

**TOWN OF KINGSTON
HUMAN SERVICES DEPARTMENT**

Mailing Address: P.O. Box 716, Kingston, NH 03848

Office Address: Town Hall, 163 Main Street, Kingston, NH 03848
603-642-3342 ext. 121

REQUIRED DOCUMENTATION:

- Copies of any pay stubs or proof of income for the past two (2) months
- Copies of any expenses paid for the past two (2) months including utilities, phone payments, medical bills, mortgage or rent payments, payments on any loans, and any other expense you may have
- Driver's license or photo ID
- Proof of children if applicable (birth certificate, Social Security card)
- Proof of any property owned (home, vehicles, recreational vehicles, etc.)
- If medically disabled, a letter from your treating physician stating your inability to work and the timeframe of anticipated return to work
- If renting, a copy of your lease or rental agreement. If your request for assistance is approved, your landlord will need to fill out additional paperwork in order for rental assistance to be paid.

In general, the Department will need documentation to back up all amounts listed on your application. In the event you do not have access to a computer and printer or a copier, please call the Human Services Department for assistance.

ITEMS OF NOTE WHEN COMPLETING YOUR APPLICATION AND GATHERING BACKUP:

- If you have an adult (at/over the age of 18) living with you, he/she will be included in the discussion of your application. According to NH RSA 165:32, able-bodied adults living in your household are considered in determining your level of need for town support. As such, documentation of this income and potentially these expenses must be included in your application.
- Per NH RSA 165:19, relations have the responsibility to assist family members in need if sufficient income exists to do so. This will be considered when reviewing your application.
- Per NH RSA 165:20(b), when you return to work, it is expected that you repay the town for the assistance provided to you if sufficient income exists to do so.
- Per NH RSA 165:28, if you own real estate or have a civil judgment in your favor, a municipal lien will be placed and the town repaid for the assistance provided to the applicant. This lien will not be acted upon until the home is transferred or sold. Under ordinary circumstances, no interest is charged on the assistance provided.

HELPFUL HINT:

Please consider payment plans if you have outstanding bills. In many cases, utility companies will allow you to pay monthly rather than a lump sum, sometimes without an interest charge.