

## GA Application Checklist

Please include or bring the following documents with your General Assistance application:

### Household Member(s):

- Photo identification for those applying
- Social security numbers and dates of birth for all household members
- Passport and immigration paperwork (if applicable)
- Medical statement or correspondence from Social Security if unable to work
- Proof of household income including but not limited to:
  - ✓ Wage earnings
  - ✓ Child support
  - ✓ Social security or social security disability
  - ✓ Tax returns
  - ✓ TANF
  - ✓ Assistance from relatives

### Household Expenses:

- Signed lease/rental agreement
- Current bank statement(s)
- Basic necessity costs (monthly statements/bills) some of which include:
  - ✓ Utility bills such as water, electric, heat
  - ✓ Vehicle expenses
  - ✓ Prescriptions (if applicable)
  - ✓ Daycare
  - ✓ Phone

### Family Assets:

- Vehicles
- Recreational Vehicles include snowmobiles, boats, ATVs & trailers
- Property
- Retirement accounts
- Life insurance

## Summary of Responsibilities

General Assistance (GA) is *a program of last resort* for those who find themselves with an immediate, unexpected need.

### TOWN OF INDUSTRY

The Town of Industry is responsible for providing assistance to eligible people who are in need. The Town is also responsible for maintaining confidentiality.

### APPLICANTS

It is the applicants' responsibility to demonstrate their eligibility to the administrator through:

- Maintaining open and honest communication with the GA Admin.
- Notifying the GA Admin if there are changes in circumstances which may affect their eligibility.
- Providing complete and accurate information.
- Providing written documentation required to complete the GA application.
- Making every effort to use potential resources such as government and state assistance programs, local non-profit organizations, and any personal assets.