

GENERAL ASSISTANCE INCOME GUIDELINES

(OVERALL MAXIMUMS Effective 10/1/2023)

PERSONS IN HOUSEHOLD

1	2	3	4	5
\$938	\$1,118	\$1,360	\$1,857	\$2,219

HOUSEHOLD OF 6 = \$2,294

ADD \$75 FOR EACH ADDITIONAL PERSON

TOWN OF RICHMOND GENERAL ASSISTANCE APPLICATION:

You **MUST** have the following items to go forward with your application.

1. Social security numbers, dates of birth for **all** household members.
2. Identification (drivers license)
3. Proof of Richmond Residency
4. **ANY/ALL** documentation showing what the cost of your basic necessities are, in particular:
 - **Lease agreement or mortgage statement**
 - **CMP bill**
 - **Prescription costs**
 - **Water/Sewer/ Heat invoices**
 - **Daycare invoice**
 - **ANY DISCONNECT OR EVICTION NOTICE**
5. Documentation showing entire **monthly household income** (this includes all members and all income, no exceptions) whether earned or unearned, including but not limited to: **wage earnings, child support, social security, disability, tax returns, TANF, assistance from relatives**)
6. Receipts showing where money was spent over the past 30 days. (if requesting assistance for a bill which accumulated beyond a 30 day period- exp. Eviction, disconnection – receipts for that time period are required as well)

7. If there were extraordinary circumstances that put the family in an emergency, provide documentation of that as well (exp. Car repairs-a bill stating paid in cash and not charged, medical expenses, etc)
8. Documentation/information regarding assets: (vehicles, recreational vehicles, property, retirement accts, life ins)
9. Most recent Bank Statements
10. If you are unable to work due to medical conditions, you must provide a doctor's statement describing any limitations in your ability to work and period of time you will be limited. If you are unable to return to work for the unseeable future we must see proof of applying for disability.

- If you have a **disconnect notice from CMP**, prior to coming in for your appointment call CMP and see if you can establish a payment plan and/or contact DHHS to see if you are eligible for Emergency Assistance
- If you **were fired from you job or laid off**, you must apply for Unemployment. Also you must provide documentation indicating when the last day of work was and when your last paycheck was received. If you quit work without a just cause or were fired for misconduct, you will be **disqualified** from General Assistance for 120 days.
- The town of Richmond has a workfare program. If you are eligible for general assistance and able-bodied, you will be expected to complete a workfare assignment for the town prior to receiving assistance.
- **Work requirements** include registering for work, looking for work in good faith (keeping a record or work search), accepting all suitable job offers, maintaining employment, and participating in training, educational or rehabilitation programs that will assist the participant in securing employment.