

TOWN OF BRADLEY  
GENERAL ASSISTANCE  
WORK ORDINANCE

SECTION I: WORK REQUIREMENT ORDINANCE AND WORK ORDER FORM

The following ordinance is designed as a supplement to the MMA model rules and regulations for general assistance. The ordinance incorporates the language of 22 MSRA S 4504 as it relates to work requirements. This section of the Maine law provides municipalities with the clear authority to establish work programs.

In enacting the following ordinance, the municipal officers must first provide notice and a public hearing. The municipal officers retain the authority to enact a work requirement for general assistance.

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The Town of Bradley pursuant to 22 MRSA S 4504 and 30 MRSA S 1917 hereby ordains and establishes a work requirement for all persons receiving general assistance who are capable of working. This work requirement shall be operated by the Town of Bradley for general assistance recipients in accordance with the following provisions.

- A) No person shall, as a condition of general assistance eligibility, be required to do any amount of work that exceeds the value of the net general assistance that the person would otherwise receive under municipal general assistance standards. A person performing work under this subsection shall be provided with net general assistance the value of which is earned at a rate of at least the state's minimum wage.
- B) In no case shall eligible persons performing work under this subsection replace regular municipal employees.
- C) In no case shall work performed under this subsection interfere with an eligible person's:
1. existing employment;
  2. ability to follow up on a bonafide job offer;
  3. attendance at an interview for possible employment.
- D) In no case shall eligible persons be required to perform work beyond his or her capabilities. However, when an illness or disability is claimed, an eligible person may be required as a condition for receiving assistance to present a doctor's statement detailing the extent of the disability or illness.
- E) In no case shall an eligible person with an immediate need be required to perform work under this subsection prior to receiv-

ing general assistance. The administrator shall meet immediate needs upon receiving written assurance from the eligible person that he or she is willing to work for the assistance received. Work shall be performed prior to receiving general assistance when the payment for such work can be provided in time to meet the eligible person's needs.

F) Expenses related to work performed under this subsection by an eligible person shall be considered in determining the amount of net general assistance to be provided to the person.

G) An otherwise eligible person who refuses a suitable job offer under this subsection without just cause shall be ineligible for general assistance for a period of up to 60 days. This person may become eligible during this period of time if he becomes unemployed. The administrator shall consider refusal of a suitable job offer to include:

1. Not showing up for work.
2. Leaving without notification before time completed.
3. Below average work performance. The supervisor shall document work performance by indicating the nature of the work to be completed, the average time required for such and the time the eligible person requires for performing such work.

H) In no case shall an eligible person be asked to work for more than 40 hours per week. An eligible person who has a full or part-time job shall be exempt from the work requirement to the extent that the work requirement in combination with his or her regular job exceeds 40 hours per week.

I) Failure of an otherwise eligible person to accept a suitable job offer under this subsection shall not affect the general assistance eligibility of any member of the person's household who is not capable of working, including at least:

1. A dependent minor child;
2. An elderly, ill or disabled person; and
3. A person whose presence is required in order to provide care for any child under the age of 6 years or for any ill or disabled member of the household.

J) In administering the work requirement the administrator will provide that:

1. General assistance for work performed by an eligible person shall be itemized separately in reports to the Commissioner of Human Services and included in the reimbursable net general assistance costs (see 22 MRSA S 4499). Uniform forms for record-keeping shall be prepared by the administrator.

2. Eligible persons assigned to a work program will sign a work order that has been read to them so that they will understand the conditions of their general assistance. The work order shall detail the amount of time the eligible persons need to work to meet their needs and the type of work that they are being requested to perform.