

Center Township



Of Clinton County

**TOWNSHIP ASSISTANCE
STANDARDS & GUIDELINES
FOR
CENTER TOWNSHIP OF CLINTON
COUNTY**

Adopted January 28, 2020

NOTICE TO ALL CITIZENS OF CENTER TOWNSHIP, CLINTON COUNTY, INDIANA

RE: TOWNSHIP ASSISTANCE

OFFICE LOCATION – 6 South Main Street, Frankfort, Indiana 46041

OFFICE PHONE – (765) 357-9100

OFFICE HOURS – Monday through Friday 9:00 a.m. to 3:00 p.m., closed 12:00 p.m. to 1:00 p.m. daily

Township Assistance Applications are accepted by appointment and walk-ins accepted in event of an emergency. The Trustee reserves the right to modify office hours in conformity to the needs of the township. In such event, the Trustee will post notice. The Trustee’s office will be closed on special holidays and at other times when it is necessary for the Township Trustee’s office to participate in educational programs or seminars.

STANDARDS, ELIGIBILITY, AND PROCEDURES - Assistance in Center Township of Clinton County is administered in accordance to the standards duly adopted by the Township Board and available at all times for review at the township office.

Kevin W. Evans
CENTER TOWNSHIP TRUSTEE

TABLE OF CONTENTS

TABLE OF CONTENTS	3
FORWARD	4
GENERAL INFORMATION	5
DEFINITIONS	6
APPLICATIONS	8
ELIGIBILITY AND REQUIREMENTS FOR GRANTING ASSISTANCE	10
DENIAL OF ASSISTANCE	13
CONSIDERATIONS PRIOR TO RECEIVING ASSISTANCE	19
ASSISTANCE PROVIDED AND LIMITATIONS	22
REIMBURSEMENT OR REPAYMENT OF TOWNSHIP ASSISTANCE EXPENDITURES ..	27
APPEAL OF DENIAL OR REDUCTION IN AMOUNT OF ASSISTANCE.	28
FRAUDULENT ACTS AND PROFITEERING	29
APPENDIX A	30
APPENDIX B	31
APPENDIX C	32
APPENDIX D	33

TOWNSHIP ASSISTANCE STANDARDS, ELIGIBILITY, AND PROCEDURES

FORWARD

In the state of Indiana, it is the legal duty of the township to provide the basic necessities of the poor and needy, and the Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons within their respective township. **(Indiana Code §§ 12-20-1-1, 12-20-5-2).**

To meet the legislative purpose of providing necessary and prompt relief to both the poor and needy families found within their township, the Trustee will determine eligibility for assistance based upon the applicant or recipient's total situation. **(Indiana Code § 12-20-5.5-2).**

All decisions regarding eligibility will be based on the following standards. The 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 reviewed by the Township Trustee and updated annually to reflect changes in the law and the cost of basic necessities. **(Indiana Code § 12-20-5.5-1).**

GENERAL INFORMATION

1.1 OFFICE HOURS. Center Township shall hold office hours Monday through Friday from 9:00 a.m. to 3:00 p.m. The office will be closed from 12:00 p.m. to 1:00 p.m. for lunch daily. Individuals desiring to make an application for township assistance in Center Township should call the Trustee's office to request an appointment. Appointments shall be made on a first-come, first served basis. **(Indiana Code § 12-20-5.5-4).**

1.2 LOCATION OF TOWNSHIP TRUSTEE'S OFFICE. The Center Township Trustee's Office is located at 6 South Main Street, Frankfort, Indiana 46041.

1.3 CONTACT INFORMATION. To contact the Center Township Trustee's Office, please call (765) 357-9100. The Center Township Trustee shall publish the Center Township Trustee's Office phone number so it may be made available to the general public. **(Indiana Code § 12-20-5.5-3).**

1.4 LOCATION AND DIRECTIONS. Please contact the Center Township Trustee's Office for additional information regarding the location and directions to the Center Township Trustee's Office.

1.5 WALK-INS. The Center Township Trustee will accept walk-ins in the event of an emergency on a first-come, first-served basis.

1.6 TRUSTEE'S ECONOMICAL RESPONSIBILITY. If the Township Trustee determines an eligible applicant has any essential needs, the Township Trustee has the authority to provide and will provide in the most economical and practical manner.

DEFINITIONS

2.1 MEMBER OF THE APPLICANT’S HOUSEHOLD. “Members of the Applicant’s Household,” for purposes of these guidelines, means any person who lives in the same residence as the applicant. (**Indiana Code § 12-20-6-0.5**).

2.2 HOUSEHOLD. “Household,” for purposes of these guidelines, means an individual living alone, a family related by blood, or a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency. (**Indiana Code § 12-7-2-110.5**)

2.3 RELATIVES. “Relative,” for purposes of these guidelines, means only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of the applicant for township assistance. (**Indiana Code § 12-20-6-10**).

2.4 EMERGENCY. “Emergency,” for purposes of these guidelines, means an unpredictable circumstance or a series of unpredictable circumstances which place the health or safety of a household or a member of a household in jeopardy and cannot be remedied in a timely manner by means other than township assistance. (**Indiana Code § 12-7-2-76.5**).

2.5 RESIDENT. “Resident,” for purposes of these guidelines, means an individual who has located in the township or county and intends to make the township or county the individual’s sole place of residence. (**Indiana Code § 12-20-8-1**).

2.6 WORKFARE RECIPIENT. “Workfare Recipient,” for purposes of these guidelines, means a single person receiving township assistance or, when township assistance is received by a household with two (2) or more persons, that member of the household most suited to perform available work. Suitability to perform available work shall be determined by the Township Trustee, who may provide for medical examinations necessary to make the determination. (**Indiana Code §§ 12-20-10-2, 12-20-10-3.5**).

2.7 INTERIM PERIOD. “Interim Period,” for purposes of these guidelines, means the period beginning when a Township Trustee obtains from a township assistance applicant or member of the applicant’s household an agreement or authorization and ending when the township assistance applicant or member of the applicant’s household receives the judgment, compensation, or monetary benefit or leaves the household. (**Indiana Code § 12-20-27.1.5**).

2.8 BASIC NECESSITIES. “Basic Necessities,” for purposes of these guidelines, means the items essential to meet the minimum standards of health, safety, and decency, including the following: medical care, clothing and footwear, food, shelter, transportation to seek and accept employment on a reasonable basis, household essentials, essential utility services, and other services or items the Township Trustee determines are necessities. (**Indiana Code § 12-7-2-20.5**).

2.9 WASTED RESOURCES. “Wasted Resources,” for purposes of these guidelines, means the amount of money or resources expended by an applicant or an adult member of an applicant's household seeking township assistance during the thirty (30) days before the date of application for township assistance for items or services that are not basic necessities; 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; or lump sum amounts of money or resources from tax refunds, lawsuits, inheritances, or pension payments of at least four hundred dollars (\$400) that are expended by an applicant seeking township assistance or an adult member

of the applicant's household during the one hundred eighty (180) days immediately preceding the date of application for township assistance 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. (**Indiana Code 12-7-2-200.5**).

2.10 SHELTER. “Shelter,” for purposes of these guidelines, means a house, a mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters where the occupant or intended occupant does not live and eat with any other individual in the building; and has direct access to the occupant’s living quarters from the outside of the building or through a common hall. Exception to the definition of “shelter” may include temporary group homes or shelters. (**Indiana Code § 12-7-2-177**).

APPLICATIONS

3.1 DISCRIMINATION. At all times, the Township Trustee will determine eligibility for assistance without regard to race, source of income, creed, color, gender, disability status, national origin, marital status, political beliefs, or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families. This provision shall apply to applicants and any member of an applicant's household. **(Indiana Code § 12-20-5.5-1).**

3.2 APPOINTMENTS. An individual desiring to make an initial application for assistance from the township should contact the township to schedule an appointment. At the time an appointment is scheduled the applicant will be given a list of the documents or information needed to complete an affidavit. Failure to keep an appointment or to bring the necessary documents may cause an unnecessary delay in the applicant receiving assistance.

3.3 APPLICATIONS AND AFFIDAVITS. An individual requesting township assistance must provide the Township Trustee with an application and affidavit setting for the personal condition of the individual or household. The application and affidavit must be filed with the Township Trustee within one hundred eighty (180) days prior to the date aid is extended. An application for a household must provide the names of all household members and any information necessary for determining the household's eligibility for township assistance. **(Indiana Code § 12-20-6-1).**

3.4 ADDITIONAL DOCUMENTATION. Persons requesting township assistance are required to complete and sign necessary township forms and waivers. Each application affidavit and copies of other documents of verification shall be retained in the Township Trustee's office. Eligibility of a request cannot be determined without the completion of the "Application for Township Assistance." An application for township assistance is not considered completed until all adult members of the household has affixed their signature to all forms, instruments, or documents required by law or determined necessary for investigative purposes by the Township Trustee as contained in these guidelines. **(Indiana Code § 12-20-6-8).**

3.5 DISCLOSURE AND RELEASE OF INFORMATION. Each applicant and each adult member of the applicant's household must sign a "Disclosure and Release of Information" and any other form, instrument, or document that is required by law or determined necessary for investigative purposes by the trustee and as contained in these guidelines before township assistance may be provided. **(Indiana Code § 12-20-7-1).**

3.6 INVESTIGATION. - During the interview process, the applicant will be required to complete an application for township assistance on behalf of the household and must provide the names of all household members and any information necessary for determining the household's eligibility for assistance. The household will be required to cooperate with an investigation of finances, responsibilities and eligibility to receive governmental or quasi-governmental assistance. The investigation may include a home visit and/or contact with their relatives who may be willing and able to assist them. During the investigation, the Township Trustee shall attempt to ascertain the following regarding the applicant and each member of the applicant's household: legal residence, names and ages, physical condition relating to sickness or health, present and previous occupation, ability and capacity to perform labor, the cause of the applicant's or household members' condition, whether the applicant or a member of the applicant's household is entitled to income in the immediate future from any source, the family relationships of the applicant and whether the applicant or members of the applicant's household have relatives able and willing to assist the applicant or a member of the applicant's household. **(Indiana Code § 12-20-6-9).**

3.7 ASSISTANCE WITH COMPLETION OF THIS APPLICATION. The Township Trustee will assist an applicant for township assistance in completing the application if the applicant has a mental or physical disability, including an intellectual disability, cerebral palsy, blindness or paralysis, has dyslexia, or cannot read or write the English language. **(Indiana Code § 12-20-6-1).**

3.8 INABILITY TO WRITE. If an individual who is required to sign a form as per the application process is unable to sign the form in the Township Trustee's office due to a physical or mental disability, or illness, the Township Trustee shall make alternative arrangements to obtain the individual's signature. **(Indiana Code § 12-20-7-1).**

3.9 EMERGENCY APPLICATION REVIEW. In case of emergency, the trustee will accept and promptly act upon a verified request for emergency assistance. **(Indiana Code § 12-20-6-7).**

3.10 GENERAL APPLICATION REVIEW. In all non-emergent requests, the Township Trustee shall act on the application not later than seventy-two (72) hours after receiving the completed application. Weekends and legal holidays are excluded from the seventy-two (72) hour rule. The seventy-two (72) hour "time clock" commences the moment the completed application is received by the township. An action of "Pending" permits an additional seventy-two (72) hours and must include a statement from the township listing the specific reasons for the action. **(Indiana Code § 12-20-6-7).**

3.11 NOTICE OF ACTION AND APPEALS. The Township Trustee will notify the applicant, as required by law, of the action taken by the township upon their request for township assistance. The township shall do the following:

(1). Mail the Notice of Action or provide personal notice not later than seventy-two (72) hours, excluding weekends and legal holiday, after receiving the completed application.

(2). The notice shall include information that notifies the applicant of their right to appeal the Township Trustee's decision and where the appeal is to be filed.

(3). The notice shall include the type and amount of assistance granted, the type and amount of assistance denied or partially granted, and the specific reasons for denying all or part of the assistance requested.

(4). The township shall not render a decision on a request for township assistance without a completed application for township assistance on file in the Township Trustee's Office.

(5) The Township Trustee shall not render a decision via the telephone or any other electronic device. **(Indiana Code § 12-20-6-8).**

3.12 RECERTIFICATION. The Township Trustee will not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit with the request for assistance affirming how, if at all, the personal conditions of the individual or the household has changed from that set forth in the most recent application. Applications for Township Assistance are considered valid for a period not to exceed one hundred eighty (180) days. During the one hundred eighty (180) day period, all requests will be processed on a month-by-month basis. **(Indiana Code § 12-20-6-1).**

3.13 SPECIAL CONDITIONS NECESSITATING TEMPORARY AID. Exceptional financial obligations, emergencies, or extraordinary expenses or circumstances, as may be determined, documented, and approved by the Township Trustee, may give justification to temporarily waive certain provisions of these guidelines and grant temporary aid. All requests for temporary aid shall be investigated by the Township Trustee. Upon investigation, if the Township Trustee determines that a person within the township is sick, in need, without necessary financial resources, and likely to suffer, the Township Trustee shall grant the temporary relief required. **(Indiana Code §§ 12-20-5-3, 12-20-17-3).**

ELIGIBILITY AND REQUIREMENTS FOR GRANTING ASSISTANCE

4.1 THE PERSONAL EFFORTS AND THE EXPENDITURE OF FINANCIAL RESOURCES. The Township Trustee, as administrator of township assistance, may provide and shall extend township assistance only when the personal efforts of the township assistance applicant fails to provide one (1) or more basic necessities. This shall include expending the household's available financial resources for basic necessities in the sequence they come due or considered necessary and reasonable at the time the expenditure is made. **(Indiana Code § 12-20-16-1)**

4.2 RESIDENCY. If an individual is a resident of a township the township shall relieve and support the individual if the individual is poor and in need of relief. The township may consider the conduct of the applicant, both active and passive, as may reveal an intent to reside within a given household and within their respective township. Except for verified emergencies affecting applicants who are temporarily in the township for reasons other than township assistance, applicants must be a resident of the township in which he or she applies. The following items may be used to determine residency or the person's intent to make the township their permanent place of residency.

1. Mailing address.
2. Telephone listing.
3. Driver's license address.
4. Voter registration card.
5. Utility billing address.
6. Motor vehicle registration.
7. Addresses given to former employers and others.
8. United States Postal Service change of address notices.
9. The return, in a completed fashion, of the landlord's housing information verification statement.
10. Where the applicant previously lived and how he or she supported himself or herself at his or her former location (e.g. employment, public assistance, food stamps, TANF, township assistance, subsidized housing, Medicaid, etc.).
11. What means of transportation brought the applicant or household to this township and how did the applicant or household pay for the transportation.
12. Whether the applicant or household was invited or promised assistance by anyone, such as relatives, friends, or other social service agencies.
13. Any other item, documentation, or verification requested from the applicant. **(Indiana Code §§ 12-20-8-1, 12-20-8-2, 12-20-8-3).**

4.3 TEMPORARY RELIEF TO A NON-RESIDENT. All applicants for township assistance must be residents of the township as verified by the provisions of these standards. In case of emergency, however, the township may provide temporary assistance to applicants who are temporarily in the township unless the applicant is specifically in the township for township assistance benefits. Center Township will not provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in Center Township when their immediate past residency was outside the boundaries of Center Township. Individuals living or spending time in a charitable or benevolent institution, or in a hospital located in Center Township will not be considered a Center Township resident unless their immediate past residency was within the boundaries of Center Township. Individuals in the United States without the permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance. **(Indiana Code §§ 12-20-8-1, 12-20-8-2, 12-20-8-3, 12-20-8-4, 12-20-8-5, 12-20-8-7, 12-14-2.5-3, 12-20-9-2, 12-20-17-3).**

4.4 TEMPORARILY LIVING IN ANOTHER TOWNSHIP. Individuals temporarily living in another township when their immediate past residency was in Center Township will not be denied benefits on the grounds of residency. **(Indiana Code § 12-20-8-4).**

4.5 EMPLOYMENT. If an applicant for township assistance or any members of the household are in good health, the Township Trustee shall insist that those able to labor shall seek employment, and the Township Trustee shall refuse to furnish any aid until he or she is satisfied that the persons claiming help are endeavoring to find work for themselves. Each able-bodied adult member of the household will, at a minimum, be required to maintain an updated employment file with the Indiana Department of Employment and Training Services, as well as provide other reasonable documentation that they are endeavoring to find employment. The township may also require any adult member of the applicant household to complete minimum number of employment applications prior to receiving continued township assistance. These forms may be required on a monthly basis. The recipient is required to dress and conduct himself or herself appropriately to increase every opportunity for employment. **(Indiana Code § 12-20-10-1).**

4.6 MEDICAL EXAMINATION. An applicant, recipient, or a member of the applicant or recipient's household, who claims a physical or mental inability to seek or accept employment, must provide the Township Trustee with a recent doctor's statement or accept a referral to obtain a medical evaluation verifying such condition. Similarly, ongoing recipients may be required periodically to present an updated doctor's statement for his or her file. In addition thereto, he or she shall provide a medical release to the Township Trustee upon request for the purpose of obtaining medical records. The Township Trustee may provide for medical examinations where such examinations are necessary to determine an applicant, recipient or a member of the applicant or recipient's ability to work for assistance. **(Indiana Code § 12-20-10-3.5).**

4.7 WORKFARE REQUIREMENTS. The township shall require a recipient household to do any work needed to be done within the township or an adjoining township or for any governmental unit (including the State of Indiana) having jurisdiction in those townships, or for a not-for-profit social service agency. Minimum criteria for satisfactory participation in the workfare program shall be established by the township with a maximum of one shift per day or five shifts per week. **(Indiana Code §§ 12-20-11-1, 12-20-11-2).**

4.8 WORKFARE PARTICIPATION. A workfare recipient is required to maintain the minimum criteria necessary for the fulfillment of his or her workfare responsibility until such time as his or her obligation with the township is satisfied. Recipients will not be permitted to voluntarily work in advance of receiving township assistance to accrue workfare credit. It is the sole responsibility of the recipient to meet the criteria of workfare participation. In satisfying this obligation, only the recipient or members of the recipient's household will be allowed to perform the required work. **(Indiana Code § 12-20-11-1).**

4.9 WORKFARE COMPENSATION. Work performed is considered "as satisfaction of a condition for township assistance and is not considered as services performed for remuneration." The recipient shall be required to do an amount of work that equals the value of assistance at a rate no less than the existing Federal minimum wage. This translates into hours the recipient will be required to perform in total workfare hours. **(Indiana Code §§ 12-20-11-1, 12-20-11-5).**

4.10 WORKFARE RESTRICTIONS. A recipient shall not be assigned to work which would result in displacement of governmental employees or in the reduction of hours worked by those employees. **(Indiana Code § 12-20-11-1).**

4.11 WORKFARE EXCEPTIONS. Recipients may be excused from the workfare requirement for the following reasons:

1. The obligated individual is not physically able to perform the proposed work.

2. The obligated individual is a minor or is over sixty-five (65) years of age.
3. The obligated individual is needed to care for an individual as a result of the individual's age or physical condition.
4. The obligated individual has full-time employment at the time the recipient receives township assistance.
5. The Township Trustee determines there is no work available for any adult member of the recipient household.
6. The recipient is, at the direction of the Township Trustee, attending educational courses or self-help classes. **(Indiana Code § 12-20-11-1).**

4.12 SUPPLEMENTAL SECURITY INCOME. Individuals awaiting a determination from the Social Security Administration (SSA) for Supplemental Security Income (SSI) disability benefits will not be required to perform workfare during the initial stages of the SSI application process. Once the initial application for SSI benefits have been denied by SSA, the applicant may, at this point, be obligated to perform workfare. Other members of an SSI applicant's household able to perform Workfare will be required to participate and work his or her proportionate share of the workfare obligation. For example: A member of a multi-member household (three (3) members) awaiting an SSI determination shall be excused from performing workfare while the SSI determination is pending. Other adult members of the household will, however, be required to comply with the workfare obligation, but will only be required to work the remaining proportionate share. The township will obligate this particular household to two-thirds (2/3) of the assistance rendered as a workfare obligation. This holds true only if the entire household shared in the assistance, such as shelter, utilities, or food. If however, township assistance was rendered specifically for the SSI applicant, workfare will not be required, but the amount of this assistance may be recovered through the Interim Assistance Reimbursement program. Individuals currently receiving SSI monthly benefits are not automatically excused from workfare. To be excused, the individual SSI recipient must still meet one of the exempting reasons contained within these guidelines. **(Indiana Code § 12-20-11-1).**

4.13 WORK EXEMPTION FOR ADULT EDUCATION. If a recipient receives a referral from the Township Trustee, is accepted, and attends adult education courses at Ivy Tech Community College, the recipient is exempt from performing work or seeking employment for not more than one hundred eighty (180) days. **(Indiana Code § 12-20-11-3).**

4.14 REQUIRED PARTICIPATION IN A TRAINING PROGRAM. As a condition of continuing eligibility, a Township Trustee may require a recipient of township assistance or any member of a recipient's household to participate in an appropriate work training program that is offered to the recipient or a member of the recipient's household within the county or an adjoining township in another county, by governmental entity or a nonprofit agency. **(Indiana Code § 12-20-12-1).**

4.15 AGE. Any individual or household where the head of the household is eighteen (18) years of age or older or where the individual or household head is legally and completely emancipated at an earlier age will be eligible for assistance from the office of the Township Trustee. Un-emancipated youth requesting township assistance will automatically be reported to the Clinton County Office of Families and Children. **(Indiana Code § 12-20-6-10).**

4.16 INCOME GUIDELINES. Income guidelines for determining township assistance eligibility shall be based upon one hundred percent (100%) of the Federal Poverty Level as outlined in **Appendix A. (Indiana Code § 12-20-5.5-6).**

DENIAL OF ASSISTANCE

5.1 ELIGIBILITY FOR OTHER PUBLIC ASSISTANCE. Except in cases of emergencies, an applicant must apply for all other forms of public assistance before being granted township assistance when referred by the Township Trustee. When referred by the Township Trustee, an applicant or household must file for other public assistance within fifteen (15) business days of the date of referral. The Township Trustee may not extend aid to the applicant or the applicant's household unless the applicant verifies that the applicant has filed, within 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 division of family resources and county offices or by another federal or governmental entity or that the applicant is currently receiving aid under such a program. Any applicant or household who fails to file such application or show evidence that the applicant or household filed such application within fifteen (15) business days after the Township Trustee's referral may be denied township assistance for a period not to exceed sixty (60) days. (**Indiana Code §§ 12-20-6-3, 12-20-6-5.5**).

5.2 APPLICATION FOR OTHER ASSISTANCE. If an applicant or household was granted emergency township assistance and has not filed an application for assistance under a federal or state public assistance program administered by the division of family resource and county offices or by another federal or governmental entity, that applicant or household must file such application within fifteen (15) business days after the date the emergency township assistance was granted. An applicant or household who fails to file such an application within fifteen (15) business days from the date the emergency township assistance was granted shall be denied further township assistance for a period of sixty (60) days following the grant of the emergency township assistance. (**Indiana Code § 12-20-6-5**).

5.3 NON-RESIDENTS. The Township Trustee may deny township assistance to an individual if the Township Trustee determines the individual does not intend to make the township the individual's sole place of residence. (**Indiana Code § 12-20-8-3**).

5.4 INELIGIBILITY DUE TO STATUS. Undocumented persons who are in the United States without the permission of the Immigration and Naturalization Service and un-emancipated youth will not be eligible for township assistance benefits. (**Indiana Code §§ 12-20-8-1, 12-20-8-2, 12-20-8-3, 12-20-8-4, 12-20-8-7, 12-14-2.5-3, 12-20-6-10**).

5.5 RETURN TO LEGAL RESIDENCE. Individuals living in adjoining townships should not come to other townships for shelter assistance. The township in which they presently reside or found to be in distress is still obligated to investigate the circumstances of the distressed person(s) and render whatever assistance is necessary. Consequently, Center Township may refer individuals falling into this category to the appropriate township or may return the individual to his or her place of residence. (**Indiana Code § 12-20-9-3**).

5.6 REFERRALS. All applicants for township assistance and members of the applicant's household are required to comply with all referrals from the Township Trustee to other public or private assistance programs within fifteen (15) working days of the referral date. Failure to comply may result in a denial for not more than sixty (60) days. (**Indiana Code § 12-20-6-5.5**).

5.7 SUPPORT BY RELATIVES. If it is ascertained that the applicant or recipient has any relative able to assist the applicant or the applicant's household, the Township Trustee shall, before granting aid a second time, ask the relatives to help the applicant or member of the applicant's household, either with material relief or by furnishing them with employment. If the relatives refuse, then the Trustee may assist the household as may be otherwise provided herein. (**Indiana Code § 12-20-6-10**).

5.8 SHELTER BY RELATIVES. A Township Trustee may not provide an applicant funds to pay the cost of an applicant's shelter with a relative who is the applicant's landlord if the applicant lives in the same household as the relative or housing that is separate from the relative and the housing is unencumbered by a mortgage or the housing has not been previously rented by the relative to a different tenant a reasonable market rate for at least six (6) months. If shelter payments are made to a relative of a township assistance applicant on behalf of the applicant or a member of the applicant's household, the Township Trustee may file a lien against the relative's real property for the amount of the township shelter assistance granted. **(Indiana Code § 12-20-6-10).**

5.9 LIVING WITH RELATIVES. The township is not required to provide shelter assistance to an otherwise-eligible individual if the individual's most recent residence was provided by the individual's parent, guardian, or foster parent, and the individual, without just cause, leaves that residence for the shelter for which the individual seeks assistance. If an individual as described in this section becomes a member of another township assistance household, then the entire household may be denied assistance. **(Indiana Code §§ 12-7-2-200.5, 12-20-16-17).**

5.10 KNOWINGLY AND WILLINGLY FALSIFYING AN APPLICATION. If an applicant knowingly and willingly falsifies his or her application by misrepresenting the facts or withholding vital information, solely to gain township benefits shall be denied for a period not to exceed sixty (60) days, commencing on the date of the improper conduct or the date the last assistance was extended based on the improper conduct. The township may also make a criminal referral to the county prosecutor's office. **(Indiana Code § 12-20-6-0.5).**

5.11 WELFARE FRAUD OR MEDICAID FRAUD. Center Township shall not extend aid to an applicant or a member of the applicant's household if the applicant or the member of the applicant's household has been convicted of an offense under Indiana Code § 35-43-5-7 (Welfare Fraud) or Indiana Code § 35-43-5-7.1 (Medicaid Fraud). If the conviction is a misdemeanor, the Township Trustee shall not extend aid to the applicant or a member of the applicant's household for a period of one (1) year after the conviction. If the conviction is a felony, the Township Trustee shall not extend aid to the applicant or a member of the applicant's household for ten (10) years after the conviction. If the Township Trustee finds an individual obtained township assistance by committing conduct described under Indiana Code § 35-43-5-7 (Welfare Fraud), the Township Trustee may refuse to extend aid for sixty (60) days after the later of the date of the improper conduct or the date aid was last extended to the individual or household based on the improper conduct. **(Indiana Code § 12-20-6-0.5).**

5.12 WASTING RESOURCES. Center Township shall not extend aid to an applicant or a member of the applicant's household if the applicant or household member wasted resources. If an applicant or household member expended money or resources for items or services that are not basic necessities thirty (30) days prior to the application for township assistance, the Township Trustee may deny township assistance. If the applicant or household member lost or reduced income, resources, or tax supported services as a result of a voluntary act sixty (60) days prior to the application for township assistance, the Township Trustee may deny township assistance. If the applicant or household member expended a lump sum of four hundred dollars (\$400) or more for items or services that are not basic necessities one hundred eighty (180) days prior to the application for township assistance, the Township Trustee may deny township assistance. Examples include, but are not limited to the following:

1. Voluntarily terminating gainful employment, or being involuntarily terminated for just cause (e.g. absenteeism, theft, or willful misconduct). A denial from the Indiana Office of Employment and Training for Unemployment Compensation may also be used as grounds for being denied township assistance benefits.
2. Failure to actively seek or accept gainful employment when offered, whether the compensation for the work will be payable in money or in house rent, or in commodities consisting of the necessities of life.

3. Eviction for just cause from subsidized housing for violations of regulations and guidelines or voluntarily terminating housing without just cause. (**Indiana Code § 12-7-2-200.5**).

5.13 FAILURE TO ACCEPT ADEQUATE FREE OR LOW-COST SHELTER

ARRANGEMENTS. Shelter accommodations provided by relatives or others should be considered a resource and something the applicant should not refuse without good reason. The township is not required to provide shelter assistance to an otherwise eligible individual if the individual's most recent residence was provided by the individual's parent, guardian, or foster parent, and the individual, without just cause, leaves that residence for the shelter for which the individual seeks assistance. (**Indiana Code §§ 12-7-2-200.5, 12-20-16-17**).

5.14 VIOLENCE, THREATS OF VIOLENCE. The township will deny any individual who threatens violence to the township staff or property or uses abusive or threatening language while on township property or while speaking with an individual affiliated with the township. The Township Trustee may deny assistance up to sixty (60) days.

5.15 FAILURE TO COMPLETE AND MAINTAIN MONTHLY REPORT FORMS. The Township may deny assistance up to sixty (60) days if an applicant or a member of the applicant's household fails to complete or maintain monthly report forms as required by governmental programs offering assistance for the basic necessities of living, fails to cooperate with other governmental agency programs, or fails to comply with the rules and regulations of an assisting governmental agency. (**Indiana Code §§ 12-20-6-5, 12-20-6-5.5**)

5.16 SUFFICIENT INCOME. The Township Trustee has set income standards for the township that provide for financial eligibility in an amount consistent with the reasonable costs of basic necessities in Center Township. Income in excess of the amounts found on **Appendix A** may be the basis for a denial. However, individual applicants may have unpredictable circumstances or unusual expenses which would, when reviewed, indicate a necessary expenditure from the township assistance fund. Sanctions by other governmental agencies will not be considered as a justification for waiving the income guidelines. (**Indiana Code § 12-20-5.5-6**).

5.17 FAILURE TO COOPERATE. An applicant may be denied township assistance services when he or she, or an adult member of his or her household, fails to cooperate or provide the township with the necessary information for determining eligibility. Failure to provide needed information or documentation to other tax-supported public assistance programs may also result in a denial of township assistance. The township does not require an applicant to obtain verifications when the township already has or can readily obtain the needed information. (**Indiana Code § 12-20-6-9**).

5.18 FREQUENT REPORTING THE LOSS OR THEFT OF FOOD STAMPS OR MONEY.

Applicants who frequently report the loss or theft of Food Stamps or money will be denied township assistance benefits. Applicants claiming loss or theft must file a police report. (**Indiana Code § 12-7-2-200.5**).

5.19 FAILURE TO LIQUIDATE COUNTABLE ASSETS. Households must liquidate nonessential assets within sixty (60) days of the date of their initial application for township assistance before additional township benefits can be granted. (**Indiana Code § 12-7-2-200.5**).

5.20 ASSIGNMENT OR TRANSFER OF ASSETS. An applicant may be denied township benefits whenever the applicant or another member of an applicant's household makes an assignment of or transfers assets during the six (6) month period immediately preceding the filing of an affidavit and application for township assistance. Assets considered must be of sufficient value to have rendered the applicant ineligible for township assistance. (**Indiana Code § 12-7-2-200.5**).

5.21 REFUSING TO SIGN. Whenever it is determined that an applicant or a member of the applicant's household has applied for benefits through the Social Security Administration (SSA) or other public assistance programs and may receive a retroactive payment, or if the applicant 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 may require him or her to sign a "Reimbursement Authorization" or enter into a subrogation agreement as provided by statute for the repayment of any township assistance granted. Failure to sign such documents will result in a denial. **(Indiana Code § 12-20-27-1.5).**

5.22 FAILURE TO FILE PATERNITY ACTIONS OR PURSUE CHILD SUPPORT. If an applicant or a member of the applicant's household, when necessary and appropriate, fails to file a paternity action or fails to take the necessary legal action to pursue child support unless just cause can be determined. **(Indiana Code § 12-14-2-24).**

5.23 PREVIOUS ABILITY TO PAY. The township shall not be obligated to pay for services or the cost of goods incurred by an applicant or member of an applicant's household during the period the applicant or a member of the applicant's household had sufficient income or resources to have paid for the goods or services. **(Indiana Code § 12-20-6-6.6).**

5.24 MOVING INTO OR COMING TO THE TOWNSHIP. An applicant or member of the applicant's household who moves to the township for the specific purpose of applying for or receiving township assistance services may be denied township assistance. **(Indiana Code § 12-20-8-3).**

5.25 SHELTER MOVING. Clients moving within sixty (60) days immediately preceding their application for township assistance, from a shelter provided by a relative, or any form, kind, or type of subsidized shelter will be declared ineligible for township assistance. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant. **(Indiana Code § 12-20-8-3).**

5.26 PREVIOUS DENIAL OF TOWNSHIP ASSISTANCE. The Township Trustee shall determine whether an applicant or a member of the applicant's household has previously been denied assistance. Notwithstanding any other provision of these guidelines, the township will not extend aid to or for the benefit of an individual if that aid would pay for goods or services provided to or for the benefit of the individual during a period that the individual or a member of the individual's household has previously applied for and been denied Township Assistance, nor will the township be obligated for the cost of basic necessities incurred on behalf of the household in which the individual or a member of the individual's household (who was previously denied) resides during the duration period of the denial. **(Indiana Code §§ 12-20-6-0.5, 12-20-6-6.6).**

5.27 REFUSAL TO COMPLETE WORK. If the applicant is offered employment by the Township Trustee, regardless of whether the compensation is in the form of money, rent, or other necessities and refuses to complete the work offered by the Township Trustee, or refuses employment at a reasonable compensation offered by any other individual, governmental agency, or employer, the Township Trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work. For purposes of this section, just cause shall be determined by the Township Trustee's Office in its discretion. Failure to complete any action required in these Standards and Guidelines shall be *prima facie* evidence that the applicant had no just cause for failing to perform the work. **(Indiana Code § 12-20-10-2).**

5.28 REFUSAL TO COMPLETE A REQUESTED MEDICAL EXAMINATION. An applicant or household member who claims an inability to work due to health and refuses to complete a medical examination as requested by the Township Trustee may be denied assistance. **(Indiana Code 12-20-10-3.5).**

5.29 FAILURE TO COMPLY WITH THE WORKFARE OBLIGATION. Un-excused absences for scheduled workfare assignments may result in the discontinuance of township assistance. Any workfare obligations incurred in another township will be carried forward to the gaining township, unless the applicant failed to comply, they shall be denied for one hundred and eighty (180) days. Failure to comply with printed instructions on a work order will not only cancel the work order, but will also constitute ineligibility for further assistance for not more than one hundred and eighty (180) days, unless the recipient shows good cause for not performing the work. For purposes of this section, an un-excused absence shall include but shall not be limited to the following:

1. Failure to attend workfare due to illness or any other reason without providing notice to workfare supervisor prior to the beginning of the shift.

2. Failure to attend workfare due to illness without providing a signed doctor's note which indicates the workfare recipient was seen by a medical professional on the missed day of workfare, and is unable to perform his or her duties. If the workfare recipient is unable to arrange for a visit to a medical professional on the date workfare is missed, he or she must contact the Township Trustee, and the Township Trustee may assist the workfare recipient in receiving a medical evaluation pursuant to Section 4.6 herein.

For purposes of this section, good cause shall be determined by the Township Trustee's Office, in its discretion. Failure to complete any action required in these Standards and Guidelines shall constitute *prima facie* evidence that the workfare recipient had no good cause for failing to perform his or her workfare. **(Indiana Code § 12-20-11-1).**

5.30 FAILURE TO COMPLETE REQUIRED JOB TRAINING, COUNSELING, OR EDUCATION.

In the event the Township Trustee deems that an applicant or recipient would benefit in his or her search for employment by participating in employment counseling, job training or educational programs referred by the Township Trustee, the applicant or recipient's refusal to participate in the same is deemed as a refusal to actively seek employment which will be grounds for denial or termination of township assistance. **(Indiana Code § 12-20-12-1).**

5.31 TANF RECIPIENT HOUSEHOLDS. Townships are not obligated to extend aid to a township assistance applicant or any member of an applicant's household if any member of that household has been denied assistance or sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of or violations of Indiana Code § 12-14. The township may continue to deny township assistance until the sanctions or denial by the Indiana Division of Family and Children has been lifted or rectified.

5.32 ENERGY PROGRAMS. Applicants seeking township assistance with the payment of energy bills must first utilize all available federal and state programs designed to assist indigent households with the cost of energy, and must furnish the township with written proof that an application for such assistance has been requested from other governmental sources. **(Indiana Code § 12-20-16-3).**

5.33 DEPORTATION RE-APPLICATION. An individual may be denied township assistance for not more than one hundred and eighty (180) days whenever the individual or a member of the individual's household has been sent by a township where the individual does not reside to a location outside the township at the individual's request or by court order and transported to a location outside the township at public expense and knowingly reapplies for assistance in the township from which the individual or member of the individual's household was sent. **(Indiana Code § 12-20-9-6).**

5.34 FAILURE TO EXPEND PERSONAL FINANCIAL RESOURCES ON BASIC NECESSITIES.

The township, before continuing township assistance is provided, may require, in writing that the recipient expend a substantial portion of their monthly financial resource(s) on a specific recurring basic necessity.

Failure to comply may result in a denial for a period not to exceed sixty (60) days. **(Indiana Code § 12-20-16-1).**

5.35 DRUG AND ALCOHOL USE. The Township Trustee is not required to provide temporary shelter to an individual who, at the time assistance is requested, is under the influence of drugs or alcohol or incapable of self-care. The Township Trustee may refer such an applicant to an appropriate agency or facility located in the county or in an adjoining county that has a program or charter which specifically addresses the problems of substance abuse, mental illness, or self-care. **(Indiana Code § 12-20-17-2).**

CONSIDERATIONS PRIOR TO RECEIVING ASSISTANCE

6.1 COUNTABLE INCOME. This term means a monetary amount either paid to an applicant or a member of 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 also includes:

1. Gross wages before mandatory deductions.
2. Social Security benefits, including Supplemental Security Income.
3. Temporary Assistance for Needy Families (TANF).
4. Unemployment Compensation.
5. Workers' compensation (except compensation that is restricted for the 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. The value of bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual.
12. Child support.
13. Gifts of cash, goods, or services.
14. Educational grants and loans to the extent that they are intended to cover basic living needs.
15. Other sources of revenue or services that the township trustee may reasonably determine to be countable income.

The household's total gross monthly income in the previous month will be projected for the coming month including only income that is reasonably certain to be received within the coming month. Uncertain income will not be counted. A household's income must fall within the township's financial guidelines to be eligible for township assistance. (**Indiana Code § 12-7-2-44.7**).

6.2 RECEIPTS. When a household applies for township assistance, both initially and on a continuing month-by-month basis, members of the household must verify how their income was expended. Expenditures for court-related expenses, such as attorney fees, probationary fees, drug and alcohol program fees, fines, court costs, bail, user fees for an in-home detention program, restitution, or any other expenditure directly or indirectly associated with the applicant or a member of the applicant's household, because of their involvement with the courts, will not be recognized as a legitimate expense. It will, however, be counted as unexpended income. (**Indiana Code §§ 12-7-2-44.7, 12-20-6-9**).

6.3 EXPENDITURES. Only receipts for the basic necessities of living will be recognized as acceptable expenditures. The township will require receipts for all expenditures of income or benefits received by any and all members of the household. Handwritten receipts provided by friends or relatives are considered unacceptable. Undocumented expenditures will be counted as unexpended income. Expenditures for items not considered basic necessities will not be recognized. Receipts should closely balance with reported income. (**Indiana Code § 12-7-2-200.5**).

6.4 CHILD SUPPORT PAYMENTS. Child support payments may be recognized as a legitimate expense, provided the support payments are verified by the Township Trustee as such. At the discretion of the Township Trustee, child support payments may be required to be processed through a county clerk's office and the figure

to be recognized may not exceed the amount originally ordered by the court. Payments made to cover a child support delinquency will not be considered. (**Indiana Code § 12-7-2-44.7**).

6.5 ASSETS. Households requesting assistance must report all assets belonging to any member of the household. Assets which may affect eligibility are those which are available to the household, but are not necessary for health, safety, or decent living standard of a household that:

1. Are 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.
3. Includes the following:
 - a. Real property other than property that is used for the production of income or that is not 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.
 - c. Boats, motorcycles, other vehicles, or any other personal property used solely for recreational or entertainment purposes.
 - d. VCRs, DVD players, Blue Ray players, or camcorders.
 - e. Camping trailers or recreational vehicles.
 - f. Jewelry, such as gold chains, rings, etc.
 - g. Cable television subscription.
 - h. Guns or hunting equipment.
 - i. Any other item of value which the Township Trustee may determine is a non-essential asset. (**Indiana Code § 12-7-2-44.6**).

6.6 LIQUIDATION. All liquid assets, such as bank accounts, bonds, certificates of deposit, etc. must be liquidated immediately. Recreational equipment, boats, camping trailers, motorcycles, etc. must also be liquidated to receive continued assistance from the township. All members of the household will be expected to liquidate any of the assets provided for in these guidelines or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date their initial application is filed. However, non-essential assets purchased by any member of a household after having applied for township assistance, must be liquidated immediately before further assistance can be authorized. This would also include the applicant or members of the applicant's household entering into a rental or lease agreement for non-essential household items. The township highly recommends, or in some cases, insists the termination of any and all credit cards in the name of any adult member of an applicant's household. The following factors will be taken into consideration by the township when it is necessary to require an applicant to liquidate assets (**Indiana Code § 12-7-2-44.6**)

6.7 MARKETABILITY OF THE ASSET. The true monetary value of the item to be liquidated may not be realized because of existing market conditions, e.g. sale of boat or motorcycle during cold winter months.

6.8 EXPECTED DURATION. The applicant or applicant's household should provide the expected duration, that is, the length of time that the applicant or applicant's household may be reasonably expected to remain on township assistance, to the Township Trustee. For example: The applicant has obtained temporary employment while the major breadwinner is on strike, and the expected duration in which the household may need assistance appears to be of a short duration (approximately sixty (60) days).

6.9 LEASED AND RENTED ITEMS. The Township Trustee will determine whether the items rented or leased are necessary for basic living. Or, if the items are needed, the Township Trustee will determine whether the same items have been purchased or secured more economically. For example: An individual may rent a stove or refrigerator from a rent-to-own facility. These are, of course, considered basic necessities, but the cost of renting will likely be greater than the direct purchase of a used item. (**Indiana Code § 12-7-2-200.5**).

6.10 EXEMPTIONS. Assets which are exempt from liquidation will include one (1) house in which the household resides, and one (1) automobile, the value or equity of which does not preclude the household from qualifying for other state or federal assistance programs. However, an applicant may be required to liquidate and retrieve the equity in a house if his or her expected duration of requiring township assistance exceeds a reasonable timeframe as determined by these standards. Whenever township assistance funds are used directly or indirectly to pay the household's mortgage payments, the township may place a lien against the property to recover the equity value of such payments. (**Indiana Code § 12-7-2-200.5, 12-7-2-44.6**).

ASSISTANCE PROVIDED AND LIMITATIONS

7.1 BASIC NECESSITIES. The Township Trustee shall provide the basic necessities of the poor or needy individuals or households residing within the township. (**Indiana Code §§ 12-20-1-1, 12-20-5-2**).

7.2 TAXES. Documentation of mandatory state, local and federal taxes will be recognized by the Township Trustee as necessary expenditures.

7.3 FOOD ORDER LIMITATIONS. It shall be unlawful for the township to purchase out of the township assistance fund food for an applicant or a household that is eligible to participate in the Federal Food Stamp program. The township may purchase food for an eligible food stamp applicant or household only under the following conditions:

1. During the interim when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not later than five (5) days after the day the applicant or household becomes eligible to participate in the food stamp program.
2. Upon the loss of the food supply through unavoidable spoilage, fire, or other acts of nature.
3. Upon the loss of the food supply through burglary or other criminal act, if the applicant files a report with the appropriate law enforcement agency.
4. Upon a written statement from a physician indicating that one or more members of the household need a special diet, the cost of which is greater than can be purchased with the household's allotment of food stamps. An expenditure of township assistance funds, for compliance with this section, should not occur until later in the monthly food stamp issuance cycle.
5. When the Township Trustee determines that a household including a one-member household is in need of supplementary food assistance, provided, however, that the household has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case.
6. Households reporting the theft of food stamps must first file a "theft report" with the appropriate law enforcement agency before any assistance will be given. Habitually reporting the theft or loss of food stamps or tax-supported cash awards will result in a denial.
7. The Township Trustee may not provide food assistance for more than thirty (30) days unless an applicant files evidence that he or she applied for food stamps from the division of family resources and evidence of the amount of assistance received or the reason for denial of assistance. (**Indiana Code §§ 12-20-16-6, 12-20-16-9**)

7.4 FOOD ORDER ALLOTMENTS. Food allotments provided to an eligible household are determined by the household's size and other criteria as established by these standards. Food orders can only be purchased directly from a combined grocery and meat market. The township may administer township assistance food allotment on a monthly basis or less, depending on the circumstances of the requesting household. The township may, instead of providing direct township assistance food assistance, refer an otherwise eligible household to a local governmental or privately funded food pantry. See **Appendix B** for food purchase order limits. (**Indiana Code § 12-20-16-5**).

7.5 NON-FOOD ITEMS (HOUSEHOLD ESSENTIALS). Non-food items consist of necessary supplies, such as minimal household furnishings, utensils, appliances, personal hygiene and toiletry items. The township will request that the applicant be specific when requesting household items. The township may then include these specific items on the township purchase order or refer the client to a governmentally or privately funded pantry. See **Appendix C** for household essential purchase order limits. (**Indiana Code § 12-7-2-20.5**).

7.6 SHELTER. The township will provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant. The amount paid by the township does not exceed the amounts listed in **Appendix D**.

7.8 INFERIOR HOUSING. If the Township Trustee determines that a housing unit or which payment is requested is substantially below minimum standards of health, safety, or construction, the Trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. Substandard housing that does not meet the minimum standards of health, safety, or construction is not eligible for the maximum level of shelter payments or damage or security deposits paid by the township. (**Indiana Code § 12-20-16-17**).

7.9 SHELTER DEPOSITS. A township is not required to spend township assistance funds for a shelter damage or security deposit or an eligible applicant or household. However, the Township Trustee may encumber money for a shelter damage or security deposit by making an agreement with a property owner who furnishes shelter for the recipient or household. The agreement must be in accordance with Indiana Code § 12-20-16-17. (**Indiana Code § 12-20-16-17**).

7.10 SHELTER ENCUMBERED. In situations where an applicant is renting from a relative with an encumbered mortgage for the housing being used, the township may pay only the maximum allowable rent or the amount of the mortgage payment, less principal, whichever is the least. Receipts signed by relatives for rental payments from an income source other than township assistance will not be recognized for more than the actual mortgage payment. (**Indiana Code § 12-20-6-10**).

7.11 OTHER SHELTER. The township shall not be obligated to pay the cost of shelter assistance to or for an applicant when an applicant's relative purchases a house or mobile home for the intended purpose of having the applicant live in the unit. The paragraph applies to real estate purchases or other property transactions made within ninety (90) days prior to making application for township assistance, any time immediately following the filing of a township assistance application, or during the period an applicant remains otherwise eligible for township assistance. The township shall not be obligated to pay, directly or indirectly, the cost of mortgage payments when the property in question is part of a potential property settlement in a pending court proceeding, such as a divorce or probate. (**Indiana Code § 12-20-6-10**).

7.12 TAX SUPPORTED SHELTER PROGRAMS. The township is not under any obligation to enter into a contract or pay temporary shelter cost on behalf of an otherwise eligible applicant, to a public or private agency which is wholly or partially funded by federal or state funds.

7.13 SUBSIDIZED SHELTER ASSISTANCE. The township will not be obligated to subsidize or otherwise provide shelter assistance from the township assistance fund to households living in shelter units under the control and within the power of another governmental or quasi-governmental agency or municipality.

7.14 UTILITY SERVICE AND HEATING FUELS. The Township Trustee, in cases of necessity and if the applicant otherwise qualifies, will authorize the payment of water, gas, heating and cooking fuels, and electric services. In addition, the Township Trustee may authorize the payment of delinquent bills, only when necessary to prevent their termination or to restore terminated service. The following are the exceptions and limitations:

1. All utilities must be in the name of an adult member of the requesting household, an emancipated minor who is the head of the household, a landlord if the applicant proves that the applicant received the services as a tenant residing at the service address at the time the costs were incurred and proves he or she is responsible for payment of the bill, or a former member of the household if the applicant proves that the applicant is responsible for the payment of the bill.

2. Before payment will be authorized, the applicant or recipient must have first attempted to make reasonable arrangements with the appropriate utility company, and in the event that arrangements have been

made, the Township Trustee will only pay that part of the agreed-upon payments, which are beyond the ability of the applicant or recipient to pay.

3. The township will not pay for utility service received as a result of a fraudulent act by any adult member of a household requesting township assistance.
4. The township will not pay utility deposits.
5. The township will not pay for damages caused by an applicant to utility company property.
6. Fuel oil or L.P. gas must be ordered by the Township Trustee. No payment on fuel bills will be made if ordered by the applicant.
7. The township will not consider the payment of estimated utility bills.
8. The township will not consider the payment of delinquent utility bills if the applicant was ineligible for township assistance at the time the cost was incurred, or the delinquent bill is older than twenty-four (24) months.
9. Individual applicants for township assistance needing utility assistance on a continuing basis shall be informed by the township to request such assistance monthly. Failure to do so may result in a denial for failure to cooperate.
10. The Township Trustee may not provide assistance for more than thirty (30) days unless the applicant provides evidence of an application for assistance for heating fuel or electric services from the lieutenant governor and evidence of the amount of assistance received or the reason for denial of assistance. **(Indiana Code § 12-20-16-3).**

7.15 TRANSPORTATION. Certain transportation assistance may be provided, including transportation to seek and accept employment on a reasonable basis. Transportation assistance to public and private social agencies to which an applicant or recipient is referred by the Township Trustee may be provided if applicant has no means of transportation and such applicable agency is not within reasonable walking distance. **(Indiana Code § 12-7-2-20.5).**

7.16 TRANSPORTATION AND DEPORTATION OF NON-RESIDENTS - It is unlawful to furnish any non-resident of the township with transportation until after the legal residence of the person applying has been ascertained beyond a reasonable doubt. Any transportation furnished such a person shall be in the direction of their legal residence unless it is shown that the individual in need has a valid claim for support or a means of support in some other place to which the individual asks to be sent. The township may, under this section, require an applicant to perform workfare prior to receiving transportation assistance. **(Indiana Code § 12-20-16-11).**

7.17 AUTOMOBILES. An automobile is not, by statute, recognized as a basic necessity. Therefore, automobile payments and other related expenses may not be considered an acceptable expense, unless it is necessary to maintain current employment. Then, the reasonableness of the expenditure will be considered.

7.18 BURIAL AND FUNERALS OR CREMATIONS. The Township Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual if the deceased person qualifies for township assistance. The Township Trustee can be the person to superintend the funeral and burial or cremation. If it is determined that the deceased individual is a resident of another township in Indiana, the township shall notify the Township Trustee of that township, who shall then provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual not leaving sufficient resources, such as cash, automobile, or real or personal property, to defray expenses. If the deceased individual leaves sufficient assets in any combination provide for burial or cremation, the Township is under no obligation to provide funds for the burial or cremation of the deceased individual. Contributions or payment of benefits from any other source may be deducted from the township's allowable maximum. The total cost of a burial and funeral for any deceased indigent person, including burial plot may not exceed one thousand two hundred fifty dollars (\$1,250). Cremation costs may not exceed one thousand two hundred fifty dollars (\$1,250). The

township will also require a death certificate and an itemized statement from the funeral home prior to payment being authorized. (**Indiana Code § 12-20-16-12**).

7.19 REQUEST FOR BURIAL AND FUNERAL OR CREMATION. An Application for Township Assistance on behalf of the deceased individual is required by the Township prior to providing burial or cremation services. The application must be filed by any person or entity who legally has authority or control over the body of the decedent. The Township shall determine whether the deceased individual qualifies for Township Assistance. Family members of the deceased person, who are financially able, will be requested to financially contribute to the payment of the funeral and burial or cremation expense. Any amounts contributed may be deducted from the township's maximums. The Township shall only provide burial and cremation services for those deceased individuals who have not already been buried or cremated. The Township shall not retroactively provide funds for burial or cremation services which have already been provided. Once the Township has determined eligibility for a deceased individual's burial or cremation, it is in the sole discretion of the Township Trustee as to whether the deceased individual is buried or cremated.

7.20 TRANSPORTATION BURIAL EXPENSES. The township will not pay for the cost of transporting the remains of an indigent person back to the township unless it can be determined that the deceased was, in fact, a resident of the township at the time of death and the transportation cost can be accomplished within the amount determined as most economical.

7.21 MEDICAL SERVICES. The township will, in cases of necessity, promptly provide medical assistance for qualifying township assistance applicants who are not provided for in public institutions, have coverage under a private insurance policy, or receive governmentally subsidized medical benefits, such as Medicaid or Medicare. Center Township will also assist individuals in signing up for another form of government insurance and take care of their policy, if they qualify under the township guidelines. If an applicant has an application for medical insurance or assistance pending, the Township Trustee may provide interim medical services during the period the application is pending. If an applicant's insurance does not pay for the medical services due to a policy deductible or other policy limitation, the Township Trustee shall provide medical assistance as if the applicant did not have insurance. The township shall only pay the cost of the medical services for the eligible and qualifying poor of the township provided in Indiana Code § 12-20-16-2. (**Indiana Code § 12-20-16-2**).

7.22 QUALIFIED MEDICAL PROVIDERS. The township may establish a list of approved medical providers to provide medical services to the poor of the township. Any provider who is able to provide the particular medical services within the scope of the provider's license and is willing to provide the medical services for the charges established by the Township Trustee is entitled to be included on the list of approved medical providers. (**Indiana Code § 12-20-16-2**).

7.22 PRESCRIPTION DRUGS. The township will furnish prescription drugs, medical supplies, special diets or tests when prescribed by a physician, for eligible township assistance recipients, provided the recipient obtains prior authorization from the township office. Prescription medications must be prescribed by an attending practitioner and shall not exceed a thirty (30) day supply at a time, unless the prescription medication is unavailable in a thirty (30) day supply. (**Indiana Code § 12-20-16-2**).

7.23 INSULIN. The township shall furnish insulin without charge to township residents who are in need of such treatment for diabetes, and who are financially unable to purchase the insulin, upon the application of a duly licensed physician. The township shall furnish a thirty (30) day supply of insulin and items needed to administer the insulin, unless a thirty (30) day supply is unavailable. The application from the physician shall affirm in the physician's belief that the person is financially unable to pay for the insulin themselves. Upon receipt of an official blank properly completed and signed, in ink, by a physician any dealer may provide the insulin and then file the document as a legal claim with the township in order to receive the market price of the

insulin being furnished. Applicants are not required to file a regular application for township assistance except in situations where the Township Trustee has evidence that the individual has the financial ability to pay for the insulin. After being presented with a legal claim for insulin being furnished to the same individual a second time and provided there is evidence that indicates the individual's financial ability to pay, the Township Trustee may require the individual to complete and file a standard application for township assistance for the Township Trustee to investigate the financial condition of the individual claiming to be indigent. The Township Trustee will immediately notify the individual's physician that:

1. The financial ability of the individual claiming to be indigent is in question.
2. A standard township assistance application must be filed with the township

The township will continue to provide insulin to the individual until such time as the investigation is complete. The township will also consider the individual needing insulin as an individual and not as a member of a household requesting township assistance. **(Indiana Code §§ 16-41-19-7, 12-20-16-2, 12-20-16-14).**

7.24 OFFICE CALLS. It is the responsibility of the applicant to make their own appointments for visits to medical service providers. Applicants requesting authorization for a visit to a medical service provider, except in case of emergencies, must first obtain authorization from the township. The cost of visits to a medical specialist cannot be paid by the township, unless the applicant was first referred to a specialist by their attending physician. **(Indiana Code § 12-20-16-2).**

7.25 EMERGENCY ROOM TREATMENT. The township may pay for necessary emergency room treatment that is of an emergent nature. However, a medical emergency does not exist in situations where the illness or injury could and would have been treated during a routine office call by a family doctor, and the applicant could have made contact with the township office prior to such visit. **(Indiana Code §12-20-16-2).**

7.26 REPORT OF EMERGENCY TREATMENT. Emergency office calls, duly prescribed drugs, and necessary emergency room medical treatment received in a hospital emergency room may be paid by the township, provided a proper request for the service is made to the township office, by the applicant or a member of the applicant's household, within fifteen (15) business days of the time the services are rendered. The medical service provider must indicate the services they provided on a "Report of Medical Aid Rendered Form," properly executed and signed by the service provider and the applicant and submitted to the township within the prescribed time limits. Failure to properly provide the form to the Township Trustee shall result in a denial.

7.27 DENTAL CARE AND TREATMENT. The payment of dental care or treatment shall be limited to those costs which are medically necessary to eliminate pain or infection in the most economical and practical way. The township may pay the cost of denture replacements or repairs not covered by other tax-supported programs. However, the township will not pay for the initial cost of dentures. **(Indiana Code § 12-20-16-2).**

7.28 EYEGLASSES. The township may pay the cost of eye exams, eyeglasses, eyeglass repair, or eyeglass replacement for eligible township assistance applicants provided the applicant has exhausted all other tax-supported programs providing a similar service. **(Indiana Code § 12-20-16-2).**

7.29 OTHER PRESCRIBED TREATMENTS. Other treatments prescribed by an attending physician under including: pre-operation testing, over-the-counter drugs, x-rays and laboratory testing, visits to a medical specialist when referred, physical therapy, repair or replacement of a prosthesis not provided for by other tax-supported state or federal programs may be provided by the township. **(Indiana Code § 12-20-16-2).**

REIMBURSEMENT OR REPAYMENT OF TOWNSHIP ASSISTANCE EXPENDITURES

8.1 REIMBURSEMENT OR REPAYMENTS OF TOWNSHIP ASSISTANCE EXPENDITURES.

The repayment of assistance or a promise to repay assistance, may not constitute a condition of eligibility for township assistance, except as provided in these guidelines. A Township Trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult member of the recipient's household has satisfactorily completed a workfare requirement.

8.2 REIMBURSEMENT FOR MEDICAL SERVICES. During the application pending period for Medicaid or other governmental medical program, the Township Trustee may provide interim medical services, if the individual is reasonably complying with all requirements of the application process and, unless prohibited by law, the township will seek reimbursement for the payment of medical services from township assistance funds, provided the individual for which the services were rendered is eligible for medical services under a state medical plan. (**Indiana Code § 12-20-16-2**).

8.3 ESTATE CLAIMS AND REIMBURSEMENT. A claim may be filed against the estate of a township assistance recipient who dies, leaving an estate and is not survived by a spouse, disabled adult dependent, or dependent child less than eighteen (18) years of age, for the value of township assistance given the recipient before the recipient's death, subject to Indiana Code § 12-20-11-5. For the purposes of this section, the estate of a township assistance recipient includes any money or other personal property in the possession of a coroner under Indiana Code § 36-2-14-11. (**Indiana Code §§ 12-20-11-5, 12-20-16-12, 12-20-27-1, 36-2-14-11**).

8.4 FUTURE THIRD PARTY BENEFITS. If it is anticipated that a township assistance applicant has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the Township Trustee may require the applicant to enter into a subornation agreement or sign an authorization for the repayment of any township assistance benefits provided by the township during this interim period. Failure of an applicant to sign the necessary authorization for reimbursement to the township shall result in a denial of township assistance benefits. (**Indiana Code § 12-20-27-1.5**).

8.5 REPRESENTATIVE PAYEE. The township may from time to time report and recommend to other governmental agencies (TANF or Social Security Administration) the misuse of funds by a recipient. The township may officially recommend when reporting misuse, that the recipient's cash "award" be placed in the hands of a "protective or designated payee." The township may refuse to extend aid to an individual or household member until such time as the applicant initiates and executes the proper instruments for obtaining a payee to handle their finances. The township may agree to serve as the payee.

APPEAL OF DENIAL OR REDUCTION IN AMOUNT OF ASSISTANCE

9.1 APPEALS. Any time an applicant for township assistance is not satisfied with all or part of the decision of the Township Trustee, he or she may appeal that decision to the Board of County Commissioners. Appeals must be filed not more than fifteen (15) days from the date of issuance of the Township Trustee's notice of the denial. The appeal may be filed in the Auditor's office in the Clinton County Courthouse. (**Indiana Code §§ 12-20-15-1, 12-20-15-2**).

9.2 COURTESY. Center Township expects each individual interacting with the Township Trustee's Office to act and be treated in a courteous and dignified manner. If for any reason, an individual is dissatisfied with the Center Township Trustee Office's services, please write directly to the Township Board. Complaints or concerns may be submitted anonymously. Center Township likewise expect persons affiliated with the township to be treated in a similar manner. The office is intent on assisting the poor of the township and will endeavor to provide necessary assistance within the limits of the law and these standards and guidelines.

FRAUDULENT ACTS AND PROFITEERING

10.1 TOWNSHIP ASSISTANCE PROFITEERING. Any person, other than a licensed Indiana attorney, who receives any item of value from an applicant or a recipient of township assistance in connection with assisting that applicant or recipient in obtaining township assistance commits township assistance profiteering, a Class C misdemeanor. **(Indiana Code § 12-20-1-4).**

10.2 TOWNSHIP ASSISTANCE FRAUD. Any person who unfairly profits from the sale, lease, or rental of goods or shelter or the provision of services to a township assistance recipient commits township assistance fraud, a Level 6 Felony. A person unfairly profits if the person receives payment from the township trustee for goods or services that the person does not provide or the person charges the township trustee more for the goods or services than that person would charge members of the general public. **(Indiana Code § 12-20-1-4).**

10.3 PENALTY FOR COMMITTING TOWNSHIP ASSISTANCE FRAUD. Any person convicted of township assistance fraud is ineligible to participate in the township assistance program for thirty (30) years after the date of the conviction. **(Indiana Code § 12-20-1-4).**

APPENDIX A - Income

Size of Household	Monthly Income
1	\$1000
2	\$1200
3	\$1400
4	\$1600
5	\$1800
6	\$2000
7	\$2200
8	\$2400
For each additional family member, add \$200 Monthly.	

COUNTABLE INCOME - This term means a monetary amount either paid to an applicant or a member of 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. **(Indiana Code § 12-7-2-44.7).**

APPENDIX B - Food (non-taxable food items only)

Household Size	Maximum Food (Per Month)	Maximum Food (Per Week)	Maximum Food (Per Day)
1	\$194	\$49	\$7
2	\$357	\$89	\$13
3	\$511	\$128	\$18
4	\$649	\$162	\$23
5	\$771	\$193	\$28
6	\$925	\$231	\$33
7	\$1,022	\$256	\$37
8	\$1,169	\$292	\$42
Each Additional	\$146	\$37	\$5

APPENDIX C - Household Essentials

MONTHLY HOUSEHOLD SUPPLIES

Household Size	Non-Food Order
1	\$33
2	\$44
3	\$47
4	\$53
5	\$57
6	\$62
7	\$68
8	\$76

Necessary household supplies which is commonly referred to as “paper or soap” orders will be administered according to the table above. Other household necessities may be furnished by the township when a need is determined. The township will request that the applicant be specific when requesting “paper or soap” orders as to what is needed. Special consideration may be given to individual households with preferential needs, e.g. diapers or feminine supplies. **(Indiana Code § 12-7-2-20.5).**

The amounts listed above are monetary guidelines established by the township and may be prorated on a daily, weekly, or monthly basis depending upon the particular need or the circumstances of the requesting household. Unless unusual or extraordinary circumstances exist, as determined by the trustee, the amounts listed above will not be exceeded.

APPENDIX D - Housing

This addendum is adopted in addition to the guidelines adopted by the Trustee of Center Township of Clinton County. Maximum rent allowances are based on the survey of available housing in Center Township.

The township shall provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter, so long as such aid constitutes the most economical and practical method of relieving the applicant. Applicants will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of an applicant may not exceed the shelter allowance standards contained in the following schedule and must still meet the test of being the “most economical and practical” method of relieving the applicant.

An applicant may be required to liquidate and retrieve the equity in their house if their expected duration of needing township assistance exceeds a reasonable time frame as determined by the trustee (approximately sixty (60) days). Whenever township assistance funds are used directly or indirectly to pay the household’s mortgage payments, the township may place a lien against the property in order to recover the equity value of such payments. **(Indiana Code § 12-7-2-44.6).**

SHELTER DEFINED: For the purpose of administering shelter assistance, the definition of a shelter unit is a house, a mobile home, an apartment, a group of rooms, or a single room, occupied as separate living quarters. “Separate Living Quarters” are those in which the occupants do not live and eat with any other person(s) in the building and which have direct access from the outside of the building or through a common hall. **(Indiana Code § 12-7-2-177).**

If a lease agreement is required, then the lease must be in the name of an adult member of the applicant’s household and a copy of the lease furnished to the township.

Garage, carport, and fireplace charges will not be considered for payment by the trustee.

MAXIMUM ALLOWANCES FOR SHELTER

Size	Efficiency	1 BR	2 BR	3 BR	4 BR
Maximum Rent	400	500	660	880	1033
FY2016 FMR Geography Summary for Clinton County, Indiana					