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BELFAST GA PLAN BY GA ADMINISTRATOR

8-11-16 AS

PLAN TO
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Plan of Correction: Addressing issues of noncompliance determined with revisit on:

8-11-16

June.30, 2016 to bring the City of Belfast into compliance with the General Assistance Program.

Applications will be reviewed to be complete including budgets, and signatures.

Attention will be given to make sure assistance does not exceed the deficit in most cases; if above, then under, not to exceed the unmet need and will not exceed the category maximum.

Conditions of eligibility will be assigned for every application; narrative will explain the conditions assigned. Returning clients will have the conditions of eligibility of reviewed when scheduling the next appointment so they are prepared. Interview will begin with review of conditions, receipts reviewed and totaled to complete budgets. If assistance is given when a condition has not been met, the narrative will explain why that was done, and will be a one time exception.

Misspent monies identified with the budget sheet will be used as a resource and added to prospective 30 day income. It will be fully explained to the client why that is done.

Assistance given through the "worthy poor" account will not be noted on the decision form.

IAR forms will be completed and signed by client and administrator with 1) Initial Claim Only or 2) Posteligibility Case Only box checked.

A doctor's note / form will be required to exclude from work search. In most cases, client will be ineligible until the note has been received from the doctor.

Expenses paid in excess of income will be questioned and the narrative will explain why that was possible.

If electricity is paid when the amount would not have stopped disconnection the narrative will explain the reason: i.e. client will pay the balance or further assistance will be coming from another source.

Receipts for prior 30 days income will be saved in the client's file.

Clients will be required to return work searches in advance of follow-up appointment so administrator can verify searches – ph# will be required on job search log.

For starting a new job, prospective income will be budgeted on the application.

When a client is in temporary housing food vouchers will be issued weekly to allow for fresh or perishable food.

* A checklist will be created to review applications for completeness and compliance.

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CHECKLIST: For review with applications

Handouts: have client sign:

- Notice for use of money – basic necessities
- General Assistance program information sheet

- Identification: copy driver's license or state id

- Assist applicant to complete application – check every box on application

- Include contact person information (under people who are not members of the Household)

- Complete budget for retuning clients: add unverified funds with prospective income

- Calculate projected 30 day income: include investment income (Section 6, C);
Include unverified expenditures; include monthly work-related expenses: child care / mileage, if applicable

- Complete expenses and other expenses sections

- Complete deficit section

- Complete unmet need section

- Complete decision sheet: eligible / ineligible: clearly state conditions of eligibility in order to receive assistance in the future

- Clearly explain the need to keep pay stubs and receipts when returning for further assistance – impact on projected income

- Give contact information for help through other community resources: GBAM / Salvation Army / Soup Kitchen / Food Pantry