

Human Services Monthly Report for May 2019

- ✓ Completed 4 applications for General Assistance and provided information to 5 others regarding the requirements/eligibility for General Assistance.
- ✓ GA YTD = \$9776.00 with State share being \$6843.00 and Town share being \$2933.00
- ✓ Assisted 1 person with completing process to apply for Safelink service.
- ✓ Processed 2 applications for the Dexter Community Food cupboard cards.
- ✓ Assisted 6 residents with applying for, updating, and/or completing reviews for Federal or State resources {SSI, SNAP, TANF, MECARE}.
- ✓ Prepared distributions to residents from the Town's Hygiene/Food Closet.
- ✓ Observed, trained, organized, and completed weekly scheduling of 7 Clothes Closet volunteers.
- ✓ Completed weekly and monthly reporting of time sheets for 5 Clothes Closet volunteers.
- ✓ Completed monthly reports for State and Town.
- ✓ Completed monthly checkbook reconciliation.
- ✓ Updated electric and fuel usage data, spreadsheets and charts for all town owned accounts.
- ✓ Worked on projects relating to the Dexter Age Friendly committee.
- ✓ Met with Town Manager and Finance Officer to discuss and create annual budget.
- ✓ Participated in annual budget process with Town Councilors.
- ✓ Completed monthly distribution {of 87 food boxes and 43 pet food packages} and required documentation of the Senior Commodity Food/Furry Friends Programs, along with completing 4 new applications.
- ✓ Completed daily {7 days a week} Good Morning Neighbor phone calls.
- ✓ Completed a home visit to assess potential resources available for an elderly terminally ill resident.