



## THE HAINES CHARITY GUIDELINES FOR ASSISTANCE

### Administration

The Haines Charity Committee has been established by ordinance by the Waterville City Council and authorized to adopt guidelines for the administration of the Haines Charity Fund. The Committee may, from time to time, amend these guidelines providing that said revisions are substantially in keeping with the requirements stipulated by Mr. Haines and not in conflict with State/Federal law. The City Council will be informed in writing of all revisions to these guidelines.

The City's Health and Welfare Director (Director) shall be responsible for receiving and processing all applications for assistance. The Director or his/her staff shall assist applicants to ensure that all income and expense information is available prior to Committee review. Only those applications with the proper documentation will be forwarded to the Committee for review.

The Committee meets the second Tuesday of each month to review the applications. Completed applications must be submitted to the Health and Welfare office by the first Friday of each month. For emergency purposes, the Committee may meet at other times provided that a majority of the members are present. The Chair of the Committee, in consultation with the Health and Welfare Director, will determine when there is such a need and he/she will notify other Committee members.

### Eligibility Criteria

The Committee shall have the sole responsibility for reviewing eligibility and for determining funding assistance for all applicants in accordance with the following criteria:

1. All applicants must have been residents of the City for 90 days prior to receiving assistance. Exceptions may be granted by unanimous vote of the Committee in an emergency situation.
2. Applicants are deemed ineligible if they have received General Assistance from the City in the past 90 days.
3. Assistance through the Haines Charity Fund should not be considered as a monthly entitlement. Unless otherwise provided by a unanimous vote of the Committee, assistance to individuals or families is limited to a quarterly basis.
4. Total assistance granted by the Committee will be limited to \$1,500 per month, unless a different amount is set by the City Council. Although the Committee will attempt to assist as many as possible, the total monthly allocation may be used on one applicant should the need arise.
5. Although Assistance is not limited to the following categories, the Committee will attempt to provide for:
  - food
  - clothing
  - rent or rental deposits
  - medical assistance (including eye glasses or hearing aids)
  - fuel
  - utilities
  - basic household necessities

6. Should the total monthly allocation not be used, it may be carried forward for use in the next month.

**Reporting**

Annually, the Committee, through the Finance Director, is required to report the total of all expenditures to the City Council.

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APPROVED

Waterville City Council  
February 20, 2007