

TOWN OF LINCOLNVILLE  
SPECIAL WELFARE FUNDS  
OPERATING PROCEDURES

**PURPOSE:** The Special Welfare Funds may be established by benefactors, who may wish to remain anonymous, to benefit those Lincolnville Residents, who, needing financial assistance yet unable to qualify for the Town's General Assistance Program for whatever reason, may receive sufficient funds to provide the basic necessities to carry them over a particularly difficult time. To distinguish one fund from another, these special welfare funds may be assigned different names at the discretion of the Lincolnville Welfare Director.

**FUNDS:** The funds to support this welfare program are provided by the anonymous benefactors; the original amounts may be established by the benefactors and may be increased or decreased on a yearly basis. The funds should be used completely each fiscal year.

**RESPONSIBLE AGENT:** The Lincolnville Welfare Director is responsible for the administration of these funds.

**REQUIREMENTS:**

1. With the exceptions of the below listed requirements, this program will function under the guidelines specified in the latest Town of Lincolnville General Assistance Ordinance.
2. At the time of application for assistance from these funds, each applicant must have been a resident of the Town of Lincolnville for more than one week (seven days), with a place of residence (home or apartment, not a motel/hotel/inn room) in which they have been living.
3. Each applicant will complete the Lincolnville Welfare Application, the same used for the Town's General Assistance Program.
4. Each person who applies to this program must have been found ineligible for the Town's General Assistance Program for other than violations of Sections 5.5, 5.6, 5.7 and 6.4 of the Town's General Assistance Ordinance. Persons in violation of the above sections of the GA Ordinance are ineligible for this program also.

**LEVELS OF ASSISTANCE:**

1. Funds will be used for one category of assistance only from the following list: food, electricity, fuel (home heating/cooking only), or rent. No more than one category will be funded at one time, unless a bonafide emergency can be determined using those criteria outlined in the General Assistance Ordinance.
2. Each applicant who qualifies for this program is entitled to funds sufficient to reduce the need to workable level, as determined by the General Assistance Administrator and the Applicant.
3. The maximum level of funding for any one category will be \$200.00 per applicant.

**FUNDING METHODS:** The Special Welfare Fund will pay only invoices, bills or the like. No money will be dispensed to the applicant directly.

RECOVERY OF GRANTED FUNDS:

1. The recipient is urged to repay the resources granted to them by the special welfare fund; there is no required time period for this repayment; however, if at all possible, restitution should be made within one year from the date the assistance was granted.
2. The fund should not attempt to recover granted funds if the recovery would place the recipient in the financial position of needing welfare funds again.

ENACTMENT DATE: This Operating Procedure is enacted by the Lincolnville Board of Selectmen at a public meeting on November 16, 1992.