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!