



# City of South Portland

## Social Services

25 Cottage Road, South Portland ME 04106

Phone: (207) 767-7617 Fax: (207) 767-7620

## Appointment Information

Interviews for General Assistance are scheduled by appointment only. If you are a first time applicant, interviews may last up to an hour. If you are going to be more than 10 minutes late for your appointment you will need to call and reschedule.

**You have an appointment scheduled on: \_\_\_\_\_ at \_\_\_\_\_ with Kristen/Paige via phone/in person.**

Please email or drop off the following documentation prior to your appointment:

### FOR EACH PERSON IN THE HOUSEHOLD:

- |                                   |   |
|-----------------------------------|---|
| Picture ID (if over 18 years old) | EBT Card                                  |
| Social Security Cards             | Medical Cards                             |
| Visa/Passport                     | Immigration Documentation (if applicable) |

### DOCUMENTATION OF ALL HOUSEHOLD INCOME FOR THE PAST 30 DAYS:

- |                          |                       |
|--------------------------|-----------------------|
| Wages                    | Workers Compensation  |
| Social Security/SSI/SSDI | VA Benefits           |
| TANF/ASPIRE              | Pension or Trust Fund |
| Child Support            | Gifts in Kind         |
| Unemployment             | Other                 |

### DOCUMENTATION OF ALL HOUSEHOLD EXPENSES (PROVIDE STATEMENTS AND RECEIPTS):

- |                                  |                               |
|----------------------------------|-------------------------------|
| Rent or Mortgage                 | Car payment and Car insurance |
| Central Maine Power              | Unitil/Gas/Oil                |
| Sewer and Water                  | Child care                    |
| Prescriptions/Medical expenses   | Home and/or cell phone        |
| Credit Cards                     | Internet and/or Cable         |
| Child support (current and back) | Other _____                   |

### DOCUMENTATION OF:

- |                                |  |
|--------------------------------|--|
| Vehicle registration/insurance | Savings account (statement/current balance)  |
| State/Federal tax return       | Checking account (statement/current balance) |

Landlord Verification of Rental Unit (must be completed by the landlord)

Medical Verification (if unable to work: must be completed by a licensed physician)

Employer Verification (if employment recently changed)

Other: \_\_\_\_\_