

## **CONFIDENTIAL MEMO**

To: \_\_\_\_\_, General Assistance Administrator

From: \_\_\_\_\_, General Assistance Administrator

Date: \_\_\_\_\_

Re: General Assistance Client Now Residing in Your Municipality

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This is to notify your office that the following individual and members of the household, as listed, have relocated to \_\_\_\_\_ from \_\_\_\_\_.

### **Adults**

\_\_\_\_\_ dob \_\_\_\_\_ ss# \_\_\_\_\_

\_\_\_\_\_ dob \_\_\_\_\_ ss# \_\_\_\_\_

### **Children**

\_\_\_\_\_ dob \_\_\_\_\_ Father \_\_\_\_\_

\_\_\_\_\_ dob \_\_\_\_\_ Father \_\_\_\_\_

\_\_\_\_\_ dob \_\_\_\_\_ Father \_\_\_\_\_

\_\_\_\_\_ dob \_\_\_\_\_ Father \_\_\_\_\_

Client's address in your municipality \_\_\_\_\_

The client has been notified by this office that \_\_\_\_\_ is the municipality of responsibility until maximum assistance has been issued for the 30-day period of \_\_\_\_\_ (*enter dates*).

Current status with this office is : Eligible \_\_\_\_ Ineligible \_\_\_\_

Reason: \_\_\_\_\_

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In the event that you have need of additional information please contact me at \_\_\_\_\_, during the hours of \_\_\_\_\_.