



TOWN OF CONWAY

1634 EAST MAIN ST. • CTR. CONWAY, NEW HAMPSHIRE 03813

(603) 447-3811
FAX (603) 447-1348
WWW.CONWAYNH.ORG

Verification (See What to Bring list)

Section 1: Application

- We will first check to see that your application is complete with all signatures.

Section 2: Permanent / Semi permanent documents

- We require two forms of ID for all household members. Adults must provide photo ID.
- The rest depends on your individual circumstances.

Section 3: Income and Assets

- We look at the last four weeks and future weeks while you are working with us.
- We require all transaction history for ALL accounts.
- Accounts may include Bank accounts, EBT, Direct Express, Paypal...etc.
- Verify the amount and date of your last income tax return OR submit verification of non-filing.
- If you will be or have started a new job within the past four weeks, you will need an employment verification form completed by your new employer.
- If you left a job within the last four weeks, we will need a terminated employment form.
- If self-employed, please attach invoices to the self-employment form.
- Please remember to report odd jobs, bonuses, gifts, child support, internet based...etc

Section 4: Housing and Expenses

- Verify all expenses even if you don't think we will count it.
- If you are trying to prevent eviction, be sure to bring your eviction notice and payment history.
- We will need a rental verification form and IRS Form W-9 on file.

Section 4: Benefit Programs

- Provide correspondence, notices of decision, & appointment dates.
- **The law requires you to access and use programs funded at federal and state levels BEFORE using town assistance as long as there is ample time to do so without jeopardizing your survival.**
- Immediate short term, temporary assistance is provided in some cases;
- Once assisted, you will have just 7 days to prove you have applied to these programs. **It is best to start applying before you are facing emergency situations!**

Section 5: Odds and Ends

- If injury or illness prevents you from working/complying, your doctor needs to complete a medical release and report form.
- Be sure you signed all signature lines!

What to Bring to your appointment

Eligibility is determined based on VERIFIED information. Applicants must verify information for ALL members of the household. Be sure to submit verification covering the four weeks prior to the date your application is submitted. We will contact you to set up an appointment after we have reviewed your application. We can also be reached by phone (603-447-3811 Dial 6), Fax (603-447-1348) or email at bjparker1@conwaynh.org. Individual circumstances affect verification requirements but the list below should get you started.

Case Name:

Application Date:

Eligibility Dates:

Application

Do not leave blanks.

Answer questions individually.

All adults must sign.

Permanent / Semi Permanent Documents

Two forms of ID: One photo ID and one other form such as passport, social security card, birth certificate

Certificates: Birth, death, marriage, divorce, guardianship, DD-214; car registration, deeds...etc.

Court Documents: Restraining orders, probation/parole, parental/child support...etc

Income/Assets

Last 4 weeks income: paystubs, direct deposits, rental income, bonuses, alimony, child support...etc.

Bank Statements: All pages showing transaction history for all accounts in the last 4 weeks; Checking, savings, Christmas, Education, retirement, military...etc.

Asset Statements: savings bonds, Cd's, 401K, Life insurance, trusts, Inheritances, deeds

Self employment: Self employment form with contracts/invoices/work orders

Employment verification/termination: If job began/ended in last four weeks or you don't have paystubs

IRS Refund/rebates: Verify amount and date received.

Other: Go fund me/fundraising; internet based sales/income; gifts/loans; charity

Expenses:

Housing: Lease/rental agreement; deed; eviction notice/writ/foreclosure; rental verification, W9, rent payment printout, mortgage statement, property tax bill, statement from roommate re: division of expenses

Receipts/bills: fuel, electricity, water/sewer, snow/trash removal, childcare, transportation, repairs, insurance...etc.

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