

BASIC NEEDS POLICY

New clients must provide basic needs receipts from the date they sign this form.

Returning clients must provide receipts showing where all income has been spent in the last 30 days and basic needs receipts for the last 30 days.

If you cannot account for your income or misuse your income to pay for non-basic needs your assistance can be reduced by that amount. **Please keep all receipts** for all purchases from today forward to account for your income in order for this office to make a determination regarding eligibility for general assistance. Following is a list of what this office considers basic needs and non-basic needs:

Basic Needs

Rent/mortgage _____
Renters insurance _____
Homeowner's insurance _____
Food and toiletries _____
Laundry _____
Utilities _____
Medication _____
Basic Internet _____
Basic home phone _____
Basic cell phone _____
Car gas _____
Car payment (if employed) _____
Car insurance – comprehensive (if you
have a vehicle loan) or liability (if your vehicle
is paid in full) _____

Non-Basic Needs

Cable, Satellite, Dish _____
Credit cards _____
Personal loans _____
Eating out/takeout _____
Manicures/nails _____
Entertainment _____
Cigarettes _____
Alcohol _____

By signing below, you acknowledge receipt of this basic needs policy and understand the requirements of this policy.

Applicant Signature

Date

Co-applicant Signature

Date