

ELIGIBILITY STANDARDS AND

PROCEDURES FOR TOWNSHIP ASSISTANCE

Effective Date: April 15, 2020

Expiration Date: February 1, 2021

(1) OFFICE LOCATION AND HOURS

The office of the Portage Township Trustee, located at 133 N. William Street, South Bend, Indiana, is open for business between the hours of 8:00 a.m. to 4:30 p.m. Monday through Thursday and Friday from 8:00 AM to 12:00 PM, Noon, excluding designated holidays. A sign indicating that the office is closed for a holiday shall be posted on the main entrance to the building.

Application for various types of assistance may be made during these hours. On high volume application days, due to limited seating, established pursuant to the fire protection ordinances of the City of South Bend, the following types of aid will be given priority: medication, emergency food orders, evictions and termination of utilities.

In case of emergencies after business hours, the Township Trustee may be contacted by the South Bend Police Department or the St. Joseph County Police Department.

(2) APPLICATION PROCEDURES

Applicant is required, when applying for township assistance, to complete "Consent to the Disclosure of Information" to the Township Trustee: pursuant to I.C. 12-20-7-1 applicant will also be required to present the following:

- (a) Applicant's, spouse's and all dependent children's social security cards, birth certificates and/or a picture I.D.
- (b) Referral from the Family and Social Services Administration, Division of Family Resources (SNAP, TANF) of St. Joseph County.
- (c) Lay-off or wage verification from most recent employer.
- (d) Application verification for unemployment compensation from Indiana Department of Workforce Development.
- (e) Name, address, telephone number and current lease, mortgage or land contract of landlord, mortgage company, or land contract seller.
- (f) Original utility bill if applying for utility assistance and print out of the bill from the utility company.

(g) Verification of all sources of income, including:

- wage or pay stubs for income received in the last 30 days
- worker's compensation income or application verification for such benefits
- income from Social Security and/or Social Security Supplement and/or Social Security Disability
- temporary assistance for needy families (TANF)
- pension income
- sick pay income and insurance benefits, strike pay and vacation pay
- amount of child and/or spousal support income plus Public Court name and cause number
- income from sources other than listed (i.e income tax refund, settlement).

(h) Receipts for income spent in the last (60) days. Lack of receipts may result in reduced assistance or denial.

(i) Referral from other agencies (i.e. Housing Authority, Department of Family Resources for SNAP, TANF, Indiana Department of Workforce Development , Social Security Administration).

(k) Any checking and savings account information including bank statements for the last quarter.

See the attached Acknowledgement of Appearance Form which includes Required Documents and Household Receipts Schedule.

Applicant will be required to cooperate with a review of your personal finances, family responsibility, and your eligibility to receive various types of assistance. This review may include a home visit. Review home visit does not require advance notice. Applicant may be required to apply for any other assistance for which he or she may be eligible as soon as reasonably possible. Willful giving of false information will be considered willful fraud and shall be subject to prosecution if assistance was rendered under such condition. It may also result in a refusal, suspension or termination of assistance for 60 days, or be referred to the Prosecutor's office.

(3) WORK REQUIREMENTS

If applicant applied for assistance and met the eligibility criteria, applicant or a member of family may be required to work unless one or more of the following circumstances exist:

(a) Applicant or family member are not physically able to perform the proposed work and such condition is verified by a current, written doctor's statement.

(b) If either is a minor or over sixty-five (65) years of age.

(c) The application has full-time employment at the time he receives township assistance.

(d) Applicant or family member is needed to care for a person in the immediate household as a result of that person's age or physical condition.

(e) There is no work available for the applicant as determined by the Trustee.

(f) The applicant is in a job training program under I.C. 12-20-12-1 or another job training program approved by the Trustee.

A township recipient shall perform an amount of work that equals the value of assistance received by the recipient or the recipient's household. The recipient shall receive credit for the work performed, as assigned by the Township Trustee, at a rate not less than the federal minimum wage.

The failure of the recipient to perform work assigned by the township trustee within a reasonable period required by the township trustee is a basis for denying further assistance to the recipient or the recipient's household for not more than (180) one hundred eighty days unless the recipient shows good cause for not performing the work. The one hundred eighty (180) days starts from the date the next township assistance request, not the date the work order had been issued. (I.C. 12-20-11-1 Sec 9 (h)). The recipient will also be required to document on a written statement from an employer that the recipient has started employment before the work order requirement can be voided.

It is presumed that the custodian of any dependent child between ages of 5 and 18 years old living in the household is not exempt from the work requirements. In cases of extreme hardship or emergency, a determination of necessity of attending to such children may be made by the Trustee.

If the person applying for assistance, as the head of the household, is not able to perform such work assigned, then the Trustee shall designate any other member of such household, 18 years of age or older to perform such work.

The Township Trustee may require a recipient of Township assistance to participate in a training program that is offered within the County or an adjoining Township in another county, under the Job Training Partnership Act. (I.C. 12-20-12-1).

If an applicant has been denied Social Security benefits or Supplemental Security Income through the Administrative Law Judge, the applicant will be considered employable by the Trustee and the work requirements set forth in Indiana Code 12-20-10-1 and Indiana Code 12-20-16-1 will be enforced.

(4) ELIGIBILITY DECISION AND NOTICE OF ACTION

(a) Seventy-two (72) hours. Within seventy-two (72) hours, excluding weekends, and the state's legal holidays listed in I.C. 1-1-9, a decision from the Trustee's office must be made regarding an application for township assistance. (I.C. 12-20-6-8).

(b) Written denials. If assistance is denied or partially granted, the reason for the denial must be set forth on the form entitled "Notice of Township Assistance Action (TA-1A)" attached to this document. If the action taken is not acceptable, the applicant has the right to appeal the action that is disagreed with to the Board of St. Joseph County Commissioners, County-City Building, South Bend, IN, not later than fifteen (15) days from the date when the denial of assistance was made. The appeal process is set forth on the form: (I.C. 12-20-15-1).

As set forth in I.C. 12-20-15-4, (a) in hearing an appeal, the Board of Commissioners and a hearing officer shall:

- (1) Review and consider any report or investigative document the trustee prepared before making the appealed decision: and
- (2) Be governed by the Township's poor relief standards for determining eligibility to the extent that the standards comply with existing law for the granting of township assistance. If no legally sufficient standards have been established, the Board of Commissioners and the hearing officer shall be guided by the circumstances in each case.
- (3) The Board of Commissioners shall remand a case to a Trustee for further proceedings if:
 - (a) New evidence was presented by the applicant to the Board of Commissioners and
 - (b) The Board of Commissioners determines that the new evidence presented would have made the individual eligible for assistance.
 - (c) If a case is remanded to a Trustee, the Trustee shall issue a new determination of eligibility not later than (72) seventy-two hours after receiving the written decision remanding the case, excluding weekends and legal holidays listed in I.C. 1-1-93)
- (4) Referrals, "Portage Township Referral Form", Exhibit A. The township referral form is also the "Notice of Action" TA-1A form. The Township shall use this form as the referral and the recipient is informed of the other agencies to contact upon receiving the denial for additional aid.
- (5) TYPES OF ASSISTANCE AND LIMITATIONS I.C. 12-20-5.5-5
 - (a) Types. The Township Trustee may, in cases of qualifying need, authorize payment for utility services including water, gas, fuel oil, electric services, aid for food, non-food items, shelter, and prescriptions when applicant, after review, has been determined to be eligible.
 - (b) Thirty (30) day maximum. The Trustee may not provide assistance to make any part of a payment for heating fuel or electric services for more than (30) days unless the original application includes:
 - (1) Evidence of application for assistance for heating or electric services from the REAL Services Energy Assistance Program (EAP). The Trustee's office shall inform the applicant of these requirements (I.C. 12-20-16-3).
 - (2) Any applicant not paying on their utility bills during the moratorium period of the REAL Services Energy Assistance Program (EAP) may be denied township assistance if the review from the Township office shows no effort to pay on the bills while the income and/or resources and/or benefits available to them proves payments could have been made.
 - (3) Recipients of township assistance for water, gas, and electric services shall, before receiving any further assistance certify to the following:

Whether there have been any changes in the recipient's income, resources, benefits, or household size since the filing of the most recent application for township assistance. If a recipient or a member of an recipient's household certifies that the income, resources, or household size has changed, the township trustee shall review the individuals or household's eligibility and may make any necessary

adjustments in the level of assistance provided to the recipient's or a member of the individuals household. I.C.12-20-16-3 (f).

(c) Procedures for extended aid. If a recipient has been receiving township assistance on a continuing basis for one-hundred seventy (170) days, the Trustee shall give a written notice to the recipient that he must reapply for relief within (10) days of receiving the notice in order to continue to receive assistance.

(d) The Township Trustee shall obtain information about public assistance programs and services administered by the following: the St. Joseph County Family and Social Services Administration, Division of Family Resources (DFR) that includes Supplemental Nutrition Assistance Program (SNAP) a.k.a. food stamps and Temporary Assistance to Needy Families (TANF), the Social Security Administration or any other federal or state governmental entity. If a Trustee believes an applicant of township assistance or a member of the applicant's household may be eligible for a public assistance program, the Trustee may not extend aid to the applicant or the applicant's household unless the applicant verifies the following:

(1) The applicant has filed within the one hundred eighty (180) days preceding the application for township assistance, an application for assistance under a federal or state public assistance program administered by the St. Joseph County Family and Social Services Administration, Division of Family Resources, or by any other county, state or federal governmental entity.

(2) The applicant or a member of the applicant's household is receiving assistance under a public assistance program or

(3) The applicant or a member of the applicant's household has an emergency need that the Trustee determines must be met immediately. (I.C. 12-20-6-3)

If emergency assistance is granted under this Section and the applicant is eligible for other public assistance, the applicant shall within fifteen (15) days of the granting of the emergency assistance, file an application for public assistance with the other public assistance programs.

AN APPLICANT WHO FAILS TO FILE WITHIN THE FIFTEEN (15) DAYS, MAY NOT BE GRANTED TOWNSHIP ASSISTANCE FOR SIXTY (60) DAYS FOLLOWING THE GRANT OF TOWNSHIP ASSISTANCE ON AN EMERGENCY BASIS. (I.C. 12-20-6-5).

EMERGENCY being defined as a situation that could not reasonably be foreseen and that threatens the public health, welfare or safety and requires immediate action.

(e) Food assistance. The Trustee may not provide assistance for more than up to thirty (30) days unless the applicant files an application with the Trustee which includes:

(1) Evidence of application for food stamps from the St. Joseph County Family and Social Services Administration, Division of Family Resources and

(2) Amount of assistance received or the reason for denial of assistance. (I.C. 12-20-16-5)

The Trustee's office shall inform the applicant of the above requirements.

Eligibility for non food assistance is limited to applicants with no income in the last 30 days prior to application. Schedule for food and non-food assistance are as follows:

Food Guidelines:		Non Food Guidelines:	
Recipient Household	1 Week	Recipient Household	2 Weeks
1	\$40	1	\$15
2	\$60	2	\$20
3	\$80	3	\$25
4	\$100	4	\$30
5	\$120	5	\$35
6	\$140	6	\$40
7	\$160	7	\$45
8	\$180	8	\$50

The Trustee may allow assistance for food for an applicant on a special diet only upon a written statement from the prescribing physician or surgeon.

(6) INCOME ELIGIBILITY STANDARDS

(a) Standards. An applicant who does not exceed the total monthly household income listed below in the previous (30) day period, and who is otherwise eligible, will be considered financially eligible for township assistance. The Trustee shall consider ability to pay for basic necessities over an extended period of time if resources and benefits show ability to have paid on the necessities. Income in the last (30) days shall not be the only criteria that the Trustee takes into consideration when making a decision on township assistance. Special emergencies, extraordinary expenses, or other unusual conditions, may be considered on a case by case basis by the Trustee, to determine if these standards may be exceeded. Any garnishments will be used in calculating the net income.

HOUSEHOLD SIZE	MAXIMUM NET MONTHLY INCOME
1	\$1560
2	\$2115
3	\$2485
4	\$2855
5	\$3225
6	\$3595
7	\$3955
8	\$4335

Each additional person shall be computed at \$369.00 (Source: Federal Poverty level)

"Household" for purposes I.C. 12-20 means any of the following:

- (1) An individual living alone.
 - (2) A family related by blood.
 - (3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency. (I.C. 12-7-110.5)
- Household size shall include the federal law definition and shall specifically include individuals who are living at the same address, using the same ingress and egress to such address and share in the use of a common eating area. However, a recipient shall not claim other individuals in the household for the sole purpose of meeting income guidelines for assistance. Each case shall be determined by investigation.
- (b) Monthly household income defined. Monthly household income is defined as that income which is available to the household from any sources, including but not limited to the following: wages, salaries, spousal support, income tax refunds, bonuses, or commissions, money borrowed, rental income, child support, and gifts of money.
 - (c) Equity investments. Resources available to you beyond those necessary for basic living needs, and to earn a livelihood will be considered assets and may effect your eligibility. Except where it is reasonable to borrow on real estate equity; resources that are exempt from this test will include a house where the household resides, and the household automobile. An applicant or another member of the household may be required to borrow money against the equity in:

- (1) A home
 - (2) A lot
 - (3) A motor vehicle or
 - (4) The cash value of life insurance policies has an amount greater than two thousand five hundred (\$2,500) the Trustee may consider that home, lot, or motor vehicle or life insurance policy as a resource.
- (d) Benefits received through Governmental entities, such as food stamps, Section 8, living in public housing, will be considered when determining eligibility, because the cash available enables the recipient to pay on their basic necessities.

I.C. 12-7-2-44.7 COUNTABLE INCOME will be considered for township assistance. "Countable income" means a monetary amount either paid to an applicant's household not more than thirty (30) days before the date of application for township assistance, or accrued and legally available for withdrawal by an applicant or a member of an applicant's household at the time of application or not more than thirty (30) days after the date of application for township assistance. The term includes the following:

- (1) Gross wages before mandatory deductions. Portage Township will consider net wages when determining eligibility for township assistance. Garnishments will be calculated into the net income and child support.
- (2) Social Security benefits, including Supplemental Security Income.
- (3) Temporary aid to needy families with dependent children (TANF).
- (4) Unemployment compensation.
- (5) Workers compensation (except compensation that is restricted for payment of medical expenses).
- (6) Vacation pay.
- (7) Sick benefits.
- (8) Strike benefits.
- (9) Private or public pensions.
- (10) Taxable income from self-employment.
- (11) Bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant's household if monetary compensation of the provision of basic necessities would have been reasonably available from that individual.
- (12) Child support.
- (13) Gifts of cash, goods, or services.
- (14) Other sources of revenue or services that the township trustee may reasonable determine to be countable income.
- (15) Including but not limited to giving plasma as a source of income. The Trustee may deem it necessary to refer an applicant to a plasma center and to verify any income derived from giving plasma.

I.C. 12-7-2-44.6 COUNTABLE ASSETS will be considered for township assistance. "Countable assets" meaning, non-cash property that is not necessary for health, safety, or decent living standard of a household that:

- (1) Is owned wholly or in part by the applicant or a member of the applicant's household.
- (2) The applicant or the household member has the legal right to sell or liquidate and includes:
 - (a) Real property other than property that is used for the production of income or that is the primary residence of the household;
 - (b) Savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value: and

- (c) Boats, other vehicles or any other personal property used solely for recreational or entertainment purposes.

I.C. 12-7-2-200.5 WASTED RESOURCES will be considered for township assistance. "Wasted Resources" meaning:

- (1) The amount of money or resources expended by an applicant or an adult member of an applicant's household seeking township assistance for items or services that are not basic necessities or
- (2) Income, resources, or tax supported services lost or reduced as a result of a voluntary act during the sixty (60) days before the date of application for township assistance by an adult member of an applicant's household unless the adult member can establish a good reason for the act.

It is considered "wasted resources" to pay rent to family at the same address. Loss of income due to a voluntary act to know employment is in jeopardy resulting in termination of employment is a basis for a denial for sixty (60) days from the date of termination or quitting a job.

- (3) Lump sum amounts of money or resources from tax refunds, lawsuits, inheritances, or pension payments of at least \$400.00 that are expended by (a) an applicant seeking township assistance; or (b) an adult member of the applicant's household, during the one hundred eight (180) days immediately preceding the date of and application for poor relief for items or services that are not basic necessities if at the time of the expenditure there were amounts due and owing for items or services constituting basic necessities.

(7) MAXIMUM BENEFITS PERMITTED

- (a) General Provisions. Public aid by the Trustee may include and shall be extended only when the personal effort of the applicant fails to provide one or more of the following items: food, clothing and foot ware, shelter, essential utility services, and household necessities. (I.C. 12-7-2-20-.5)

- (b) Limitations on Prescriptions. The Township will provide prescription drugs when prescribed by a physician for eligible township client's assistance, provided the client obtains prior authorization from the Township Trustee. The Township Trustee's office will not pay for controlled substances or opioid prescriptions.

- (c) Burial Expenses. This section does not apply if the County Coroner assumes jurisdiction of an unclaimed body under I.C. 36-2-14-16. If any resident of the township dies without means to defray the cost of the burial, the township will provide for the burial and arrange for the payment of the necessary and reasonable expense thereof, not to exceed the amount of \$500.00. Lump sum benefits as provided the Social Security Administration shall be taken into consideration when there is an application for burial. (I.C.12-20-16-12). Family member(s) of the deceased and their ability to assist in the burial cost will also be considered in determining eligibility. If the deceased was receiving disability Medicaid, family members are required to apply and verify non-eligibility for burial through the St. Joseph County Family and Social Services Administration before burial expense payment will be considered by the Portage Township Trustee. A Trustee may use his or her discretion on the

location of the funeral home to meet payment guidelines and geography/location as a factor to consider on a case by case basis. I.C. 12-20-16-12(b) provides that the Trustee shall “provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual.” This code section gives the Trustee the right to determine the type of service and provider (funeral home) of that service. This ‘superintendent’ is frequently the Trustee.

(d) Necessary Clothing. Necessary clothing may be provided based on the need of the applicant. Any applicant requesting necessary clothing would be referred to the agency that provides free clothing within the community.

(e) Shelter assistance. Shelter assistance shall be paid pursuant to the following Shelter Assistance Chart:

NUMBER OF PEOPLE IN THE HOUSEHOLD	MAXIMUM MONTHLY ASSISTANCE
1	\$175.00
2	200.00
3	225.00
4	250.00
5	275.00

ANY ROOMING HOUSE CLIENT WILL BE ELIGIBLE FOR \$100.00 PER MONTH ONLY.

Any increase or decrease from the above shall be determined on a case by case basis upon review and analysis of suitability of quarters in relation to shelter charges. Full time employed applicants will apply for shelter the last week of the month. Anyone on a fixed income, (i.e. TANF, Social Security) must apply for assistance during the first three (3) weeks of the month. Anyone receiving a weekly or bi-weekly income, but are not "employed" , are required to apply for assistance no later than 10:00 a.m. of the day before the last working day of the month. It shall be an applicant’s responsibility to apply for assistance in a timely manner and comply with the above requirements or a denial will be issued.

Holidays will be taken into consideration when applying.

In event of application for assistance with mortgage payments, land contract payments, or rent, the applicant shall complete the Trustee's form supplied for this specific purpose which is kept on file in the Trustee's office. Failure to complete this form will result in a denial of assistance for payment of mortgage and/or land contract, or rent payment for which the applicant has applied.

The Trustee is not required to pay the full amount of mortgage, contract monthly payments, or monthly rent, and shall be guided by the maximum amounts permitted on the Shelter Assistance Chart.

The Trustee shall not pay rent to any motel or hotel where the residence is of a temporary or transient nature. Lot rent payments or rent for a mobile home may be considered by the Trustee and shall be guided by the maximum amounts permitted under the Shelter assistance chart.

Shelter assistance may not be paid to relatives (as landlords) on behalf of an applicant when the applicant is living in the household or to relatives (as landlords) in separate housing if the housing is unencumbered by a mortgage. (I.C. 12-20-6-10).

In situations where an applicant is renting from a relative with an encumbered mortgage for the housing being used, the Trustee may only pay the maximum permitted for shelter under the Shelter assistance chart, or the amount of the mortgage payment, whichever is the lesser. Receipts signed by relatives for rental payments from an income source other than "trustee assistance" will be recognized for no more than the actual mortgage payment. Rent receipts from a relative that is more than the mortgage payment will be considered a "wasted resource".

Shelter money may not be paid to landlords if the applicant lives at the same address as the landlord and does not have separate metered utilities.

Requests for shelter must be made for the current month. Back rent will not be paid by the Trustee.

(f) Utility Assistance. The Trustee may provide assistance for heating fuel, electric services or water service. Water service may include sewage charges, and leak insurance and monthly trash pick-up, however, shall not include special trash pickup, penalties and miscellaneous charges.

No utility payment shall include taxes, late charges, or penalties, reconnect charges, deposits, or investigation charges. The Trustee may make partial payment on delinquent utility bills to prevent service termination or to restore terminated service.

The Trustee shall not pay utility bills which are billed in any name except that of the applicant. If the bill is in a maiden name, name of a deceased spouse, or in the name of a former spouse, a letter of verification will be accepted by the Trustee. Under no circumstances will the Trustee honor any utility bills in the name of a minor child, except where that minor is considered emancipated. The Trustee shall not honor any part of a utility company credit extension agreement that includes delinquent utility bills for a period for which the applicant had not applied for assistance and the Trustee had not had an opportunity to determine whether the applicant was eligible or ineligible for assistance during that period.

The applicant will not be eligible for utility assistance if the bill was billed in the applicant's name but the usage was not actually the applicant's usage but someone who used their name.

If an applicant for gas, water, and/or electric assistance resides in a multi-family dwelling, and either, gas, water and/or electric service was not individually metered to the applicants dwelling unit, it will be presumed that the applicant will be ineligible for utility assistance from the Trustee if the applicant is seeking assistance that would consider a benefit on non-applicants, or those ineligible for assistance.

If the portion of the gas, water, and/or electric bill attributable to the applicant can be determined, and the Trustee is satisfied that by assisting the applicants utility service will not be disconnected, the Trustee in his discretion may provide such assistance.

In case of extreme hardship or emergency, the Trustee will review each application on a case by case basis. Only in the event of any emergency situation and only on a case by case basis may the Trustee provide any benefits beyond those enumerated in the standards.

The Trustee shall not pay any utility service that is a result of a fraudulent act by an adult household member requesting township assistance. (I.C. 12-20-16-03).

If no effort has been made to pay on bills that are twelve (12) months old or older, the Trustee will not pay these bills, because household size, amount of income and/or other resources cannot be determined during the time the bills were acquired, however, the decision for assistance will be taken on a case by case basis.

(9) GENERAL GUIDELINES

I.C. 12-20-27-1.5 INTERIM PERIOD means the period:

(1) beginning when a township trustee obtains from a recipient or member of a recipients household an agreement or authorization described in subsections (b) and (2) and ends when the recipient or the recipients family member receives the judgment, compensation, or monetary benefit or leaves the household.

(a) Subject to I.C. 12-20-11-5(b), if a township trustee anticipates that a recipient or a member of the applicant's household is likely to receive a judgment, compensation or a monetary benefit from a third party, the township trustee may require the applicant or the affected member of the applicant's household to:

- (1) Enter into a subrogation agreement or
- (2) whenever it is determined that an applicant or a member of the applicant's household has applied for benefits through the Social Security Administration (SSI) or other public assistance programs and may receive a "Retro" payment, the township may require them to sign an SSI "reimbursement authorization" or enter into a subrogation agreement as provided by statute for the repayment of any Township Assistance granted. Failure to sign such document will result in a denial.

If aid is given to a recipient under I.C. 12-14-1 (assistance under TANF), the recipient is expected to comply with all regulations to keep their full benefits. If there are sanctions implemented, township assistance will be reduced by at least half the first occurrence, additional sanctions will result in no assistance.

Any person not keeping their re-certification appointment for SNAP (food stamps) or TANF will be given half the assistance for the first occurrence, no assistance will be given if there is a second occurrence. Determination is made on each case by the case worker or the Township Trustee.

Applicants seeking food assistance from the Portage Township Trustee's Office after being denied from

St. Joseph County Family Social Services Administration DFR for being ABAWD (Able Bodied Adult without Dependents) and have used their months of eligibility, may assume they are ineligible for a food voucher from the Portage Township Trustee's Office.

Willingness of an applicant to make repayment of assistance shall not constitute a condition for providing of or denial to provide assistance.

Any person making application for assistance from the Trustee's office due to having lost or having had money stolen from them, will receive only half the amount of assistance for the first occurrence. The second occurrence will result in denial of assistance.

Any person making application for food because of a lost or stolen EBT card, will be given a food pantry list in lieu of direct assistance.

Township utility assistance is based on assistance data from the previous year and the current year's budgeted amount subject to current year utilization.

At any time additional funding for this office becomes a necessity, the amount of assistance available to applicants will be determined by the amount of funds available until a loan has been either approved or denied by the DLGF.

An applicant who demonstrates need, may obtain aid from the Township Trustee where he or she resides. It is not necessary to live in a particular township for any length of time, as long as the applicant lives in the township where he or she applies. If in need of temporary aid, a person must apply for assistance from the township where he or she is located, however, if a person lives in a township solely for the purpose to apply for assistance, he or she will not be ineligible.

The Portage Township Trustee's staff expects everyone who comes into the Trustee's office to be treated equally and in a courteous and dignified manner. In turn, applicants are expected to treat our staff in a courteous and dignified manner. If, for any reason an applicant is not satisfied with treatment by the Portage Township staff, they are encouraged to notify the Trustee.

Any item not addressed specifically by the Standards shall be governed by applicable state and federal statute.

All decisions regarding eligibility shall be based on the standards set forth in this document. These standards shall be posted at the office of the Portage Township Trustee and any member of the public may be permitted to inspect and copy them. Copies of these standards shall also be made available to interested public and private social service agencies. These standards shall be periodically revised, at least annually, by the Portage Township Board, to reflect changes in the law and cost of living.

The public may be invited to participate in the revisions of the standards. Upon adoption or amendment thereof, a copy of these standards shall be filed as a public record with the St. Joseph County Clerk of the Circuit Court and the St. Joseph County Board of Commissioners.

ADOPTION OF PROCEDURES

These standards are hereby adopted for use in the administration of township assistance for Portage Township, St. Joseph County, Indiana, commencing on April 15th, 2020 and shall be in full force and effect until February 1, 2021, or until such time as the Trustee deems that a change(s) is warranted, whichever is the lesser.

Sean J. Coleman 04/14/2020
Sean J. Coleman Date
Portage Township Trustee

Richard B. Hunt 04/14/2020
Richard B. Hunt, Board Chair Date

Marlene Wright 4/14/2020
Marlene Wright, Board Member Date

Cheryl Ashe 4-14-2020
Cheryl Ashe, Board Member Date

PORTAGE TOWNSHIP TRUSTEE'S OFFICE

Acknowledgement of Appearance

Name: _____ Date: _____

Address: _____ No. in Household: _____

Case #: _____ New: _____ Re-Apply: _____ Application: _____

Type of Assistance Requested: _____

Initials: _____

Documents/Copies Needed For Assistance:

_____ Social Security Cards	
_____ Birth Certificate/Identification Card	
_____ Marriage License	
_____ Food Stamps	
_____ Wage Statements/Pay Stubs (past 30 d.)	
_____ Work One (Unemployment Comp)	
_____ Housing Authority Referral /HUD	
_____ Social Security Verification	
_____ Receipts (Past 30 Days) See Schedule	
_____ Gas Utility Bill	
_____ Electric Utility Bill (Original)	
_____ Water Utility Bill (Original/Disconnect)	
_____ Water Bill (SBWW Print Out)	
_____ Mortgage/Ownership Documents	
_____ Prescriptions (Written) or Refill Bottles	
_____ Landlord Form/Mortgage	
_____ Bank Statements (30 Day History)	
_____ School-Class Schedule/Grants or Loans	
_____ Lease	
_____ Doctor Referral	
_____ Child Support Statement	
_____ Energy Assistance	
_____ Tax Verification	

	Receipt Schedule:
	NIPSCO
	AEP
	South Bend Water Works
	Phone (Mobile, Pre-Pay)
	Internet
	Cable
	Mortgage
	Rent
	Auto Loan
	Auto Insurance
	Auto Repairs
	Auto Fuel
	Medical Expenses
	Personal Loans
	Credit Cards
	Clothing
	Child Care
	Groceries
	Miscellaneous

Portage Township Fax: (574) 233-2144 Portage Township E Mail: pttstjoe@sbcglobal.net

NOTES:

Notice of Township Assistance Action

Name _____ (Last) _____ (First) _____ (Middle) _____ **Case No.** _____

Address: _____

Action taken or to be taken on your request(s) is as follows:

Your request for: _____
(specify type(s) of relief requested: i.e., food, rent, etc.)

Has been: ☐ Approved as follows without workfare (if certain requirements are met): _____
☐ Approved and in accordance with IC 12-20-10-2 to be worked off at (location): _____
Hours: _____ Obligated adult household member: _____
☐ Partially approved as follows: _____
☐ Partially denied for the following reason(s): _____
☐ Denied for the following reasons: _____

☐ Pending for an additional seventy-two (72) hours because: _____

COMMENTS: _____

Your request for: _____
(specify type(s) of relief requested: i.e., food, rent, etc.)

Has been: ☐ Approved as follows without workfare (if certain requirements are met): _____
☐ Approved and in accordance with IC 12-20-10-2 to be worked off at (location): _____
Hours: _____ Obligated adult household member: _____
☐ Partially approved as follows: _____
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☐ Denied for the following reasons: _____

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COMMENTS: _____

Your request for: _____
(specify type(s) of relief requested: i.e., food, rent, etc.)

Has been: ☐ Approved as follows without workfare (if certain requirements are met): _____
☐ Approved and in accordance with IC 12-20-10-2 to be worked off at (location): _____
Hours: _____ Obligated adult household member: _____
☐ Partially approved as follows: _____
☐ Partially denied for the following reason(s): _____
☐ Denied for the following reasons: _____

☐ Pending for an additional seventy-two (72) hours because: _____

COMMENTS: _____

Date of Application: _____ **Time:** _____ **AM/PM**

Date of Application: _____ **Time:** _____ **AM/PM**

Township Trustee's Signature