



2020

The Town of Watertown Emergency Assistance Program Application

*Temporary Assistance for Residents of Watertown-Oakville with
Food, Fuel, Financial Scholarships and Safety Net Emergencies*

Please be assured that all information contained within this application will be held in the strictest of confidence.

Total Annual Family Income (include child support if applicable)

HOUSEHOLD INCOME GUIDELINES

| Household Size: | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Under \$16,755 | Under \$22,695 | Under \$28,635 | Under \$34,575 | Under \$40,515 | Under \$46,455 | Under \$52,395 |
| Household Size if you or a member of your household is at least 60 years old or has a disability: | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Under \$22,340 | Under \$30,260 | Under \$38,180 | Under \$46,100 | Under \$54,020 | Under \$61,940 | Under \$69,860 |

Clients must provide proof of income for everyone in the household over the age of 18 residing in the residence for the four weeks prior to the application date. See attached sheet for other documentation to be submitted with application.

FOOD BANK

Pick up on Thursday

You will be given your assigned pick-up time when you call to register.

YOU MUST SHOW UP AT YOUR ASSIGNED TIME UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE.

NO REQUESTS CAN BE MADE AT THE FOOD BANK; VOLUNTEERS ARE NOT ALLOWED TO HAND OUT ITEMS DURING PICK-UP. PLEASE DO NOT GO THROUGH BAGS INSIDE THE FOOD BANK.

12:30 – 2:00 pm

OR

5:00 – 6:00 pm

At the “Old Pin Shop”

20 Main St, Building 8, 1st in rear

Oakville, CT 06779

You must call the office to be placed on the list for food pick-up by Tuesday at 4:00 pm to register (860)945-5252 or (860) 945-5246.

Cut off for registering is 4:00 pm with NO EXCEPTIONS

You may use the food bank every other week according to the schedule you have been given, which goes by your last name. If you miss your week to sign up you must wait two weeks to sign up again.

(Please Detach This Sheet & Retain For Your Records)

**ALL ITEMS LISTED BELOW ARE REQUIRED TO DETERMINE
ELIGIBILITY FOR USE OF THE WATERTOWN FOOD BANK OR
OTHER EMERGENCY SERVICES.**

In accordance with an independent audit of the Watertown Emergency Food Bank and Social Services, the following documents must be on record to be in compliance.

Application and documentation must be updated annually in order to continue using Watertown Social Services Programs, including the Food bank.

Identification: Driver's License, State ID or other picture ID, which must have your current Oakville/Watertown address. If you have recently moved, you must update your ID within 48 hours. You will not be able to use Watertown services until you have updated your ID with a Watertown/Oakville residence/address with the Department of Motor Vehicles.

Income Verification for ALL household members over 18 years of age: Copies of pay stubs, tax returns, social security income, worker's compensation, child support/alimony (court order) or State Assistance (cash/food stamp approval letter).

Bank Statements: ALL Bank/Credit Union Accounts, including IRA'S, Savings and Checking. Provide most recent FULL bank statement (include all pages).

Proof of Residency: Utility bill showing name/address. Bill must be in **YOUR NAME**.

Lease/Mortgage Statement: Copy of current lease/mortgage statement must be provided.

Copy of 2019 income tax forms

Copies of all items must be provided PRIOR to assistance being provided.

A child counts as part of the household if they live with you 4 out of 7 days and that child is enrolled in a Watertown Schools. Thank you for your anticipated cooperation.

Sincerely,

Jeanne Vichioli

Jeanne Vichioli
Social Services

2020

Is this application: New, Renewal, or Update

(Please circle one)

Name: _____

Address: _____, Apartment/Floor # _____
OAKVILLE or WATERTOWN (Please Circle) Zip Code: 06779 or 06795 (Please Circle)

Email Address _____

Home Phone: (____) _____ - _____ Cell Phone (____) _____ - _____

Work Phone: (____) _____ - _____ Date of Birth: ____/____/____

Driver's License # _____ State Issued: _____ Expires: _____

Vehicle License Plate: _____ Expires: _____

Vehicle Year: _____ Make & Model _____

Lien Holder/Financed By: _____ Until When: _____

Landlord: _____

Landlords Contact Info: (____) _____ - _____ Copy of Lease (to be attached in application)

How Long at this Address: _____ When was the last time you required our services: Year/Date _____

PLEASE LIST ALL HOUSEHOLD MEMBERS (DO NOT INCLUDE YOURSELF)

Name: _____ Date of Birth & Age: _____ SS#: _____ School/Grade: _____

INCOME* (FOR ALL HOUSEHOLD MEMBERS)

SELF: \$ _____ SOURCE: _____ per: Week Month Year

SPOUSE: \$ _____ SOURCE: _____ per: Week Month Year

OTHER: \$ _____ SOURCE: _____ per: Week Month Year

CHILD SUPPORT: _____ per: Week Month Year

CHECKING ACCOUNT BALANCE*: \$ _____ BANK: _____

SAVINGS ACCOUNT BALANCE*: \$ _____ BANK: _____

OTHER ACCOUNT/IRA/CD/401K*: \$ _____ BANK: _____

(*attach copies of any income documentation, including paystubs, along with most recent bank statement)

| | | | |
|------------------------------------|---------------------------------|---|-----------|
| ARE YOU EMPLOYED: Y / N | ARE YOU LOOKING FOR WORK: Y / N | <i>(If employed fill out employer info below)</i> | |
| Employer: _____ | Supervisor: _____ | | |
| Address: _____ | Town _____ | State _____ | Zip _____ |
| Phone Number: (____) _____ - _____ | | | |

Monthly Expenses

Please break down payments (such as taxes) into your MONTHLY payment, not the total paid for the year.

Rent \$: _____ Car Payment \$: _____ Insurance \$: _____
Food \$: _____ Telephone \$: _____ Taxes \$: _____
Heat \$: _____ Credit Cards \$: _____ Other \$: _____
Electric \$: _____ Medical/Dental \$: _____ Other \$: _____

Comments (if any) _____

Cash Assistance Yes \$ _____ No _____

Food Stamps Yes \$ _____ No _____

State Medical Insurance Yes _____ No _____

By signing below, under Penalty of Law, I maintain that the information on this application is accurate to the best of my knowledge.

Name _____ Date _____

January 1, 2020

RE: FOOD BANK PICK-UP

Recently, there seems to be a great number of people who call to sign up to receive food from the food bank and then fail to show up for their scheduled pick up. **EFFECTIVE IMMEDIATELY, any individual who does not notify us they are unable to pick up their food will be subject to a penalty** and that individual will have to wait until their assigned week after the penalty week has passed to pick up food (one month from missed pick-up.) Your bags will not be held over for you. The food bank is only open on Thursdays; this is the only day food can be picked up. Also, you are given an assigned time to pick up your bags in order to keep the food bank running in an orderly fashion. You **MUST** show up at your **SCHEDULED TIME**. You cannot show up whenever you feel like it. If you miss your assigned time, and have not called the office to make other arrangements, you will not be allowed to pick-up your bags.

Also, when picking up your food, you are NOT to go through the bags. There are numerous people who ask to swap out food, ask for additional items, etc. The volunteers are not authorized to hand out anything other than what has been packed for you in your bags. You are to sign for your food and take your bags to your car.

The Food Bank volunteers are committed to trying to satisfy your needs by packing your bags. It is your responsibility to pick up those bags which you called in for. You can call *ANYTIME* to notify us that you won't be able to pick up your food. The office is open Monday-Friday from 8-5.

If you have any questions, please do not hesitate to contact me at (860) 945-5252.

Sincerely,

Jeanne Vichioli

Social Services

Please watch for updates regarding Thanksgiving and Christmas Holiday baskets

Watertown Food Bank

Release of Liability

Name: _____

I, the undersigned, agree to abide by the rules of the Watertown Food Bank. I understand that I can use this service every two weeks. This excludes emergency situations (fire, flood, etc.).

I understand I need to sign up by calling (860) 945-5252 or (860) 945-5246 **BY TUESDAY AT 4:00PM** on the week of distribution to be able to use the food bank that week. I have received the schedule which shows which week I am eligible for which goes by my last name (A-L/M-Z).

I understand that if I break the rules, I will not be allowed to use the Watertown Food Bank in the future. I understand that I am not allowed to go through my bags at the Food Bank. No requests will be taken during your pick-up. The food bank volunteers are not allowed to “shop” for items/requests while you are there picking up your bags. The food you are given has been donated. You are not allowed to return donated items to the stores for refund. If you are caught doing this you will not be allowed to use the Food Bank. I understand the Watertown Food Bank receives donations from various organizations, groups and individuals from the community. I understand that the Food Bank is for residents of this community and, in the event I move from Watertown/Oakville, I will notify the Food Bank immediately.

The town of Watertown Social Services makes no warranties or guarantees as to the quality or safety of the goods provided to you and/or your family. Furthermore, we disclaim all liability which may result from the consumption of food or use of any donated items provided as a result of this application. This disclaimer includes, but is not limited to any sickness, injury or death that may result from the receipt of goods or food or consumption of contaminated food, spoiled food or tainted food or other injury or death. By signing below, I hereby agree to hold the Watertown Food Bank, its directors, staff, personnel and volunteers harmless from any injury, illness, or death that may result from the receipt, use and/or consumption of the goods or foods provided to me as a result of this application.

Signature: _____ **Date:** _____

2020 Watertown Food Bank

The Watertown Social Service Department Food Bank will distribute food on alternate Thursdays, going by your LAST NAME (A-L, M-Z), to Watertown-Oakville residents only with proof of ID. You must have an application on file with the Social Services Department. The Watertown Food Bank is located at the Olde Pin Shop, 20 Main Street, Oakville. Watertown Social Services is located at 61 Echo Lake Road, Watertown.

To register to use the Food Bank, please follow the schedule below. You must call the office at 860.945.5252 and speak to a Town staff member. You will request a pick-up time and then placed on the list. When signing up you will be asked for your time preference: 12:30 to 2:00 OR 5:00 to 6:00 PM. You must call on Monday or Tuesday of your week. The cutoff for calling to register is Tuesday at 4:00 P.M. No names will be added after 4 P.M. Tuesday. You are allowed to request up to 2 items, we will try to fill your request if possible. Please notify us every time you call in on special dietary needs and allergies. Every effort will be made to honor your request **but** it is up to you to check ingredients, contents and expiration.

We understand situations can arise and you may be unable to pick-up at your scheduled time. Please notify us at 860.945.5252 (during NORMAL working hours) to notify us. Also, if there is an immediate needs or an emergency and you cannot wait until your week, please contact us. We are here to help. In the event of inclement weather call 860.945.5272

| MONTH | DATE | LAST NAME | MONTH | DATE | LAST NAME |
|----------|------|-----------|-----------|-------------------|----------------------|
| January | 2 | M-Z | July | 2 | M-Z |
| | 9 | A-L | | 9 | A-L |
| | 16 | M-Z | | 16 | M-Z |
| | 23 | A-L | | 23 | A-L |
| | 30 | M-Z | | 30 | M-Z |
| February | 6 | A-L | August | 6 | A-L |
| | 13 | M-Z | | 13 | M-Z |
| | 20 | A-L | | 20 | A-L |
| | 27 | M-Z | | 27 | M-Z |
| March | 5 | A-L | September | 3 | A-L |
| | 12 | M-Z | | 10 | M-Z |
| | 19 | A-L | | 17 | A-L |
| | 26 | M-Z | | 24 | M-Z |
| April | 2 | A-L | October | 1 | A-L |
| | 9 | M-Z | | 8 | M-Z |
| | 16 | A-L | | 15 | A-L |
| | 23 | M-Z | | 22 | M-Z |
| | 30 | A-L | | 29 | A-L |
| May | 7 | M-Z | November | 5 | M-Z |
| | 14 | A-L | | 12 | A-L |
| | 21 | M-Z | | <i>Tuesday</i> 17 | Thanksgiving Baskets |
| | 28 | A-L | | 19 | M-Z |
| June | 4 | M-Z | | 26 | No Food Bank |
| | 11 | A-L | December | 3 | A-L |
| | 18 | M-Z | | 10 | M-Z |
| | 25 | A-L | | <i>Tuesday</i> 15 | Christmas Baskets |
| | | | | 17 | A-L |
| | | | | 24 | No Food Bank |
| | | | | 31 | No Food Bank |