

**CITY OF AUGUSTA  
GENERAL ASSISTANCE NOTICE**

**REQUIREMENTS FOR USE OF INCOME AND RESOURCES  
EFFECTIVE AFTER FIRST APPLICATION**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If your income for a 30 day period will not be sufficient to provide basic necessities needed for your household (using Augusta GA guidelines) you may be eligible for supplemental assistance from the City to provide those basic needs. However, first, you will be required to provide verification of the following:

- A. Your household income
- B. Your household expenses
- C. Documentation (receipts) showing how your household income for the previous 30 days was used.

**STATE LAW REQUIRES THAT ALL PERSONS APPLYING FOR GENERAL ASSISTANCE MUST USE THEIR INCOME FOR BASIC NECESSITIES AND THAT AFTER THE FIRST APPLICATION, ANY INCOME NOT USED FOR BASIC NECESSITIES DURING THE PREVIOUS 30 DAYS WILL BE CONSIDERED STILL AVAILABLE TO MEET THE HOUSEHOLD'S CURRENT NEEDS.**

You will also be required to apply for and use all resources available to help meet your current needs, such as Food Stamps, TANF, Unemployment Benefits, HEAP, WIC, your liable relatives, savings and other assets. You will be required to meet any other appropriate eligibility requirements including actively seeking work and performing work for the City (workfare) .

It is your responsibility to plan ahead and use your income wisely and within City GA guidelines. It is very important that you obtain and keep receipts for your expenditures to verify how your income is used each month.

Please remember this program is based on immediate need for the most necessary basic expenses which include current shelter, fuel, electricity, food, medications, essential medical services and essential clothing, etc. Basic phone cost is considered essential only where it is necessary for medical reasons. Transportation costs are considered essential only when required for work or for medically necessary travel.

The following are examples of items that are not considered basic necessities and that will not be allowed in budget computations: Phone bills and car costs (except as stated above), cable TV, cigarettes, alcohol, gifts purchased, fines paid, costs of trips, vacations, entertainment, and pet care. Payments on vehicles, furniture, education costs, credit cards, overdue loans are postponable/negotiable and will not be included in budget computations.

## **IMPORTANT**

Augusta GA guidelines require that recipients utilize their income and resources for basic necessities within amounts established by the city ordinance in the following order:

- 1) Rent for the current month (receipt required)
- 2) Energy Costs; (lights and fuel) for the current month (bill and receipt of payment required)
- 3) Personal/Household Needs (reasonable amounts up to ordinance maximums)
- 4) Food (up to the ordinance maximum)
- 5) Other additional current priority needs such as medicines, work related expenses must be verified in order to be considered (bills and any receipts required)

The GA Administrator may provide that items in this category (5) take precedence over any item or items listed (1 through 4) when deemed appropriate after considering the needs and circumstances of the particular applicants.

**FAMILIES OR INDIVIDUALS WITH REGULAR INCOME SUCH AS WAGES, TANF, SSI, SOCIAL SECURITY BENEFITS, VETERANS BENEFITS, ETC. WILL BE REQUIRED TO SHOW VERIFICATION EACH MONTH WHEN THEY APPLY THAT THEIR TOTAL INCOME IS USED TO PAY NECESSITIES AS STATED ABOVE. AFTER VERIFICATION (RECEIPTS), THAT YOU HAVE PAID THOSE EXPENSES, THE CITY WILL APPLY ANY ADDITIONAL ASSISTANCE YOU ARE ELIGIBLE FOR AND IN NEED OF TO REMAINING NECESSITIES IN THIS ORDER:**

- a) Food
- b) Personal Household
- c) Other (from the list 1-5 above as approved by the GA Administrator)

Assistance will generally be furnished on a weekly basis with attention directed to dates that income and resources will be received and to dates that expenses are due and services or goods are needed.

If it is determined that your household income was not used as directed and also was not used for basic necessities, your household will not be eligible to receive general assistance to replace that income. Assistance will not be reduced if the household can verify income was exhausted to purchase basic necessities.

Any assistance you receive should be repaid by you at such time that you become financially able or by your liable relatives. Any assistance provided to you is to be used for only those persons stated on your application and approved by the GA Administrator. Services, merchandise, food, housing, etc. obtained by you from this program and given, swapped, sold, or provided in any way to other persons not approved by this program will be considered as obtained fraudulently and could result in a denial of assistance and court action.

NOTICE ISSUED BY:

DATE:

RECEIPT ACKNOWLEDGED:

DATE:

Original - Client  
Copy - GA File

GA notice 11/91

Original - Client

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