

JACKSON COUNTY GENERAL RELIEF PROGRAM

Chapter I...GENERAL RELIEF GUIDELINES

The Code of Iowa, Chapter 252 imposes duties upon the counties of Iowa regarding general assistance. This Chapter directs Jackson County Board of Supervisors to provide for the relief of poor persons in Jackson County.

252.25 COUNTY GENERAL ASSISTANCE

The Board of Supervisors of each county shall provide for the assistance of poor persons lawfully in the county who are ineligible for, or are in immediate need and are awaiting approval and receipt of, assistance under programs provided by state or federal law, or whose actual needs cannot be fully met by the assistance furnished under those programs. The county board of supervisors shall establish general rules as the board's members deem necessary to properly discharge their responsibility under this section.

OVERVIEW:

In Jackson County, general assistance is called the General Relief Program. This program is administered through a department of county government as determined by the Jackson County Board of Supervisors. The General Relief Department will consist of a Director (who will be appointed by the Jackson County Board of Supervisors) and may also have additional personnel assigned to general assistance responsibilities as is necessary to discharge the duties of the program. For purposes of this policy, the General Relief Director and those others so assigned will be referred to as General Relief staff.

The General Relief Program provides short-term monetary help to Jackson County residents in extreme financial crisis. Jackson County is the funder of last resort and will only be utilized after all other options have been exhausted. Iowa Code 252.13 allows for recovery of money expended by Jackson County for the assistance or support of a person under this program. Therefore all assistance granted will be in the form of a loan which may be paid back or forgiven under the terms and conditions set forth in Jackson County's General Relief Policy.

General Relief offers a safety net for those not eligible for other government programs and promotes community strength by encouraging individual stability, responsibility, and functions as a "Bridge to self-sufficiency." General Relief promotes respect, compassion, and fairness in all of its interactions with persons seeking and receiving aid.

INTENT:

It is Jackson County's position that provision of assistance to needy persons is a matter of public benefit as well as a statutory duty of the county. To that end, General Relief as defined herein shall be administered to needy families and individuals as identified by the General Relief Policy guidelines promptly, humanely, and equitably in order to assure those persons a decent, healthful living situation. Together this Program and the Jackson County General Relief Ordinance fulfill the duties imposed upon the county by Chapter 252 of the Code of Iowa.

Section 1. Definitions:

The definitions of terms used in the JACKSON COUNTY GENERAL RELIEF PROGRAM are stated in the General Relief Ordinance and will apply throughout all sections of the General Relief Program.

- A. “Board” means the Jackson County Board of Supervisors.
- B. “Director” means the General Relief Director appointed by the Jackson County Board of Supervisors to administer the county’s General Relief Program.
- C. “Family” means the person applying for general relief, that persons spouse/significant other, children under eighteen years of age, older children who are dependent on the applicant due to school attendance or incapacity, and anyone else domiciled with the applicant and dependent upon the applicant according to guidelines used by the state Department of Revenue in collecting income tax.
- D. “General Relief” means payments made by the county on behalf of a needy person for food, rent, shelter, fuel, electricity, water, personal care items, medical attention, or burial expenses. Food does not include cigarettes or alcoholic beverages.
- E. “Needy person” means an individual or the family unit of that individual who is domiciled in Jackson County, Iowa and who, because of circumstances which are not attributable to that person, needs immediate relief.
- F. “Poor person” means an individual or family unit of that individual who is domiciled in Jackson County, Iowa, has no property, exempt or otherwise, and who, because of physical or mental disability, is unable to engage in gainful employment and otherwise cannot make a living.
- G. “Vendor Payment” means a County Auditor’s warrant to the supplier of goods or services.

Section 2. General Relief Eligibility

Eligibility for General Relief shall be determined on the basis of need as established and verified by the General Relief Director according to the guidelines set forth below and shall be evaluated without regard to race, creed, religion, national origin, sex, age, or sexual orientation.

- Meet the definition of Poor or Needy
 - Must lawfully reside in Jackson County
 - Residence will be defined to mean that a domicile has been established with the intent to remain as demonstrated by a current driver’s license or a state ID with a Jackson County address plus the following
 - Proof of local residence (i.e. rent receipts, rental agreement, proof of mortgage interest due)
 - Enrollment of children in school

- Registration to vote
 - Utility bill for a residence in Jackson County in the applicant's name
 - Other indicators of good faith residence verified by general Relief staff
- Jackson County is the funder of last resort. Applicants must exhaust all other opportunities for assistance before any will be granted by Jackson County. Agencies that can provide assistance include but are not limited to:
 - Operation New View
 - Gateway Area Red Cross of Jackson County
 - Department of Human Services of Jackson County
 - *SafePath* Survivor Resources
 - Project Concern of Jackson County
- Applicant must complete and sign the General Relief Application form and all release forms in the presence of a General Relief staff member.
- If physically and mentally able to work, applicant must register for employment with Iowa Workforce Development and actively seek employment by completing a minimum of 2 applications a week or at least 4 per month. Applicant and all able bodied persons over the age of 18 in the household must make application for assessment and job placement.
 - General Relief staff will determine whether applicants have made application for work and will obtain report of assessment and placement progress of the applicant.
- If physically or mentally unable to work, the client must provide a doctor's written verification of diagnosis and length of illness.
- If applicable, the client will apply for all other public assistance programs available by federal, state, and local resources in the community prior to General Relief being granted. Individuals who have been placed on the Limited Benefit Plan are not eligible for General Relief for the duration of the plan. These programs include but are not limited to:
 - FIP
 - Social Security
 - SSI
 - Unemployment Compensation
 - Food Stamps
 - Veterans Benefits
- Transients will be referred to other community organizations that deal with the transient and homeless. No other services will be provided.

- This assistance is provided in the form of a loan and is expected to be repaid. Applicants will be informed of their potential liability to reimburse Jackson County all assistance granted to them. All applicants are required to sign a form attesting to their knowledge of this policy.
- Federal regulations count general assistance as unearned income for food stamps effective February 1, 1988. Any assistance received may be reported to the applicant's food stamp worker upon inquiry.
- Applicants are required to pursue the application completion process with due diligence. This includes keeping all scheduled appointments, pursuing all avenues for assistance, and returning requested information in a timely manner.

Section 3. Administration

The Jackson County Board of Supervisors will determine the form of relief and the amounts of assistance that will be determined by this program.

- Duties of Personnel: The General Relief Staff will perform the following duties relative to applicant eligibility:
 - Accept applications for General Relief from persons residing in Jackson County and will supply standard application forms for this purpose
 - Investigate the needs of each person filing an application for General Relief and reinvestigate as necessary
 - Determine the eligibility of each applicant according to the guidelines set out in this program
 - Arrange for General Relief Director's approval of vendor payments to be paid on behalf of the applicant per Iowa Code 252.33
 - Contact all landlords or any agency necessary to obtain/verify the following information:
 - Verification of correct landlord
 - Names of people living in the dwelling
 - The size/type of dwelling, i.e. sleeping room, 1,2,3 bedroom, house, etc.
 - Amount of rent
 - Any utilities included in the rent
 - Name and address to be placed on assistance check
 - Assist applicants to attain self-sufficiency and promote financial responsibility through referrals to other agencies or programs as appropriate
- Investigation Guideline and Determination of Eligibility: The General Relief staff will investigate the factual statements made on an application or from other information made available.

- The following are circumstances under which the staff would find it prudent to make further inquiry into an individual's eligibility status:
 - The person's situation indicates potential sources of support
 - Property or cash reserve are very near or equal to the financial limitation in this policy
 - The living expenses are greater than income, if there is no reasonable explanation of their income
 - The individual's condition indicates that some if not all of the eligibility factors need further inquiry or verification. This would include instances in which the individual
 - Appears to be mentally confused
 - Is physically ill or disabled and unable to participate adequately in the eligibility determination process
 - Has a known history of misrepresentation
 - Changes addresses frequently or does not have a permanent place of residence or is temporarily relocated for employment purposes
 - The applicant fails to secure and maintain employment
- The following are considered to be intentional program violations. Persons found to have committed any intentional program violation will be determined **ineligible for assistance for a period of 1 year.**
 - When the applicant/client makes false or misleading statements during the application process or on the forms
 - When the applicant/client misrepresents, conceals or withholds facts/information on the application or during the application process
 - When an applicant/client is found to be gambling
 - If a person is found to have received assistance prior to the staff learning of an intentional program violation, the applicant will be notified by the Director in writing of the violation. The applicant will be required to appear in person to the Director to explain the situation before any further assistance will be granted. The outcome of this appearance could result in the necessity of immediate repayment of the assistance already received and ineligibility for assistance for a period of not less than 3 years.
- In all cases the county of Legal Settlement shall be determined and the appropriate county intake form shall be completed and directed to the designated county official. In such cases where an applicant is not legally settled in Jackson County, the General Relief Worker shall within 2 business days:
 - Send the county form to the County Auditor, which provides The name of the recipient
 - The current address
 - Documentation of the previous county of legal settlement

- Provide any and all information that is necessary for the County Auditor to fulfill his/her responsibility as spelled out in 252.22 of Iowa Code
 - 252.24 County of Settlement liable. The county where the settlement is shall be liable to the county granting assistance for all reasonable charges and expenses incurred in the assistance and care of a poor person.

Section 4. Resources

The eligibility process will include an examination of both real and personal resources to determine whether the individual or individuals' dependent is poor.

- Persons who have received lump sum payments preceding the application for General Assistance will be assumed to have had sufficient resources to provide for basic needs at General Assistance standards for the period of months equal to expenditure of the lump sum benefits at 150% of the federal poverty level. General Relief staff may add expenditure of lump sum payments for medical expenses to the 150% of the poverty level to determine at which point eligibility for General Assistance will occur.

In order to qualify as a needy person, no real property or other personal resources that can be regarded as easily liquidated shall be owned. The following items are exempt from consideration as resources.

- Personal clothing, items of personal necessity, household goods and furniture
- Tools, equipment and specialized vehicles necessary for the applicant's usual occupation if the applicant is able and is actively seeking work, if such work is reasonably available in the community so as to allow the continuance of the same trade
- One motor vehicle per family up to a Kelly Blue Book trade in value of not more than \$5000
- Burial lots and irrevocable funeral trust funds
- If an applicant has a resource resulting in a finding of ineligibility, assistance may be granted for up to three months if the applicant can prove that a good faith effort is being made to sell the resource. A lien may be placed by the County on the property being sold in order to insure repayment of any county assistance granted.
- Any transfer of personal or real property within the two years prior to application for assistance, which was made for the purpose of receiving assistance renders the applicants ineligible for aid.

Section 5. Employment requirements

As a condition of assistance, all able-bodied persons 18 years and older and who are not needed in the home for dependent children (6 years of age or younger) or disabled individuals of any age, will be referred for employment and expected to continue employment. If an applicant receives a bona fide job offer, he/she must accept a position. Children under 18 and attending school will be exempt from the work registration requirement.

- If an applicant voluntarily quits or reduces hours at a job without reason, or is terminated from a job for just cause, he/she is not eligible to receive General Relief for 6 months from the day of the quit or voluntary reduction in hours. If the person secures comparable employment within 6 months, the ineligible period will be waived.
- The applicant must actively seek employment by registering with Iowa Workforce Development and complete (including presenting to potential employers) 2 applications per week or 4 per month.
- The applicant must attend financial/budgeting/job seeking class or other approved educational classes as determined by the General Relief staff.
- The applicant must sign a General Relief repayment agreement.
- The applicant will be required to sign a contract which states that they understand the requirement and expectations of the General Relief Assistance Program. Program requirement must be completed in a timely manner as determined by the staff.
- The applicant will be required to comply with treatment recommended by a physician.
- Any other requirements that General Relief deems appropriate to meet the requirements of the program.

Acceptable reasons that persons are unavailable for employment and not required to register for work include:

- Illness, either physical or mental, that prevents self-support.
- Handicapped due to old age, mental sub normality, or other factors rendering the person unemployable as defined by employment counselors.
- Care of a dependent person whose needs are such that the person is needed in the home to care for the dependent. The dependent may include a child (6 years or

younger) or a handicapped individual of any age who may be determined to need continuous supervision.

- Persons determined to be unable to work must sign a Release of Information to be completed by their attending physician. The General Relief Staff must be able to document that the applicant is unable to work, and the estimated length of the illness/incapacitation.

Section 6. Income

All gross income in either cash or income received or readily available to the applicant or recipient in his/her family will be considered in determining the amount of General Relief Assistance paid. In cases of self-employment, adjusted gross income from the latest Federal Income Tax Return would be used for verification. All income will be verified by the General Relief staff.

The monthly eligibility for need determination will be a percentage of the monthly Federal Poverty guidelines as determined by the Jackson County Board of Supervisors. This percentage will be updated annually on each July 1st and will be based on the current guidelines from the U.S. Department of Health & Human Services as of that date. This percentage may be modified as necessary by the Board of Supervisors to meet the needs of the county. Please refer to Appendix A for the current guidelines.

State and federal assistance programs, workmen's compensation, social security income, child support, alimony, retirement pensions, and all other sources of income such as help from relatives, savings, 401k or other retirement account distributions or withdraws, interest, dividends, inheritance, tax return, or property sales will be considered in their entirety. However, the income will be adjusted by an amount equal to any monies that have been utilized for legitimate medical expenses. This must be verified through receipts, payroll deductions or certified by the receiving agency.

If an applicant's earned or unearned income is not being utilized for basic needs prior to paying for luxury or non-essential items, the General Relief staff will refer the applicant for either budget counseling, or in the case of State or Federal payments, report to the issuing agency that the monthly payment may be inappropriately utilized and request that they follow their established policies to correct the misuse of funds.

Special Allowances:

A special allowance may be granted by the Director to prevent the shut-off of a utility in situation that involve minor children, sick, or MH/MR/DD adults or persons over 60 years of age.

Section 7. Age

A person must be 18 years of age or a family member of an applicant who is at least 18 years old to receive General Relief Assistance. The only exception to this policy is those persons, under age 18, who have reached their majority due to marriage. Any applicant under the age of 18 will be referred to the Department of Human Services Intake Social Worker for an assessment.

Section 8. Assistance Amounts

General Relief assistance will be granted in accordance with a verified need with each applicant, recipient, or family as set forth in this section. Married or unmarried couples living together as a family must both complete the application process or assistance will be prorated as a single person applicant.

The maximum assistance that a household can receive in a 24 month period is as follows:

- Assistance with no more than 3 monthly items typically in a combination of categories (not necessarily the same and exclusive of burial), **and**
- Total assistance for the above will not exceed
 - \$1000 for single applicant
 - \$2000 for a family

*General Relief does **NOT** assist with rental or utility deposits, first/second month's rent, phone bills, cable bills, mortgage principle, storage space rental, gasoline vouchers; propane/fuel fills over \$300.00, propane/fuel tank rental, dental bills, medical bills, or eye glasses. However income will be adjusted for verified out of pocket medical expenses that meet guidelines.*

A. Rent

- a. Rent will be paid for properties which have been occupied by the assistance applicant for the past 3 months prior to the application (exception for temporary absence of the family for health purposes). The rent must be proven to have been paid by the applicant's own funds.
- b. Rent must be past due for current month in order to be considered.
- c. Rent will not be paid to responsible relatives, such as parents, grandparents, siblings, children, or grandchildren.
- d. Rent can be paid for temporary housing such as hotel, motel, or rooming house when approved by the General Relief Director. Payments for temporary shelter will be for a reasonable amount charged by a vendor.
- e. When included in the rent, utilities mean natural gas, propane, electric, and/or water.

- f. Maximum level for rent shall be on the following basis, not to exceed the actual one month rent for the applicant if less than the maximum shown:

Without Utilities	\$400 per month
With Utilities	\$450 per month

- g. Lease/rental agreement must be in the name of the applicant. If the rent expense is being shared, the rent will be prorated for the applicant's share.

B. Utilities

- a. Utility payments include payments to gas, propane, electric and water companies, payment for fuel oil or any other source required for cooking.
- b. Utility payment is limited to most current bill only and will be paid no more than 3 times in a 24 month period, only up to the maximum assistance allowed.
- c. The amount authorized will be the amount billed by the utility company.
- d. The utility company will be contacted about setting up a payment plan – if one is accepted, the payment will be limited to the amount of the monthly payment plan.
- e. No hookup charges, deposits, or reconnect fees will be paid.
- f. Utilities must be the name of the applicant, recipient, another member of the household, or in the name of the former spouse who is no longer living in the household. If the expense of the utilities is being shared, the utility will be prorated.
- g. Applicants must make an attempt to pay representing at least 40% of their billings (over past 6 months) or 3 of 6 complete bills. These payments must come from their own personal funds not including any other type of public/private assistance in order to be considered for utility assistance. A billing and payment history from the utility company will be obtained.

C. Provisions

Payment will be made for food and non-food items as follows:

- a. Food authorization to a grocery store according to food stamp guidelines only until the family is certified for food stamps.
- b. Grocery order will not be used for any food items not allowed on County guidelines **unless approved by General Relief Director prior to purchase of the items.**
- c. Grocery order will not be used to supplement the family that is eligible for food stamps or receives food stamps on an ongoing basis **unless approved by the General Relief Director prior to purchase of the items.**
- d. The non-food authorizations cover soap products, paper products, household supplies, over the counter medications and supplies, and personal grooming supplies necessary to maintain hygiene including disposable diapers.
- e. Authorizations will be issued in the following amounts for a week:

# In-Home	Non-Food	Food
1	\$15.00	\$25.00
2	\$20.00	\$35.00
3	\$25.00	\$45.00
4	\$30.00	\$55.00
5	\$35.00	\$65.00
6	\$40.00	\$75.00
7	\$45.00	\$85.00
8	\$50.00	\$95.00

D. Medical Services

- a. An applicant or recipient will be referred to any other community agency which determines eligibility and payment of medical expenses.
- b. For large medical expenses, the applicant will be referred to University Hospitals in Iowa City.

E. Transportation

- a. The General Relief Director may only in extreme situations provide transportation as in the examples below:
 - In lieu of other assistance to return an individual to their previous residence
 - To obtain medical services when there are no other resources available

Section 9. Repayment provisions

All recipients of General Relief (excluding burials) will agree to reimburse the county for any assistance granted. The provisions of section 252.13, Code of Iowa, for repayment of benefits to Jackson County, are applicable to the services provided in the ordinance and the applicant will acknowledge the same in writing.

- A. An agreement to reimburse Jackson County will be signed at the date of application.
- B. Any person making application for assistance who suffers no disability will agree, prior to the receipt of any assistance, to make reimbursement for any assistance received pursuant to the provisions of this ordinance.
- C. Recovery efforts will begin as soon as applicant is able after the disbursement date, and funds must be paid in full within 2 years of disbursement.
- D. No additional funds will be disbursed to applicant until current disbursement has been received in full.
- E. If applicant does not attempt to meet the agreed obligation, the applicant will not be eligible for any further assistance.
- F. The Jackson County Board of Supervisors may, upon written application and with good cause, waive the repayment of part or all of the benefits received.

- G. Payments will be accepted by the county from any person offering to repay assistance which has been provided to that person or to any other person pursuant to the provisions of this program, or any previous program, ordinance or amendment in effect which made provision for assistance or relief to the poor or needy.
- H. Any person making application for assistance who applies for Supplemental Security Income and is entitled to a retroactive lump sum payment must agree to comply with the reimbursement provision of the State Supplemental Income program to be eligible for assistance under the provisions of this program.

Section 10. Burials

Application for General Relief or Indigent Burial assistance available through Jackson County General Relief program is covered in Chapter II of the General Relief Program.

Section 11. Director's Exception to Policy

The General Assistance Director will have the authority to authorize assistance to an applicant who does not meet eligibility criteria in instances of extraordinary circumstances. Any such authorization provided through the director's exception will be so noted on the Notice of Decision (NOD) provided to the applicant.

- A. The client (deceased or surviving spouse/NOK) is above the income/resources eligibility limitations, but special circumstances warrant the granting of assistance for up to a 180-day period.
- B. The requested assistance exceeds the maximum expenditure permitted in a particular category, but special circumstances warrant the granting of assistance for up to a 90 Day period.
- C. Other requirement of these policies may be exempted for up to a 180-day period.
- D. Burials- Director can pay up to \$300 for a burial plot if the county has none available and cannot provide one in a reasonable period of time.
- E. Director of General Assistance will not use Director's Exception to Policy for any current county employee requests. Any current county employee requesting relief who does not meet the standard relief guidelines for any reason will be referred as an appeal to the Board of Supervisors.

Section 12. Notice of Decision (NOD's)

All Notice of Decisions (NODs) shall be made in accordance with the provisions of the General Relief Ordinance #277, Section 6 General Relief Guidelines.

Section 13. Review by the Board

The Board shall review the determinations of eligibility made by the Director. If the Board questions any award of relief benefits granted by the Director, it shall take no action

concerning such award until it conducts a hearing. Notice of the hearing shall be given to the applicant in the same manner as if the applicant had requested an appeal. This hearing shall proceed in the same manner as an appeal by the applicant from the director's determination.

Section 14. Appeals

- A. Every applicant, whether granted relief or not, shall be informed of the Director's written decision of the applicant's right to appeal from such decision to the Board.
- B. The written appeal or communication shall be made to the Director within ten (10) days of the Director's determination. Any written appeal or communication to the Director by or on behalf of an applicant requesting appeal of the Director's determination, shall be received by the Director and put immediately upon the Board's agenda in accordance with Chapter 21A, Code of Iowa, for the next regular board meeting, provided that such appeal shall not be heard sooner than five (5) working days after the appeal is taken.

Section 15. Appeal Hearings

- A. The Board shall hear applicant's appeal at the time scheduled in the agenda unless a continuance is requested by the applicant and granted by the Board. The applicant shall be permitted to present any evidence desired in support of the appeal; by personal testimony, by having other witnesses testify, by offering documentary evidence and by reasonable cross examination of other witnesses if present.
- B. The Board shall make a decision on the appeal within ten (10) working days after the hearing. The Board's finding of fact and decision shall be based only on the evidence submitted during the hearing.
- C. An appeal to the Board's decision may be taken to the district court. The Board's Notice Of Decision (NOD) shall state the method by which such appeal may be taken.
- D. Any appeal from the Board's decision to the district court shall be allowed within the time and by the manner and procedures established under the Iowa Administrative Procedures Act, Chapter 17A, Code of Iowa.

Section 16 Program Review

The General Relief Director will review this program and make recommendations for changes in any part of the program including the processes, limitations, criteria, the amounts the program will allow or reimbursement or any other factor of execution within this program; every year before the next year's proposed fiscal budget is presented to the Board of Supervisors for consideration.

The following items are the only items which have been approved for purchase with a Food or Personal Care Order from Jackson County General Relief. Items that are **NOT** on this list will **NOT BE PAID FOR** by Jackson County General Relief.

APPROVED FOOD ITEMS:

BAKING SUPPLIES

Baking Soda
Corn Starch
Flour
Oatmeal
Oil – Cooking
Sugar / Sugar Substitutes

BEVERAGES

Juice – Canned/Fresh/ Frozen
Milk
Water – Distilled/Mineral

BREADS & STARCHES

Biscuits/Biscuit Mixes
Bread
Buns
Cereal
Crackers
Dinner Rolls
Macaroni
Macaroni & Cheese Mixes
Muffins
Noodles
Oatmeal
Pancake Mixes
Pizza Mix
Rice
Spaghetti

CONDIMENTS

Ketchup
Mustard
Pancake Syrup
Pickles
Salt and Pepper
Tomato Paste or Sauce

FRUITS & VEGETABLES

Fruits – Canned / Fresh / Frozen
Prunes
Raisins
Vegetables – Canned / Fresh / Frozen

MEATS & PROTIN – Fresh Frozen

Chicken
Dried Beans, Lentils, Peas
Eggs
Fish
Frozen Pizza
Frozen Pot Pies
Frozen TV Dinners
Ham
Ground Beef
Ground Pork
Ground Turkey
Hot Dogs
Lunch Meat
Peanut Butter
Beef or Pork (Steaks not authorized)
Turkey
Tuna (caned)

MISCELLANIOUS

Baby Food & Formula
Jello or Gelatins
Soup - Condensed

DAIRY PRODUCTS

Butter / Margarine
Cheese
Cottage Cheese
Eggs
Milk
Powdered Milk

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Appendix C

The following items are the only items which have been approved for purchase with a Food or Personal Care Order from Jackson County General Relief. Items that are **NOT** on this list will **NOT BE PAID FOR** by Jackson County General Relief.

APPROVED Non-FOOD ITEMS:

_____ Deodorant

_____ Diapers

_____ Laundry Detergent

_____ Paper Towels

_____ Sanitary Napkins - Tampons

_____ Shampoo

_____ Soap – Hand – Bath - Dish

_____ Toilet Paper

_____ Toothpaste - Toothbrush

_____ **TOTAL # of ITEMS**

_____ **AMOUNT TOTAL**

_____ **Signature of Store Personnel** _____ **Date**

_____ **Signature of Voucher Recipient** _____ **Date**

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