

NOTICE TO CITIZENS OF MADISON TOWNSHIP, MORGAN COUNTY INDIANA TOWNSHIP ASSISTANCE

ELIGIBILITY STANDARDS

1. The Office of the Madison Township Trustee shall be open as follows:

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| <u>Monday</u> | <u>10:00 a.m. – 4:00 p.m.</u> |
| <u>Tuesday</u> | <u>10:00 a.m. – 4:00 p.m.</u> |
| <u>Wednesday</u> | <u>10:00 a.m. – 4:00 p.m.</u> |

The hours for the Madison Township Trustee may be adjusted at the Trustee's discretion. The Trustee Lobby, located at 7047 E. Landersdale Road, Camby IN 46113, is available 24-7, with paper applications available for pickup and a drop box to leave paper applications. Access to the online application is available at the township website, madisontwp.org. Arrangements can be made to accommodate meetings outside of posted hours.

2. If you believe you have a need and that you qualify for Assistance, you must comply with the standards and procedures set forth in these guidelines. You are required to complete and sign basic application forms. You are required to complete and sign necessary township forms and waivers. You are required to cooperate with the investigation of your personal finance, family responsibility, and your eligibility to receive assistance. This investigation may include a home visit, and contact may be made with other members of your family, relatives, and employers, both present and former, if any. **FAILURE TO COMPLY WITH ANY REQUIREMENTS SET FORTH IN THESE GUIDELINES WILL MAKE YOU INELIGIBLE FOR ASSISTANCE.** Providing false information is a basis for denial of Assistance.
3. You are also not eligible for assistance if one or more of the following circumstances applies:
 - a. You voluntarily terminate gainful employment, you are fired for just cause, or refuse to actively seek gainful employment.
 - b. You use violence or abusive language or behavior in or around the Trustee's office or premises. Abusive behavior is any behavior that endangers staff or property, or intimidation of staff.
 - c. You fail to follow the printed work order requirements as explained to you and outlined in the standards.
 - d. You fail to accept free or low-cost shelter arrangements provided by relatives or others.
 - e. You fail to complete and maintain monthly report forms as required by government or any other programs offering assistance for basic necessities of living, such as AFDC and Food Stamp Programs or any other programs for which you may be eligible.

- f. You are evicted from subsidized housing for violation of regulations and guidelines, or you voluntarily terminated assistance by moving without just cause.
 - g. You fail to cooperate with the township or to provide the necessary information to determine your eligibility and if you fail to sign the appropriate waiver for the release of information concerning your application.
 - h. Your income exceeds the guidelines set forth herein.
 - i. You have been convicted of welfare fraud within the past ten years if a felony or within the past one year if convicted of a misdemeanor offence.
 - j. You refuse to sign "Reimbursement Authorization" for SSI benefits or refuse to enter into a subrogation agreement for repayment of assistance while SSI applications are pending.
 - k. You have assigned or transferred assets for the purpose of becoming eligible for Assistance.
 - l. You fail to liquidate assets available to you before those necessary for basic living needs.
4. If you are eligible for assistance, you or a member of your family or household will be required to work for a local government agency or a not-for-profit organization and to actively seek employment unless one of the following circumstances exists:
- a. You (or they) are physically unable to work.
 - b. You (or they) are a minor or over 65 years of age.
 - c. You (or they) need to care for a family member who lives in your household because of age or physical condition.
 - d. There is no work available as determined by the township Trustee.
 - e. You (or they) are fully employed.

Assistance will be worked for no less than the existing federal minimum wage. Failure to comply with printed instruction on a work order will not only cancel the work order but will also constitute ineligibility for further assistance.

The Trustee may provide for medical examinations where such an examination is necessary to determine an applicant's or recipient's ability to work for assistance. If necessary, when an applicant or recipient is required to work for assistance granted, transportation assistance to the work site will be provided when the applicant is without means of transportation and the work site is not within reasonable walking distance.

5. You will be required to provide current receipts for all expended funds, and you must comply with a budget schedule and pay only approved basic necessities (medical care, basic clothing and footwear, food, shelter, transportation to seek and accept employment on a reasonable basis, household, essential utility services, and other services or items the Township Trustee determines are necessities). Township assistance is not an insurance program or "back bill" payment program. It is intended to alleviate the immediate suffering of only those otherwise unable to help themselves and who take the necessary actions to try to help themselves. You will be required to apply and verify that you have applied for any other assistance for which you may be eligible, including unemployment compensation; insurance benefits (health, disability, etc.); Social Security; Supplemental Social Security; HUD and any other subsidized rental assistance;

Prosecutor's Office to assist in obtaining child support; utility payment assistance; Food Stamps; Medicaid; HCl and WIC programs; food pantries; Salvation Army; Family Services, Legal Aid or Legal Services; Career Development and similar training programs; vocational rehabilitation programs; and any specialized benefit programs for which you may be eligible. Transportation assistance to public and private social agencies to which an applicant or recipient is referred will be provided only in certain instances.

6. You will receive a decision on your application as soon as all forms are completed and signed, verification provided, and investigation completed. A decision shall be made within seventy-two (72) hours; however, failure to provide information or unusual circumstances may delay a decision. If you are denied any assistance, you will receive a written notice giving reasons for the denial. This form will also advise you that you have a right to appeal the denial and will tell you how to begin the appeal process.

If you believe this office has wrongly denied you assistance, you are required to furnish to this office, in writing, the specific reasons on which you base your opinion that the Trustee is mistaken, within seven (7) days of the denial. If any final decision made by this office is not acceptable to you, you have the right to appeal that decision to the Board of Morgan County Commissioners within fifteen (15) days of the date of reconsideration of the decision.

To receive Township Assistance, you must have completed and signed under oath or affirmation, and application within 180 days of your request. In addition, you may need to certify or verify the information on your application for each subsequent request for assistance. Except under special emergency conditions, no assistance will be granted at any time except by a personal request at the Trustee's Office.

7. Your monthly income will include all income available to the household for any source, including:
 - A. Gross wages before mandatory deductions.
 - B. Social Security benefits, including SSI.
 - C. AFDC.
 - D. Unemployment compensation.
 - E. Worker's compensation.
 - F. Vacation pay.
 - G. Sick benefits.
 - H. Strike benefits.
 - I. Private or public pensions.
 - J. Taxable income for self-employment.
 - K. Bartered goods and services provided by another individual for the payment of nonessential needs.
 - L. Child support.
 - M. Gifts of cash, goods or services.
 - N. Other sources of revenue or services the Township Trustee may reasonably determine to be countable income.

Your gross monthly income in the previous month will be considered, and your gross monthly income will be projected for the coming month including only income that is reasonably certain to be received in the coming month. Un-received and uncertain income will not be counted.

Resources available to you beyond those necessary for basic living needs and to earn a livelihood will be considered as assets and may affect your eligibility. Except where it is reasonable to borrow on the equity, resources that are exempt will include a house where the household resides and an automobile.

Household monthly gross income is income received or projected for the three (3) months preceding and the month period during which the need arises.

Special emergencies, extraordinary expenses, or other unusual conditions may be considered in lieu of standard investigation procedures and requirements.

8. If the Trustee determines an eligible applicant has any of the following needs, the Trustee has the authority to provide and will provide in the most economical practical manner:

- A. **Food.** It is unlawful for any Trustee to provide food assistance for an applicant or household that is eligible to participate in the federal food stamp program, except under certain conditions as set forth in IC 12-20-16-6.
- B. **Shelter.** The most practical and economical method of providing shelter will be used based on reasonable basic rates as per local availability. Shelter may also include land contract payments, mortgage payments, taxes, and insurance, only where deemed most economical.
- C. **Utility Service and Heating Fuels.** Utility service shall only be provided after all other sources of assistance have been exhausted.
- D. **Clothing.** Clothing shall be provided by referral to local agencies if possible.
- E. **Household Supplies.** Only necessary minimal household supplies shall be provided.
- F. **Medical Supplies.** The Trustee shall not provide medical assistance if the applicant could qualify for assistance under Medicaid or other governmental medical programs, nor if the applicant is eligible for benefits under a private employer provided medical insurance plan. The township shall provide insulin to eligible applicants who are unable to pay for it, as specified in Indiana Code 12-20-16-6.
- G. **Funeral Expenses.** The Trustee is not required to supplement the cost of services beyond those required by state law, nor supplement the other means of payment for services. The maximum amount allowed for cremation or burial expenses shall be \$1,000.00.
- H. **Transportation.** Transportation to obtain employment shall be allowed only in instances where there is reasonable evidence provided by the applicant and verified by the township that the likelihood of employment is available. Any transportation furnished to a non-resident shall be in the direction of their legal residence, unless it is shown that the individual has a valid claim for support or other means of support in some other place towards which the individual requests to be sent.

The Township Trustee may provide benefits other than those enumerated above if it is determined that a particular need exists.

9. The Trustee shall not pay deposits charged by utilities, landlords, or other entities. It is the responsibility of the applicant to plan for the payment of required deposits before being granted assistance for the Trustee.
10. Any person in need may obtain aid from the Township Trustee in the township or county where he or she lives. An individual is a "resident" of a township or county if the individual has located to the township or county; and intends to make the township or county the individual's sole place of residence. The township trustee may deny township assistance to an individual if the township trustee determines that the individual does not intend to make the township or county the individual's sole place of residence. The township trustee may consider all relevant information that supports or refutes the individual's intent to make the township or county the individual's sole place of residence, except the length of time the individual has been located in the township or county. If the township trustee, as administrator of township assistance, is unable to ascertain and establish the place of legal residence of a poor individual within the township, the township trustee shall proceed to provide assistance to the individual in the same manner as other poor individuals are provided assistance. (Indiana IC 12-20-8)
11. All decisions regarding eligibility will be based on the above standards. These standards will be posted at the Office of the Township Trustee, and any member of the public will be permitted to inspect and copy them. Copies of these standards will also be made available to interested public and private social welfare agencies. These standards will be periodically revised by the Township Board to reflect changes in the law and cost of living. Any revisions must be approved by the Township Board in a public meeting.
12. This office does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status. Anyone needing special aid, readers, or interpreters, please notify us in advance of at least 48 hours. We expect everyone who comes into this office to act and to be treated in a courteous and dignified manner. If for any reason you are not satisfied with your service, please, write directly to the Township Trustee. It is not necessary to sign your name.

Adopted and approved: December 10, 2025

RESOLUTION 2025-09
RESOLUTION OF THE TOWNSHIP BOARD OF
MADISON TOWNSHIP, MORGAN COUNTY, INDIANA

Adoption of Township Assistance Policy for Madison Township

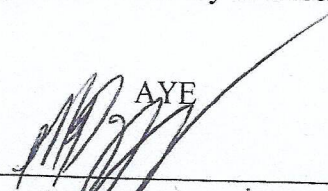
Whereas IC 12-20-5.5-1 requires a township to provide assistance according to standards,

Now, therefore, be it resolved; the Township Board hereby adopts the Trustee's Township Assistance Policy attached as an Appendix.

Adopted this 10th day of December 2025.

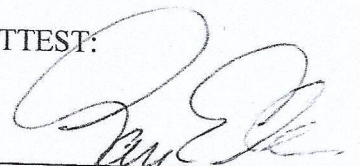
AYE

NAY



Nelson Hogart
Maurice Horbeck

ATTEST:



Larry Ellis, Madison Township Trustee