

**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

***WHAT CAN I EXPECT IN THE APPLICATION PROCESS?***

The process begins with a thorough application. Please fill out each section of the application completely and clearly. There must be documentation to back up your responses. A list of this documentation is included in this packet.

The next step is an in-person visit. At this appointment, a representative of the Human Services Department will meet with you to review your application and answer any questions you may have. In the event you cannot come to the office, alternative means may be arranged.

With five (5) business days, you will receive a decision from the Department. In the event that assistance is granted, payment(s) will be made directly to the payee, not the applicant. If your application is denied, a thorough explanation will be provided. If you disagree with a decision, you have the right to a hearing with a third party designated by the Selectboard.

***HOW IS ELIGIBILITY DETERMINED?***

Eligibility is determined based on your financial picture and in accordance with a set of guidelines approved by the Selectboard and maintained by the Director of Human Services. There are many factors taken into consideration, and each case will be reviewed carefully and objectively. There is a list of allowable expenses, and there are also maximum limits to the amount of aid that can be distributed. Those limits and allowances are outlined in the Guidelines approved by the Selectboard.

***OTHER RESOURCES ARE AVAILABLE TO HELP YOU***

The Department is also here to assist residents to learn more about available resources that may be of help. There are many agencies and organizations that partner with the town to serve residents in need. Some are public, and some are private, but we all partner together to help you get through a difficult time and empower you to take charge of your future.

***At all times in the application process, all personal information will remain confidential.***  
***Any discussions with the Selectboard are non-public to ensure confidentiality.***