



TOWN OF CONWAY

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

(603) 447-3811
WWW.CONWAYNH.ORG

Applying for Local Welfare in Conway, NH

1. **Call 603-447-3811 Ext 14 to complete an intake:**
 - a. Receive information and referral
 - b. Learn about the application process and what forms are needed
 - c. Learn about statutory requirements and timelines
2. **Obtain paperwork available at Town Hall, Conway Public Library or at www.conwaynh.org:**
 - a. Pick up the application and complete 2 other packets:
 - i. **Notice Certification Packet** (Includes verification list and instructions)
 - ii. **Release of information packet**
 1. Town of Conway
 2. DHS
 3. Tri-County Cap
3. **Collect Verification:**
 - a. The list is in the **Notice Certification** packet **and** in the **application packet**.
 - b. Pay attention to eligibility dates (The 4 weeks prior to the day you submit application)
 - c. Be sure to verify expenses!
4. **Submit to General Assistance Officer**
 - a. Submit the application together with verification.
 - b. Decisions on applications submitted without verification are generally denied.
 - c. Incomplete applications are denied.
5. **You will be contacted for an appointment after the case is reviewed.**
 - a. Contact may be in person or over the phone.
 - b. Appointments are scheduled Monday-Friday 8 am-12 pm.
 - c. Walk-ins are strongly discouraged for time management reasons.
 - d. Decisions, referrals, verification and more will be discussed.

This is not an emergency program.

Decisions are generally made within **3-5 business days**.

Please do not delay calling us!