

3/1/82

Bulletin No. 82-6

P-2680

P-2680 Town Service Officer Procedures

When an applicant requests emergency assistance the Town Officer:

- Interview applicant in person or by telephone, establishes the item(s) needed. Determines of any available income or resource. Investigates as necessary.
- Makes decision. If denied, explains reason NECESSARY  
FORMS  
for denial. If assistance is granted, prepares  
DSW 292 Vendor Authorization and authorized 1. Vendor  
Authorization amounts specified by regulations. (DSW 292)  
2. GA  
Issuance Report (DSW  
Note: To void an unusable or incorrectly 291G)  
written DSW 292, mark VOID on all four 3. Time  
Report (DSW 150)  
(4) copies and mail them to district 4. Per Diem  
welfare office within 24 hours. Account (AA-F-  
and Expense 6A)
- Mails one copy of GA Issuance Report AN  
(DSW 291G) with pink and gold copies of  
Employee Withholding Certificate -  
Vendor Authorization (DSW 292) to district W4 - must be completed in  
welfare office within 24 hours; gives order to applicant or provider, white and yellow get paid.  
copies of vendor authorization.
- Files copy of GA Issuance Report (DSW 291G) in town service officer files.
- Completes Time Report (DSW-150) and, if appropriate, the Per Diem and Expense Account (AA-F-6A) and mails monthly to the District Director (see Section 2683).

The Applicant

- Takes white and yellow copies of vendor authorization (DSW 292) to provider and obtains authorized item(s). (If copies of vendor authorization cannot be given to the applicant, it is recommended that the Town Service Officer call the provider and let him know what purchase has been approved and the amount, informing provider that he will send vendor

authorization forms.)

The Provider

- Provides authorization item(s), signs white copy of vendor authorization and sends with two copies of bill to Administrative Services, Vermont Department of Social Welfare, 103 South Main Street, Waterbury, Vermont 05676. Yellow copy is provider's receipt.

The District Director or his Delegated Authority:

- Reviews returned Town Service Officer Issuance Report (DSW 291G), enters reported action on Basic Records and General Assistance Records, and files forms in case file.