

## GA Appointment Checklist

Please bring the following documents to your appointment with the Town of Topsham, GA Administrator:

### 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



### General Assistance

100 Main Street  
Topsham, Maine 04086

(207)725-5821 ext. 2124  
ldumont@topshammaine.com

After hours Emergency Number -  
(207)725-4337

## APPOINTMENT REMINDER

### **Resident:**

### **Scheduled for:**

*If you cannot make the appointment or you no longer need to apply for General Assistance, we would appreciate if you would contact our office to update us of your status. Thank you.*

### Summary of Responsibilities

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

#### **TOWN OF TOPSHAM**

The Town of Topsham 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.