

Appendix A

A listing of the overall maximum levels of assistance.

Comparison # in Household	Overall Maximums					
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
One	\$514.00	\$603.00	\$609.00	\$618.00	\$622.00	\$640.00
Two	\$547.00	\$620.00	\$624.00	\$642.00	\$662.00	\$696.00
Three	\$653.00	\$747.00	\$750.00	\$760.00	\$773.00	\$816.00
Four	\$851.00	\$946.00	\$948.00	\$965.00	\$1,016.00	\$1,100.00
Five	\$941.00	\$1,036.00	\$1,037.00	\$1,049.00	\$1,112.00	\$1,180.00
Six	\$1,010.00	\$1,111.00	\$1,112.00	\$1,124.00	\$1,187.00	\$1,255.00

Add \$75 for each additional person

Historical Note: Appendix A was amended by the City Council on August 11, 2014, November 9, 2015, September 12, 2016, November 13, 2017, November 13, 2018 and October 15, 2019.

Appendix B

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2019, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$45.12	\$194.00
2	\$82.56	\$355.00
3	\$118.37	\$509.00
4	\$150.23	\$646.00
5	\$178.60	\$768.00
6	\$214.19	\$921.00
7	\$236.74	\$1,018.00
8	\$270.70	\$1,164.00

NOTE: For each additional person add \$146.00 per month.

Historical Note: Appendix B was amended by the City Council on October 27, 2014, November 13, 2017, November 13, 2018 and October 15, 2019.

Appendix C

A listing of the maximum levels of assistance for housing (both heated and unheated).

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	\$113	\$487	\$137	\$587
1	\$117	\$502	\$147	\$634
2	\$133	\$572	\$173	\$743
3	\$186	\$799	\$236	\$1,015
4	\$192	\$826	\$251	\$1,079

Historical Note: Appendix C was amended by City Council on October 27, 2014, November 9, 2015, September 12, 2016, November 13, 2017, November 13, 2018 and October 15, 2019.

Appendix D

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is *not automatically* entitled to the “maximums” established – applicants must demonstrate need.

- 1) **Electricity Maximums for Household *Without* Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric used excluding electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

- 2) **Electricity Maximums for Households *With* Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: for each additional person add \$10.00 per month.

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

Historical Note: Appendix D was amended by the City Council on November 9, 2015, November 13, 2017 and October 15, 2019.

Appendix E

Heating Fuel

The Council may amend the number of gallons as they see fit from time to time.

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F

The Council may amend these monthly numbers as they see fit from time to time.

Personal & Cleaning Maximums

<u>Number in Household</u>	<u>Monthly</u>
1-2	\$45.00
3-4	\$50.00
5-6	\$55.00
7-8	\$60.00

Appendix G

Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 44 cents (44¢) per mile.

Please refer to the Office of the State Controller for changes to this rate: Telephone: 626-8420 or visit:

<http://www.state.me.us/osc/>

Appendix H

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is \$1,475. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section.

Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be \$1,025. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Historical Note: Appendix H was amended by the City Council on October 15, 2019.

Appendix I

26 MRSA §1043 (23)

Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
- (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

Appendix I

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.

[1999, c. 464, §2 (new).]