

JACKSON TOWNSHIP TRUSTEES OFFICE

340 W. Main St., Cambridge City, IN 47327

Phone (765) 478-4620

DOCUMENTS REQUIRED FOR APPLICATION COMPLIANCE

PROOF OF INCOME FOR THE PREVIOUS 3 MONTHS

1. ____ SOCIAL SECURITY CARD FOR ALL MEMBERS OF HOUSEHOLD.
2. ____ DRIVERS LICENSE
3. ____ BIRTH CERTIFICATE FOR MEMBERS OF HOUSEHOLD IF REQUESTED!
4. ____ PROOF OF INCOME FOR ANYONE OVER 18 AND OUT OF SCHOOL.
(Including but not limited to Bank Statements, Debit Card Statements, Social Security, SSI-Disability Award Letters, VA Benefits, Unemployment Compensation, Work Comp, Child Support, TANF, Stimulus Payments and Proof of Wages, (Pay Stubs or letter from Employer).
5. ____ Any assistance from anyone outside your household such as parent, sibling, friend, etc.
6. ____ MOST RECENT TAX RETURN and W2 FORMS or 1099s IF REQUESTED!

PROOF OF EXPENSES PAID FOR THE PREVIOUS 3 MONTHS

1. ____ ELECTRIC AND HEATING STATEMENTS.
2. ____ RENT OR MORTGAGE.
3. ____ MEDICAL-INCLUDES DOCTOR HOSPITAL OR PRESCRIPTIONS.
4. ____ REPAIRS ON HOME OR AUTOMOBILE.
5. ____ FOOD OR CLOTHING EXPENSES.

IN ORDER TO PROCESS THE APPLICATION AS THOROUGHLY AND QUICKLY AS POSSIBLE WE WILL NOT START AN INTERVIEW UNTIL ALL THE INFORMATION IS AVAILABLE TO THE INVESTIGATOR.

THIS IS TO INFORM YOU THAT SIGNING AN APPLICATION FOR TOWNSHIP ASSISTANCE IS A LEGAL DOCUMENT. PROVIDING FALSE OR MISLEADING INFORMATION IS CONSIDERED WELFARE FRAUD AND MAY RESULT IN CRIMINAL CHARGES.

DO NOT return documents to the office without calling 765-478-6820.

Walk-in processing is NOT ALLOWED! You must call!

If you reach voicemail leave your name, number, and reason for call.

Your call WILL be returned!