONNECT NOTICE IF YOU ARE SEEKING ELECTRIC ASSISTANCE
 - PROOF OF FINANCIAL HARDSHIP (SUCH AS PROOF OF PAYING FOR CAR REPAIRS OR VERIFICATION THAT YOU LOST YOUR JOB)
- 2) ONCE AN APPLICATION AND VERIFICATIONS ARE PROVIDED TO OUR OFFICE, AN APPOINTMENT WILL BE SET FOR YOU TO MEET WITH THE HUMAN SERVICES ADMINISTRATOR, JILL JAMRO.

YOUR APPLICATION WILL BE PROCESSED TO DETERMINE YOUR ELIGIBILITY FOR ASSISTANCE. ELIGIBILITY IS DETERMINED BY TOTALING YOUR HOUSEHOLD MONTHLY INCOME AND SUBTRACTING YOUR BASIC NEED EXPENSES. A BASIC NEED IS DEFINED AS: Rent/mortgage, Renters insurance, homeowner's insurance, food and toiletries, laundry, utilities, medication, basic Internet, basic home phone or basic cell phone, car payment (if employed), car insurance – comprehensive (if you have a vehicle loan) or liability (if your vehicle is paid in full).

IF YOU HAVE MORE BASIC NEED EXPENSES THAN INCOME, THAT IS HOW YOU QUALIFY FOR EMERGENCY TOWN WELFARE ASSISTANCE THROUGH OUR OFFICE. IF YOU HAVE EXTENUATING CIRCUMSTANCES AND NORMALLY HAVE ENOUGH TO COVER YOUR BASIC NEED EXPENSES BUT COULD NOT FOR GOOD REASON (MUST HAVE PROOF), YOU MAY ALSO QUALIFY.

- 3) YOU MUST HAVE A FACE TO FACE INTERVIEW WITH THE ADMINISTRATOR. AT THAT APPOINTMENT, YOUR ELIGIBILITY WILL BE EXPLAINED AND HOW MUCH YOU QUALIFY FOR IN ASSISTANCE. THE TOWN OF DERRY UNDER STATE LAW ISSUES VOUCHERS TO VENDORS AND DOES NOT PROVIDE CASH ASSISTANCE.

WE CAN PROVIDE BASIC NEED ASSISTANCE SUCH AS: MORTGAGE ASSISTANCE (UP TO \$1,100), RENTAL ASSISTANCE (*RENT CAP IS UP TO \$900 FOR A SINGLE PERSON, UP TO \$1,000 WITH HEAT AND HOT WATER INCLUDED, AND UP TO \$1,100 IF UTILITIES ARE NOT INCLUDED IN THE RENT*), ELECTRIC (*LAST 30 DAY USAGE AMOUNT*), FUEL (*100 GALLONS OF FUEL*), LAUNDRY, AND CAR GAS. WE ALSO OFFER BUDGETING ASSISTANCE AND CAN HELP YOU CREATE A HOUSEHOLD BUDGET.

- 4) PLEASE NOTE: YOU WILL BE REQUIRED TO PROVIDE BASIC NEED RECEIPTS TO ACCOUNT FOR YOUR INCOME AT EVERY APPOINTMENT. IF YOU HAVE INCOME UNACCOUNTED FOR, IT WILL BE CONSIDERED STILL AVAILABLE TO YOU AND REDUCED FROM ANY TOWN ASSISTANCE THAT MAY BE PROVIDED.

OUR OFFICE IS ABLE TO BASE ELIGIBILITY ON BOTH CURRENT AND PROJECTED INCOME FOR THE LAST AND UPCOMING 30 DAYS. DURING INCOME TAX RETURN TIME, YOUR APPLICATION MAY BE DENIED IF YOU ARE DUE A LARGE TAX REFUND WHEREBY YOU WILL HAVE ACCESS TO FUNDS TO PAY FOR YOUR EMERGENCY NEED FASTER THAN A VOUCHER COULD BE PROCESSED.

1/31/18