

## **Human Services Monthly Report for March 2018**

- ✓ Completed applications for General Assistance and/or provided information regarding the requirements/eligibility for General Assistance.
- ✓ Assisted residents with completing process to apply for, or update, Safelink service.
- ✓ Processed applications for the Dexter Community Food cupboard cards.
- ✓ Assisted residents with applying for, updating, and/or completing reviews for Federal or State resources {PTFC/STFC, SSI, SNAP, TANF, MECARE}.
- ✓ Prepared distributions to residents from the Town's Hygiene/Food Closet.
- ✓ Observed, trained, organized, and completed weekly scheduling of Clothes Closet volunteers.
- ✓ Completed weekly and monthly reporting of time sheets for Clothes Closet volunteers.
- ✓ Completed monthly checkbook reconciliation for Town.
- ✓ Completed monthly reports for State and Town.
- ✓ Attended the Age Friendly Community meeting.
- ✓ Aided in locating requested information for people in the Tax Assessors office.
- ✓ Aided residents with making LIHEAP appointments and obtaining necessary documents.
- ✓ Completed monthly distribution and required documentation of the Senior Commodity Food Program along with assisting with completing new applications.