

[For use when adopting updated appendices only without amending the body of an existing GA ordinance]

MUNICIPALITY OF Windsor  
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of Windsor, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2023 through September 30, 2024. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this 26<sup>th</sup> day of September, 2023, by the municipal officers:

Ray L. Bates  
(Print Name)

Ray L. Bates  
(Signature)

Thomas McLaughlin  
(Print Name)

Thomas McLaughlin  
(Signature)

ANDREW G. BALLANTYNE  
(Print Name)

Andrew G. Ballantyne  
(Signature)

William H. Appel  
(Print Name)

William H. Appel  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

## 2023-2024 GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawankeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Sebocis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,367	1,593	2,045	2,611	3,201
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219

**Appendix A**  
Effective: 10/01/23-09/30/24

COUNTY	1	2	3	4	5*
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	742	812	951	1,281	1,464
<b>Franklin County</b>	781	834	1,033	1,383	1,695
<b>Hancock County</b>	965	996	1,198	1,521	1,655
<b>Kennebec County</b>	879	899	1,120	1,470	1,587
<b>Knox County</b>	905	913	1,120	1,490	1,592
<b>Lincoln County</b>	1,004	1,013	1,282	1,582	2,069
<b>Oxford County</b>	873	878	1,072	1,514	1,761
<b>Piscataquis County</b>	752	810	1,000	1,326	1,598
<b>Somerset County</b>	810	851	1,098	1,430	1,532
<b>Waldo County</b>	1,041	1,047	1,256	1,558	2,132
<b>Washington County</b>	811	816	1,060	1,328	1,453

\* Please Note: Add \$75 for each additional person.

## 2023-2024 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2023, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

**Note: For each additional person add \$219 per month.**

## 2023-2024 GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See *Instruction Memo* for further guidance.)**

### **Non-Metropolitan FMR Areas**

<b>Aroostook County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	134	577	169	726	
1	139	598	185	794	
2	156	672	216	929	
3	218	940	292	1,256	
4	243	1,044	333	1,434	
<b>Franklin County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	143	616	178	765	
1	144	620	190	816	
2	175	754	235	1,011	
3	242	1,042	316	1,358	
4	296	1,275	387	1,665	
<b>Hancock County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	191	821	221	950	
1	191	821	228	979	
2	222	956	274	1,177	
3	285	1,227	348	1,496	
4	301	1,293	378	1,625	
<b>Kennebec County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	171	735	201	864	
1	171	735	205	882	
2	204	878	256	1,099	
3	274	1,176	336	1,445	
4	285	1,225	362	1,557	

## Appendix C

Effective: 10/01/23-09/30/24

### Non-Metropolitan FMR Areas

<b>Knox County</b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<b>Lincoln County</b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<b>Oxford County</b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<b>Piscataquis County</b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<b>Somerset County</b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

## Appendix C

Effective: 10/01/23-09/30/24

### Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

  

<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

### Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211

  

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185

  

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

## Appendix C

Effective: 10/01/23-09/30/24

### Metropolitan FMR Areas

<b>Penobscot Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	163	702	193	831	
1	163	702	194	836	
2	206	884	257	1,105	
3	259	1,114	322	1,383	
4	273	1,175	351	1,507	
<b>Portland HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	284	1,223	314	1,352	
1	327	1,405	366	1,576	
2	419	1,803	471	2,024	
3	539	2,317	601	2,586	
4	660	2,839	738	3,171	
<b>Sagadahoc Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	185	794	215	923	
1	216	930	256	1,101	
2	260	1,118	311	1,339	
3	364	1,563	426	1,832	
4	432	1,857	509	2,189	
<b>York Cty. HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	235	1,010	265	1,139	
1	239	1,029	279	1,200	
2	295	1,267	346	1,488	
3	388	1,667	450	1,936	
4	429	1,845	506	2,177	
<b>York/Kittery/S. Berwick HMFA</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	275	1,183	305	1,312	
1	280	1,205	320	1,376	
2	370	1,592	422	1,813	
3	511	2,195	573	2,464	
4	654	2,813	731	3,145	



## 2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from October 1, 2023 to September 30, 2024.

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<p><b>NOTE:</b> For each additional person add \$75 per month.</p> <p style="text-align: center;">(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p>						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

**NOTE:** For each additional person add \$219 per month.

### APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

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## APPENDIX D - UTILITIES

### ELECTRIC

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

**NOTE:** For each additional person add \$10.50 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	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

**NOTE:** For each additional person add \$14.50 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

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

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**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.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

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## **Appendix G**

Effective: 10/01/23-09/30/24

### **2023-2024 Mileage Rate**

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. 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.

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.

### **Cremation Maximums**

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation 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 cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

## **Appendix H**

**Effective: 10/01/23-9/30/24**

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

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.

# 2023-2024 GA Housing Maximums Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2023- 9/30/2024

## Non-Metropolitan FMR Areas

<b><u>Aroostook County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	148.88	595.50

<b><u>Oxford County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	161.44	645.75

<b><u>Franklin County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	153.00	612.00

<b><u>Piscataquis County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	148.50	594.00

<b><u>Hancock County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	183.56	734.25

<b><u>Somerset County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	156.38	599.25

<b><u>Kennebec County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	165.38	661.50

<b><u>Waldo County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	193.13	772.50

<b><u>Knox County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	165.38	672.00

<b><u>Washington County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	149.81	599.25

<b><u>Lincoln County</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	186.75	747.00

## Metropolitan FMR Areas

<b><u>Bangor HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	189.75	759.00

<b><u>Portland HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	295.50	1182.00

<b><u>Cumberland Cty. HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	228.38	913.50

<b><u>Sagadahoc Cty. HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	206.44	825.75

<b><u>Lewiston/Aub urn MSA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	170.25	681.00

<b><u>York Cty. HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	225.00	900.00

<b><u>Penobscot Cty. HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	156.75	627.00

<b><u>York/Kittery/S . Berwick HMFA</u></b>	<b><u>Recovery Residence Rates</u></b>	
	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
	258.00	1032.00