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In City Council August 18, 2011.
voted unanimously to rescind Resolution
R-2008-13.

City of Keene
NEW HAMPSHIRE


City Clerk

August 11, 2011

TO: Mayor and City Council
FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM & RESOLUTION: Human/Youth Services**
Director - R-2011-27: General Assistance Guidelines

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends adoption of R-2011-27 authorizing the Human Services Department to implement the revised General Assistance Guidelines and to rescind R-2008-13.


Chairman/Designee

Background Notes:

Human/Youth Services Director Judy Sadoski stated that she is before the Committee with reference to a Resolution asking that the Council approve certain changes to the Human Services general assistance guidelines. RSA 165 requires that municipalities provide general assistance commonly known as welfare to the poor who are unable to support themselves and covers emergency needs such as food, shelter and utilities. She noted that the last change to the guidelines was in April 2008.

Ms. Sadoski stated that the proposed changes have been reviewed by the Attorney's office and the changes have modification to language and clarification in procedures that are used by the department.

Ms. Sadoski referred to page 6 – language was added to identify adults in a household. There were some typographical errors that were corrected, and the word release was changed to releases.

Page 8 – it was clarified that each time a person came in to apply for assistance they had to file a new application each time.

Page 10 – procedures followed for health and safety issues. It has been noted that any violations observed by staff will be reported to the Code Enforcement Department. Throughout the document the word “Property Owner” was replaced with the word “Landowner”.

Page 33 and 34– Outlines disbursements. If there are outstanding property taxes or water and sewer payments due to the City, the department will apply whatever is owed by the property owner to the amount being paid out.

Page 23 – When applying for City services, applicants are required to apply for any and all other services which will lower their need for City assistance.

Page 29 and 31 – Language added to the fair hearing process.

Page 35 through 39 – Clarification was added to the definitions.

Chair Georgina referred to language that states that a minor’s residence is always that of a custodial parent or legal guardian. The Chair asked what happens to those kids who are homeless and do not live with their parent or guardian. Ms. Sadoski stated that in a situation such as that the legal guardian would be contacted either through DCYF or another agency to get involved in the process.

Councilor Stout made the following motion which was seconded by Councilor Roberts.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends adoption of R-2011-27 authorizing the Human Services Department to implement the revised General Assistance Guidelines and to rescind R-2008-13.



CITY OF KEENE

R-2011-27

In the Year of Our Lord Two Thousand and Eleven

RELATING TO COUNCIL POLICY: GUIDELINES FOR GENERAL ASSISTANCE

A RESOLUTION

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: Each New Hampshire municipality is mandated under NH RSA 165 to provide General Assistance; and

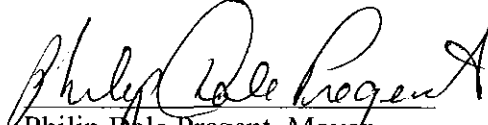
WHEREAS: General Assistance Guidelines must be adopted by the City Council to administer general assistance fairly, confidentially and with impartiality to all applicants; and

WHEREAS: said Guidelines must be reviewed regularly to include criteria for levels of assistance based on local conditions; as well as establish criteria for determining eligibility; the application process, and an appeal process to meet the basic necessities of life such as food, shelter and burial; and

WHEREAS: the City Council adopted "General Assistance Guidelines" for the City of Keene, New Hampshire, on April 17, 2008; and

WHEREAS: There is a need to further update and amend the Guidelines;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that R-2008-13 be rescinded and the Guidelines, entitled "*City of Keene Human Services General Assistance Guidelines*" and dated August 18, 2011 be adopted.


Philip Dale Pregent, Mayor