

TOWN OF BOLTON
FOOD PANTRY GUIDELINES AND INSTRUCTIONS

GUIDELINES FOR APPLYING FOR USE OF BOLTON FOOD PANTRY

In order to be eligible to receive any kind of food assistance from the Town of Bolton, one must meet the income qualifications, fully complete the application, and include in the application packet all the necessary documentation that is required.

TO APPLY

- Review the income guidelines shown in the chart below to ensure you meet the income qualifications to be eligible. Verification of meeting these qualifications is required.
- Complete the Food Pantry Application. All questions must be answered and data must be entered into the charts accurately.

INCOME GUIDELINES

In order to qualify for food assistance, your income must fall below the amount listed that corresponds to the number of people in the household.

Note: Every individual living in the house should be considered in the household number, regardless of age.

| | | | | | | | | |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Household Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Income | \$31,815 | \$41,605 | \$51,394 | \$61,184 | \$70,973 | \$80,762 | \$82,598 | \$84,433 |

Applications will not be reviewed until all paperwork is fully completed.

Once application is processed, you will receive a list of items available at the Bolton Food Pantry and the allotted amount of each item you have been approved for. This number will be figured based on a two week period and determined by the size of the family.

TOWN OF BOLTON
FOOD PANTRY APPLICATION

Application Date _____ (MUST BE RENEWED ON AN ANNUAL BASIS)

Applicant Name _____
(last) (first) (middle initial)

Address _____
(no. and street) (apt. #) (town) (state)

Home Telephone () _____ Cell Telephone () _____

Total Number of Household Members _____
Does anyone in the household receive SNAP benefits? YES NO

Listing yourself first, complete all spaces below for ALL persons living in the home. Use a separate sheet of paper if necessary.

| Name (last, first) | Relationship | Date of Birth | Occupation | Veteran Y or N | Receive SNAP Y or N |
|--------------------|--------------|---------------|------------|-------------------|------------------------|
| | | | | | |
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| | | | | | |

NOTE: Verification of rent or mortgage payment is required.

Do you own a home? YES NO Do you pay a mortgage? YES NO
If yes, what is your monthly mortgage payment? \$ _____

Do you rent? YES NO If yes, what is your monthly rent payment? \$ _____

Landlord/Agent/Company Name _____ Landlord Telephone () _____
Landlord Address _____ (no. and street) (town) (state) (zip code)
COPY OF LEASE MUST BE INCLUDED.

NOTE: Verification of heat and electric bill is required.
Method of paying heat Heat included in rent Payment to Vendor
What is your primary heating source? Oil Natural Gas Propane Electric Other _____

TOWN OF BOLTON
FOOD PANTRY APPLICATION

FINANCIAL DATA:

NOTE: Verification of income (including benefits) is required. MUST REFLECT EVERYONE LIVING IN THE HOUSEHOLD.

| INCOME SOURCES | GROSS \$ AMOUNT | INCOME FREQUENCY (weekly, bi-weekly, etc.) | HOUSEHOLD MEMBER(S) RECEIVING INCOME |
|--|------------------------|---|---|
| Employment Wages | | | |
| Public Assistance (TANF, SAGA, etc.) | | | |
| Child Support/Alimony | | | |
| Veteran's Benefits | | | |
| Unemployment Compensation | | | |
| Social Security/SSI Benefits | | | |
| Worker's Compensation/Disability Insurance | | | |
| Retirement/Pensions/Annuities | | | |
| Rental Income | | | |
| Self-Employment | | | |
| Contributions from Friends/Relatives | | | |
| Zero Income | | | |
| Other | | | |

TOWN OF BOLTON
CHECKLIST OF REQUIRED DOCUMENTATION

In order to ensure your application is processed as quickly as possible, it is necessary that you submit income and asset verification for every household member. Submit the following items.

I. INCOME DOCUMENTATION

- Your 4 more recent consecutive weekly paystubs, 2 consecutive bi-weekly paystubs or 1 monthly paystub. Paystubs must show your name.
- A copy of your Social Security Income (SSI) check, OR a statement from the bank if you have direct deposit, OR your most recent Social Security Award Notice, Form SSA-4926SM.
- Pension or annuity check stubs, OR a letter from the payer on the letterhead of the payer stating the gross amount.
- If unemployed, the printout of Unemployment Compensation Benefits from the Department of Labor (DOL), OR 4 consecutive paystubs showing your benefits, OR a statement from the bank if you have direct deposit.
- Workman's Compensation or Disability Insurance (short term or long term) statement showing benefits and period covered.
- Rent receipts for rental income, OR your tenant's lease, OR copies of checks.
- V.A. Award Letter for Veteran's Benefits (including pensions), OR a copy of the check, OR a statement from the bank if you have direct deposit.
- Statement from DSS stating amount in Food Stamps, or any other SNAP assistance.
- Divorce decree or Family Relations Court letter or lawyer statement verifying amount and frequency of alimony and/or child support, OR Child Support Enforcement Letter or printout, OR bank statement if payments go directly to bank account.
- Signed statements indicating the amount and frequency of payments from friends and relatives who are contributing to your household's support.

II. VERIFICATION OF DISABILITY

- If you or some member of your household has a disability, you must have the provided medical certificate signed and stamped by a physician verifying the disability.

III. DOCUMENTATION OF RENT OR MORTGAGE PAYMENT & BILLS

- It will be necessary for you to bring in proof of what your current rent or mortgage payment is as evidenced by your lease or mortgage payment statement, a copy of a check, OR a current rent receipt. (Rent charges may be verified with your landlord).
- Copy of any bill sent to anyone in the house.
 - o Insurance
 - o Cell phone
 - o Cable & internet
 - o Electric

IV. ASSET VERIFICATION

- To verify your current account balance(s), you must provide statement(s) from every institution that you or any other household member(s) have an account with. Liquid assets include savings and checking accounts, bonds, stocks/shares, CDs, IRAs. **Homeowners with liquid assets over \$10,000 and all other with liquid assets over \$8,000 are ineligible for financial assistance, unless assets over these amounts plus income are less than income limit for assistance.**

Should you fail to submit all your documentation, it will not be possible to process your application.