

# OFFICE OF THE LIBERTY TOWNSHIP TRUSTEE

71 W. U.S. Highway 6, Valparaiso, IN 46385  
219-242-8347 | [www.LibertyTrustee.com](http://www.LibertyTrustee.com)

## OFFICE HOURS

See [www.libertytrustee.com](http://www.libertytrustee.com) for Office Hours

*This form serves as a guide to what may be required to process your application. Information requested pertains to ALL household members. Please bring ALL of the requested documents along with your completed application to your appointment. **Failure to submit the requested documents along with the completed application may result in your request being denied.***

## **Process for Requesting Emergency Assistance Funds**

1. Pick up an application (TA-1) and checklist from the Trustee's office during regular business hours (see above) or print the application and checklist from our website at [www.LibertyTrustee.com](http://www.LibertyTrustee.com).
2. Use the checklist to gather supporting documentation (**REQUIRED**).
3. Fill out the application completely using the supporting documentation (values should match).
4. Take the completed application and all supporting documentation (office staff will make copies) to the Trustee's office during regular business hours. While there, schedule an appointment for an interview.
5. Prior to your interview, office staff will review your application and documentation. If any additional documents are needed for your interview, you will be contacted.
6. Attend the interview. Failure to be on time and/or failure to bring any additional documentation will result in the appointment being rescheduled or possibly your request being denied.
7. A decision may or may not be made at the time of the interview. The Trustee has 72 hours (3 business days) to make a decision. The Trustee's office may request a home visit.
8. Once a decision has been reached, you will receive notification from the Trustee's office. If assistance has been granted, a voucher will be ready for pickup.
9. If additional assistance is requested within the 6 month period of your initial application, a supplementary application (TA-1B form) and updated supporting documentation are required. Supplemental applications can be obtained from the Township Trustee's office during regular business hours or by visiting [www.LibertyTrustee.com](http://www.LibertyTrustee.com).

# DOCUMENTATION CHECKLIST

Please gather **ALL** of the information below that is applicable to your household. The items listed below are **NOT** optional. If it is applicable to your household, you **must** bring it to the interview.

## BASIC INFORMATION:

- Valid state issued driver's license or ID for **all** household members 18 years and older
- Social Security cards for **all** household members
- Bank statements and/or pay card account transaction history for the **past 60 days** for **all** household members
- Most recent Federal and State tax documents and W-2 forms for **all** applicable members of household
- Doctor's statement if you or any member of the household is not working due to medical reasons (if applicable)
- Documentation of all household member's status in the United States if they are not a citizen (if applicable)

## PROOF OF EARNED AND UNEARNED INCOME:

- Check stubs
- Unemployment benefits
- Retirement benefits
- VA benefits
- TANF award letter
- Social Security, SSI/SSD letter of award for **all** receiving members of household
- Child support payments
- Statement from anyone who has loaned or given you money
- Food stamp eligibility letter

## HOUSEHOLD EXPENSES FOR LAST 30 DAYS:

- Mortgage/rent payments or receipt
- House/renter's insurance
- Car loans
- Car insurance
- NIPSCO bill
- Water bill
- Sewer
- Trash bill
- Phone bill (mobile, landline, prepaid receipts)
- Internet bill
- Cable bill
- Life insurance
- Medical expenses and/or prescription
- Auto repairs
- Credit card bills
- Storage unit fees
- Garnishments
- Childcare expenses
- Tuition fees and/or financial aid
- Payday or personal loans
- Rental payments for furniture, appliances, or electronics
- Miscellaneous receipts