

Township Assistance Guidelines

1.00.01 OFFICE HOURS — The number of hours each township is open for “township assistance” business will differ from one township to another. Therefore, the schedule for each township is contained on a **separate page** of this document as provided by each individual township. Individuals desiring to make application for township assistance from their respective township should call the trustee first. An electronic answering device will also give the business schedule and detailed instructions for making township assistance applications.

1.00.02 LOCATION AND DIRECTIONS — The trustee will either make arrangements to meet with the potential applicant, or will give detailed directions over the telephone on how to find the township office. Each County Trustee will provide detailed directions on how to find the township’s office location. This information will be available from the **County Auditor** or the **County Sheriff**, and at other locations deemed appropriate by the trustees.

1.10.00 APPLICATIONS — An individual desiring to make an initial application for assistance from the township, should call and make an appointment or come to the office during the hours and on the days the township is open for business. At the time an appointment is scheduled, the applicant will be informed as to the documents and /or information needed to complete the application. The applicant will also be informed of the services available through the township assistance program and the criteria to be used in determining eligibility (per these Standards & Guidelines). All adult members of the applicant’s household must sign the application in the presence of the trustee or an employee of the township. 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 trustee as contained in these Standards and Guidelines.

1.10.01 DISCLOSURE AND RELEASE OF INFORMATION — Each applicant and each adult member of the applicant’s household must consent to and sign a “**Disclosure and Release of Information**” form 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 standards. **IC 12-20-6-8 (c)**: Those documents are:

- (A). _____
- (B). _____
- (C). _____
- (D). _____
- (E). _____
- (F). _____
- (G). _____

1.10.02 ASSISTANCE WITH COMPLETION OF THE 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 mental retardation, cerebral palsy, blindness or paralysis; has dyslexia; or cannot read or write the English language. **IC 12-20-6-1 (e)** 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 trustee shall make alternate arrangements to obtain the individual’s signature.

1.10.03 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 necessity. 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. The township, before continuing township assistance is provided, may require, in writing on the PR #1A, 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. (IC 12-20-16-1)**

1.10.04 RE-CERTIFICATION — 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 180 days. During the 180 day period all requests will be processed on a month by month basis.

1.10.05 RESIDENCY — It is necessary for the township to make some determination as to an applicant’s living arrangements and whether they are physically living in the township, and whether or not they intend to make the township in which they are requesting assistance their permanent place of residence. 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, must be resident of the township in which they apply. The following items may be used to determine residency or the person’s intent to make the township their permanent place of residency. **(IC 12-20-8)**

- A. Mailing Address**
- B. Telephone listing**
- C. Driver’s License**
- D. Voter registration card**
- E. Utility billing**
- F. Motor vehicle registration**
- G. Addresses given to former employers and others**
- H. U. S. Postal Service change of address notices**
- I. The return, in a completed fashion, the landlord’s housing information verification statement.**
- J. Where the applicant came from and how they supported themselves there...IE, job, food stamps, TANF, Township assistance, Subsidized Housing, Medicaid, etc..**
- K. What means of transportation brought them (applicant household) to this township and how was it paid.**
- L. Were they invited or promised assistance by anyone, such as: relatives, friends, or other social service agencies.**

M. Any other item, documentation, or verification requested from the applicant

N. Undocumented alien or un-emancipated youth will not be eligible for township assistance benefits.

1.10.06 PERMANENT RESIDENCY – All applicants for township assistance must be residents of the township as verified by the provisions of Section 1.10.04 sub-paragraph (A) through (N) 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. This will not be interpreted or construed to mean that individuals living in adjoining townships should come to the larger urban township 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, each Howard County Township may refer individuals falling into this category to the appropriate township. Individual in the United States without the permission of the Immigration and Naturalization Service is ineligible to receive township assistance assistance. **(IC 12-20-8-1,2,3,4 &7 & IC 12-14-2.5-3)**

1.10.07 TEMPORARY LIVING IN ANOTHER TOWNSHIP – Individual temporarily living in another township when their immediate past residency was in _____ Township will not be denied benefits on the grounds of residency. Nor will _____ Township provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in _____ Township when their immediate past residency was outside the boundaries of _____ Township. Individuals living or spending time in a charitable or benevolent institution, or in a hospital located in _____ Township will not be considered a _____ Township resident unless their immediate past residency was within the boundaries of _____ Township. **(IC 12-20-8-5)**

1.10.08 COOPERATION — 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 township assistance. The household will be required to cooperate with an investigation of all finances, responsibilities, and their eligibility to receive other types of 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. Except in emergency situations, an applicant must apply for and utilize all other forms of public assistance before being granted township assistance.

1.20.0 RELATIVES DEFINED — For the purposes of these Standards and Guidelines, the term“relative” shall include only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of a township assistance applicant.

1.20.01 EMERGENCY DEFINED — The term “**emergency**” means an unpredictable circumstances or a series of unpredictable circumstances that: (1) Place the health or safety of a household or a member of a household in jeopardy; and (2) cannot be remedied in a timely manner by means other than township assistance.

1.20.02 HOUSEHOLD DEFINED — The term “**household**” means any of the following: (1) An individual living alone, (2) A family related by blood, or (3) A group of individuals living together at one residence as a domestic unit with mutual economic dependency.

1.30.00 APPLICATION REVIEW — In a case of an emergency, the trustee will accept and promptly act upon a verified request for emergency assistance. In all other non-emergency request, the trustee shall act within seventy-two hours after receiving the “**completed**” application. Weekends and legal holidays are excluded from the 72 hour rule. The 72-hour “**time clock**” commences the moment the “**completed**” application is received by the township. An action of “**PENDING**” may exceed an additional seventy-two (72) hours and must include a statement form the township listing the specific reasons for the action.

1.30.01 NOTICE OF ACTION (PR #1A) — The township 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 (PR #1 A) or provide personal notice not later than 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 trustee decision and where the appeal is to be filed.

(3). The notice shall include the (a). The type and amount of assistance granted. (b). The type and amount of assistance denied or partially granted. (c). 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**” township assistance application (PR #1 A) on file in the office of the township. This also precludes the township trustee from rendering a decision via the telephone or any other electronic device.

1.30.02 NON EMERGENCY REVIEW — If, before granting township assistance, the trustee determines that an applicant or a member of the household may be eligible for public assistance other than township assistance, the applicant or household member shall, when referred by the trustee, make an application and comply with all necessary requirements for completing the application process for public assistance administered by the county office of the Division of Families and Children, or any other federal or state governmental entity.

1.40.00 DENIALS — Denials may be issued to applicants for one or more of the following reasons with a stated duration for the denial period.

1.40.01 FALSIFYING AN APPLICATION — An applicant suspected of fraud by falsifying the information given to the township solely to gain “township assistance” 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 aid was extended based on the improper conduct. The township may also make a criminal referral to the county prosecutor’s office. Individual applicants convicted of “Welfare Fraud” shall be denied township assistance benefits in accordance with the provisions of **IC 12-20-6-6.5**.

1.40.02 FAILURE TO MEET WORKFARE REQUIREMENTS — The trustee may require applicants, after first receiving township assistance benefits, to participate in the township’s workfare program. Failure to comply with this requirement may result in a denial not to exceed **180 days**. This rule also applies to anyone who fails to comply with workfare requirements in any other township within the State of Indiana.

1.40.03 WASTING RESOURCES — The term “wasted resources” 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 or request 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... unless the adult members of the household can establish a good reason for the act. Examples might include, but are not limited to, the following: :

- (A). Voluntarily terminating gainful employment and/or being involuntarily terminated for just cause.
- (B). Failure to actively seek and/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.
- (C). Eviction from subsidized housing for violations of regulations and guidelines or voluntarily terminating housing without just cause.

1.40.04 FAILURE TO ACCEPT FREE OR LOW COST SHELTER — 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.

1.40.05 VIOLENCE, THREATS OF VIOLENCE OR ABUSIVE LANGUAGE — The township will deny any individual who threaten violence to the township staff or property , and/or uses abusive language and threatening language while on township property or while talking with a township staff person.

1.40.06 SUFFICIENT INCOME — Income in excess of the amounts found on Attachment #2 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's township assistance fund. Sanctions by other governmental agencies will not be considered as a justification for waiving the income guidelines.

1.40.07 FAILURE TO COOPERATE — An applicant may be denied township assistance services when they, or an adult member of their household, fails to cooperate or provide the township with the necessary information for determining eligibility. The township does not require an applicant to obtain verifications when the township already has or can readily obtain the needed information.

1.40.08 FAILURE TO PARTICIPATE IN AN EDUCATION OR SELF-HELP PROGRAM — Applicants and all able-bodied adult members of the household must, when referred by the township, participate fully in all self-help programs offered by a federal, state, or local governmental entity, or by a nonprofit agency within the county or an adjoining township in another county .

1.40.9 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.

1.40.10 FAILURE TO LIQUIDATE COUNTABLE ASSETS — Households must liquidate non-essential assets within sixty (60) days of the date of their initial application for township assistance before additional township benefits can be granted. Refer to 2.20.00 of this document.

1.40.11 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 (SSI) or other public assistance programs and may receive a "Retro" payment, the township may require them to sign an SSI "Reimbursement Authorization" or inter 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.

1.40.12 PREVIOUS OR REAFFIRMATION OF DENIAL — The townships will not extend aid to or for the benefit of any member of an applicant household if the aid requested would pay for goods or services that were **previously requested and denied** by the township, nor will the township be obligated for the cost of basic necessities incurred on behalf of the household in which the individual (who was previously denied) resides during the duration period of the denial.

1.40.13 ASSIGNMENT OR TRANSFER OF ASSETS — An applicant may be denied township assistance benefits whenever the applicant or a member of the applicant's household makes an assignment of or transfers assets during the six (6) month period immediately preceding the filing of an application for township assistance. Assets considered must be of

sufficient value to have rendered the applicant ineligible for township assistance.

1.50.00 EMPLOYMENT — If an applicant for township assistance is in good health, or if any member of the household are so, the trustee shall insist that those able to labor shall seek employment, and the trustee shall refuse to furnish any aid until he/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 Department of Employment and Training Service, as well as provide other reasonable documentation that they are endeavoring to find employment. The township may also require any adult member of an applicant household to complete a “Township Employment Search” form prior to receiving continued township assistance.

1.50.01 MEDICAL EXAMINATION — If a township assistance applicant or a member of the applicant’s household claims an inability to work due to health, the township trustee may require and provide for any medical examination necessary for the township trustee to determine whether the applicant or household member is able to perform work.

1.50.02 REFUSAL TO WORK — If the applicant is offered employment by the trustee, regardless of whether the compensation is in the form of money, rent, or other necessities; 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.

1.60.00 TANF RECIPIENT HOUSEHOLDS — Townships are **not obligated** to extend aid to a township assistance applicant or any member of a township assistance 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 Title 12 Article 14 of the Indiana Code. The township may continue to refuse township assistance until the sanctioned or denial by the Indiana Division of Family and Children has been lifted or rectified.

1.70.00 INCOME GUIDELINES — Income guidelines for determining township assistance eligibility shall be based upon 100% of the Federal Poverty Level as outlined on **Attachment #2**.

1.70.01 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 the following:

- (A). Gross wages before mandatory deductions.
- (B). Social Security benefits, including SSI
- (C). Temporary Assistance to Needy Families (old AFDC program)

- (D). Unemployment Compensation
- (E). Worker's Compensation (except compensation that is restricted for the payment of medical expenses)
- (F). Vacation Pay
- (G). Sick Benefits
- (H). Strike Benefits
- (I). Private or Public pensions.
- (J). Taxable income from self-employment
- (K). Bartered goods and services provided by another individual for the payment of non-essential needs on behalf of an applicant or an applicant's household if monetary compensation or the provisions of basic necessities would have been reasonably available from that individual
- (L). Child Support
- (M). Gifts of cash, goods, or services
- (N). Other sources of revenue or services that the township trustee may reasonably determine to be countable income.

1.90.00 SPECIAL CONDITIONS/TEMPORARY AID – Exceptional financial obligations, emergencies, and/or extraordinary expenses or circumstances, as may be determined, documented, and approved by the trustee, may give justification to “Temporarily” waive certain provisions of these guidelines and grant temporary aid.

2.00.00 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. The township will require receipts for all expenditures of income/benefits received by any and all members of the household. Hand written receipts provided by friends or relatives are considered unacceptable. Receipts from 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.

2.10.00 EXPENDITURES – Only receipts for the basic necessities of living will be recognized as an acceptable expenditure. Expenditures undocumented by written receipts will be counted as unexpended income. Expenditures for items not considered “basic necessities” will not be recognized.

2.10.01 BASIC NECESSITIES - Basic necessities are defined, for the purpose of township assistance, include those services or items essential to meet the minimum standards of health, safety, and decency, such as: **FOOD, SHELTER, CLOTHING - INCLUDING FOOTWEAR, MEDICAL, TRANSPORTATION TO SEEK AND ACCEPT EMPLOYMENT, HOUSEHOLD SUPPLIES, ESSENTIAL UTILITY SERVICE,** and other

necessary services or items as the trustee may determine.

2.20.00 ASSETS – Households requesting assistance must also report all assets belonging to any member of the household. Assets which may affect eligibility are those which are available to the household, but not considered necessary for the health, safety, or decent living standards of the household; that they (assets) are owned wholly or in part by the applicant or a member of the applicant's household; that the applicant or the household member has the legal right to sell or liquidate; and that the assets include all real property other than property that is used for the production of income or that which is the primary residence of the applicant household. Countable assets which may affect an applicant's eligibility for township assistance may include, but are not necessarily limited to the following:

- (A). Motorcycles or similar modes of transportation not being used as the households primary mode.
- (B). Boats, boat motors, or boat trailers.
- (C). VCR's, CAM Recorders, non essential telephone accessories, entertainment centers, or other similar items.
- (D). Guns and/or hunting equipment.
- (E). Camping Trailers and/or Recreational Vehicles.
- (F). Jewelry IE... Gold chains, rings, etc...
- (G). Cable TV
- (H). Any other item of value which can be determined as non-essential.

2.30.00 LIQUIDATION — All liquid assets, such as; bank accounts, bonds, certificates of deposits, and etc. must be liquidated immediately. Recreational equipment (boats, motor, and camping trailers), motorcycles, etc..must also be liquidated in order to receive continued assistance from the township. All members of the household will be expected to liquidate any of the assets listed in 2.20.00 (A through H) 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 and/or members of the applicant household entering into a rental or lease agreement for non-essential items. The township highly recommends, or in some cases insist, 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:

- (A). Marketability of the Asset — The true monetary value of the item to be liquidated may not be realized because of existing market conditions,...IE.. Sale of a boat or

motorcycle during cold winter months.

- (B). Expected duration — The length of time (approximately 60 days) that the applicant/household may be reasonably expected to remain on township assistance.
- ©). Lease/Rental items — Whether or not the item(s) rented or leased is necessary for basic living. Or, if needed, could the same item been purchased or secured more economically.
- (D). Exemptions — Assets which are exempt from liquidation will include one house or mobile home (the primary residence of the applicant) in which the equity does not jeopardize the household from qualifying for other state or federal assistance programs. However, a client may be required to liquidate and retrieve the equity in a house if their expected duration of needing township assistance exceeds a reasonable time frame 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 in order to recover the equity value of such payments.

2.40.00 REIMBURSEMENT/REPAYMENT FOR 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 1.40.11 & 2.50.00 of these standards. A 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 complete a workfare requirement.

2.40.10 FUTURE THIRD PARTY BENEFIT — If it is anticipated that a township assistance applicant has the potential of receiving a judgement, compensation, or monetary benefits from a third party, the trustee may require the applicant to enter into a subrogation 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.

2.40.20 SOCIAL SECURITY REIMBURSEMENT — Individuals awaiting a determination from the Social Security Administration for SSI 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, unless they present a current medical excuse as to why they cannot perform work. Other members of an SSI applicant's household able to perform workfare will be required to participate and work his/her proportionate share of the workfare obligation.

2.50.00 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 conditions:

(A). 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.

(B). Upon the loss of the food supply through unavoidable spoilage, fire, or other acts of nature.

(C). Upon a written statement from a physician indicating that one or more members of the household needs 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.

(D). When the 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.

(E). 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 and/or tax supported cash awards will result in a denial.

2.50.10 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 weekly 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.

2.60.00 NON FOOD ITEMS AND HOUSEHOLD ESSENTIALS — Necessary household supplies which is commonly referred to as "paper and/or soap" orders will be administered according to the table found on **Attachment #4**. Other household necessities may be furnished by the township when a need is determined. This may include necessary household furnishing, cooking utensils, and etc... The township, under certain conditions, may authorize the payment of laundry service. The township will request that the applicant be specific when requesting "paper/soap" orders as to what is needed. The township may then include these specific items on the township purchase order. Special consideration may be given to individual households with preferential needs... IE... diaper and/or feminine supplies.

2.70.00 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 and the amount paid by the township does not exceed the amounts listed on **Attachment #5**. Shelter is defined for the purpose of township assistance as 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.

2.70.10 SHELTER LIMITATIONS — Shelter assistance will not be paid to relatives (as landlords) on behalf of an applicant when the applicant is living in the same household; to relatives (as landlords) in separate housing if the housing is unencumbered by mortgage, or the property has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. The township will not recognize expenditures (receipts) paid to relatives when living in the same household. If township assistance funds “ARE” expended for shelter, as per 2.70.40 of these standards, to a township assistance applicant’s relative, then the trustee may file a lien against the real property. For the purpose of this section, the term relative includes only the parent, stepparent, child, stepchild, sibling, step-sibling, grandparent, step-grandparent, grandchild, or step-grandchild of a township assistance applicant.

2.70.20 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, anytime 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; for example a divorce or probate.

2.70.30 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.

2.70.40 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 allowed on Attachment #5 or the amount of the mortgage payment, less principal, whichever is the lesser. Receipts signed by relatives for rental payments from and income source other than township assistance will not be recognized for more than the actual mortgage payment.

2.70.50 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.

2.70.60 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.

2.70.70 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 assistance. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant.

2.70.80 INFERIOR HOUSING — The township may deny shelter assistance whenever the trustee determines that the housing for which rental assistance is being requested, is suspected of being inferior and may not meet the minimum requirements of health, safety, and construction. **2.70.90 SHELTER DEPOSITS** — The township will not pay the cost of “Security or Damage Deposits”.

3.00.00 UTILITY SERVICE/ HEATING FUELS — The township may, in cases of necessity, authorize the payment of water, gas, other fuels used for heating or cooking, and electric services, including the payment of delinquent bills for such services when necessary to prevent disconnection or to restore terminated service. Following are the exception and limitations:

- (A). The township will not pay utility deposits.
- (B). The utility service must be in **the name of an adult member** of the requesting household; an emancipated minor who is the head of the household; or a landlord, or a former member of the household if the applicant proves that the applicant is responsible for the payment of the bill.
- (C). 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.
- (D) The township will not consider the payment of delinquent utility bills if the applicant was not a tenant residing at the service address at the time the cost was incurred., or the delinquent is older than twenty-four (24) months.
- (E). The township will not consider the payment of **“master metered”** utility service when more than one household is served by the same meter.
- (F). The township will consider the payment of **estimated** utility bills.
- (G). 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.

(H). Telephone usage is not considered an essential utility service.

3.10.00 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. The township shall inform and refer an applicant requesting assistance for heating fuel or electric services that assistance may be available from the state.

4.00.00 BURIALS, FUNERALS, & CREMATIONS — The trustee may provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual. If it is determined that the deceased individual is a resident of another township in Indiana, the trustee shall notify the 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...IE (cash, automobile, and/or real or personal property) to defray expenses. The total cost of a burial and funeral for any deceased indigent person, including burial plot may not exceed **\$1200**. Cremations not exceed **\$550**. The township will also require a “death certificate” and an itemized (invoice) statement from the funeral home before payment can be authorized.

4.00.10 REQUEST FOR BURIAL AND FUNERAL OR CREMATION — The township may require that a surviving member of the deceased person’s family, if known and available, make a formal request for assistance before providing a person to superintend. 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.

4.00.20 TRANSPORTATION BURIAL EXPENSE — 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 total amount allotted for Burials, Funerals, & Cremations. (See 4.00.00)

4.10.00 TRANSPORTATION — The township may provide transportation to individual applicants to seek and accept employment within or outside the township **when there is reasonable evidence that employment is available**.

4.10.10 TRANSPORTATION / 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 to such person(s) shall be in the direction of their legal residence unless it be shown, beyond a reasonable doubt, that the person in distress has some valid claim for support or some other means of support in some other place towards which the person asks to be sent. The township may, under this section, require an applicant to perform workfare prior to receiving transportation assistance. If, after being sent at township expense to their place of legal

settlement, the person returns to the township and again requests assistance — they shall be denied for a period not to exceed 180 days.

4.10.20 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.

5.00.00 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 receiving governmentally subsidized medical benefits, such as; Medicaid or Medicare. The township shall only pay the cost of the following medical services for the eligible and qualifying poor of the township.

(A). Prescription Drugs — The township will furnish prescription drugs, when prescribed by a physician, for eligible township assistance clients, provided the client obtains prior authorization from the township.

(B). 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 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 documents 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 township assistance application PR #1, 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 in order for the township trustee to investigate the financial condition of the individual claiming to be indigent. The trustee will immediately notify the individual’s physician that:

1. the financial ability of the individual claiming to be indigent is in question; and
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. (IC 16-41-19-7 & IC 12-20-16-2(c)(13) & IC 12-20-16-14)**

(C). Office Calls — It is the responsibility of the applicant to make their own appointments for visits to medical service providers. Clients requesting assistance 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

(D). Emergency Room Treatment — The township may pay for necessary emergency room treatment that is of an **emergency nature**. However, a medical **emergency does not exist** in situations where the illness/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 before such visit.

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) working days** of the time the services are rendered. Failure to notify and request payment in a timely fashion and within the prescribed time limits shall result in a denial.

(E). Dental Care and Treatment — The payment of dental care and/or treatment shall be limited to those cost which are **medically necessary to eliminate pain and/or infection** in the most economical and practical way. The township may pay the cost of **denture replacements and/or repairs** not covered by other tax supported programs. However, the township will not pay for the initial cost of dentures.

(F). 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.

(G). Preoperation testing prescribed by an attending physician licensed under IC 25-22.5

(H). Over-the-counter drugs prescribed by a practitioner as defined in IC 16-42-19-5.

(I). X-rays and laboratory testing as prescribed by an attending physician licensed under IC 25-22-5.

(J). Physical therapy prescribed by an attending physician licensed under IC 25-22-5.

(K). Repair or replacement of a prosthesis not provided for by other tax supported state or federal programs.

6.00.00 WORKFARE (RECIPIENT DEFINED) — The term “recipient” as it relates to workfare means a “**single person receiving township assistance or, when township assistance is received by a household with two (2) or more persons, the members of the household most suited and able to perform available work**”. Suitability to perform available work shall

be determined by the trustee, and may provide for medical examinations necessary to make such determination.

6.00.10 WORKFARE REQUIREMENTS — The township shall require a recipient to do any work needed to be done within the township or an adjoining township or for any governmental unit (including the state) having jurisdiction in those townships, or for a not for profit social services agency.

6.00.20 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 which equals the value of assistance already received by him or his household divided by the hourly rate for Federal Minimum Wage. This translates into hours the recipient will owe in total workfare hours.

6.00.30 WORKFARE OBLIGATIONS — The trustee may require the person or persons obligated to perform workfare to complete their workfare assignment before providing additional township assistance benefits. Failure to perform the workfare as assigned by the township will result in a denial for a period not to exceed 180 days.

6.00.40 WORKFARE EXCEPTIONS — Recipients may be excused from workfare for only the following reasons:

- (A). The individual(s) obligated is not physically able to perform work and has provided the township with medical evidence that they are unable to perform the work.
- (B). The individual(s) obligated is a minor or is over 65 years of age.
- (C). All obligated members of the household have full-time employment at the time they received township assistance.
- (D). The individual(s) obligated is needed to care for a person as a result of the person’s age or physical condition and has furnished the township with medical evidence that the person to be cared for is in need of their assistance.
- (E). There is no work available as determined by the trustee.
- (F). The individual(s) obligated is, at the direction of the trustee, attending educational courses or self-help classes.

6.00.50 WORKFARE RESTRICTIONS — A recipient(s) shall not be assigned to work which would result in the direct or indirect displacement of governmental employees or in the reduction of hours worked by those employees, nor will an obligated individual(s) be assigned to work at a location where a labor dispute is in effect.

7.00.00 APPEALS — Anytime an applicant for township assistance is not satisfied with all or part of the decision of the township trustee, they 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 adequate notice of the denial. This is referred to as "**NOTICE OF ACTION form PR #1 A**". The appeal may be filed in the Auditors office in the Howard County Courthouse.

8.00.00 REPORTING ABUSE AND NEGLECT — The township shall report all suspected cases of abuse or neglect to the proper authorities. Un-emancipated youth requesting township assistance will automatically be reported to the Howard County Office of Families and Children.

9.00.00 COURTESY — We expect everyone who comes to the office of a township trustee to be treated in a dignified manner. We likewise expect the staff of the township to be treated in a similar fashion. The trustee offices are intent on assisting the poor of their respective townships and will endeavor to provide necessary assistance within the limits of the law and these standards.

10.00.00 CONCLUSION — All decisions regarding eligibility will be based on the standards in this document. These Standards and Guidelines will be available at the township trustee's township assistance office. Additional copies will be furnished to the County Commissioners, the County Auditor, and recorded with the County Recorder. Any member of the public will be permitted to inspect and copy these at their own expense. They will be periodically revised to reflect changes in both statutory and case law.

OFFICE HOURS

ABOITE TOWNSHIP

Individuals desiring to file a township assistance application with Aboite Township may do so by calling (260) 432-0970 to make an appointment.

The township assistance office will be open for business at 11321 Aboite Center Road on **Monday & Thursday 9 AM- 2 PM and Tuesday 4PM – 9PM**, weekends and holidays excluded. An electronic answering device is made available by the township to record your messages during times the trustee is unavailable. Your call will be returned within 24 hours, weekends and holidays excluded.

Sincerely

Barbara J. Krisher, Trustee

ATTACHMENT #1

PUBLIC LAW #46

PROVISIONS OF IC 12 - 14

PROVISIONS OF INDIANA CODE 12-14 PUBLIC LAW #46

As part of the Indiana's effort to reform "welfare", Senate Enrolled Act #478 was enacted in 1995. Its main thrust was to address problems and alleged abuse in the Aid to Families with Dependent Children program which later became known as Temporary Assistance to Needy Families. This, as considered by many, was an honorable attempt to eliminate abuses and fraud within the Indiana system of "welfare, and reduce both cost and dependency.

The following commentary attempts to touch on the township's role and obligation under the provisions of SB #478 and IC 12-20-6-0.5.

EFFECTIVE JANUARY OF 1996

The township trustee shall determine whether an applicant for "poor relief" or a member of the applicant's household has been denied assistance under any of the following (a. through k.) statutory provisions.

Although the Indiana Code still makes reference to Aid to Families with Dependent Children, it should be noted that the name has changed at the federal level and is hereinafter known as "Temporary Assistance to Needy Families" (TANF).

(a). CONVICTION OF WELFARE FRAUD OR SUBSTANCE ABUSE

IC 12-14-1-1(c) - A person convicted of an offense under IC 35-43-5-7 (Welfare Fraud) or IC 35-48-4 (Drugs) is not eligible to receive assistance under TANF.

(b). UNDER AGE PARENT

IC 12-14-1-1.5(b) - Except as provided in subsection (d) of the statute, a dependent child who is less than eighteen (18) years of age may be refused assistance if they are not residing with a parent, a legal guardian, or an adult relative other than a parent or legal guardian of the dependent child.

(c). LIFE TIME BENEFITS OF TWENTY-FOUR MONTHS

IC 12-14-2-5.1 (a) - Subject to the provisions of "Employment Credit" of this statute, each parent or essential person is subject to a lifetime limit of twenty-four months for TANF benefits.

(d). CHILDREN BORN 10 MONTHS AFTER PARENT DETERMINED ELIGIBLE

IC 12-14-3-5.3(b) - Except as provided in certain sections of this statute, an additional payment may not be made for a dependent child who is born more than ten (10) months after the date the family qualifies for assistance under the law.

(e). MANDATORY SCHOOL ATTENDANCE & EMPLOYMENT OPPORTUNITIES

IC 12-14-2-18 - A recipient or dependent child who fails to meet the requirements of the Mandatory School Attendance section is subject to being denied TANF assistance.

An TANF recipient who refuses to participate in an employment opportunity or a job training opportunity offered to the recipient under the Employment Opportunities for TANF recipients program is subject to being denied assistance.

(f). VOLUNTARILY TERMINATING EMPLOYMENT

IC 12-14-2-20 – A person who applies for TANF assistance under the provisions of this article and voluntarily leaves the person's most recent employer, within six (6) months before applying for TANF, or at any time after becoming a recipient of TANF under this provision; or voluntarily reduces the number of hours the person works in order to qualify for or retain eligibility for assistance is ineligible to receive assistance under IC 12-14 for six (6) months after leaving the person's employer or reducing the person's hours.

(g). PERSONAL RESPONSIBILITY AGREEMENT

IC 12-14-2-21 – A TANF recipient or the parent or essential person of a TANF recipient if the recipient is less than eighteen (18) years of age must sign a personal responsibility agreement. All assistance under this article shall be withheld or denied to a person who does not fulfill the requirements of the agreement. In addition to the provisions of (a) through (j) of this document, the agreement contains the following:

1. Accept responsibility for ensuring the each child of the person receives all appropriate vaccinations against disease at an appropriate age.
2. Accept the responsibility for raising their children in a safe and secure home.
3. Agrees not to abuse illegal drugs or other substances that would interfere with the person's ability to attain self-sufficiency.

(h). PATERNITY ESTABLISHMENT

IC 12-14-2-24 – A dependent child and a parent or an essential person are not eligible for TANF assistance unless the mother of the dependent child initiates a court proceeding to establish paternity; executes a paternity affidavit; or request that Title IV-D agency or its agent file a paternity action on their behalf.

(i). REGISTERING FOR WORK WITH LOCAL EMPLOYMENT OFFICE

IC 12-14-2-26 – To be eligible for TANF assistance a parent or an essential person must register with the local employment and training office.

(j). ILLEGAL ALIENS

IC 12-14-2.5-3 – A person who is in the United States without permission of the immigration and Naturalization Service is not entitled to receive any TANF assistance under this statute.

(k). PUBLIC SERVICE

IC 12-14-5.5-5 – A person required to engage in public service under this statute who refuses to engage in public service is not entitled to receive assistance under the TANF program.

ATTACHMENT #2

INCOME GUIDELINES

Size of Household	Monthly Income	Annual Income
1	\$ 908	\$10,890
2	\$ 1,226	\$14,710
3	\$ 1,544	\$18,530
4	\$ 1,863	\$22,350
5	\$ 2,181	\$26,170
6	\$ 2,499	\$29,990
7	\$ 2,818	\$33,810
8	\$ 3,136	\$37,630
For each additional family member, add \$3,820 annually and \$318 monthly. Figures based on 100% of 2011 Federal Income Guidelines published in the Federal Register: January 20, 2011.		

ATTACHMENT #3

FOOD ORDER ALLOTMENTS

FOOD ALLOWANCES

Based on Federal Food Stamp Allotments.

Household Size	Maximum Food (Per Month)	Maximum Food (Per Week)	Maximum Food (Per Day)
1	\$200	\$50	\$7
2	\$367	\$92	\$13
3	\$526	\$132	\$19
4	\$668	\$167	\$24
5	\$793	\$198	\$28
6	\$952	\$238	\$34
7	\$1,052	\$263	\$38
8	\$1,202	\$301	\$43
Each Additional	\$150	\$38	\$5

ATTACHMENT #4

NON - FOOD ALLOWANCES

Household Size	Non-Food Order
1	\$24
2	\$32
3	\$34
4	\$38
5	\$41
6	\$45
7	\$49
8	\$55

ATTACHMENT #5

SHELTER ALLOWANCES

All shelter units for which township assistance is being requested must meet the minimum requirements of health, safety, and construction. Shelter assistance allotments must be determined by criteria developed by the U.S. Department of Housing and Urban Development and considered the HUD Fair Market Rental Rates for the township's area.

OR

A township may conduct a survey of available rental amounts in its township and find the median range for allotments.

ATTACHMENT #6

REQUIREMENTS FOR DETERMINING IDENTIFICATION

YOU MUST ACCUMULATE A MINIMUM OF SIX POINTS

DOCUMENT	VALUE	DOCUMENT	VALUE
Indiana Driver's License.....	5	Photo ID Card ...ie. school, work.....	2
Indiana ID Card.....	5	Reinstatement Ltr from Indiana BMV.....	2
Birth Certificate.....	3	Car Registration w/Signature.....	2
Driver's License (out of state).....	3	Marriage or Divorce Record.....	2
Passport (must be valid as is unexpired).....	3	Medicare or Medicaid card w/Photo.....	2
Probation Letter with vital information.....	3	Current Car Insurance Policy.....	1
Caseworker Letter with vital information.....	3	Indiana Hunting or Fishing License.....	1
Indiana Learner's valid permit.....	3	Property Tax papers.....	1
U. S. Military Photo ID card.....	3	W-2 Tax Forms or #1099 Form.....	1
US Dept of Immigration Documents:.....	3	High School Diploma.....	1
Federal or Indiana Tax Returns w/W-2.....	2	Baptism Certificate.....	1

PROOF OF IDENTIFY — Listed above are the only types of documents the township will accept as proof of your identification. You must accumulate a minimum of six (6) points in order to be considered as having proper identification.