


Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, September 30, 2022
SUBJECT: City Manager's Report for Monday, October 3, 2022 City Council Meeting

Unfinished Business (under Section 14 of Agenda)

Resolutions

- A. **Resolution No. 12-23:** To Amend Council Rules and Regulations, Section 2, Presiding Officer and Section 7, Order of Business. The Government Operations Committee met on September 28th and is recommending passage as presented. An Amendment to the actual language may be presented at the meeting.
- B. **Resolution No. 13-23:** To Authorize Hideout, Inc. to Conduct a Timber Cut for Maintenance Purposes at the Oaks Golf Course in Somersworth, New Hampshire. The Conservation Commission has scheduled a site visit for October 18th at 4:30 p.m.

New Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance No. 4-23:** To Amend Chapter 10, Welfare Guidelines. The Government Operations Committee met on September 22nd and voted to support the Guideline changes. Welfare Officer, Kristen LaPanne has been comparing the City's current guidelines against current model guidelines provided by the NH Municipal Association and the NH Local Welfare Association. Most of these changes are housekeeping in nature to keep up with current vernacular found at the State level. The only financial change is increasing the burial assistance amount from \$650 to \$750. Please note: The City's Welfare Guidelines were last amended in 2015. Attached is a *red-line* of these changes. I recommend a Public Hearing at the next regular Council meeting on October 17th.
- B. **Ordinance No. 5-23:** To Amend Chapter 8A, Sewerage Committee Article XIV. The Government Operations Committee met on September 22nd and voted to support amending the Sewerage Committee section of the Ordinance. Attached is a *red-line* of these changes. I recommend a Public Hearing at the next regular Council meeting on October 17th.

- C. **Ordinance No. 6-23: Supplemental Appropriation for Capital Improvements Projects for the School Department.** The Finance Committee voted at their September 28th meeting to recommend this Supplemental Appropriation. Attached is a copy of documents from the SAU office. The Memorandum to the Finance Committee provided details on how the funding would be spent. As required by the City Charter, a Public Hearing should be scheduled for the next City Council meeting on October 17th at 7:00 pm.

Other

- A. **Vote to Re-adopt the City of Somersworth Investment Policy.** This is an annual housekeeping action item for the City Council. City Staff supports re-adoption without any amendments. The Finance Committee met on September 28th and recommends re-adoption. Attached is a copy of the City Investment Policy.

City Manager's Items (under section 11 of Agenda)

Informational Items

- A. **Bulletproof Vest Grant.** We were recently notified that we were awarded \$8,525 for the purchase of 20 Bulletproof vests. The Grant is 50% of the purchase price of \$17,050. Both the Public Safety Committee and the Finance Committee discussed my acceptance of the Grant funds on behalf of the City.

Attachments

1. City Attorney Certification - Three (3)



City of Somersworth – Resolution

Resolution No: 12 -23

TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 2, PRESIDING OFFICER AND SECTION 7, ORDER OF BUSINESS

September 6, 2022

WHEREAS, the City Council Rules and Regulations as amended, be further amended, by adding a new Section 2.E to Presiding Officers as follows:

- E. The Mayor, or the Mayor's designee, shall read the following statement immediately after the Pledge of Allegiance;

“This meeting takes place on N’Dakinna (n-DA-ki-na), which is the unceded traditional ancestral homeland of the Abenaki (a-BEN-a-ki), Pennacook and Wabanaki Peoples past and present. We acknowledge and honor with gratitude the land, waterways, living beings and the Aln8bak (Al-nuh-bak), the people who have stewarded N’dakinna throughout the generations” and,

Amend Section 7 Order of Business by adding a new Section 3 as follows, and renumber the following Sections accordingly:

3. Recognition of Indigenous People – Our Native Ancestral Americans

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Council Rules and Regulations are amended effective upon passage of this Resolution.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard <i>Councilor:</i> Matt Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 12-23

History

First Read Date:	9/6/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

9/6/2022

Resolution 12-23 will remain in first reading until call of the Chair. Referred to the Government Operations Committee.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 12-23	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 13-23

TO AUTHORIZE HIDEOUT GOLF, LLC TO CONDUCT A TIMBER CUT FOR MAINTENANCE PURPOSES AT THE OAKS GOLF COURSE IN SOMERSWORTH, NEW HAMPSHIRE

September 26, 2022

WHEREAS, the City of Somersworth and Hideout Golf, LLC entered into a lease agreement on September 26, 2002 for the purpose of constructing and operating a golf course on City owned property; and

WHEREAS, Hideout Golf, LLC would like to conduct a timber cut to preserve the turf health of the golf course by increasing sunlight and air flow; and

WHEREAS, additional benefits of a timber cut would include the reduction of pesticide and fertilizer applications; and

WHEREAS, Hideout Golf, LLC is responsible to obtain any permits, easements, and landowner's permission as required, as well as follow any State of New Hampshire and local laws to complete the timber cut, and;

WHEREAS, Hideout Golf, LLC is responsible for the cost of the timber cut, however, if there is any credit associated with the timber cut, Hideout Golf, LLC shall be allowed to retain the credit;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT Hideout Golf, LLC is authorized to conduct a timber cut for maintenance purposes at the Oaks Golf Course in Somersworth, New Hampshire.

Authorization

Sponsored by Councilors:

Denis Messier
Martin Pepin
David A. Witham

Approved:

City Attorney

City of Somersworth – Resolution 13-23

History

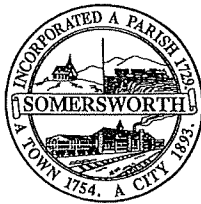
First Read Date:	9/26/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

09/26/2022

Resolution 13-23 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson	Vacant	
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
Resolution 13-23		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: **4-23**

TO AMEND CHAPTER 10, WELFARE GUIDELINES

October 3, 2022

THE CITY OF SOMERSWORTH ORDAINS THAT, the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Delete Chapter 10, Welfare Guidelines, in its entirety, and replace it with:

Chapter 10

City of Somersworth Welfare Guidelines

Proposed on February 13, 1986

Adopted by City Council on March 3, 1986

Revised December 1992

Passed February 1, 1993
Revised June 7, 1999
Revised April 21, 2008
Revised February 17, 2015
Revised October 3, 2022

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Definitions

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a welfare official may refer to a client for additional resources and/or assistance.

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from the Welfare Office. This application must be made on a form provided by the welfare official. The application form may be written or completed electronically by means of an interview conducted by a welfare official and verified by the client's signature.

ASSETS: All cash, real property, personal property and future assets owned by the client.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE RECORD: Official files containing forms, correspondence and narrative records pertaining to the application, including determination of eligibility, reasons for decisions and actions by the welfare official, and kinds of assistance given. The case record may be kept electronically. A hard copy of all signed documents should be kept. Welfare applications and related records must be retained during the active phase of any application plus 7 years.

CLAIMANT: A client who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who expresses a desire to receive general assistance or who is receiving general assistance. May be a single person or encompass a household. May also be referred to as applicant or recipient.

ELIGIBILITY: Determination by a welfare official, in accordance with the guidelines, of a client's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the client may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to clients in accordance with RSA 165 and these guidelines.

Housing:

- **Emergency Shelter:** A temporary or non-permanent and non-tenancy housing which is a temporary housing from a housing provider through which an individual or family may seek emergency housing when no other housing is available.
 - **Non-Permanent Non-Tenancy Housing:** Client(s) pay for room(s) in a Rooming or Boarding House; Hotels, Motels, Inns or Tourist Home or other dwellings which rent for recreational or vacation use. Room(s) in a single-family home with no lease which is the
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primary and usual residence of the owner. Other occupancies noted as the non-tenancy under RSA 540:1, IV.

- **Permanent Tenancy Housing:** Client(s) rent apartment, home or room or real property for the sole purpose of residential and non-transient purposes. Client(s) may or may not have lease or contract.
- **Transitional Housing:** A non-permanent and non-tenancy housing which is usually provided by an Assistance Program which can require rules or policies to stay in their housing and programs.
- **Tenant or Tenancy:** Permanent Housing where occupants shall be deemed to rent at will or have a contract or lease in which have protections of eviction as noted in NH RSA Chapter 540.

HOUSEHOLD: A household is defined as:

- The client and persons residing with the client in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, domestic partner or civil union partner; and/or
- The client and any adult (including an unrelated person) who resides with the client “in loco parentis” (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person “in loco parentis” is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a “psychological family.”

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of a client, as determined by a welfare official under the standards of Section IX(E) of these guidelines.

“RELIEVE AND MAINTAIN”: The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE: Residence or residency shall mean an client’s place of abode or domicile. The place of abode or domicile is that place designated by a client as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is an intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the client, including persons in the client’s household and those not within the household.

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain the health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the client.

VOUCHER SYSTEM: The system whereby the City of Somersworth issues vouchers to the client’s vendors and providers rather than cash to the client. RSA 165:1 (III). See Section VIII.

WELFARE OFFICIAL: The Welfare Officer or other designee appointed by the City Manager to oversee the general assistance program.

WORKFARE: Labor performed by welfare clients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

I. Confidentiality of Information

Information given by or about a client of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the client except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

IV. Roles of Local Governing Body & Welfare Official

The responsibility of the day-to-day administration of the general assistance program should be vested in the appointed welfare official. The welfare official shall administer the general assistance program in accordance with the written guidelines of the City of Somersworth. The local governing body, the City Council, is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

Each welfare official is required by NH RSA 41:46 to keep complete paper and/or electronic records concerning the number of clients given assistance and the cost for such support. Separate case records shall be established for each individual or household applying for general assistance. The purposes for keeping such records are:

1. To provide a valid basis of accounting for expenditure of the City of Somersworth's funds;
 2. To support decisions concerning the client's eligibility;
 3. To assure availability of information if the client seeks administrative or judicial review of the welfare official's decision;
 4. To provide the welfare official with accurate statistical information; and
 5. To provide a complete history of an client's needs and assistance that might aid the welfare official in ongoing case management and in referring the client to appropriate agencies.
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B. Case Records

The welfare official shall maintain case records containing the following information:

1. The complete application including any authorizations signed by the client allowing the welfare official to obtain or verify any pertinent information in the course of assisting the client, to include a signed Authorization to Release Information from the New Hampshire Department of Health and Human Services.
2. Written grounds for approval or denial of an application, contained in a notice of decision.
3. A narrative history recording need for assistance, the results of investigations of clients' circumstances, referrals, changes in status, and other relevant communications as determined by the welfare official.
4. Record forms which have complete data regarding the type, amount and dates of assistance given which may be kept on paper or electronically.

C. Case Record Retention

Records shall be kept based on the Municipal Record Retention Requirement. Welfare records must be retained during the active phase of any application plus 7 years.

VI. Application Process

A. Right to Apply

Screening Process

Individuals presenting themselves at the City of Somersworth Welfare Office will be processed in the manner described below. Based on the large number of individuals seeking assistance on a daily basis, the Somersworth City Welfare Office utilizes a screening process to identify, expedite and prioritize emergency need(s) such as food, shelter, heat (during the winter months), utilities and emergency medication. This process may involve the individual seeking assistance to complete a Welfare Department intake form to determine the extent of the emergency and the availability of resources and referrals. Based on the above information it may be necessary for the individual to complete the Application for Assistance and be seen by a welfare official who will conduct the intake interview.

Individuals requesting General Assistance who, as a result of the screening process, are not considered to be in an emergency situation, will be given further instructions to:

- a. Be provided with an appointment to return another day;
- b. Be referred to an appropriate agency or resource.

B. Application Process

1. Anyone may apply for general assistance by appearing in person or through an authorized representative and by completing a written or electronic application form. The Welfare Official should determine the process by which the eligibility determinations shall be made, either by in-person appointments, via telephone or video, or home visits. See Sections VI(F) on Home Visits. If more than one adult resides in a household, each may be required to appear at the Welfare Office to apply for assistance, unless one is working or otherwise reasonably unavailable. Unrelated adults in the client's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign release of information forms.
2. The welfare official shall not be required to accept an application for general assistance from a client who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b, VI); provided that any client who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7); and provided further that a client who has been suspended for at least six months due to noncompliance may file a new application.
- 3.
4. The application process may be deferred if a client appears to be under the influence of alcohol, drugs or other substances, or appears incapable of comprehending and/or completing the application/interview process.
5. If a client refuses to sign the Notice of Decision, the client is still responsible to observe and/or fulfill the requirement(s) listed in the Notice of Decision.

C. Welfare Official's Responsibilities at Time of Application

When application is made for general assistance, the welfare official shall inform the client of:

1. The requirement of submitting an application. The welfare official shall provide assistance to the client in completing the application, if necessary (e.g., client is physically or mentally unable, or has a language barrier);
 2. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula;
 3. The client's right to a fair hearing, and the manner in which a review may be obtained if sought;
 4. The client's responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements;
 5. The kinds of verifications needed as listed in Section VII;
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6. The fact that an investigation will be conducted in order to further substantiate facts and statements as presented by the client, and that this investigation will be ongoing while the case is open;
 7. The client's responsibility to notify the welfare official of any change in circumstances that may affect eligibility;
 8. Other forms of assistance for which the client may be eligible if sought;
 9. The availability of the welfare official to make home visits by mutually agreed appointment to take applications and to conduct ongoing case management for clients who cannot leave their homes;
 10. The requirement of placing a lien on any real property owned by the client, or any civil judgments or property settlements, for any assistance given, except for good cause;
 11. The fact that reimbursement from the client will be sought if he/she becomes able to repay the amount of assistance given;
 12. The client's right to review the guidelines, if sought; and
 13. The need to relocate to more affordable housing based on the client's present and projected verifiable income. Effort will be made to maintain client in his/her own housing if it is within the City's rental allowance guidelines, unless it is clear that to do so would probably require an unreasonable period of continuing subsidy from the Welfare Office. In determining whether or not continuing subsidy is warranted, the department shall consider, among other relevant factors:
 - a. Efforts by the client to increase household income or obtain less expensive housing;
 - b. The client's prospects of obtaining other forms of rent assistance;
 - c. Special consideration will be given to helping a client residing in federally subsidized housing or other substantially below market rate housing to retain such housing.
 14. Households or individuals currently without housing and/or income may be referred to a shelter.
 15. The welfare official will not pay charges which do not represent an actual service, for example late charges, security deposits, key charges, damages, eviction fees, etc.
 16. The amount of assistance provided will be negotiated with vendors whenever possible. The welfare official will always attempt to provide what is necessary for the least cost possible. If negotiation is not possible, the least expensive appropriate alternative will be sought.
 17. The client's responsibility not to voluntarily terminate employment without good cause, as required by RSA 165:1-d.
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18. The fact that the Child Protection Act requires the Welfare Official or any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to NH DHHS Division of Children, Youth and Families (DCYF). RSA 169-C:29-31.
19. The fact that the Adult Protection Law requires the Welfare Official or any person who has a reason to believe that a vulnerable adult has been subject to abuse, neglect, exploitation or self-neglect to make a report immediately to the NH DHHS Bureau of Elderly & Adult Services (BEAS). RSA 161-F:46.

D. Responsibility of Each Client

IMPORTANT NOTICE

For safety and health reasons, clients and anyone accompanying them in the waiting room must immediately inform the Welfare Office of any of the following: communicable diseases; contagious diseases; infestations; and any other health hazards. These include, but are not limited to: conjunctivitis, flu, lice, bed bugs, chickenpox, hepatitis, tuberculosis, or other health related issues.

At the time of initial application, and at all times thereafter, the client has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
 2. To notify the Welfare Office promptly when there is a change in needs, resources, address or household size;
 3. To apply for immediately, but no later than 7 days from initial application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for general assistance. RSA 165:1-b, I(d);
 4. To keep all appointments as scheduled;
 5. To provide records and other pertinent information and access to said records and information when requested;
 6. To provide a doctor's statement if claiming an inability to work due to medical problems;
 7. Following a determination of eligibility for assistance, to diligently search for employment and provide verification of work search (the number of work search contacts to be determined by the welfare official), to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d), and to maintain such employment. RSA 165:1-b, I (c);
 8. Following a determination of eligibility for assistance, to participate in the workfare program (if required) and if physically and mentally able. RSA 165:1-b, I (b);
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9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b; and
10. To immediately report the theft and/or loss of any money, voucher or other valuable property to the appropriate entity and/or law enforcement authority and to the Welfare Office with proof of the report to law enforcement.

Client shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A client's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any client may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

E. Actions on Applications

1. **Decision.** The Welfare Official utilizes these Guidelines to determine client's eligibility, while ensuring that each client received due process. Unless an application is withdrawn, the Welfare Office shall make a decision concerning the client's eligibility within five working days after submission of a completed application. If the request is determined to be an emergency, Section VI:D (3) Emergency Assistance guidelines shall apply. A written Notice of Decision shall be given in hand, delivered or mailed on the same day or next working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial.

The Notice of Decision shall contain a first notice of the conditions for continued assistance and shall notify the client of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.

2. **Pending Status.** The Welfare Official may determine the application status as pending subject to receipt of specified information, documentation or verifications from the client within a specific amount of time not to exceed five working days.
3. **Emergency Assistance.** At the time of initial contact, if the client demonstrates and verifies that an emergency need exists in which the threat to life or health (such as loss of shelter, heat sources in winter, lack of food or prescriptions which are an immediate medical necessity), then temporary assistance to mitigate such emergency need(s) shall be provided to prevent the imminent threat to life or health, pending a decision on the application and given no later than seventy-two (72) hours from the time of the request. If a determination regarding utility assistance cannot be made immediately, a referral to shelter can be offered until such time as eligibility can be determined. Such emergency assistance shall not obligate the Welfare Office to provide further assistance after the application process is completed.

When a client submits a completed application for assistance with a Notice to Quit for non-payment of rent, prior to the date on which the Notice to Quit expires, the Welfare Office shall make a reasonable effort to:

- A. Process the application/request in a manner which, if determined eligible and assistance is granted, would enable the client to tender a voucher in the amount necessary to defeat eviction by the day the Notice to Quit expires; or
 - B. Obtain a commitment from the landlord that he/she will agree to accept welfare assistance paid on behalf of the client and will wait for a decision from the Welfare Office and not pursue the eviction unless a specified date following the expiration of the Notice to Quit passes without the landlord receiving a commitment to pay from the Welfare Office.
 - C. In no case shall the decision on the application for rental assistance to cure a Notice to Quit for non-payment of rent be issued later than 72 hours from the time of the application or by the date of the expiration of the Notice to Quit, whichever is later.
 - D. This process does not apply to a client who is presently in the suspension or denial status.
4. **Temporary Assistance.** In circumstances where required records are not available, the Welfare Office may give temporary limited approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The Welfare Office shall not insist on documentary verification if such records are totally unavailable.
5. **Withdrawn Applications.** An application shall be considered withdrawn if:
- a. The client dies before assistance is rendered;
 - b. The client avails him/herself of other resources to meet the need in place of assistance;
 - c. The client requests that the application be withdrawn (preferably in writing); or
 - d. The client does not contact the Welfare Office after the initial interview after being requested to do so.

F. Home Visits

A home visit may be made by appointment at the request of any client, but only when it is determined to be impossible for the client or their representative to apply in person. Home visits will be made in pairs (i.e., no welfare official shall make a home visit alone). At the Welfare Official's discretion, a telephone or video interview by appointment may be an alternative to a home visit.

The home visit, telephone or video appointment shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the client. To this end, the person conducting the visit shall not be in uniform or travel in a law enforcement vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the listening area of someone who is not a member of the household.

Client's housing is expected to meet local health and safety codes standards. During the home visit if the welfare official views any substandard living conditions, they should report all possible violations to proper municipal departments/authorities.

VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A. Required Verifications

Verification will normally be required of the following:

1. Client's address;
2. Facts relevant to the client's residence, as set forth in sections IX(B) and X;
3. Name of persons in client's residential unit;
4. Client's and household's income and assets;
5. Client's and household's financial obligations;
6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;
7. Any special circumstances claimed by client;
8. Client's employment status and availability in the labor market;
9. Names, addresses, and employment status of potentially liable relatives;
10. Utility costs;
11. Housing costs;
12. Prescription costs; and
13. Any other costs that the client wishes to claim as a necessity.

B. Verification Records

Verification may be made through records provided by the client (for example, birth, marriage, and civil union certificates, pay stubs, pay checks, rent receipts, bank/debit card information, etc.) as primary sources covering a time period of at least 30 days prior to the application/appointment date. The failure of the client to bring such records does not affect the Welfare Office's

responsibility to process the application promptly. The Welfare Official shall inform the client what records are necessary, and the client is required to produce records possessed as soon as possible. However, the official shall not insist on documentary verification if such records are not available, but should ask the client to suggest alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, employers, former employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of a client. RSA 165:4.

D. Written Consent of Client

When information is sought from such other sources, the Welfare Official shall explain to the client what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, the Welfare Official shall obtain written consent of the client, unless the Welfare Official has reasonable grounds to suspect fraud. In the case of suspected fraud, the Welfare Official shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the client shall be given an opportunity to explain or clarify the suspicious circumstances.

E. Legally Liable Relatives

The Welfare Official may seek statements from the client's legally liable relatives regarding their ability to help support the client. The relation of any poor person in the line of father, mother, stepfather, stepmother, son, daughter, husband or wife shall assist or maintain such person when in need of relief. Said person shall be deemed able to assist such a person if his/her income is more than sufficient to avoid causing a financial hardship. RSA 165:19.

F. Refusal to Verify Information

Should the client refuse comment and/or indicate an unwillingness to have the Welfare Official seek further information that is necessary, assistance may be denied for lack of eligibility verification.

VIII. Disbursements

The City of Somersworth pays through a voucher system. No Cash or reimbursement is provided to the clients. RSA 165:1 (III). Vouchers are payable directly to the vendor(s) providing the services (utilities, landlords, stores, etc.).

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the City of Somersworth's accounting practices, a client may be required to sign the voucher

to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the Welfare Office. After the initial transaction, if there is any unspent money, the voucher shall be returned to the City of Somersworth for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the client or vendor may not be honored.

A voucher previously issued, but not yet paid, may be revoked and voided under certain circumstances. If facts are discovered that would negate such issuance or fraud is determined, the voucher will be cancelled promptly. If fraud is involved, the facts surrounding the matter will be given to the appropriate law enforcement authorities for action. The revocation of assistance is not meant to replace the suspension process for issues of noncompliance.

IX. Determination of Eligibility and Amount

A. Eligibility Formula

A client is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The client's basic maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the client is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the client shall be the difference between the two amounts, in the absence of circumstances deemed by the Welfare Official to justify an exception.

B. Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there." RSA 165:1.

1. A client cannot be denied an application for assistance because he/she is not a resident of the City of Somersworth.
 2. "Whenever" means at any or whatever time that person is poor and unable to support him or herself and without reasonable alternative options to deem general assistance unnecessary.
 - a. The Welfare Official, or a person authorized to act on his/her behalf, shall be available during normal business hours.
 - b. The eligibility of any client for general assistance shall be determined no later than five (5) working days after the application is submitted. If the client has an emergency life safety need, then assistance for such
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emergency need shall be provided in accordance with Section VI (D)(3), (4). provided an application is submitted.

- c. Assistance shall begin as soon as the client has been determined eligible.
- 3. "Poor and unable to support" means that an individual lacks income and available liquid assets to adequately provide for the basic maintenance needs of him/herself or the household as determined by the City of Somersworth Welfare Guidelines.
- 4. "Relieved" means a client shall be assisted to meet those basic needs.
- 5. "Maintained" means that assistance could be continued as long as the client is eligible as determined by the City of Somersworth Welfare Guidelines.

C. Non-Financial Eligibility Factors

- 1. **Age.** General assistance cannot be denied any client because of the client's age; age is not a factor in determining whether or not a client may receive general assistance. Minor clients shall be referred to Protective Services of the NH Division of Children, Youth, and Families for support and case management. Minors have the residence of their parent(s) or legal guardian(s). Minors are the financial responsibility of the parent(s) or legal guardian(s). A minor who is married is considered an adult.
 - 2. **Support Actions.** No client shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The City of Somersworth may pursue recovery against legally liable persons or governmental units. See Section XVI.
 - 3. **Eligibility for Other Categorical Assistance.** A client who may be eligible for any assistance programs must apply for such assistance immediately, but no later than seven (7) days after being required to do so by the Welfare Official. Failure to do so may render the client ineligible for assistance and subject to action pursuant to Section XIII of these guidelines.
 - 4. **Employment.** A client who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses, may be eligible to receive general assistance. However, clients who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The Welfare Official shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the client, transportation problems, working conditions that might involve risks to health or safety, lack of adequate child care, or any other factors that might make refusing a job reasonable. These employment requirements shall extend to all adult members of the household.
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5. **Registration with the New Hampshire Department of Employment Security (NHES) and Work Search Requirements.** All unemployed clients and adult members of their households shall, within seven days after having been granted assistance, register with NHES to find work and must conduct a reasonable, verified job search as determined by the Welfare Official. Each client must apply for employment to each employer to whom he/she is referred by the Welfare Official. These work search requirements apply unless the client and each other adult member of the household is:
- a. Gainfully employed full-time and permanent employment status;
 - b. A dependent 18 or under who is regularly attending secondary school;
 - c. Unable to work due to illness or mental or physical disability of him/herself or another member of the household, as verified by the Welfare Official; or
 - d. Is solely responsible for the care of a child under the age of one. A client responsible for the care of a child aged one to twelve shall not be excused from work search requirements, but shall be deemed to have good cause to refuse a job requiring working during hours the child is not usually in school, if there is no responsible person available to provide care, and it is verified by the Welfare Official that no other care is available.
 - e. The Welfare Office shall give all necessary and reasonable assistance to ensure compliance with registration and work requirements, including the granting of allowances for transportation and work clothes for employment as part of an allowable budget expense. Failure of a client to comply with these requirements without good cause will be reason for denial of assistance.
6. **Students.** Clients who are post-secondary education students with unreasonable employment availability limitations or refusing to seek full-time employment are not eligible for general assistance. Clients enrolled in General Equivalency Diploma (GED) or higher education programs must be employed full-time or be available for full-time employment.
7. **Non-Citizens.** The Welfare Official may, in his/her sole discretion, provide limited emergency life-safety assistance to non-citizens not otherwise eligible for general assistance.
- a. A non-citizen who is not:
 - A qualified alien under 8 USCA 1641,
 - A non-immigrant under the Federal Immigration and Nationality Act, or
 - An alien paroled into the United States for less than one year under 8 USCA 1182(d)(5).

- b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees, and certain battered aliens. 8 USCA 1641.
 - c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:
 - Placing the patient's health in serious jeopardy;
 - Serious impairment to bodily functions; or
 - Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v)(3).
 - d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX(E)(8)(a) of these guidelines.
 - e. Non-citizen clients for general assistance may be required to provide proof of eligibility. 8 USCA 1625.
8. **Property Transfers.** No client who is otherwise eligible shall receive such assistance if he/she made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.
9. **Employment of Household Members.** The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:
- a. Members of the client's household;
 - b. Legally liable to contribute to the support of the client and/or children of the household; and
 - c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the Welfare Official.

The Welfare Official may waive this requirement where failure of the other household members to comply is not the fault of the client and the Welfare Official decides it would be unreasonable for the client to establish a separate household. RSA 165:32.

10. **Disqualification for Voluntary Termination of Employment.** Any client eligible for assistance who voluntarily terminates employment shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the client:

- a. Has received local welfare within the past 365 days; and
- b. Has been given notice that voluntary termination of employment without good cause could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household, which caused an inability to maintain employment; or
- e. Did not have a mental or physical impairment which caused him/her to be unable to work.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. A client shall be considered to have voluntarily terminated employment if the client fails to report for work without good cause. A client who is fired or resigns from a job at the request of the employer due to the client's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

1. **Available Liquid Assets.** Cash on hand, bank/debit card deposits, credit union accounts, income tax refunds, securities and retirement plans (i.e., IRA's, deferred compensation, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The Welfare Official shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.
 2. **Automobile Ownership.** The ownership of one automobile by an client or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family. Possession of a new vehicle, luxury vehicle, or multiple vehicles are usually considered as liquid assets and may be required to be converted to cash prior to eligibility for anything other than an extreme emergency.
 3. **Insurance.** The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the client will be required to obtain
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and/or borrow all available funds, which shall then be considered available liquid assets. Motor vehicle insurance premiums and/or SR22 insurance premiums are not normally included as “need” in determining eligibility or amount of aid.

4. **Real Estate.** The type and amount of real estate owned by a client does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. Clients owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Clients shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

NOTE: A client must first and foremost utilize resources for basic needs, which are: rent, food (minus SNAP Allotment), cleaning and personal hygiene items, utilities, prescriptions, diapers, and gas for a vehicle (when vehicle is used for medical and work purposes only). Documented child care costs and court ordered child support payments may be considered. Clients must provide legitimate dated and signed receipts. Credit card payments, rent-to-own items, cable service, internet service, repayment of personal loans, payment of traffic citations, bail, court fines and court ordered restitution are examples of non-basic needs. The above cited examples are not all inclusive of non-basic needs. Any income used for basic needs must be accounted for with legitimate dated receipts. Any income used for non-basic needs and/or unaccounted for will be considered available when determining eligibility.

The basic financial requirement for general assistance is that a client be poor and unable to support him/herself. A client shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following:

1. Housing. The amount to be included as “need” for housing is the actual cost of rent or mortgage necessary to provide shelter or housing in the City of Somersworth as determined either by the most recent HUD Fair Market Rents, New Hampshire Housing Finance Authority Rental Survey, or by minimum reasonable local market rent factors, as chosen by the Welfare Official.

- a. **Permanent Tenancy Housing Arrearages.** Housing arrearages are not normally included. The Welfare Office may assist in the least costly manner, or provide alternate means to accommodate the health and safety of the household unit. The Welfare Official may, in his/her sole discretion, assist with housing arrearages if such payment is necessary to prevent eviction or foreclosure and to protect the health and safety of the household, and if household can verify ability to afford/maintain housing based on present and/or projected verifiable income. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the Welfare Official may instead authorize payment of first month’s rent, or portion thereof for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the client household. Alternative housing may include
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transitional housing, i.e. shelters, as an option. Special consideration will be given to assisting a client residing in federally subsidized housing or other substantially below market rent housing to retain such housing. It is not the responsibility of the Welfare Official to locate permanent housing.

1. Residents seeking rent or mortgage assistance within the first three months of occupancy may be expected to verify ability to reasonably financially maintain said expenses at time of move in.

2. Housing is expected to meet local ordinance and code standards as verified by the local building/code inspector for consideration of financial housing assistance.

b. **Hotel, Motel and Inns:** Occupants of hotels, motels, inns and classified as such, are not normally considered “tenants” and are exempt from the legal eviction process defined in RSA 540, RSA 540:1-a. Persons residing in housing exempt from the legal eviction process are not normally considered to be residing in permanent housing under these guidelines.

c. **Single-family Home Boarders:** Occupants of single-family homes in which the occupant has no lease, which is the primary and usual residence of the owner, are not normally considered “tenants” and are exempt from the legal eviction process defined in RSA 540, RSA 540:1, RSA 540:1-a.

Persons residing in housing exempt from the legal eviction process are not normally considered to be residing in permanent housing under these guidelines.

d. **First Month’s Rent.** Assistance with first month’s rent will be considered only in the event of verifiable emergency need, i.e., inability to financially maintain current housing’s basic expenses, homelessness, uninhabitable housing as determined by the local building/code inspector or other appropriate local authority, and the verified ability at the time of application to financially maintain such proposed housing. Client is expected to seek first month rental assistance prior to moving into proposed housing, including receiving rental keys from the landlord/owner or moving personal belongings into proposed rental housing.

e. **Security Deposits.** Security deposits may be included in the “need” formula if, and only if, the client is unable to secure alternative shelter for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A:7 shall be returned to the City of Somersworth, not the client.

f. **Relative Landlords.** Whenever a relative of a client is also a landlord for the client, a financial analysis shall be made in accordance with RSA 165:19. Rents will not be paid to non-landlords such as friends or relatives.

- g. **Emergency Shelters.** The Welfare Official will provide referrals to homeless shelters and/or transitional housing when appropriate or needed to resolve a basic health and safety housing need. Shelter and/or transitional housing clients are expected to abide by shelter/transitional housing rules and policies. In cases in which an appropriate referral for emergency temporary housing/shelter is provided and the client refuses to accept such a referral, the Welfare Office will not be liable for any alternative housing/shelter but may consider other forms of non-housing assistance to which he/she is otherwise eligible. In cases in which a client is involuntarily exited from emergency shelter for violation of rules/policies or voluntarily exits the shelter without a reasonable long-term housing option, resulting in the need for further emergency housing assistance, the Welfare Official will seek alternative emergency temporary housing/shelter, however the City will not be liable for the cost of any alternative housing. The New Hampshire Division for Children, Youth and Families may be contacted to provide support for families involuntarily exited or voluntarily leaving the provided shelter without a reasonable housing/shelter option for their children/family. RSA 169-C:29. The client must accept the least costly alternative for emergency housing assistance that is deemed suitable by the Welfare Official for client's household.

2. Utilities. When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of "need" by the Welfare Official (service must be in client's name). Arrearages will not normally be included in "need" except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, natural gas, telephone, water, and sewer; it does not govern any municipal utilities, propane tanks, or fuel oil. With the exception of the telephone, the rules are consistent across utilities. These rules and regulations cover the initiation of service, payment arrangements, termination of service, the terms of restoration of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The Welfare Official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 800-852-3793

- a. **Arrearages.** Arrearages will not be included except when necessary to ensure the health and safety of the client household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the Welfare Official notifies the electric company that the City of Somersworth guarantees payment of average electric bills as long as the client remains eligible for general assistance.
- b. **Restoration of Service.** When utility service has been terminated and the Welfare Official has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included
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in “need” when restoration of services is necessary to ensure the health and safety of the client household. The Welfare Official may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of services.

When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph, or may be paid in accordance with a reasonable payment plan entered into by the client and the electric company. The Welfare Official may hold the client accountable for the payment arrangement for as long as the client continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.

3. **Food.** The amount included as “need” for food purchases will be in accordance with the most recent standard Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps) allotment, as determined under SNAP administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household needs a special diet, as verified by the Welfare Official, the documented cost of which is greater than can be purchased with the family’s allotment of SNAP See Appendix A. Food vouchers may not be used for alcohol, tobacco or pet food.
 4. **Household Maintenance Allowance.** Clients may include, in calculating “need,” the cost of providing personal and household necessities determined by the Welfare Office and used consistently for individuals and families. See Appendix A. Need allowance for diapers shall be calculated based on usage.
 5. **Telephone.** If the absence of a telephone would create an unreasonable risk to the client’s health or safety or for other good cause as determined by the Welfare Official, the lowest available basic monthly rate will be budgeted as “need”.
 6. **Transportation.** If the Welfare Official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) “need” should include the cost of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payments and gasoline should be included as part of “need” when determining eligibility or amount of aid.
 7. **Maintenance of Insurance.** In the event that the Welfare Official determines that the maintenance of medical insurance is essential, a client may include as “need” the reasonable cost of such premiums, especially in the event that insurance payments are less than the cost of prescriptions.
 8. **Emergency and Other Expenses.** In the event that the client has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:
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- a. **Medical Expenses.** The Welfare Official shall not consider including amounts for medical, dental or eye services unless the client can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When a client requests medical service, prescriptions, dental service or eye service, the local Welfare Official may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the client's well-being will be placed in serious jeopardy. This Welfare Official will consider only those medications that are considered life-saving/sustaining and the New Hampshire Division of Health and Human Services Medicaid Program would consider reimbursable. Generic medications must be used unless specified otherwise by a licensed medical provider. The Welfare Official will not normally authorize assistance for medications which would not meet the criteria of treating a diagnosed life-threatening medical condition.
- b. **Clothing.** If the client has an emergency clothing need which cannot be met in a timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included.
- c. **Legal Expenses.** Except for those specifically required by the statute, no legal expenses, including fines/citations, will be included in "need".
- d. **Miscellaneous.** Normally, cost to prevent repossession of any kind, moving expenses, storage charges, household items and any other non-essential expenses as determined by the Welfare Office, shall not be considered allowable expenses.

9. **Unusual Needs Not Otherwise Provided For in These Guidelines.** If the Welfare Official determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the client), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards state in Section VI(E)(3) of these guidelines. Any such determination and the reasons therefore, shall be stated in writing in the client's case record.

10. **Shared Expenses.** If the client household shares shelter, utility, or other expenses with a non-client (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults in a residential unit, but only one applies for assistance-shelter need is 1/3 of shelter allowance for household of three adults).

11. **Payment Levels for Allowable Expenses.** When adopting these guidelines, the City of Somersworth shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed

by the Welfare Office annually and modifications presented to the City Manager where market conditions have changed. RSA 165:1, II.

F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

- 1. Earned Income.** Income in cash or in-kind earned by the client or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles as reported on the client's 1099 Form will be considered when determining eligibility. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and child care costs, and work-related clothing costs have been deducted from income. Wages that are trusteed, or income similarly unavailable to the client or client's dependents, should not be included.
 - 2. Income or Support from Other Persons.** Contributions from relatives or other household members shall be considered as income only if actually available and received by the client. The income of non-household members of the client's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX(E)(10) regarding determination of need in cases of non-household residential units.)
 - 3. Income from Other Assistance or Social Insurance Programs.**
 - a. State categorical assistance benefits, OASDI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
 - b. Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) cannot be counted as income pursuant to federal law (7 USC 2017(b)).
 - c. Low Income Heating and Energy Assistance Program (LIHEAP) (also known as Fuel Assistance) cannot be counted as income pursuant to federal law (42 USC 8624(f)(1)).
 - 4. Court-Ordered Support Payments.** Alimony and child support payments shall be considered income only if actually received by the client.
 - 5. Income from Other Sources.** Payment from pension, trust funds, and similar programs shall be considered income.
 - 6. Earnings of a Child.** No inquiry shall be made into the earnings of a child 14 years of age or less unless that child makes a regular and substantial contribution to the family.
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7. Option to Treat a Qualified State Assistance Reduction as Deemed Income. The Welfare Office may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.

- a. The authority to deem under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.
- b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.
- c. The Welfare Official shall provide the client with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the Welfare Official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and their Children

A client residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the client's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the client has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Clients who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No client shall be refused assistance solely on the basis of residence. RSA 165:1.

B. Standards

The application procedure, eligibility standards and standard of need shall be the same for non-residents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the client's responsibility for providing such records relaxed, solely because they are located in the client's municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of non-residents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (E)(3).

E. Determination of Residence

Determination of residence shall be made if the client requests return home transportation (See paragraph F below), or if the Welfare Official has reason to believe the client is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. **Minors.** The residence of a minor client shall be presumed to be the residence of his/her custodial parent or guardian.
2. **Adults.** For competent adults, the standard for determining residence shall be the overall intent of the client, as set forth in the Section I definition of "residence." The statement of a client over 18 as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a non-resident client, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used by the Welfare Official to cause the client to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a non-resident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI(B).

XI. Municipal Work Programs

A. Participation

Any client of general assistance who is able and not gainfully employed may be required to work for the City of Somersworth or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the City of Somersworth, and any work performed by workfare participants does not give rise to any employee-employer relationship between the client/workfare participant and the City of Somersworth.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the City of Somersworth for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a client does not work a sufficient number of hours to fully reimburse the City of Somersworth for the amount of his/her aid, the amount of aid received less the value of the workfare hours completed shall still be owed to the City of Somersworth.

D. Allowance for Work Search

The City of Somersworth shall provide reasonable time during working hours for the workfare participant to conduct a documented employment search.

E. Workfare Program Attendance

With prior notice to the welfare official, a client may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
 2. As a parent or person "in loco parentis," must care for a child under the age of five. A client responsible for a child age five (5) but under 12 shall not be required to work during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
 3. Is unable to work due to mental or physical disability, as verified by the Welfare Official;
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4. Must remain at home because of illness or disability to another member of the household, as verified by the Welfare Official;
5. Does not possess the materials or tools required to perform the task and the City of Somersworth fails to provide them;
6. Has a conflicting interview at a service or welfare agency; or
7. Has a medical appointment or illness.

However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The Welfare Official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the Welfare Official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above in section E) will prompt review of the client's eligibility for general assistance, and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The City of Somersworth shall provide workers compensation coverage to participants in workfare programs as required by New Hampshire State Law.

XII. Burials & Cremations

The Welfare Official shall provide for proper burial or cremation, at municipal expense, of persons found in the City of Somersworth at time of death, regardless of whether the deceased person ever applied for or received general assistance from any municipality. In such cases, assistance may be applied for on behalf of the deceased person. However, when possible, the application should be made before any burial or cremation expenses are incurred. The City of Somersworth will not pay for expenses like special rites and other expenses beyond the maximum allowance for charges required for burial or cremation.

The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If there are liquid assets at death from the deceased person's bank accounts, there shall be an automatic assignment to the funeral director or the person who paid for the funeral and burial or cremation of the deceased to the extent of funeral and burial or cremation costs up to \$2,000 pursuant to RSA 165:27-a. If relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the City of Somersworth will pay up to \$750.00 for burial/cremation. (See Appendix A.) RSA 165:3 and RSA 165:1-b; see also RSA 165:27 and 165:27-a.

Unclaimed Body. Per RSA 611-B:25 the medical examiner shall release a dead body if unclaimed for a period of not less than 48 hours following completion of the death investigation to the overseer of public welfare in the town or, in the case of an unincorporated place, to a county commissioner, who shall decently bury or cremate the body, or, with the consent of the commissioners of the overseer, it may be sent to the medical department of a medical school or university, to be used for the advancement of the science of anatomy and surgery.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes clients of general assistance whose aid has been denied, terminated or reduced. Every client shall be given a written notice of every decision regarding assistance (See Section VI(D) for notice where application is granted.) The Welfare Official will make every effort to ensure that the client understands the decision.

B. Action Taken for Reasons Other than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the client either the same day or next work day following the making of the decision or within five (5) working days from the time the application is filled out and submitted, whichever occurs first.
 2. In any case where the Welfare Official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven (7) days in advance of the effective date of the decision to the client stating the intended action.
 3. The notice required by paragraphs 1 and 2 above shall contain:
 - a. A clear statement of the reasons for the denial or proposed termination or reduction.
 - b. A statement advising the client of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five (5) working days.
 - c. A form on which the client may request a fair hearing.
 - d. A statement advising the client of the time limits which must be met in order to receive a fair hearing.
 - e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.
-

C. Suspension for Noncompliance with the Guidelines

1. **Due Process.** Clients must comply with these guidelines and the reasonable request of the Welfare Official. The Welfare official must enforce the guidelines while ensuring that all clients receive due process. Clients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.
 2. **Conditions.** Any client otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information;
 - b. Participate in the work program under Section VI(C), to the extent assigned by the Welfare Official;
 - c. Comply with the work search requirements imposed by the Welfare Official under Section VI(C); and
 - d. Within seven (7) days, apply for other public assistance, as required by the Welfare Official under Section VI(C).
 3. **First Notice.** No client otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven (7) day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. Additional notice of actions required should also be given, as eligibility is re-determined, but without an additional seven (7) day period unless new actions are required. RSA 165:1-b, II.
 4. **Noncompliance.**
 - a. If a client willfully and without good cause fails to come into compliance during the seven (7) day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the welfare official shall give the client a suspension notice, as set forth in section 5 below.
 - b. If a client falls into noncompliance for the first time more than 30 days after receipt of a first notice, the Welfare Official shall give the client a new first notice with a new seven (7) day period to comply before giving the client the suspension notice. RSA 165:1-b, III.
 5. **Suspension Notice.** Written notice to a client that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include:
-

- a. A list of the guidelines with which the client is not in compliance and a description of those actions necessary for compliance;
 - b. The period of suspension (See section 6 below);
 - c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five (5) days of receipt of the suspension notice;
 - d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the client so requests on the request form for the fair hearing, however, if the client fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the client; and
 - e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.
6. **Suspension Period.** The suspension period for failure to comply with these guidelines shall last:
- a. Either seven (7) days, or 14 days if the client has had a prior suspension which ended within the past six (6) months, and
 - b. Until the client complies with the guidelines if the client, upon the expiration of the seven (7) or 14-day suspension period, continues to fail to carry out the specific actions set forth in the notice.
 - c. Notwithstanding section C(6)(b) above, a client who has been suspended for noncompliance for at least six (6) months may file a new application for assistance without coming back into compliance.
7. **Fair Hearing on Continuing Noncompliance.** A client who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under section C(5)(d) above.
8. **Compliance After Suspension.** A client who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The Notice of Decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven (7) day period for compliance unless new conditions have been imposed.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the client, or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when a client desires to challenge a decision made by the Welfare Official relative to the receipt of assistance, the client must present a request for a fair hearing to the Welfare Official within five (5) working days of receipt of the Notice of Decision at issue. RSA 165:1-b, III.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) working days of the receipt of the request. The Welfare Official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be chosen by the City Manager. The person(s) serving as the fair hearing authority must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the Welfare Official operated, and to interpret to the Welfare Official any evidence of unsound, unclear or inequitable policies, practices or action.

D. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
 2. The Welfare Official responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons therefore.
 3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
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4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the Welfare Official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
5. The Welfare Official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the client have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer(s) shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts.

E. Decisions

1. Fair hearing decisions shall be rendered within seven (7) working days of the hearing. Decisions shall be in writing setting forth the reasons for the decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the Welfare Official.
 2. Fair hearing decisions will be rendered on the basis of the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.
 3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the City of Somersworth.
 4. The Welfare Official shall keep all fair hearing decisions on file in chronological order.
 5. None of the procedures specified herein shall limit any right of the client to subsequent court action to review or challenge the adverse decision.
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V. Liens

A. Real Estate – RSA 165:28.

The law requires the City of Somersworth to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19.) The City Manager (or their designee) shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one (1) year after the date the lien is filed, unless waived by the City of Somersworth.

The lien remains in effect until enforced or released or until the amount of the lien is repaid to the City of Somersworth. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the Welfare Official shall attempt to contact the attorney handling the real estate or estate before enforcing the lien. Upon repayment of a lien, the City of Somersworth must file written notice of the discharge of the lien with the County Registry of Deeds.

B. Civil Judgments – RSA 165:28-a.

1. The City of Somersworth shall be entitled to a lien upon property passing under the terms of a will or by in testate succession, a property settlement, or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the City of Somersworth for the amount of assistance granted by the City of Somersworth.
2. The City of Somersworth shall be entitled to the lien only if the assistance was granted no more than six (6) years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the Welfare Official becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the client.
3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The Welfare Official shall seek to recover money expended to assist eligible clients. There shall be no delay, refusal to assist, reduction or termination of assistance while the Welfare Official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by the City of Somersworth to assist a client who has a father, mother, stepfather, stepmother, husband, wife or child (who is no longer a minor) of sufficient ability to also support the client, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The Welfare Official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a client must be given to the liable relative. The Welfare Official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which a client is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The Welfare Official shall seek to recover from the municipality of residence the amount of money spent by the City of Somersworth to assist a client who has a residence in another municipality. Written notice of money spent in support of a client must be given to the Welfare Official of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and RSA 165:20. (See RSA 165:20-a providing for arbitration of such disputes between communities.)

C. Recovery from Former Client's Income

A former client who is returned to an income status after receiving assistance may be required to reimburse the City of Somersworth for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by the City of Somersworth to support a client who has made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the City of Somersworth for client who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the client is approved for medical coverage.

E. Delayed State Claims

For those clients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse the City of Somersworth the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the City of Somersworth

Whenever the owner of property rented to a person receiving general assistance from the City of Somersworth is in arrears in sewer, water, electricity, or tax payments to the City of Somersworth, the City of Somersworth may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of a bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. (RSA 165:4-a)

B. Order of Priority

Delinquent balances will be offset in order of the following priority: 1) Water, 2) Sewer, and 3) Taxes.

C. Procedure

1. The Welfare Official will issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a.
2. The Welfare Official will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.

APPENDIX A

ALLOWABLE PAYMENT GUIDELINE LEVELS OF ASSISTANCE FOR THE CITY OF SOMERSWORTH

The following are values for various allowable expenses. The values are based as much as possible on average actual local market conditions and costs and reviewed annually.

Expenses and income will be looked at and counted for the past 30-day period from the time of the applicant's appointment.

1. Housing

Housing costs shall be determined by using the latest New Hampshire Housing Costs Survey for Portsmouth-Rochester areas. <https://www.nhhfa.org/wp-content/uploads/2022/06/HUD-Rent-Limits-June-2022.pdf>

2. Food & Personal Items

The amount included as “need” for food purchases will be in accordance with the most recent standard SNAP allotment as determined and administered by the New Hampshire Department of Health and Human Services. Food vouchers, if given, may not be used for alcohol, tobacco or pet food. Applicants may include, in calculating “need,” the cost of providing personal and household necessities as determined by the IRS.

3. Heating Fuel

Only one hundred (100) gallons maximum per month allowed. This is available only during the heating season, as determined by the Welfare Official when no other resources are available. Usually this is no earlier than November 1st and no later than April 15th. These dates can be dependent on the weather and temperature.

4. Transportation

If the Welfare Official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment or to comply with conditions of assistance), approved expenses **may**, at the sole discretion of the Welfare Official, include cost of transportation (e.g., bus passes, donated gas cards if available, volunteer driver, etc.), fuel costs for past thirty (30) days {up to two hundred dollars (\$200)}, car payments {up to three hundred dollars (\$300)}, necessary required insurance payments, repairs to maintain safe operation, registration and inspection costs. { Receipts for all expenses are required.

5. Cellphone/Telephone

The lowest available basic plan for local calls

6. Burial Allowance

If applicable, the City of Somersworth will pay **up to** seven hundred and fifty dollars (\$750) towards a funeral or cremation.

APPENDIX B

CITY OF SOMERSWORTH

Explanation for Disqualification for Noncompliance with Guidelines

NH RSA 165:1-b

The following is written to help explain and standardize the process of “Disqualification for Noncompliance with Guidelines,” RSA 165:1-b.

Once you determine that a client is eligible and you provide assistance, you can impose conditions on the person's continued receipt of assistance. The conditions may require the client to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a client's assistance, but there is a process which must be followed. Prior to suspension, a client must be given written notice from the local welfare office of the specific actions which must be taken and the client must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the client's continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a client does not comply with the conditions in the time period allowed, he/she can be "sanctioned" and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the client can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the client of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the client to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period *and until* such time as the client takes the action(s) required to come into compliance (e.g. client only made 3 work search contacts instead of 10-the client must complete 7 more work search contacts; e.g. the client failed to apply for SNAP-if the client applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the client applies). After the 7 day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the client within a 6 month period, assistance may be suspended for 14 days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the client to take action to come into compliance, then assistance can remain suspended after the 14 day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

All notices of decision telling a client that he/she has been suspended must provide an opportunity for the client to request a fair hearing. If the client timely requests a hearing, the Welfare Official must provide the client with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the client has taken the actions required to come back into compliance, the client must be

provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The Welfare Office is not required to accept applications for assistance during a period of suspension.

APPENDIX C

CITY OF SOMERSWORTH ETHICS RESOLUTION

(New Hampshire Local Welfare Administrators Association)

Purpose: The purpose of this ethics resolution is to acknowledge the varying dynamics of municipalities across the state, including proximity to assistance services, and to establish a fair and equitable agreement on residency in relation to permanent and emergency temporary housing placement outside of a municipality of origin. This resolution will provide increased collaboration and consistent liability expectations, further establish general assistance best practices, and foster increased municipal support for temporary emergency assistance by clarifying municipal liability due to temporary emergency housing placements.

The following standards should be observed when communicating with a current or potential client for general assistance and collaborating with any municipality:

- I. A welfare official should not attempt to end, or avoid acquiring, local welfare financial responsibility by encouraging, persuading or pressuring a person:
 - A. Not to apply for assistance, or to discontinue residence in the municipality in which they currently reside, or
 - B. To establish a residence in another municipality.
 - I. A welfare official should make a good faith effort to contact the welfare official of another municipality when a person is being directed to them and explain why the person may be inquiring and/or applying to their municipality. This applies whether or not the welfare official has accepted initial financial responsibility for the person. Applicable state confidentiality statutes shall apply. Temporary, non-resident assistance may be necessary to provide for a person even if that person is being directed to another municipality, depending on the circumstances, including transportation and timing of need for assistance (165:1-c Nonresidents).
 - I. Welfare officials should not grant any assistance that he/she knows will be used to relocate or help establish the client's residence in another municipality, unless:
 - A. A good faith effort is made to explore local resources, after which it is discovered that none are reasonably available.
 - B. The person has indicated a need and/or intent to move to another municipality for nonlocal welfare related reasons.
 - C. An assessment of financial sustainability for proposed first month's rental assistance into a new housing has been completed by the municipality of origin.
-

7. When a client of general assistance decides of their own volition to relocate to another municipality, the welfare official from the municipality of origin should contact the welfare official of the other municipality in advance of the move and pay up to one month's eligible assistance following the move, if necessary, due to known or unanticipated circumstances. The municipality of origin should work with the receiving municipality and pay reasonable housing costs.
 - A. Persons who are sanctioned by municipal welfare and arrive in another community are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.
 - B. When a person contacts a welfare official in a municipality in which they do not currently reside, or appears in a municipality, for the sole purpose of applying for assistance to avoid applying for or pursuing assistance in their municipality of origin, the welfare official may contact the official in the municipality of origin to determine a proper course of action. This may include establishing an appointment with the municipality of origin, the municipality of origin accepting 30-day local welfare liability, or other agreed upon courses of action.
 7. According to RSA 126-A:30, persons receiving short-term emergency housing (e.g., shelter or motel) shall continue to maintain their legal residence in the municipality of origin, for local welfare purposes, as it existed at the time of entering the emergency housing. Therefore, the New Hampshire Local Welfare Administrators' Association supports and encourages the following municipal local welfare best practices:
 - A. A person does not gain or lose residency while in emergency housing, hospital or treatment program center until such a time said person has acquired more permanent residence (i.e., apartment).
 - B. A person that leaves emergency housing of their own free will and remains in a situation of homelessness, or is exited from the emergency housing for non-compliance or policy violations, for local welfare purposes, remains a resident of the municipality of origin for thirty (30) days.
 - C. A person assisted by a municipality, or other assistance providers, with emergency housing assistance in a motel in another municipality, who then self pays for a consecutive thirty (30) days without municipal or other provider assistance should, for local welfare purposes, transition residency to the new municipality.
 - D. Temporary urgent assistance may need to be provided to meet basic needs of transient individuals or residents of other municipalities. Municipalities should communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin (RSA 165:20-a), when it is determined unreasonable for the person to physically return to the municipality of origin due to transportation, timing of need for assistance or residency is unclear.
 - I. If good faith efforts to abide to any parts of this resolution agreement are unsuccessful, applicable state statues shall prevail.
-

APPENDIX D

CITY OF SOMERSWORTH NEW HAMPSHIRE WELFARE BENEFIT PROGRAMS

BENEFIT	PERSONS	SOURCE	GOV'T	GOV'T
ADMINISTERS	STANDARDS	ELIGIBLE	WHICH	WHICH SETS
			OF FUNDS	

TOWN

1. Municipal Welfare	Poor and in RSA 165:1, I	Local need	Town/City Property Tax	Town/City
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STATE

2. APTD Aid to the Permanently & Totally Disabled RSA 167:6, VI	Low income Adults 18-64 Permanently & Totally Disabled	County & State	State	State
3. OAA Old Age Assistance RSA 167:6, I	Low Income Adults, 65 and over	County & State	State	State
4. ANB Aid to Needy Blind RSA 167:6, IV	Low Income Blind Adults	State	State	State
5. TANF Temporary Assistance to Needy Families 42 USC §601 RSA 167:6, V	Low Income Families with Dependent Children	State & Federal	State	Federal & State

FEDERAL

6. SNAP 7 USC §2011	Lower Income Households	Federal	State	Federal
7. SSI Supplemental Security Income 42 USC §1381	Low Income	Federal	Federal	Federal

Authorization	
<i>Sponsored by Councilors:</i>	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 4-23

History			
First Read Date:	10/03/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	VACANT		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			0
On / /2022	Ordinance 4-23	PASSED	FAILED

Memorandum

To: Scott Smith
From: Kristen LaPanne
Date: August 23, 2022
Re: City of Somersworth Welfare Guidelines

Recommended Updates to City of Somersworth Welfare Guidelines

Note: Most current guidelines being used were last updated in 2015. The NH Municipal Association and NH Local Welfare Administrations Association approved updated model welfare guidelines which have been reflected throughout this memorandum.

I. Definitions – Pages 3-5

- Removed the definitions *Applicant & Recipient* to combine under *Client* as one definition
- *Case Records* – additional language regarding length of time files must be retained.
- *Housing* definitions added and specifically defines each type of shelter as it pertains to welfare.
- Removed *Shelter* definition as it was added within the *Housing* definition as *Emergency Shelter*

V. Maintenance of Records – Page 6-7

- A. Legal Requirement
 - Replaced the word ‘law’ with ‘NH RSA 41:46’
- C. *Case Record Retention* with description added

VI. Application Process – Pages 7-13

- B. Application Process
 - 1. Additional language to include in-person, telephone, video, or in-person appointments.
 - 3. Suggest removing section 3 entirely as it repeats section 2 language of suspension.
- C. Welfare Official’s Responsibilities at Time of Application
 - 5. added reference to where the verification list can be found
 - 6. Replaced ‘verification’ with ‘The fact that an investigation’ (this is a correction)
 - Add sections 17-19 new language
- E. Actions on Applications
 - 1. Added language and rearranged this section
 - 2. Added Section 2 ‘Pending Notice of Decision’
 - 2. Added language and removed last sentence as it was added to Section 1 Decisions
 - 3. Rewording

- 5.a. This section is reason for denial per “required information not submitted” Also see Section VVI. F. Refusal to Verify Information. Suggest removing section 5.a.

➤ F. Home Visits

- Added language of telephone & video interviews to 1st two paragraphs
- Rewording of paragraph 3

VII. Verification of Information – *Pages 13-15*

➤ B. Verification Records

- Replaced ‘bankbooks’ with ‘bank/debit card information’
- Language regarding 30 days banking history

➤ E. Legally Liable Relatives

- Added language from NHMA guidelines

VIII. Disbursements – *Page 15*

➤ Included referenced RSA language

➤ Slight rewording

IX. Determination of Eligibility and Amount – *Pages 15-28*

➤ B. Legal Standard and Interpretation

- 2.c. Added section c. language
- 3. Replaced ‘guidelines’ with ‘City of Somersworth Guidelines’
- 4. Correction of wording, replaced ‘Shelter’ with ‘Relieved’
- 5. Added section to provide meaning of ‘Maintained’

➤ C. Non-Financial Eligibility Factors

- 1. Added language per NHMA Guidelines
- 3. Added & removed language with reference to Section XIII Right to Notice of Adverse Action
- 5.e. Made paragraph into lettered section
- 6. Replaced ‘college’ with “post-secondary education” per NHMA guidelines
- 7. Added U.S. code referencing ineligibility

➤ D. Available Assets

- 1. Added ‘debit card’

➤ E. Standard of Need

- 1. Replaced ‘Permanent Housing/Shelter’ with ‘Housing’, added language
- 1.a. Replaced ‘Housing/Shelter’ with ‘Tenancy Housing’; replaced ‘Shelter’ with ‘Housing’; and added language that the Welfare official is not responsible to locate permanent housing.
- 1.f. Added language regarding relative non-landlords
- 1.g. Added ‘Emergency’ and additional language.
- 2. Added natural gas as a utility
- 2.a. Replaced ‘current’ with ‘average’ per new guidance
- 9. Corrected emergency section reference VI(E)(3)

➤ F. Income

- 1. Added language per NHMA Guidelines
- 3.c. Replaced Fuel Assistance with LIHEAP

X. Non-Residents – *Pages 28-29*

- D. Temporary or Emergency Aid
 - Corrected emergency section reference VI(E)(3)

XII. Burials & Cremations – *Pages 31-32*

- Additional language throughout section per NHMA Guidelines
- Removal of duplicate RSA's listed
- Requesting to increase cost of payment for burial & cremations to align more with local cities/towns

XV. Liens – *Pages 38-39*

- A. Real Estate
 - Corrected RSA and added to title to match section B

Appendix A. – Page 42

- New Appendix A

Appendix C. – *Pages 45-48*

- Replaced with new language approved by the NHLWAA on June 15, 2022.

Appendix D. – *Pages 49*

- 1. Replaced 'Town' with 'Municipal' and added 'City' next to 'Town'
- 7. Corrected code number

Note: The changes below have been made throughout the entire document

Replaced *Applicant* and/or *Recipient* to *Client*
 Replaced *Food Stamps* to the correct term, *SNAP* and/or *Supplemental Nutrition Assistance Program*
 Changed, where appropriate, *Welfare Office*, *Welfare Officer* & *Welfare Official*
 Replaced *Immediate* to *Emergency*
 Replaced *Family* with *Household* to keep with definition

Chapter 10

City of Somersworth
Welfare Guidelines

Proposed on February 13, 1986
Adopted by City Council on March 3, 1986
Revised December 1992
Passed February 1, 1993
Revised June 7, 1999
Revised April 21, 2008
Revised February 17, 2015

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I. Definitions

AGENCY: Any health, social service or other entity that provides services to a client. Any such entity to which a welfare official may refer to a client for additional resources and/or assistance.

~~APPLICANT: Any person who is eligible to receive welfare services and who is applying for such services.~~

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from ~~a welfare official~~ the Welfare Office. This application must be made on a form provided by the welfare official. The application form may be written or completed electronically by means of an interview conducted by a welfare official and verified by the ~~applicant's~~ client's signature.

ASSETS: All cash, real property, personal property and future assets owned by the ~~applicant~~ client.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE RECORD: Official files containing forms, correspondence and narrative records pertaining to the application, including determination of eligibility, reasons for decisions and actions by the welfare official, and kinds of assistance given. The case record may be kept electronically. A hard copy of all signed documents should be kept. Welfare applications and related records must be retained during the active phase of any application plus 7 years.

CLAIMANT: A ~~recipient or applicant~~ client who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who expresses a desire to receive general assistance or who is receiving general assistance. May be a single person or encompass a household. May also be referred to as applicant or recipient, who receives services from the welfare department. May be a single person or encompass a family.

ELIGIBILITY: Determination by a welfare official, in accordance with the guidelines, of ~~an applicant's~~ client's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the ~~applicant or recipient~~ client may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to ~~applicants~~ clients in accordance with RSA 165 and these guidelines.

Housing:

- Emergency Shelter: A temporary or non-permanent and non-tenancy housing which is a temporary housing from a housing provider through which an individual or family may seek emergency housing when no other housing is available.

- **Non-Permanent Non-Tenancy Housing:** Client(s) pay for room(s) in a Rooming or Boarding House; Hotels, Motels, Inns or Tourist Home or other dwellings which rent for recreational or vacation use. Room(s) in a single-family home with no lease which is the primary and usual residence of the owner. Other occupancies noted as the non-tenancy under RSA 540:1, IV.
- **Permanent Tenancy Housing:** Client(s) rent apartment, home or room or real property for the sole purpose of residential and non-transient purposes. Client(s) may or may not have lease or contract.
- **Transitional Housing:** A non-permanent and non-tenancy housing which is usually provided by an Assistance Program which can require rules or policies to stay in their housing and programs.
- **Tenant or Tenancy:** Permanent Housing where occupants shall be deemed to rent at will or have a contract or lease in which have protections of eviction as noted in NH RSA Chapter 540.

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HOUSEHOLD: A household is defined as:

- The ~~applicant/recipient~~client and persons residing with the ~~applicant/recipient~~client in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, domestic partner or civil union partner; and/or
- The ~~applicant/recipient~~client and any adult (including an unrelated person) who resides with the ~~applicant/recipient~~client "in loco parentis" (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person "in loco parentis" is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a "psychological family."

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an ~~applicant~~ client, as determined by a welfare official under the standards of Section IX(E) of these guidelines.

RECIPIENT: ~~A person who is receiving general assistance.~~

"RELIEVE AND MAINTAIN": The sustaining of basic needs necessary to the health and welfare of the household.

RESIDENCE: Residence or residency shall mean an ~~applicant's-client's~~ place of abode or domicile. The place of abode or domicile is that place designated by an ~~applicant~~ client as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is an intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the ~~applicant~~client, including persons in the ~~applicant's-client's~~ household and those not within the household.

~~**SHELTER:** A temporary housing provider through which an individual or family may seek emergency housing until permanent housing can be found.~~

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain the health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the ~~applicant/recipient~~ client.

VOUCHER SYSTEM: The system whereby the City of Somersworth issues vouchers to the ~~recipient's client's~~ vendors and providers rather than cash to the ~~recipient~~ client. RSA 165:1 (III). See Section VIII.

WELFARE OFFICIAL: The Welfare Officer or other designee appointed by the City Manager to oversee the general assistance program.

WORKFARE: Labor performed by welfare ~~recipients~~ clients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

II. Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. Confidentiality of Information

Information given by or about an ~~applicant or recipient~~ client of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the ~~applicant or recipient~~ client except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

IV. Roles of Local Governing Body & Welfare Official

The responsibility of the day-to-day administration of the general assistance program should be vested in the appointed welfare official. The welfare official shall administer the general assistance program in accordance with the written guidelines of the City of Somersworth. The local governing body, the City Council, is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

Each welfare official is required by law-NH RSA 41:46 to keep complete paper and/or electronic records concerning the number of applicants-clients given assistance and the cost for such support. Separate case records shall be established for each individual or family-household applying for general assistance. The purposes for keeping such records are:

1. To provide a valid basis of accounting for expenditure of the City of Somersworth's funds;
2. To support decisions concerning the applicant's-client's eligibility;
3. To assure availability of information if the applicant-or-recipientclient seeks administrative or judicial review of the welfare official's decision;
4. To provide the welfare official with accurate statistical information; and
5. To provide a complete history of an applicant's-client's needs and assistance that might aid the welfare official in ongoing case management and in referring the applicant-client to appropriate agencies.

B. Case Records

The welfare official shall maintain case records containing the following information:

1. The complete application including any authorizations signed by the applicant-client allowing the welfare official to obtain or verify any pertinent information in the course of assisting the recipientclient, to include a signed Authorization to Release Information from the New Hampshire Department of Health and Human Services.
2. Written grounds for approval or denial of an application, contained in a notice of decision.
3. A narrative history recording need for assistance, the results of investigations of applicants'-clients' circumstances, referrals, changes in status, and other relevant communications as determined by the welfare official.
4. Record forms which have complete data regarding the type, amount and dates of assistance given which may be kept on paper or electronically.

C. Case Record Retention

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Records shall be kept based on the Municipal Record Retention Requirement. Welfare records must be retained during the active phase of any application plus 7 years.

VI. Application Process

A. Right to Apply

Screening Process

Individuals presenting themselves at the City of Somersworth Welfare Office will be processed in the manner described below. Based on the large number of individuals seeking assistance on a daily basis, the Somersworth City Welfare Office utilizes a screening process to identify, expedite and prioritize emergency need(s) such as food, shelter, heat (during the winter months), utilities and emergency medication. This process may involve the individual seeking assistance to complete a Welfare Department intake form to determine the extent of the emergency and the availability of resources and referrals. Based on the above information it may be necessary for the individual to complete the Application for Assistance and be seen by a welfare official who will conduct the intake interview.

Individuals requesting General Assistance who, as a result of the screening process, are not considered to be in an emergency situation, will be given further instructions to:

- a. Be provided with an appointment to return another day;
- b. Be referred to an appropriate agency or resource.

B. Application Process

1. Anyone may apply for general assistance by appearing in person or through an authorized representative and by completing a written or electronic application form. The Welfare Official should determine the process by which the eligibility determinations shall be made, either by in-person appointments, via telephone or video, or home visits. See Sections VI(F) on Home Visits. If more than one adult resides in a household, each may be required to appear at the Welfare Office to apply for assistance, unless one is working or otherwise reasonably unavailable. Unrelated adults in the ~~applicant's-client's~~ residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign release of information forms.

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2. The welfare official shall not be required to accept an application for general assistance from a ~~recipient-client~~ who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b, VI); provided that any ~~applicant-client~~ who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7); and provided further that a ~~recipient-client~~ who has been suspended for at least six months due to noncompliance may file a new application.

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3. ~~The welfare official shall not be required to accept an application for assistance from a person who is subject to a suspension pursuant to RSA 165: 1b, provided that any~~

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~~person who contests a determination of continuing noncompliance with these guidelines may request a Fair Hearing.~~

4. The application process may be deferred if ~~an applicant~~ client appears to be under the influence of alcohol, drugs or other substances, or appears incapable of comprehending and/or completing the application/interview process.

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5. If ~~an applicant/a~~ client refuses to sign the Notice of Decision, the ~~applicant~~/client is still responsible to observe and/or fulfill the requirement(s) listed in the Notice of Decision.

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C. Welfare Official's Responsibilities at Time of Application

When application is made for general assistance, the welfare official shall inform the ~~applicant~~ client of:

1. The requirement of submitting an application. The welfare official shall provide assistance to the ~~applicant-client~~ in completing the application, if necessary (e.g., ~~applicant-client~~ is physically or mentally unable, or has a language barrier);
2. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula;
3. The ~~applicant's-client's~~ right to a fair hearing, and the manner in which a review may be obtained if sought;
4. The ~~applicant's-client's~~ responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements;
5. The kinds of verifications needed as listed in Section VII;
6. ~~Verification-The fact that an investigation~~ will be conducted in order to further substantiate facts and statements as presented by the ~~applicant~~/client, and that this investigation will be ongoing while the case is open;
7. The ~~applicant's-client's~~ responsibility to notify the welfare official of any change in circumstances that may affect eligibility;
8. Other forms of assistance for which the ~~applicant-client~~ may be eligible if sought;
9. The availability of the welfare official to make home visits by mutually agreed appointment to take applications and to conduct ongoing case management for ~~applicants-clients~~ who cannot leave their homes;

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10. The requirement of placing a lien on any real property owned by the ~~recipient~~client, or any civil judgments or property settlements, for any assistance given, except for good cause;
11. The fact that reimbursement from the ~~recipient-client~~ will be sought if he/she becomes able to repay the amount of assistance given;
12. The ~~applicant's-client's~~ right to review the guidelines, if sought; and
13. The need to relocate to more affordable housing based on the ~~applicant's-client's~~ present and projected verifiable income. Effort will be made to maintain ~~an applicant~~client in his/her own housing if it is within the City's rental allowance guidelines, unless it is clear that to do so would probably require an unreasonable period of continuing subsidy from the Welfare Office. In determining whether or not continuing subsidy is warranted, the department shall consider, among other relevant factors:
 - a. Efforts by the client to increase household income or obtain less expensive housing;
 - b. The ~~applicant~~client's prospects of obtaining other forms of rent assistance;
 - c. Special consideration will be given to helping ~~an applicant/a~~ client residing in federally subsidized housing or other substantially below market rate housing to retain such housing.
14. ~~Families-Households~~ or individuals currently without housing and/or income may be referred to a shelter.
15. The welfare official will not pay charges which do not represent an actual service, for example late charges, security deposits, key charges, damages, eviction fees, etc.
16. The amount of assistance provided will be negotiated with vendors whenever possible. The welfare official will always attempt to provide what is necessary for the least cost possible. If negotiation is not possible, the least expensive appropriate alternative will be sought.
17. The client's responsibility not to voluntarily terminate employment without good cause, as required by RSA 165:1-d.
18. The fact that the Child Protection Act requires the Welfare Official or any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to NH DHHS Division of Children, Youth and Families (DCYF). RSA 169-C:29-31.
19. The fact that the Adult Protection Law requires the Welfare Official or any person who has a reason to believe that a vulnerable adult has been subject to abuse, neglect,

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exploitation or self-neglect to make a report immediately to the NH DHHS Bureau of Elderly & Adult Services (BEAS). RSA 161-F:46.

D. Responsibility of Each ~~Applicant and Recipient~~ Client

IMPORTANT NOTICE

For safety and health reasons, ~~applicants~~, clients and anyone accompanying them in the waiting room must immediately inform the Welfare Office of any of the following: communicable diseases; contagious diseases; infestations; and any other health hazards. These include, but are not limited to: conjunctivitis, flu, lice, bed bugs, chickenpox, hepatitis, tuberculosis, or other health related issues.

At the time of initial application, and at all times thereafter, the ~~applicant/recipient~~ client has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the Welfare Office promptly when there is a change in needs, resources, address or household size;
3. To apply for immediately, but no later than 7 days from initial application, and accept any benefits or resources, public or private, that will reduce or eliminate the need for general assistance. RSA 165:1-b, I(d);
4. To keep all appointments as scheduled;
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment and provide verification of work search (the number of work search contacts to be determined by the welfare official), to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d), and to maintain such employment. RSA 165:1-b, I (c);
8. Following a determination of eligibility for assistance, to participate in the workfare program (if required) and if physically and mentally able. RSA 165:1-b, I (b);
9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b; and

10. To immediately report the theft and/or loss of any money, voucher or other valuable property to the appropriate entity and/or law enforcement authority and to the Welfare Office with proof of the report to law enforcement.

~~An applicant~~**Client** shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A ~~client's recipient's~~ assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any ~~recipient-client~~ may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

F.E. Actions on Applications

1. **Decision.** ~~The Welfare Official utilizes these Guidelines to determine client's eligibility, while ensuring that each client received due process.~~ Unless an application is withdrawn, the Welfare Office shall make a decision concerning the ~~applicant's-client's~~ eligibility ~~immediately in the case of emergency, or~~ within five working days after submission of ~~the a completed~~ application. ~~If the request is determined to be an emergency, Section VI:D (3) Emergency Assistance guidelines shall apply.~~ A written ~~N~~notice of ~~D~~decision shall be given in hand, delivered or mailed on the same day or next working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial.

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4. ~~The Notice of Decision shall contain a first notice of the conditions for continued assistance and shall notify the client of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.~~

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2. **Pending Status.** ~~A decision may also be made to pend an application~~The Welfare Official may determine the application status as pending subject to receipt of specified information, documentation or verifications from the ~~applicant~~client within a specific amount of time not to exceed five working days. ~~The notice of decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the decision of the Welfare Office. RSA 165:1-b, II, III.~~

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3. **Emergency Assistance.** At the time of initial contact, if the ~~applicant~~client demonstrates and verifies that an ~~immediate emergency~~ need exists in which the threat to life or health (such as loss of shelter, heat sources in winter, lack of food or prescriptions which are an immediate medical necessity), then temporary ~~aid to fill such immediate~~assistance to ~~mitigate such emergency~~ need(s) shall be ~~provided to prevent the imminent threat to life~~

or health, pending a decision on the application and given no later than seventy-two (72) hours from the time of the request. If a determination regarding utility assistance cannot be made immediately, a referral to shelter can be offered until such time as eligibility can be determined. Such emergency assistance shall not obligate the Welfare Office to provide further assistance after the application process is completed.

When an applicant/a client submits a completed application for assistance with a Notice to Quit for non-payment of rent, prior to the date on which the Notice to Quit expires, the Welfare Office shall make a reasonable effort to:

- A. Process the application/request in a manner which, if determined eligible and assistance is granted, would enable the applicant/client to tender a voucher in the amount necessary to defeat eviction by the day the Notice to Quit expires; or
- B. Obtain a commitment from the landlord that he/she will agree to accept welfare assistance paid on behalf of the applicant/client and will wait for a decision from the Welfare Office and not pursue the eviction unless a specified date following the expiration of the Notice to Quit passes without the landlord receiving a commitment to pay from the Welfare Office.
- C. In no case shall the decision on the application for rental assistance to cure a Notice to Quit for non-payment of rent be issued later than 72 hours from the time of the application or by the date of the expiration of the Notice to Quit, whichever is later.
- D. This process does not apply to a client who is presently in the suspension or denial status.

4. **Temporary Assistance.** In circumstances where required records are not available, the Welfare Office may give temporary limited approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The Welfare Office shall not insist on documentary verification if such records are totally unavailable.

2.5. Withdrawn Applications. An application shall be considered withdrawn if:

~~a. The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the Welfare Office shall so notify the applicant in a written notice of decision;~~

~~b.a.~~ The applicant-client dies before assistance is rendered;

~~c.b.~~ The applicant-client avails him/herself of other resources to meet the need in place of assistance;

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d.c. The applicant-client requests that the application be withdrawn (preferably in writing); or

e.d. The applicant-client does not contact the Welfare Office after the initial interview after being requested to do so.

F. Home Visits

A home visit may be made by appointment at the request of any applicant-client, but only when it is determined to be impossible for the applicant-client or their representative to apply in person. Home visits will be made in pairs (i.e., no welfare official shall make a home visit alone). At the Welfare Official's discretion, a telephone or video interview by appointment may be an alternative to a home visit.

The home visit, telephone or video appointment shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant-client. To this end, the person conducting the visit shall not be in uniform or travel in a law enforcement vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the listening area of someone who is not a member of the household.

Applicant-Client's housing is expected to meet local health and safety codes standards. During the home visit ~~if the welfare official views any from the Welfare Office may discuss any in line of sight possible housing safety code violations~~ substandard living conditions, by the landlord/owner with the applicant and may they should report all possible violations to proper municipal departments/authorities.

VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A. Required Verifications

Verification will normally be required of the following:

1. Applicant's-Client's address;
2. Facts relevant to the applicant's-client's residence, as set forth in sections IX(B) and X;
3. Name of persons in applicant's-client's residential unit;
4. Applicant's-Client's and household's income and assets;

5. ~~Applicant's~~Client's and household's financial obligations;
6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;
7. Any special circumstances claimed by ~~applicant~~client;
8. ~~Applicant's~~Client's employment status and availability in the labor market;
9. Names, addresses, and employment status of potentially liable relatives;
10. Utility costs;
11. Housing costs;
12. Prescription costs; and
13. Any other costs that the ~~applicant~~client wishes to claim as a necessity.

C.B. Verification Records

Verification may be made through records provided by the ~~applicant~~ client (for example, birth, marriage, and civil union certificates, pay stubs, pay checks, rent receipts, bank/debit card information bankbooks, etc.) as primary sources covering a time period of at least 30 days prior to the application/appointment date. The failure of the ~~applicant~~ client to bring such records does not affect the Welfare Office's responsibility to process the application promptly. The Welfare ~~Office~~ Official shall inform the ~~applicant~~ client what records are necessary, and the ~~applicant~~ client is required to produce records possessed as soon as possible. However, the official shall not insist on documentary verification if such records are not available, but should ask the ~~applicant~~ client to suggest alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, employers, former employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of a ~~n applicant or recipient~~ client. RSA 165:4.

D. Written Consent of ApplicantClient

When information is sought from such other sources, the ~~Welfare-Office Welfare Official~~ shall explain to the ~~applicant or recipient-client~~ what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, the ~~Welfare-Office Welfare Official~~ shall obtain written consent of the ~~applicant or recipient-client~~, unless the ~~Welfare-Office Welfare Official~~ has reasonable grounds to suspect fraud. In the case of suspected fraud, the ~~Welfare Official in the Welfare-Office~~ shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the ~~applicant-client~~ shall be given an opportunity to explain or clarify the suspicious circumstances.

E. Legally Liable Relatives

The Welfare Official may seek statements from the client's legally liable relatives regarding their ability to help support the client. The relation of any poor person in the line of father, mother, stepfather, stepmother, son, daughter, husband or wife shall assist or maintain such person when in need of relief. Said person shall be deemed able to assist such a person if his/her income is more than sufficient to avoid causing a financial hardship. RSA 165:19.

F. Refusal to Verify Information

Should the ~~applicant or recipient-client~~ refuse comment and/or indicate an unwillingness to have the ~~Welfare-Office Welfare Official~~ seek further information that is necessary, assistance may be denied for lack of eligibility verification.

VIII. Disbursements

The City of Somersworth pays through a voucher system. No Cash or reimbursement is provided to the clients. RSA 165:1 (III). Vouchers are payable directly to the vendor(s) providing the services (utilities, landlords, stores, etc.), ~~involved.~~

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the City of Somersworth's accounting practices, a ~~recipient-client~~ may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the Welfare Office. After the initial transaction, if there is any unspent money, the voucher shall be returned to the City of Somersworth for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the ~~recipient-client~~ or vendor may not be honored.

A voucher previously issued, but not yet paid, may be revoked and voided under certain circumstances. If facts are discovered that would negate such issuance or fraud is determined, the voucher will be cancelled promptly. If fraud is involved, the facts surrounding the matter

will be given to the appropriate law enforcement authorities for action. The revocation of assistance is not meant to replace the suspension process for issues of noncompliance.

IX. Determination of Eligibility and Amount

A. Eligibility Formula

~~An applicant~~A client is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The ~~applicant's-client's~~ basic maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the ~~applicant-client~~ is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the ~~applicant-client~~ shall be the difference between the two amounts, in the absence of circumstances deemed by the ~~Welfare Office~~Welfare Official to justify an exception.

B. Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there." RSA 165:1.

1. ~~An applicant~~A client cannot be denied an application for assistance because he/she is not a resident of the City of Somersworth.
2. "Whenever" means at any or whatever time that person is poor and unable to support him or herself and without reasonable alternative options to deem general assistance unnecessary.
 - a. The Welfare ~~Office~~ Official, or a person authorized to act on his/her behalf, shall be available during normal business hours.
 - b. The eligibility of any ~~applicant-client~~ for general assistance shall be determined no later than five (5) working days after the application is submitted. If the ~~applicant-client~~ has an emergency life safety need, then assistance for such emergency need shall be ~~immediately~~ provided in accordance with Section VI (D)(~~34~~), (~~42~~), provided an application is submitted.
 - b.c. Assistance shall begin as soon as the client has been determined eligible.

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3. "Poor and unable to support" means that an individual lacks income and available liquid assets to adequately provide for the basic maintenance needs of him/herself or ~~family-the household~~ as determined by the ~~guidelines~~City of Somersworth Welfare Guidelines.
4. ~~"Shelter"~~"Relieved" means a ~~n-applicant-client~~ shall be assisted to meet those basic needs.
- 4.5. ~~"Maintained" means that assistance could be continued as long as the client is eligible as determined by the City of Somersworth Welfare Guidelines.~~

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C. Non-Financial Eligibility Factors

1. **Age.** General assistance cannot be denied any ~~applicant-client~~ because of the ~~applicant's-client's age; age is not a factor in determining whether or not a client may receive general assistance.~~ Minor ~~applicants-clients~~ shall be referred to Protective Services of the NH Division of Children, Youth, and Families for support and case management. Minors have the residence of their parent(s) or legal guardian(s). Minors are the financial responsibility of the parent(s) or legal guardian(s). A minor who is married is considered an adult.
2. **Support Actions.** No ~~applicant-or-recipient~~client shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The City of Somersworth may pursue recovery against legally liable persons or governmental units. See Section XVI.
3. **Eligibility for Other Categorical Assistance.** A client who may be eligible for any assistance programs must apply for such assistance immediately, but no later than seven (7) days after being required to do so by the Welfare ~~Office~~Official. Failure to do so may ~~render the client ineligible for assistance and subject to action pursuant to Section XIII of these guidelines.~~result in the suspension of assistance.
4. **Employment.** ~~An-applicant~~A client who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses, may be eligible to receive general assistance. However, ~~recipients-clients~~ who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The Welfare ~~Office~~Official shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the ~~client~~applicant, transportation problems, working conditions that might involve risks to health or safety, lack of adequate child care, or any other factors that might make refusing a job

reasonable. These employment requirements shall extend to all adult members of the household.

5. **Registration with the New Hampshire Department of Employment Security (NHES) and Work Search Requirements.** All unemployed ~~recipients-clients~~ and adult members of their households shall, within seven days after having been granted assistance, register with NHES to find work and must conduct a reasonable, verified job search as determined by the Welfare ~~Office~~ Official. Each ~~recipient-client~~ must apply for employment to each employer to whom he/she is referred by the Welfare ~~Office~~ Official. These work search requirements apply unless the ~~recipient-client~~ and each other adult member of the household is:

- a. Gainfully employed full-time and permanent employment status;
- b. A dependent 18 or under who is regularly attending secondary school;
- c. Unable to work due to illness or mental or physical disability of him/herself or another member of the household, as verified by the Welfare ~~Office~~ Official; or
- d. Is solely responsible for the care of a child under the age of one. A ~~recipient-client~~ responsible for the care of a child aged one to twelve shall not be excused from work search requirements, but shall be deemed to have good cause to refuse a job requiring working during hours the child is not usually in school, if there is no responsible person available to provide care, and it is verified by the Welfare ~~Office~~ Official that no other care is available.

- e. The Welfare Office shall give all necessary and reasonable assistance to ensure compliance with registration and work requirements, including the granting of allowances for transportation and work clothes for employment as part of an allowable budget expense. Failure of a ~~recipient-client~~ to comply with these requirements without good cause will be reason for denial of assistance.

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6. **Students.** ~~Applicants-Clients~~ who are ~~post-secondary education~~ college students with unreasonable employment availability limitations or refusing to seek full-time employment are not eligible for general assistance. Clients enrolled in General Equivalency Diploma (GED) or higher education programs must be employed full-time or be available for full-time employment.
7. **Non-Citizens.** The Welfare ~~Office~~ Official may, in his/her sole discretion, provide limited emergency life-safety assistance to non-citizens not otherwise eligible for general assistance.
- a. A non-citizen who is not:

- A qualified alien under 8 USCA 1641,
- A non-immigrant under the Federal Immigration and Nationality Act, or
- An alien paroled into the United States for less than one year under 8 USCA 1182(d)(5).

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- Would not be eligible for general assistance. 8 USCA 1621(a)

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- b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees, and certain battered aliens. 8 USCA 1641.
 - c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:
 - Placing the patient's health in serious jeopardy;
 - Serious impairment to bodily functions; or
 - Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v)(3).
 - d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX(E)(8)(a) of these guidelines.
 - e. Non-citizen ~~applicants-clients~~ for general assistance may be required to provide proof of eligibility. 8 USCA 1625.
8. **Property Transfers.** No ~~applicant-client~~ who is otherwise eligible shall receive such assistance if he/she made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.
 9. **Employment of Household Members.** The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:
 - a. Members of the ~~recipient's-client's~~ household;

- b. Legally liable to contribute to the support of the ~~recipient-client~~ and/or children of the household; and
- c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the Welfare ~~Office~~ Official.

The Welfare ~~Office~~ Official may waive this requirement where failure of the other household members to comply is not the fault of the ~~recipient-client~~ and the Welfare ~~Office~~ Official decides it would be unreasonable for the ~~recipient-client~~ to establish a separate household, RSA 165:32.

10. Disqualification for Voluntary Termination of Employment. Any ~~applicant-client~~ applicant eligible for assistance who voluntarily terminates employment shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the ~~client:applicant:~~

- a. Has received local welfare within the past 365 days; and
- b. Has been given notice that voluntary termination of employment without good cause could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household, which caused an inability to maintain employment; or
- e. Did not have a mental or physical impairment which caused him/her to be unable to work.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. ~~An applicantA client~~ shall be considered to have voluntarily terminated employment if the ~~applicant-client~~ fails to report for work without good cause. ~~An applicantA client~~ who is fired or resigns from a job at the request of the employer due to the ~~applicant's-client's~~ inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

- 1. **Available Liquid Assets.** Cash on hand, bank/~~debit card~~ deposits, credit union accounts, income tax refunds, securities and retirement plans (i.e., IRA's, deferred

compensation, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The Welfare ~~Office-Official~~ shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.

2. **Automobile Ownership.** The ownership of one automobile by an ~~applicant/recipient~~client or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family. Possession of a new vehicle, luxury vehicle, or multiple vehicles are usually considered as liquid assets and may be required to be converted to cash prior to eligibility for anything other than an extreme emergency.
3. **Insurance.** The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the ~~recipient-client~~ will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets. Motor vehicle insurance premiums and/or SR22 insurance premiums are not normally included as "need" in determining eligibility or amount of aid.
4. **Real Estate.** The type and amount of real estate owned by ~~an-applicant~~a client does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. ~~Applicants-Clients~~ owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. ~~Applicants-Clients~~ shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

NOTE: A client must first and foremost utilize resources for basic needs, which are: rent, food (minus ~~SNAPFood-Stamp~~ Allotment), cleaning and personal hygiene items, utilities, prescriptions, diapers, and gas for a vehicle (when vehicle is used for medical and work purposes only). Documented child care costs and court ordered child support payments may be considered. Clients must provide legitimate dated and signed receipts. Credit card payments, rent-to-own items, cable service, internet service, repayment of personal loans, payment of traffic citations, bail, court fines and court ordered restitution are examples of non-basic needs. The above cited examples are not all inclusive of non-basic needs. Any income used for basic needs must be accounted for with legitimate dated receipts. Any income used for non-basic needs and/or unaccounted for will be considered available when determining eligibility.

The basic financial requirement for general assistance is that ~~an applicant~~ a client be poor and unable to support him/herself. ~~An applicant~~ A client shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following:

1. ~~Permanent Housing/Shelter~~ Housing. The amount to be included as “need” for housing ~~permanent housing/shelter, including tenancy~~, is the actual cost of rent or mortgage necessary to provide shelter or housing in the City of Somersworth as determined either by the most recent HUD Fair Market Rents, New Hampshire Housing Finance Authority Rental Survey, or by minimum reasonable local market rent factors, as chosen by the Welfare ~~Office~~ Official.

- a. ~~Permanent Housing/Shelter~~ Permanent Tenancy Housing Arrearages. ~~Housing/Shelter~~ arrearages are not normally included. The Welfare Office may assist in the least costly manner, or provide alternate means to accommodate the health and safety of the household unit. The Welfare ~~Office~~ Official may, in his/her sole discretion, assist with ~~shelter housing~~ arrearages if such payment is necessary to prevent eviction or foreclosure and to protect the health and safety of the household, and if household can verify ability to afford/maintain housing based on present and/or projected verifiable income. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the Welfare ~~Office~~ Official may instead authorize payment of first month’s rent, or portion thereof for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the ~~applicant-client~~ household. Alternative housing may include transitional housing, i.e. shelters, as an option. Special consideration will be given to assisting ~~an applicant/ a~~ a client residing in federally subsidized housing or other substantially below market rent housing to retain such housing. It is not the responsibility of the Welfare Official to locate permanent housing.

1. Residents seeking rent or mortgage assistance within the first three months of occupancy may be expected to verify ability to reasonably financially maintain said expenses at time of move in.
2. Housing is expected to meet local ordinance and code standards as verified by the local building/code inspector for consideration of financial housing assistance.

- b. Hotel, Motel and Inns: Occupants of hotels, motels, inns and classified as such, are not normally considered “tenants” and are exempt from the legal eviction process defined in RSA 540, RSA 540:1-a. Persons residing in housing exempt from the legal eviction process are not normally considered to be residing in permanent housing under these guidelines.

- c. **Single-family Home Boarders:** Occupants of single-family homes in which the occupant has no lease, which is the primary and usual residence of the owner, are not normally considered “tenants” and are exempt from the legal eviction process defined in RSA 540, RSA 540:1, RSA 540:1-a. Persons residing in housing exempt from the legal eviction process are not normally considered to be residing in permanent housing under these guidelines.
- d. **First Month’s Rent.** Assistance with first month’s rent will be considered only in the event of verifiable emergency need, i.e., inability to financially maintain current housing’s basic expenses, homelessness, uninhabitable housing as determined by the local building/code inspector or other appropriate local authority, and the verified ability at the time of application to financially maintain such proposed housing. Client is expected to seek first month rental assistance prior to moving into proposed housing, including receiving rental keys from the landlord/owner or moving personal belongings into proposed rental housing.
- e. **Security Deposits.** Security deposits may be included in the “need” formula if, and only if, the applicant-client is unable to secure alternative shelter for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A:7 shall be returned to the City of Somersworth, not the recipientclient.
- f. **Relative Landlords.** Whenever a relative of an-applicanta client is also a landlord for the applicantclient, a financial analysis shall be made in accordance with RSA 165:19. Rents will not be paid to non-landlords such as friends or relatives.
- g. **Emergency Shelters.** The Welfare Office-Official will provide referrals to homeless shelters and/or transitional housing when appropriate or needed to resolve a basic health and safety housing need. Shelter and/or transitional housing recipients—clients are expected to abide by shelter/transitional housing rules and policies. In cases in which an appropriate referral for emergency temporary housing/shelter is provided and the applicant/recipientclient refuses to accept such a referral, the Welfare Office will not be liable for any alternative housing/shelter but may consider other forms of non-housing assistance to which he/she is otherwise eligible. In cases in which a client is involuntarily exited from emergency shelter for violation of rules/policies or voluntarily exits the shelter without a reasonable long-term housing option, resulting in the need for further emergency housing assistance, the Welfare Office-Official will seek alternative emergency temporary housing/shelter,

however the City will not be liable for the cost of any alternative housing. The New Hampshire Division for Children, Youth and Families may be contacted to provide support for families involuntarily exited or voluntarily leaving the provided shelter without a reasonable housing/shelter option for their children/family. RSA 169-C:29. The client must accept the least costly alternative for emergency housing assistance that is deemed suitable by the Welfare Official for client's household.

2. Utilities. When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of “need” by the Welfare ~~Office~~ Official (service must be in applicant's—client's name). Arrearages will not normally be included in “need” except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, natural gas, telephone, water, and sewer; it does not govern any municipal utilities, propane tanks, or fuel oil. With the exception of the telephone, the rules are consistent across utilities. These rules and regulations cover the initiation of service, payment arrangements, termination of service, the terms of restoration of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The Welfare ~~Office~~ Official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 800-852-3793

- a. **Arrearages.** Arrearages will not be included except when necessary to ensure the health and safety of the applicant-client household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the Welfare ~~Office~~ Official notifies the electric company that the City of Somersworth guarantees payment of current—average electric bills as long as the recipient-client remains eligible for general assistance.
- b. **Restoration of Service.** When utility service has been terminated and the Welfare ~~Office~~ Official has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included in “need” when restoration of services is necessary to ensure the health and safety of the applicant-client household. The Welfare ~~Office~~ Official may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of services.

When electric service has been terminated and restoration is required, arrearages may either be included as set forth in the above paragraph, or

may be paid in accordance with a reasonable payment plan entered into by the ~~applicant-client~~ and the electric company. The Welfare-~~Office Official~~ may hold the ~~recipient-client~~ accountable for the payment arrangement for as long as the ~~recipient-client~~ continues to request general assistance on a regular basis. Payment of a payment plan may be a required element of a notice of decision or case plan.

3. **Food.** The amount included as “need” for food purchases will be in accordance with the most recent standard ~~food-stamp~~Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps) allotment, as determined under ~~the food-stamp~~SNAP program—administered by the New Hampshire Department of Health and Human Services. An amount in excess of the standard food allotment may be granted if one or more members of the household needs a special diet, as verified by the Welfare-~~Office Official~~, the documented cost of which is greater than can be purchased with the family’s allotment of ~~food-stamps~~SNAP. See Appendix A. Food vouchers may not be used for alcohol, tobacco or pet food. See Appendix A.

- 5.4. **Household Maintenance Allowance.** ~~Applicants-Clients~~ may include, in calculating “need,” the cost of providing personal and household necessities determined by the Welfare Office and used consistently for individuals and families. See Appendix A. Need allowance for diapers shall be calculated based on usage.

5. **Telephone.** If the absence of a telephone would create an unreasonable risk to the ~~applicant’s-client’s~~ health or safety (as verified by the Welfare-~~Office~~), or for other good cause as determined by the Welfare-~~Office Official~~, the lowest available basic monthly rate will be budgeted as “need”.

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6. **Transportation.** If the Welfare-~~Office Official~~ determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment, or to comply with conditions of assistance) “need” should include the cost of public transportation, where available. If, and only if, the transportation need cannot be reasonably provided by alternative means, such as public transportation or volunteer drivers, a reasonable amount for car payments and gasoline should be included as part of “need” when determining eligibility or amount of aid.

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7. **Maintenance of Insurance.** In the event that the Welfare-~~Office Official~~ determines that the maintenance of medical insurance is essential, ~~an applicant a client~~ may include as “need” the reasonable cost of such premiums, especially in the event that insurance payments are less than the cost of prescriptions.

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8. **Emergency and Other Expenses.** In the event that the ~~applicant-client~~ has the following current expenses, the actual cost shall be included as emergency and other expenses to determine eligibility and amount of assistance:

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- a. **Medical Expenses.** The Welfare-~~Office Official~~ shall not consider including amounts for medical, dental or eye services unless the ~~applicant~~

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client can verify that all other potential sources have been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When ~~an applicant~~ a client requests medical service, prescriptions, dental service or eye service, the local Welfare ~~Office-Official~~ may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk that the ~~applicant's-client's~~ well-being will be placed in serious jeopardy. This ~~office~~ Welfare Official will consider only those medications that are considered life-saving/sustaining and the New Hampshire Division of Health and Human Services Medicaid Program would consider reimbursable. Generic medications must be used unless specified otherwise by a licensed medical provider. The ~~City's Welfare Office Welfare Official~~ will not normally authorize assistance for medications which would not meet the criteria of treating a diagnosed life-threatening medical condition.

- b. **Clothing.** If the ~~applicant-client~~ has an emergency clothing need which cannot be met in a timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included.
 - c. **Legal Expenses.** Except for those specifically required by the statute, no legal expenses, including fines/citations, will be included in "need".
 - d. **Miscellaneous.** Normally, cost to prevent repossession of any kind, moving expenses, storage charges, household items and any other non-essential expenses as determined by the Welfare Office, shall not be considered allowable expenses.
9. **Unusual Needs Not Otherwise Provided For in These Guidelines.** If the Welfare ~~Office-Official~~ determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the ~~applicant(client)~~), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards state in Section VI(~~ED~~)(32) of these guidelines. Any such determination and the reasons therefore, shall be stated in writing in the ~~applicant's client's~~ case record.
10. **Shared Expenses.** If the ~~applicant/recipientclient~~ household shares shelter, utility, or other expenses with a ~~non-applicant/recipientnon-client~~ (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults in a residential unit, but only one applies for assistance-shelter need is 1/3 of shelter allowance for household of three adults).

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11. **Payment Levels for Allowable Expenses.** When adopting these guidelines, the City of Somersworth shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the Welfare Office annually and modifications presented to the City Manager where market conditions have changed. RSA 165:1, II.

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F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

1. **Earned Income.** Income in cash or in-kind earned by the client or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles as reported on the client's 1099 Form will be considered when determining eligibility. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and child care costs, and work-related clothing costs have been deducted from income. Wages that are trusteed, or income similarly unavailable to the applicant-client or applicant's-client's dependents, should not be included.
2. **Income or Support from Other Persons.** Contributions from relatives or other household members shall be considered as income only if actually available and received by the applicant-or-recipientclient. The income of non-household members of the applicant's-client's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX(E)(10) regarding determination of need in cases of non-household residential units.)

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3. Income from Other Assistance or Social Insurance Programs.

- a. State categorical assistance benefits, OASDI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
- b. Food StampsSupplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) cannot be counted as income pursuant to federal law (7 USC 2017(b)).
- c. Fuel-assistanceLow Income Heating and Energy Assistance Program (LIHEAP) (also known as Fuel Assistance) cannot be counted as income pursuant to federal law: (42 USC 8624(f)(1)).

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4. **Court-Ordered Support Payments.** Alimony and child support payments shall be considered income only if actually received by the ~~applicant or recipient~~ client.

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5. **Income from Other Sources.** Payment from pension, trust funds, and similar programs shall be considered income.

6. **Earnings of a Child.** No inquiry shall be made into the earnings of a child 14 years of age or less unless that child makes a regular and substantial contribution to the family.

7. **Option to Treat a Qualified State Assistance Reduction as Deemed Income.** The Welfare Office may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.

- a. The authority to deem under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.
- b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.
- c. The Welfare ~~Office~~ Official shall provide the ~~applicant-client~~ with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the Welfare ~~Office~~ Official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and their Children

~~An applicant~~ A client residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the ~~applicant's-client's~~ household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the ~~applicant-client~~ has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

~~Applicants-Clients~~ who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No ~~applicant-client~~ shall be refused assistance solely on the basis of residence. RSA 165:1.

B. Standards

The application procedure, eligibility standards and standard of need shall be the same for non-residents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the ~~applicant's-client's~~ responsibility for providing such records relaxed, solely because they are located in the ~~applicant's-client's~~ municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of non-residents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (~~ED~~)(32).

E. Determination of Residence

Determination of residence shall be made if the ~~applicant-client~~ requests return home transportation (See paragraph F below), or if the Welfare-~~Office~~ Official has reason to believe the ~~applicant-client~~ is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. **Minors.** The residence of a minor ~~applicant-client~~ shall be presumed to be the residence of his/her custodial parent or guardian.
2. **Adults.** For competent adults, the standard for determining residence shall be the overall intent of the ~~applicantclient~~, as set forth in the Section I definition of "residence." The statement of ~~an-applicanta client~~ over 18 as to his/her residence

or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a non-resident ~~applicant~~client, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used by the Welfare-~~Office~~ Official to cause the ~~applicant~~client to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a non-resident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI(B).

XI. Municipal Work Programs

A. Participation

Any ~~recipient~~client of general assistance who is able and not gainfully employed may be required to work for the City of Somersworth or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the City of Somersworth, and any work performed by workfare participants does not give rise to any employee-employer relationship between the ~~recipient~~client/workfare participant and the City of Somersworth.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the City of Somersworth for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a ~~recipient~~client does not work a sufficient number of hours to fully reimburse the City of Somersworth for the amount of his/her

aid, the amount of aid received less the value of the workfare hours completed shall still be owed to the City of Somersworth.

D. Allowance for Work Search

The City of Somersworth shall provide reasonable time during working hours for the workfare participant to conduct a documented employment search.

E. Workfare Program Attendance

With prior notice to the welfare official, a ~~recipient-client~~ may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
2. As a parent or person "in loco parentis," must care for a child under the age of five. A ~~recipient-client~~ responsible for a child age five (5) but under 12 shall not be required to work during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
3. Is unable to work due to mental or physical disability, as verified by the Welfare Official;
4. Must remain at home because of illness or disability to another member of the household, as verified by the Welfare Official;
5. Does not possess the materials or tools required to perform the task and the City of Somersworth fails to provide them;
6. Has a conflicting interview at a service or welfare agency; or
7. Has a medical appointment or illness.

However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The Welfare Official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the Welfare Official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above in section

E) will prompt review of the ~~recipient's-client's~~ eligibility for general assistance, and may result in a suspension or termination of assistance. See Section XIII (C)(2)(b).

G. Workers Compensation

The City of Somersworth shall provide workers compensation coverage to participants in workfare programs as required by New Hampshire State Law.

XII. Burials & Cremations

The Welfare Official shall provide for proper burial or cremation, at municipal expense, of persons found in the City of Somersworth at time of death, regardless of whether the deceased person ever applied for or received general assistance from any municipality. In such cases, assistance may be applied for on behalf of the deceased person. However, when possible, the application should be made before any burial or cremation expenses are incurred. The City of Somersworth will not pay for expenses like special rites and other expenses beyond the maximum allowance for charges required for burial or cremation.

The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If there are liquid assets at death from the deceased person's bank accounts, there shall be an automatic assignment to the funeral director or the person who paid for the funeral and burial or cremation of the deceased to the extent of funeral and burial or cremation costs up to \$2,000 pursuant to RSA 165:27-a. If relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the City of Somersworth will pay up to ~~\$650.00~~ \$750.00 for burial/cremation. (See Appendix A.) RSA 165:3 and RSA 165:1-b; see also RSA 165:27 and 165:27-a. ~~The total burial/cremation expense is not to exceed \$2000.00. RSA 165-3, RSA 165:1-b, RSA 165-27 and 165:27-a.~~

Unclaimed Body. Per RSA 611-B:25 the medical examiner shall release a dead body if unclaimed for a period of not less than 48 hours following completion of the death investigation to the overseer of public welfare in the town or, in the case of an unincorporated place, to a county commissioner, who shall decently bury or cremate the body, or, with the consent of the commissioners of the overseer, it may be sent to the medical department of a medical school or university, to be used for the advancement of the science of anatomy and surgery.

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XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes ~~applicants for and recipients~~ clients of general assistance whose aid has been denied, terminated or reduced. Every ~~applicant and recipient~~ client shall be given a written notice of every decision regarding assistance (See Section VI(D) for notice where

application is granted.) The Welfare Official will make every effort to ensure that the applicant client understands the decision.

B. Action Taken for Reasons Other than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant client either the same day or next work day following the making of the decision or within five (5) working days from the time the application is filled out and submitted, whichever occurs first.
2. In any case where the Welfare Official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven (7) days in advance of the effective date of the decision to the recipient client stating the intended action.
3. The notice required by paragraphs 1 and 2 above shall contain:
 - a. A clear statement of the reasons for the denial or proposed termination or reduction.
 - b. A statement advising the recipient client of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five (5) working days.
 - c. A form on which the recipient client may request a fair hearing.
 - d. A statement advising the recipient client of the time limits which must be met in order to receive a fair hearing.
 - e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.

C. Suspension for Noncompliance with the Guidelines

1. **Due Process.** ~~Recipients-Clients~~ must comply with these guidelines and the reasonable request of the Welfare Official. The Welfare official must enforce the guidelines while ensuring that all ~~recipients-clients and applicants~~ receive due process. ~~Recipients-Clients~~ should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.

2. **Conditions.** Any ~~applicant/recipient~~client otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information;
 - b. Participate in the work program under Section VI(C), to the extent assigned by the Welfare Official;
 - c. Comply with the work search requirements imposed by the Welfare Official under Section VI(C); and
 - d. Within seven (7) days, apply for other public assistance, as required by the Welfare Official under Section VI(C).
3. **First Notice.** No ~~recipient-client~~ otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven (7) day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. Additional notice of actions required should also be given, as eligibility is re-determined, but without an additional seven (7) day period unless new actions are required. RSA 165:1-b, II.
4. **Noncompliance.**
 - a. If a ~~recipient-client~~ willfully and without good cause fails to come into compliance during the seven (7) day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the welfare official shall give the ~~recipient-client~~ a suspension notice, as set forth in section 5 below.
 - b. If a ~~recipient-client~~ falls into noncompliance for the first time more than 30 days after receipt of a first notice, the Welfare Official shall give the ~~recipient-client~~ a new first notice with a new seven (7) day period to comply before giving the ~~recipient-client~~ the suspension notice. RSA 165:1-b, III.
5. **Suspension Notice.** Written notice to a ~~recipient-client~~ that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include:
 - a. A list of the guidelines with which the ~~recipient-client~~ is not in compliance and a description of those actions necessary for compliance;

- b. The period of suspension (See section 6 below);
 - c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five (5) days of receipt of the suspension notice;
 - d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the ~~recipient-client~~ so requests on the request form for the fair hearing, however, if the ~~recipient-client~~ fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the ~~recipient-client~~; and
 - e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.
6. **Suspension Period.** The suspension period for failure to comply with these guidelines shall last:
- a. Either seven (7) days, or 14 days if the ~~recipient-client~~ has had a prior suspension which ended within the past six (6) months, and
 - b. Until the ~~recipient-client~~ complies with the guidelines if the ~~recipient-client~~, upon the expiration of the seven (7) or 14-day suspension period, continues to fail to carry out the specific actions set forth in the notice.
 - c. Notwithstanding ~~paragraph-section~~ C(6)(b) above, a ~~recipient-client~~ who has been suspended for noncompliance for at least six (6) months may file a new application for assistance without coming back into compliance.
7. **Fair Hearing on Continuing Noncompliance.** A ~~recipient-client~~ who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under section C(5)(d) above.
8. **Compliance After Suspension.** A ~~recipient-client~~ who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The Notice of Decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven (7)-day period for compliance unless new conditions have been imposed.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the ~~applicant or recipient~~ client, or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when ~~an applicant~~ a client desires to challenge a decision made by the Welfare Official relative to the receipt of assistance, the ~~applicant-client~~ must present a request for a fair hearing to the Welfare Official within five (5) working days of receipt of the Notice of Decision at issue. RSA 165:1-b, III.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) working days of the receipt of the request. The Welfare Official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be chosen by the City Manager. The person(s) serving as the fair hearing authority must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the Welfare Official operated, and to interpret to the Welfare Official any evidence of unsound, unclear or inequitable policies, practices or action.

D. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
2. The Welfare Official responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons therefore.
3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the Welfare Official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
5. The Welfare Official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the ~~applicant-client~~ have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing shall be the sole contents of the record. The fair hearing officer(s) shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts.

E. Decisions

1. Fair hearing decisions shall be rendered within seven (7) working days of the hearing. Decisions shall be in writing setting forth the reasons for the decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the Welfare Official.
2. Fair hearing decisions will be rendered on the basis of the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.
3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the City of Somersworth.
4. The Welfare Official shall keep all fair hearing decisions on file in chronological order.
5. None of the procedures specified herein shall limit any right of the ~~applicant or recipient~~ client to subsequent court action to review or challenge the adverse decision.

XV. Liens

A. Real Estate – RSA 165:28.

The law requires the City of Somersworth to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19.) The City Manager (or their designee) shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one (1) year after the date the lien is filed, unless waived by the City of Somersworth.

The lien remains in effect until enforced or released or until the amount of the lien is repaid to the City of Somersworth. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the Welfare Official shall attempt to contact the attorney handling the real estate or estate before enforcing the lien. Upon repayment of a lien, the City of Somersworth

must file written notice of the discharge of the lien with the County Registry of Deeds. RSA 165:25.

B. Civil Judgments – RSA 165:28-a.

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1. The City of Somersworth shall be entitled to a lien upon property passing under the terms of a will or by in testate succession, a property settlement, or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the City of Somersworth for the amount of assistance granted by the City of Somersworth.
2. The City of Somersworth shall be entitled to the lien only if the assistance was granted no more than six (6) years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the Welfare Official becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the ~~recipient~~client.
3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The Welfare Official shall seek to recover money expended to assist eligible ~~applicants~~clients. There shall be no delay, refusal to assist, reduction or termination of assistance while the Welfare Official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by the City of Somersworth to assist a ~~recipient~~client who has a father, mother, stepfather, stepmother, husband, wife or child (who is no longer a minor) of sufficient ability to also support the ~~recipient~~client, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The Welfare Official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a ~~recipient~~client must be given to the liable relative. The Welfare Official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which ~~an applicant~~a client is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The Welfare Official shall seek to recover from the municipality of residence the amount of money spent by the City of Somersworth to assist a ~~recipient-client~~ who has a residence in another municipality. Written notice of money spent in support of a ~~recipient-client~~ must be given to the Welfare Official of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and RSA 165:20. (See RSA 165:20-a providing for arbitration of such disputes between communities.)

C. Recovery from Former ~~Recipient's-Client's~~ Income

A former ~~recipient-client~~ who is returned to an income status after receiving assistance may be required to reimburse the City of Somersworth for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by the City of Somersworth to support a ~~recipient-client~~ who has made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the City of Somersworth for ~~applicants-client~~ who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the ~~applicant-client~~ is approved for medical coverage.

E. Delayed State Claims

For those ~~recipients-clients~~ of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse the City of Somersworth the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the City of Somersworth

Whenever the owner of property rented to a person receiving general assistance from the City of Somersworth is in arrears in sewer, water, electricity, or tax payments to the City of Somersworth, the City of Somersworth may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of a bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. (RSA 165:4-a)

B. Order of Priority

Delinquent balances will be offset in order of the following priority: 1) Water, 2) Sewer, and 3) Taxes.

C. Procedure

1. The Welfare Official will issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a.
2. The ~~W~~welfare ~~O~~fficial will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.

APPENDIX A

**ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS
FOR THE CITY OF SOMERSWORTH**

Allowable Level of Assistance payments for the City of Somersworth

- Food Stamps (SNAP) will follow the State of New Hampshire allotments.
- Burial Allowance \$650.00.
- Telephone will be the lowest available basic plan for local calls.

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APPENDIX A

ALLOWABLE PAYMENT GUIDELINE LEVELS OF ASSISTANCE FOR THE CITY OF SOMERSWORTH

The following are values for various allowable expenses. The values are based as much as possible on average actual local market conditions and costs and reviewed annually.

Expenses and income will be looked at and counted for the past 30-day period from the time of the applicant's appointment.

I. Housing

Housing costs shall be determined by using the latest New Hampshire Housing Costs Survey for Portsmouth-Rochester areas. <https://www.nhhfa.org/wp-content/uploads/2022/06/HUD-Rent-Limits-June-2022.pdf>

II. Food & Personal Items

The amount included as "need" for food purchases will be in accordance with the most recent standard SNAP allotment as determined and administered by the New Hampshire Department of Health and Human Services. Food vouchers, if given, may not be used for alcohol, tobacco or pet food. Applicants may include, in calculating "need," the cost of providing personal and household necessities as determined by the IRS.

III. Heating Fuel

Only one hundred (100) gallons maximum per month allowed. This is available only during the heating season, as determined by the Welfare Official when no other resources are available. Usually this is no earlier than November 1st and no later than April 15th. These dates can be dependent on the weather and temperature.

IV. Transportation

If the Welfare Official determines that transportation is necessary (e.g., for health or medical reasons, to maintain employment or to comply with conditions of assistance), approved expenses may, at the sole discretion of the Welfare Official, include cost of transportation (e.g., bus passes, donated gas cards if available, volunteer driver, etc.), fuel costs for past thirty (30) days {up to two hundred dollars (\$200)}, car payments {up to three hundred dollars (\$300)}, necessary required insurance payments, repairs to maintain safe operation, registration and inspection costs. { Receipts for all expenses are required.

V. Cellphone/Telephone

The lowest available basic plan for local calls

VI. Burial Allowance

If applicable, the City of Somersworth will pay up to seven hundred and fifty dollars (\$750) towards a funeral or cremation.

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APPENDIX B

CITY OF SOMERSWORTH

Explanation for Disqualification for Noncompliance with Guidelines

NH RSA 165:1-b

The following is written to help explain and standardize the process of “Disqualification for Noncompliance with Guidelines,” RSA 165:1-b.

Once you determine that ~~an-applicant~~ client is eligible and you provide assistance, you can impose conditions on the person’s continued receipt of assistance. The conditions may require the recipient-client to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a ~~recipient’s~~ client’s assistance, but there is a process which must be followed. Prior to suspension, a recipient-client must be given written notice from the local welfare office of the specific actions which must be taken and the recipient-client must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the ~~recipient’s-client’s~~ client’s continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient-client does not comply with the conditions in the time period allowed, he/she can be “sanctioned” and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient-client can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the recipient-client of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient-client to take action(s) to come into compliance, then assistance can remain suspended

after the seven (7) day period *and until* such time as the recipient-client takes the action(s) required to come into compliance (e.g. recipient-client only made 3 work search contacts instead of 10-the recipient-client must complete 7 more work search contacts; e.g. the recipient-client failed to apply for ~~food-stamps~~SNAP-if the recipient-client applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient-client applies). After the 7 day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient-client within a 6 month period, assistance may be suspended for 14 days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the recipient-client to take action to come into compliance, then assistance can remain suspended after the 14 day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

All notices of decision telling a recipient-client that he/she has been suspended must provide an opportunity for the recipient-client to request a fair hearing. If the recipient-client timely requests a hearing, the Welfare Officer must provide the recipient-client with the option of continuing to receive assistance consistent with any prior eligibility determination until the fair hearing decision is made. If there is a dispute over whether the recipient-client has taken the actions required to come back into compliance, the recipient-client must be provided the opportunity for a fair hearing on that issue, but there shall be no assistance provided pending the outcome of that hearing.

The Welfare Officer is not required to accept applications for assistance during a period of suspension.

APPENDIX C

CITY OF SOMERSWORTH

~~ADOPTED ETHICS RESOLUTION ON RESPONSIBILITY FOR PERSONS WHO CHANGE THEIR RESIDENCE WHILE, OR AS A RESULT OF, APPLYING FOR LOCAL WELFARE ETHICS RESOLUTION~~

(New Hampshire Local Welfare Administrators Association)

~~Purpose: The purpose of this ethics resolution is to acknowledge the varying dynamics of municipalities across the state, including proximity to assistance services, and to establish a fair and equitable agreement on residency in relation to permanent and emergency temporary housing placement outside of a municipality of origin. This resolution will provide increased collaboration and consistent liability expectations, further establish general assistance best practices, and foster increased municipal support for temporary emergency assistance by clarifying municipal liability due to temporary emergency housing placements.~~

~~The following standards should be observed when communicating with a current or potential client for general assistance and collaborating with any municipality:~~

~~I. A welfare official should not attempt to end, or avoid acquiring, local welfare financial responsibility by encouraging, persuading or pressuring a person:~~

- ~~A. Not to apply for assistance, or to discontinue residence in the municipality in which they currently reside, or~~
- ~~B. To establish a residence in another municipality.~~

~~II. A welfare official should make a good faith effort to contact the welfare official of another municipality when a person is being directed to them and explain why the person may be inquiring and/or applying to their municipality. This applies whether or not the welfare official has accepted initial financial responsibility for the person. Applicable state confidentiality statutes shall apply. Temporary, non-resident assistance may be necessary to provide for a person even if that person is being directed to another municipality, depending on the circumstances, including transportation and timing of need for assistance (165:1-c Nonresidents).~~

~~III. Welfare officials should not grant any assistance that he/she knows will be used to relocate or help establish the client's residence in another municipality, unless:~~

- ~~A. A good faith effort is made to explore local resources, after which it is discovered that none are reasonably available.~~

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- B. The person has indicated a need and/or intent to move to another municipality for nonlocal welfare related reasons.
- C. An assessment of financial sustainability for proposed first month's rental assistance into a new housing has been completed by the municipality of origin.

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IV. When a client of general assistance decides of their own volition to relocate to another municipality, the welfare official from the municipality of origin should contact the welfare official of the other municipality in advance of the move and pay up to one month's eligible assistance following the move, if necessary, due to known or unanticipated circumstances. The municipality of origin should work with the receiving municipality and pay reasonable housing costs.

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- A. Persons who are sanctioned by municipal welfare and arrive in another community are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.
- B. When a person contacts a welfare official in a municipality in which they do not currently reside, or appears in a municipality, for the sole purpose of applying for assistance to avoid applying for or pursuing assistance in their municipality of origin, the welfare official may contact the official in the municipality of origin to determine a proper course of action. This may include establishing an appointment with the municipality of origin, the municipality of origin accepting 30-day local welfare liability, or other agreed upon courses of action.

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V. According to RSA 126-A:30, persons receiving short-term emergency housing (e.g., shelter or motel) shall continue to maintain their legal residence in the municipality of origin, for local welfare purposes, as it existed at the time of entering the emergency housing. Therefore, the New Hampshire Local Welfare Administrators' Association supports and encourages the following municipal local welfare best practices:

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- A. A person does not gain or lose residency while in emergency housing, hospital or treatment program center until such a time said person has acquired more permanent residence (i.e., apartment).
- B. A person that leaves emergency housing of their own free will and remains in a situation of homelessness, or is exited from the emergency housing for non-compliance or policy violations, for local welfare purposes, remains a resident of the municipality of origin for thirty (30) days.
- C. A person assisted by a municipality, or other assistance providers, with emergency housing assistance in a motel in another municipality, who then self pays for a consecutive thirty (30) days without municipal or other provider assistance should, for local welfare purposes, transition residency to the new municipality.

D. Temporary urgent assistance may need to be provided to meet basic needs of transient individuals or residents of other municipalities. Municipalities should communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin (RSA 165:20-a), when it is determined unreasonable for the person to physically return to the municipality of origin due to transportation, timing of need for assistance or residency is unclear.

VI. If good faith efforts to abide to any parts of this resolution agreement are unsuccessful, applicable state statues shall prevail.

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I. "Dumping" is hereby declared to be an unethical practice. For purposes of this resolution, "dumping" consists of attempting to end, or avoid acquiring, a local welfare financial responsibility by encouraging, persuading or pressuring a client:

A. not to establish, or to discontinue, a residence in the town which he/she has applied for assistance, or

B. to establish a residence in another town.

II. In order to avoid "dumping" the following standards should be observed:

A welfare administrator should not encourage, direct, or knowingly allow a client who has applied for assistance in his/her town to apply for assistance in another town without making a good faith effort to contact the welfare administrator in that other town to explain why the person is coming to the other town. This applies whether or not the welfare administrator has accepted initial financial responsibility for the person (i.e. treat him/her as a resident) unless:

A. he/she has an established place of abode (specific address, place to sleep) in another town which he/she intends to return to (even for just one night i.e., hasn't moved out of yet), or

B. he/she has NO established place of abode ANYWHERE, (i.e., any prior specific address was in some other town and has been abandoned) AND has a specific intent to go somewhere else rather than staying in the town for any time.

(Even when an applicant falls into A. or B. above, some temporary, non-resident assistance may be necessary, depending on the circumstances, in order to send the person on his/her way.)

III. Where a town has accepted initial financial responsibility under paragraph II above, the welfare administrator should not grant any assistance which he/she knows will be used so as to help establish the recipient's residence in another town, unless:

A. a good faith effort is made to explore local resources, after which it is discovered that none within reason is available, or

~~B. —unless the client has indicated an intent to move to another town for some non-welfare-related reason.~~

~~In either case the welfare administrator who has accepted initial financial responsibility should contact the official of the other town and offer to pay up to one month's assistance following the move if necessary.~~

~~Towns must avoid "special" treatment. If a town never pays security deposits, the town must not pay security deposits in special instances to establish a client's residence elsewhere. The sending town should pay actual allowable shelter costs as determined by the receiving town's guidelines.~~

~~IV. —Residency~~

~~According to RSA 126-A:43-h, persons receiving emergency housing (shelter) shall continue to maintain their legal residence as it existed at the time of entering the emergency housing facility. When a person leaves the originating shelter of their own free will, the liability no longer remains the responsibility of the original town. A person does not gain or lose residency while in a shelter, hospital or treatment center.~~

~~Persons who are sanctioned by local welfare, and arrive in another community, are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.~~

APPENDIX D

CITY OF SOMERSWORTH NEW HAMPSHIRE WELFARE BENEFIT PROGRAMS

BENEFIT	PERSONS ELIGIBLE	SOURCE OF FUNDS	GOV'T WHICH ADMINISTERS	GOV'T WHICH SETS STANDARDS
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TOWN

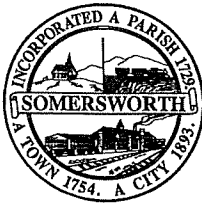
- | | | | | |
|--|---------------------|-----------------------|-------------------|-------------------|
| 1. Town-Municipal Welfare
RSA 165:1, I | Poor and in
need | Local
Property Tax | Town/ <u>City</u> | Town/ <u>City</u> |
|--|---------------------|-----------------------|-------------------|-------------------|

STATE

- | | | | | |
|---|--|-----------------|-------|--------------------|
| 2. APTD
Aid to the
Permanently &
Totally Disabled
RSA 167:6, VI | Low income
Adults 18-64
Permanently
& Totally
Disabled | County & State | State | State |
| 3. OAA
Old Age
Assistance
RSA 167:6, I | Low Income
Adults, 65
and over | County & State | State | State |
| 4. ANB
Aid to Needy
Blind
RSA 167:6, IV | Low Income
Blind Adults | State | State | State |
| 5. TANF
Temporary
Assistance to
Needy Families
42 USC §601
RSA 167:6, V | Low Income
Families with
Dependent
Children | State & Federal | State | Federal
& State |

FEDERAL

- | | | | | |
|--|--------------|-----------------------|---------|---------|
| 6. Food-Stamps SNAP
7 USC §2011 | Lower Income | Federal
Households | State | Federal |
| 7. SSI
Supplemental
Security Income
42 USC § 1831 1381 | Low Income | Federal | Federal | Federal |



City of Somersworth – Ordinance

Ordinance No: **5-23**

TO AMEND CHAPTER 8A, SEWERAGE COMMITTEE ARTICLE XIV

October 3, 2022

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Delete Chapter 8A, Sewerage Committee Article XIV, in its entirety, and replace it with:

Section 1. The Sewerage Committee shall be the appeals Committee for decisions made by the City Manager, or his/her designee concerning interpretation and execution of the provisions of this Ordinance.

Section 2. The Sewerage Committee shall be a Committee that consists of three members of the City Council. Appointment to the Sewerage Committee shall be by the Mayor in the normal course of assignment of the City Council Standing Committees.

Authorization

Sponsored by Councilors:

Richard Michaud
Matt Gerding
Donald Austin
Nancie Cameron

Approved:

City Attorney

INJUNCTIVE RELIEF ARTICLE XIII

Section 1. In addition to the penalties provided in Article XII of this ordinance, whenever any person violates any provision of this ordinance or fails to comply with any order of the City, the City, acting through the Director, may apply to the responsible court for the issuance of an injunction restraining the person violating the ordinance or failing to comply with the City order, from making any further discharges into the waters, watercourses, natural outlets, sewers or wastewater facilities under the jurisdiction of the City. On application of the City, the superior court, or any justice thereof, in term time or in vacation, may enjoin any act in violation of this ordinance.

SEWERAGE COMMITTEE ARTICLE XIV

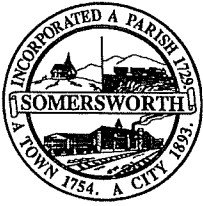
Section 1. ~~A-The~~ Sewerage Committee shall be the appeals committee for decisions made by the City Manager, or his/her designee, a standing committee of the City Council appointed by the Mayor for arbitration of differences between the Director and sewer users on matters concerning interpretation and execution of the provisions of this ordinance, ~~by the Director. The cost of the arbitration will be divided equally between the City and the sewer user.~~

Section 2. The Sewerage Committee shall a standing committee and consist of ~~the Mayor as Chairman, and three~~ two members of the City Council, ~~who shall be the voting members and such ex-official members as may be deemed necessary by the voting members.~~ Appointment to the Sewerage Committee shall be by the ~~same method as provided in the City Charter, City Council rules and regulations and the Administrative Code for appointment to independent boards and commissions~~ Mayor in the normal course of assignment of City Council standing committees.

CHARGES ARTICLE XV

Section 1. The income from the sewer rents as hereinafter set forth shall be used for defraying the cost of construction, management, maintenance, operation, reconstruction, replacement, and repairs of City Sewers and sewer systems, including treatment and disposal works and for the payment of the interest and principal of any debt incurred to pay such costs.

Section 2. The income from sewer rents shall be paid into the City Treasury and shall be kept and applied exclusively for the purposes set forth in Article XV, Section 1 and shall be known as the sewer fund. The City Treasurer is hereby authorized in his/her discretion to deposit any present or future surplus income from sewer rents in commercial and/or savings account and withdraw or transfer the same for proper purposes, as provided for in RSA 149-1:10.



City of Somersworth – Ordinance

Ordinance No: 6-23

SUPPLEMENTAL APPROPRIATION FOR CAPITAL IMPROVEMENTS PROJECTS FOR THE SCHOOL DEPARTMENT

October 3, 2022

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 22-23 is amended as follows:

Appropriate \$262,833 (Two Hundred Sixty-Two Thousand Eight Hundred Thirty-Three dollars) from an unanticipated State of New Hampshire Extraordinary Needs Grant Revenue to the School Department Budget as follows;

Original Budget	Amendment	Revised Budget
\$ 26,759,213	\$ 262,833	\$ 27,022,046

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Jonathan Slaven
City Clerk

Background:

This Ordinance appropriates a portion of an unanticipated revenue from the State of New Hampshire Extraordinary Needs Grant to the School Department. The net amount to be received from the State is \$262,833. The intent is to use this appropriation, for some or all of the following Capital Improvements based on actual cost; Upgrades to the High School Entrance to improve security; Upgrades to the SAU Office Entrance to improve security and ADA compliance; District Wide Security Upgrades to locks and card readers.

This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and. Section 7.7 (A) of the City Charter.

Authorization

Sponsored by Councilors:

Richard Michaud
Matt Gerding
Donald Austin
Nancie Cameron

Approved:

City Attorney

Bob Belmore

From: Lori Lane <llane@SAU56.ORG>
Sent: Wednesday, September 28, 2022 8:53 AM
To: Bob Belmore; Scott A. Smith
Cc: Katie Krauss; Maggie Larson
Subject: Request for supplemental appropriation approved by Somersworth School Board
Attachments: City of Somersworth Adequacy Memo 9-28-22.doc

Good morning Bob and Scott,

I wanted to let you both know that last night, the Somersworth School Board unanimously approved the following motion:

Motion to request that the City Council consider approving a supplemental appropriation of \$262,833.62 from the additional state adequacy aid's "extraordinary need" grant for school district security related capital improvement projects.

The School Board is grateful for this opportunity and was most appreciative that the City Council would consider granting this request.

I will plan to attend Monday's City Council meeting in case there are any questions of the school district regarding this request.

If you need any further information at this time, please let me know.

Thanks again for your help with helping to move this forward.

Lori

Lori Lane
Superintendent of Schools
SAU 56
51 West High Street
Somersworth, NH 03878
(603) 692-4450 x1601

SCHOOL ADMINISTRATIVE UNIT FIFTY SIX

Somersworth School District

51 West High Street

Somersworth, NH 03878

(603) 692-4450 • Fax (603) 692-9100



DIRECTOR OF SCHOOL DISTRICT OPERATIONS
Dana Hilliard

SUPERINTENDENT
Lori Lane

BUSINESS ADMINISTRATOR
Katie Krauss

STUDENT SERVICES DIRECTOR
Nancy Jo Michaud

FEDERAL GRANTS MANAGER
Robert Godbout

To: Somersworth City Finance Committee

From: Lori Lane, Superintendent of Schools
Katie Krauss, Business Administrator

Date: September 28, 2022

RE: State of New Hampshire Additional Adequacy

In November of 2021, the State of New Hampshire released the estimate of what the district would receive for Adequacy Revenue to be used in creating the FY 23 budget. Each year in September, the state then issues the final number that the district will receive in Adequacy Revenue. Since the estimate was issued in November 2021, there are a few changes that have occurred that have resulted in an increase in adequacy funding.

- Districts have submitted current and complete ADM data for school year 2021-2022.
- SB420 was adopted during the legislative session to distribute the Extraordinary Need Grants to districts based on their free and reduced-price meal eligible students relative to property values. This grant is a permanent feature of the adequacy formula under current law. However, the amount of the award decreases as property values in a community increase and free and reduced priced number eligible pupils decrease.

Below is a summary of how the changes affect our district:

November 2021: \$7,859,138.46

September 2022: \$8,121,972.07

Additional Revenue: \$262,833.62

There are two options available to School Districts when State Adequacy increases after school budgets are finalized:

- Apply the revenue as a credit during local tax rate setting process
- Call a special meeting for change in education funding. This would require a vote of City Council to approve a supplemental appropriation.

The School Board Budget and Revenue Committee met on September 22, 2022, to discuss this and give direction on which option they would like us to pursue, and it was determined that the district would go forward in pursuing a supplemental appropriation in order to utilize these funds. Lori and I met with City Manager Bob Belmore, City Finance Director Scott Smith, and City Finance Committee Chair David Witham to discuss the increased funding and the process to request utilizing these funds.

Use of Funds

Due to the fluctuation of adequacy revenue and the uncertainty of the amounts we will receive in the future, it was determined that it is best to utilize the funds for one-time projects such as capital improvements in order not to impact future budgets. Based on discussions at the last Building, Grounds and Transportation Committee meetings in creating our CIP plan, security was discussed as being a number one priority of the district. Based on that, we are recommending that the funds be used for the following:

- Upgrades to High School Entrance to improve security
- Upgrades to SAU Office Entrance to improve security and ADA compliance
- District Wide Security Upgrades to locks and card readers

We are currently obtaining estimates on the costs for these items to determine which projects will be able to be funded. Priority will be the high school entrance and if funds allow, we will complete the other projects.

Request for Supplemental Appropriation

The Somersworth School Board met on September 27, 2022 and voted to approve the request for a supplemental appropriation in the amount of \$262,833.62 to be used for security upgrades.

Thank you in advance for your continued support of the Somersworth School District.

If you have any questions, please let us know.

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Office of the City Manager Executive Department City of Somersworth, New Hampshire	Effective Date: October 25, 2021	A.R. No: 3.003
		# of Pages 6
Subject: Investment Policy	Supersedes: Re-Adopted: Annually Adopted: March 19, 2007	Approved by: City Council

I PREFACE

An investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the City.

The following are guidelines established to provide guidance and direction for city officials in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability, and in ensuring that laws are followed.

II SCOPE

The investment policy applies to all financial assets in the custody of the city treasurer of the City of Somersworth, New Hampshire. These funds are accounted for in the City's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the City, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the City of Somersworth Trust Funds.

III OBJECTIVES:

1. Security: Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided.
2. Liquidity: Investments shall not be made that may have an adverse effect on the normal operations of the City. Therefore, the length of all investments shall be dictated by cash flow needs.
3. Return on Investment: Return on investments should be maximized, but never to the extent that security of principal or liquidity of funds is jeopardized. City officials are encouraged to receive competitive proposals on prospective investments.

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 2 of 6

IV AUTHORITY:

New Hampshire Statute 48:16 is the legal authority under which the City Treasurer operates. See appendix "A" attached.

Other requirements include: The City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance.

V. ADMINISTRATION

In accordance with the City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance, the division of Finance shall include the functions of the City Treasurer with the head of the Division being the City Treasurer. Therefore, administration of the cash management of the City, directed by the City Treasurer, shall be coordinated with the Assistant Director of Finance.

VI. PRUDENCE

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VII. INSTRUMENTS:

In accordance with RSA 48:16 III and VI, excess funds of the City of Somersworth shall be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
 - o Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or certificates of deposits that meet all the conditions as required by RSA 48:16 VI; or
- c) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- d) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- e) Short-term obligations of United States Government agencies; or
- f) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 3 of 6

g) As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest bearing deposit which meet all of the following conditions:

(a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

(b) The selected bank arranges for the redeposit of the funds in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.

(d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.

(e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

VIII. DIVERSIFICATION:

The City's investment portfolio shall be diversified. Over concentration in a maturity, an instrument, or institution/issuer is to be avoided.

➤ DIVERSIFICATION BY INSTRUMENT

	Maximum <u>Percent of Portfolio</u>
▪ Overnight Investments	100%
▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

IX. DEPOSITORIES AND DEALERS:

Unless otherwise in the best interest of the City, the City shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 4 of 6

collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

X. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

XI. REPORTING

The City Treasurer shall submit quarterly to the City Manager an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XII. ETHICS AND CONFLICT OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the City Manager any material financial interest in financial institutions that conducts business with the city. Further, they shall report to the City Manager any large personal financial investment position that could be related to the performance of the City portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this City, particularly with regard to the timing of purchases and sales.

XIII. PERFORMANCE EVALUATION

The City shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the City's investment program as it relates to the City's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIV. OTHER

The City Council, shall review this policy annually, with changes made as warranted, followed by re-adoption by the City Council.

The City Council reserves the right to implement changes to this policy without prior notice if it is deemed in the City's best interest.

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 5 of 6

This policy is available for public review and inspection. A copy may be obtained by contacting the Director of Finance and Administration.

Appendix A

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 48

CITY OFFICERS

City Treasurer

Section 48:16

48:16 City Treasurer; Duties. –

I. The city treasurer shall have custody of all moneys belonging to the city. The treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

II. The city treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the city treasury, and of all notes given by the city, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books, and submit the books and vouchers to them and to the city auditors for examination, whenever so requested.

III. Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall invest the same in accordance with the investment policy adopted by the mayor and board of aldermen or city council under RSA 47:6, II. The treasurer may invest in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

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IV. The city treasurer shall pay out fees held pursuant to RSA 673:16, II upon the order of the local land use board or its designated agent or in the case of moneys held pursuant to RSA 674:44-d upon order of the heritage commission.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the city. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

- (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.
- (b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
- (c) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.
- (d) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.
- (e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Source. 1939, 170:2. RL 65:15. 1949, 207:1. RSA 48:16. 1959, 197:2. 1973, 490:2. 1991, 268:9; 377:7; 383:10. 1992, 64:4. 1996, 209:11. 1997, 208:9. 1998, 40:3. 2007, 246:7. 2008, 120:26. 2010, 7:4, eff. July 3, 2010. 2013, 97:4, eff. Aug. 19, 2013.

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September 29, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 4-23

Title: **TO AMEND CHAPTER 10, WELFARE GUIDELINES**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 9/29/22

By: 

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September 29, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 5-23

Title: **TO AMEND CHAPTER 8A, SEWERAGE COMMITTEE ARTICLE XIV**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 9/29/22

By: 

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September 29, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 6-23

**Title: SUPPLEMENTAL APPROPRIATION FOR CAPITAL
IMPROVEMENTS PROJECTS FOR THE SCHOOL DEPARTMENT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 9/29/22

By: 