

TOWN OF FRANCESTOWN
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PUBLIC ASSISTANCE WORK PROGRAM POLICY

1. Authority

In accordance with the provisions of RSA 165, which requires the local governing body of every town and city in the state to adopt written guidelines relative to general assistance, the Francestown Board of Selectmen hereby adopts the following policy regarding the application of the work program for persons receiving assistance from the Town. This policy will be administered by the Public Assistance Administrator (the Administrator) or her designee.

This policy is intended to be a supplement and, where applicable, supersede the Public Assistance Guidelines as adopted by the Board of Selectmen on April 1, 2013.

2. Purpose

The purposes of the public assistance work program are to do the following:

- Provide assisted persons (participants) with an opportunity to provide a service to their community in exchange for general assistance;
- Provide assisted persons with an opportunity to build skills and improve their ability to secure sufficient employment;
- Provide various Town departments and local nonprofit organizations approved by the Administrator with the support of additional labor above normal staffing to assist with appropriate tasks; and
- Provide the Town with an additional avenue to receive reimbursement for general assistance paid out.

3. Application

Requests from departments or local nonprofit organizations (the supervisor) for the public assistance work program shall come in to the Board of Selectmen's Office or the Administrator. Requests should be for work appropriate for the program, generally outlined as clerical or physical labor of a low to moderate exertion. Participants shall not be covered by the Town's workers' compensation as employees; however they may qualify for medical payments coverage under the town's volunteer medical payments coverage.

The Administrator shall review all requests and identify if any current recipients of assistance are an appropriate fit for the tasks based on skills, qualifications, and circumstances as outlined in

the Public Assistance Guidelines and state statute. If an assistance recipient is identified to be an appropriate fit for a task, the Administrator, the department head, and the participant will meet to discuss the task, the circumstances of the position, and set up a mutually agreeable schedule. The Administrator may require participation in the work program. Participants are expected to behave and be treated by the supervisor similar to an employee including, but not limited to, being on time for shifts, being professional, performing in a satisfactory manner, receiving applicable breaks, etc. For confidentiality purposes, the participant will be identified to other employees as a volunteer. Participants will record time worked in the program on a modified timecard to be signed by the supervisor and submitted to the Board of Selectmen's Office or the Administrator. Time worked shall be repaid at the prevailing wage for similar work (not to be less than minimum wage) and based on the participant's qualifications, as determined by the Administrator and the Town Administrator. The Administrator shall track the amount of aid repaid through the work program and shall not allow time worked to exceed the amount of aid to be repaid. Participants may continue to participate in the work program after they are no longer receiving aid until they have fully reimbursed the Town.

If a participant's performance is unsatisfactory in the work program, the supervisor will give a warning to the participant; if performance does not improve the department head may notify the Administrator and the participant will be relieved of the assignment. At the discretion of the Administrator the participant may be reassigned to another department/task or their public assistance may be terminated for lack of participation in the program.

In recognition that one of the goals of this program is to improve participants' opportunities for employment, upon request supervisors are authorized to write letters of recommendation for successful participants, at their discretion.

4. Exclusions:

Pursuant to RSA 165:31, III, in no case shall participation in a work program be required of the following persons as a condition of receiving assistance:

- A. Single parents with children under the age of 5 years; and
- B. Person with mental or physical disabilities, as determined by the Administrator

5. Approval

The Board of Selectmen approved this Public Assistance Work Program Policy on April 1, 2013.

Signatures on file

Board of Selectmen Chair Betsy Hardwick

Selectman Scott S. Carbee

Selectperson Abigail Arnold

Also reviewed by:

Public Assistance Administrator

Town Counsel