

# HAMILTON COUNTY TRUSTEES 2017 TOWNSHIP ASSISTANCE STANDARDS & GUIDELINES

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## **FORWARD**

This document has been developed by the Trustees of Hamilton County and is to be used in the administration of Township Assistance. It is a guide on how one administers the many different services available through the Township Assistance program as well as how a person qualifies for these services.

Townships in Hamilton County shall adopt, for their particular Township, appendices reflecting other tables for assistance limits.

This document, in accordance with Indiana law, has been approved by each respective Township Board, and will be filed with all appropriate governmental agencies and the Hamilton County Commissioners.

## **INTRODUCTION**

In the State of Indiana, it is the legal duty of the Township to provide for its poor and needy, the Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons within their respective township.

In order to meet the legislative purpose of providing necessary and prompt relief to both the poor and needy families found within each Township, the Trustee will determine eligibility for assistance based upon the applicant/recipient's total situation.

All decisions regarding eligibility will be based on the following standards outlined in this document. The standards will be made available at the office of the Township Trustee for any member of the public to view.

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## **DEFINITIONS**

1.00.00 APPLICANT - The applicant is an individual person(s) applying for Township Assistance along with any adult member of the applicant's household.

1.00.01 EMERGENCY ASSISTANCE – Emergency is an unpredictable circumstance or a series of unpredictable circumstances that 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. IC 12-7-2-76.5

1.00.02 HOUSEHOLD - Household is an individual living alone, or with a relative or a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency. IC 12-7-2-110.5

1.00.03 RELATIVE - Relative is the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild or step-grandchild of the applicant. IC 12-20-6-10(a)

1.00.04 EMERGENCY - Emergency is an unpredictable circumstance 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. IC 12-7-2-76.5

1.00.05 TOWNSHIP ASSISTANCE APPLICATION FORM – This is a state mandated form for Township Assistance referred to as TA-1. Applications 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.

1.00.06 NOTICE OF TOWNSHIP ASSISTANCE - Notice of Township Assistance Action Form advises applicant of Trustees decision to assist, also referred to as TA-1A.

1.00.07 BASIC NECESSITIES - Services or items essential to meet the minimum standards of health, safety, and decency such as: food, shelter, clothing, medical, transportation to seek and accept employment, household supplies, essential utility service, and other necessary services or items as the Trustee may determine. Basic telephone services are allowable at the discretion of the Trustee; however the Township will not be obligated for payment of such services. IC 12-7-2-20.5

1.00.08 SHELTER - Shelter is defined 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 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 and/or shelters. IC 12-7-2-177 and IC 12-20-17-2

1.00.09 BURIAL SUPERINTEND – Superintend is to take charge, to supervise, to manage, or to direct the responsibilities of the funeral home and if necessary, the cemetery for the deceased individual.

## **TOWNSHIP OFFICES**

1.10.00 OFFICE HOURS - The number of hours each Township is open for Township Assistance Applications will differ from one Township to another. Therefore, the schedule for Washington Township is contained in section 1.10.02 of this document. Individuals desiring to apply for Township Assistance from their respective Township should call the Trustee's Office first.

1.10.01 LOCATION - The Trustee will either make arrangements to meet with the potential applicant off site or will give detailed location on how to find the Township Office.

1.10.02 WASHINGTON TOWNSHIP, HAMILTON COUNTY OFFICE INFORMATION

LOCATION: 1549 E Greyhound Pass, Carmel, IN 46032

PHONE: (317) 574-9490

HOURS: 9:00am to 4:00pm Monday -Friday

1.10.03 APPOINTMENT - Township Assistance Applications are accepted by appointment only and walk-ins are 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 employees to participate in educational programs or seminars.

1.10.04 STANDARDS, ELIGIBILITY, AND PROCEDURES - Assistance in Washington Township is administered in accordance to the standards duly adopted by the Township Board which is available at all times for review at the Township Office.

## **HAMILTON COUNTY TOWNSHIPS**

### **ADAMS TOWNSHIP**

John Patrick, Trustee  
201 South Main Street  
Sheridan, Indiana 46069  
(317) 758-1029

### **FALL CREEK TOWNSHIP**

Doug Allman, Trustee  
11595 Brook School Road  
Fishers, Indiana 46037  
(317) 841-3180

### **WASHINGTON TOWNSHIP**

Danielle Carey Tolan, Trustee  
1549 E Greyhound Pass  
Carmel, Indiana 46032  
(317) 574-9490

### **CLAY TOWNSHIP**

Douglas Callahan, Trustee  
10701 North College Avenue  
Indianapolis, Indiana 46280  
(317) 846-2773

### **JACKSON TOWNSHIP**

Christina Miller, Trustee  
506 West Main Street Box 456  
Arcadia, Indiana 46030  
(317) 984-3826

### **WAYNE TOWNSHIP**

Diane Crim, Trustee  
12450 State Road 32 E  
Noblesville, Indiana 46060  
(317) 773-3179

### **DELAWARE TOWNSHIP**

Deborah R. Driskell, Trustee  
9090 East 131st Street  
Fishers, Indiana 46038  
(317) 842-8595

### **NOBLESVILLE TOWNSHIP**

Tom Kenley, Trustee  
836 Division Street  
Noblesville, Indiana 46060  
(317) 773-0249

### **WHITE RIVER TOWNSHIP**

Jamie Rulon, Trustee  
12695 East 256th Street  
Cicero, IN 46034  
(317) 984-9370

## **APPLICATION**

1.20.00 APPOINTMENT - The applicant desiring to make an initial application for assistance from the Township should call the Township Office during regular business hours and schedule an appointment. At the time an appointment is scheduled the applicant will be given a list of the documents and/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.

1.20.01 APPLICATION - 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 Trustee's office. Eligibility of a request cannot be determined without the completion of the TA-1. An application for Township Assistance is not considered complete until all adult members of the household have affixed their signature to all forms, instruments, or documents required by law or determined necessary for investigative purposes by the Trustee as contained in this document.

1.20.02 DISCLOSURE AND RELEASE OF INFORMATION - The applicant and each adult member of the 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 standards. IC 12-20-6-8c. Those documents include, but are not limited to Social Security Reimbursement Authorization.

1.20.03 ASSISTANCE WITH COMPLETION OF APPLICATION - The Trustee or designee 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. If the applicant is unable to sign the form in the Township Office due to a physical or mental disability, or illness, the Trustee shall make alternate arrangements to obtain the individual's signature. IC 12-20-6-9 & 10

1.20.04 THE PERSONAL EFFORTS AND THE EXPENDITURE OF FINANCIAL RESOURCES - The Trustee may provide and shall extend Township Assistance only when the personal efforts of the applicant fail to provide one (1) or more of the 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. The Township, before continuing Township Assistance is provided, may require, as noted on the TA-1A, that the applicant 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

1.20.05 RECERTIFICATION - The Trustee may not extend additional or continuing aid to an individual or a household unless the applicant files an affidavit with the request for assistance affirming how, if at all, the personal conditions of the applicant have changed from that set forth in the most recent TA-1 and must recertify using form TA-1B every thirty (30) days. IC 12-20-6-1d

1.20.06 COOPERATION - During the interview process, the applicant will be required to complete the TA-1 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. Except in cases of emergencies, an applicant must apply for all other forms of public assistance before being granted continuing Township Assistance.

1.20.07        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 to apply for assistance from the Trustee. Un-emancipated youth requesting Township Assistance will automatically be reported to the Hamilton County Office of Families and Children.

1.20.08        IMMIGRANTS – Individuals in the United States without permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance. IC 12-20-8-1, 2, 3,4 &7 and IC 12-14-2.5-3

## **REVIEW**

1.30.00 APPLICATION REVIEW - In case of emergency, the Trustee will accept and promptly act upon a verified request for emergency assistance. In all other non-emergency requests, the Trustee shall act on the application not later than seventy-two (72) hours after receiving the completed application.

1.30.01 72 HOUR RULE - The 72 hour rule commences the moment the completed application is received by the Trustee or designee. Weekends and legal holidays are excluded from the 72 hour rule. A pending TA-1A provides an additional 72 hours and must include a statement from the Township listing the specific reasons for the action. Unusual circumstances concerning the household may necessitate an additional time, which will be called "pending" and reasons will be given that assistance was pended. IC 12-20-6-7 & 8

1.30.02 NON EMERGENCY REVIEW - If, before granting Township Assistance, the Trustee or designee determines that an applicant may be eligible for public assistance other than Township Assistance, the applicant shall, when referred by the Trustee or designee, 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.

1.30.03 DISCRIMINATION - At all times, the Trustee will determine eligibility for assistance without regard to race, source of income, creed, color, sex, 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.

1.30.04 COURTESY - We expect everyone who comes into the Township Office to act and be treated in a courteous and dignified manner. If for any reason, you are not satisfied with our service, please write directly to the Township Board President. It is not necessary to sign your name. We likewise expect the Township staff to be treated in a similar manner. The Trustee 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

## **ACTION/APPEALS**

1.40.00 NOTICE OF ACTION - The Township will notify the applicant of the action taken by the Trustee upon their request for Township Assistance. IC 12-20-6-8 and IC 12-20-15-2. The Township shall do the following:

1. Provide TA-1A no 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's decision and how to file the appeal.
3. The notice shall include one of the following: type and amount of assistance granted, type and amount of assistance denied, type and amount of assistance partially granted or 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 TA-1 on file in the Township Office.

1.40.01 APPEALS - Anytime an applicant for Township Assistance is not satisfied with all or part of the decision of the Trustee, they may appeal that decision to the Hamilton County Board of Commissioners. Appeals must be filed not more than fifteen (15) days from the date of issuance of the TA-1A denial. The appeal may be filed in the Auditors office in the Hamilton County Courthouse.

1.40.02 REPRESENTATIVE PAYEE (REPORTING) - 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.

1.40.03 REFERRALS - The applicant is required to comply with all referrals from the Trustee or designee to other public or private assistance programs within fifteen (15) working days of the referral date. Failure to participate or comply in a program offered by any other public or private agency may result in a denial for not more than sixty (60) days. IC 12-20-6-5 & 5.5

1.40.04 RESPONSIBLE RELATIVES - If it is ascertained that if the applicant has any relative able to assist the applicant household, the Trustee shall, before granting aid a second time, ask the relatives to help the applicant, either with monetary or material relief or by furnishing them with employment; but if the relatives refuse, then the Trustee may assist the household as may be otherwise provided herein.

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

1.40.06 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.

1.40.07 EXPECTED DURATION - The length of time that the applicant may need assistance during unexpected circumstances (e.g. temporary unemployment or the primary income earner is on strike) should not exceed sixty (60) days.

1.40.08 CONCLUSION - All decisions regarding eligibility will be based on these standards and guidelines. The Trustee shall always consider whether the applicant's needs can be relieved by means other than expenditures of Township funds. The Township shall not be obligated to pay for services or cost of goods incurred by the applicant during the period the applicant had sufficient income or resources to have paid for either the goods or services. IC 12-20-17-1

## **DENIAL**

1.50.00 DENIALS - Denials may be issued to the applicant for one or more of the following reasons with a stated duration of the denial period:

1.50.01 KNOWINGLY AND WILLINGLY FALSIFYING 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. Individual applicants convicted of Welfare Fraud (IC 35-43-5-7) shall be denied Township Assistance in accordance with the provisions of IC 12-20-6-6.5.

1.50.02 FAILURE TO COMPLY WITH THE WORKFARE REQUIREMENTS - As outlined by these standards, the Trustee may require the applicant, after first receiving Township Assistance, to participate in a Township 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. IC 12-20-12-1

1.50.03 WASTING RESOURCES - The amount of money or resources expended by the applicant seeking Township Assistance during a minimum of thirty (30) days before the date of application for assistance for items or services that are not basic necessities which could and should have been applied to the household's basic necessities. Income, resources, or tax supported services lost or reduced income 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 the applicant household, unless the adult can establish a good reason for the act. IC 12-7-2-200.5  
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).
2. 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.
3. 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.
4. Eviction for just cause -Being evicted from subsidized housing for violations of regulations and guidelines or voluntarily terminating housing without just cause.

1.50.04 FAILURE TO ACCEPT ADEQUATE 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 applicant if the applicant's most recent residence was provided by the individual's relative, guardian, or foster parent, and the applicant, without just cause, leaves that residence for the shelter for which the individual seeks assistance. IC 12-7-2-200.5 & IC 12-20-16-17g

1.50.05 VIOLENCE, THREATS OF VIOLENCE - The Township will deny any applicant who threatens violence to the Township staff or property, and/or uses abusive or threatening language while on Township property or while talking with Township staff. Denial up to sixty (60) days. IC 12-20-17-2

1.50.06 OTHER GOVERNMENT PROGRAMS - Failure to complete and maintain monthly reporting forms as required by governmental programs offering assistance for the basic necessities of living; failure to cooperate with other governmental agency programs; or failure to comply with the rules and regulations of an assisting governmental agency. Denial up to sixty (60) days. IC 12-20-6-5 & 5.5

1.50.07 SUFFICIENT INCOME - Income above Income Guidelines (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 unless the Trustee determines that the action/inaction of the applicant was not intentionally negligent.

1.50.08 FAILURE TO COOPERATE - An applicant may be denied Township Assistance services when they or an adult member of the household fails to cooperate or provide the Township with the necessary information for determining eligibility. Failure to provide required information/documentation may be basis for a denial. IC 12-20-16-1

1.50.09 FAILURE TO PARTICIPATE - Applicant must, when referred by the Trustee or designee, 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 within the county.

1.50.10 FREQUENT REPORTED LOSS OR THEFT - Applicant who frequently report the loss or theft of Food Stamps or money will be denied Township Assistance benefits. Applicant claiming loss or theft must file a police report and provide documentation.

1.50.11 FAILURE TO LIQUIDATE ASSETS - With notice given by the Trustee, applicant 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, see list in Section 2.10.00. IC 12-7-2-200.5

1.50.12 ASSIGNMENT OR TRANSFER OF ASSETS - Applicant may be denied Township benefits whenever the applicant 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.

1.50.13 REFUSING TO SIGN - Whenever it is determined that an applicant 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. IC 12-20-27-1.5

1.50.14 FAILURE TO FILE PATERNITY ACTIONS - Applicant may be denied when necessary and appropriate, or failing to take the necessary legal action to pursue child support unless just cause can be determined. IC 12-14-2-24

1.50.15 PREVIOUS ABILITY TO PAY - The Township shall not be obligated to pay for services or the cost of goods incurred by the applicant during the period that which the applicant or a member of the household had sufficient income or resources to have paid for either the goods or service. Lump sum income (e.g.

insurance settlements, tax refunds, grants/loans, etc.) will be examined for ability to pay for basic necessities exceeding a thirty (30) day period.

1.50.16 MOVING INTO OR COMING TO THE TOWNSHIP for the specific purpose of applying for and/or receiving Township Assistance services as stated in Section 1.60.01 & 1.60.02.

1.50.17 AFFIRMATION OF DENIAL - 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 applicant 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 applicant (who was previously denied) resides during the duration period of the denial.

1.50.18 TANF RECIPIENT HOUSEHOLDS - The Township is not obligated to extend aid to applicant that 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. IC 12-14-1 through IC 12-14-9, IC 12-20-6-6 and IC 12-20-6-0.5

1.50.19 DEPORTATION RE-APPLICATION – The applicant may be denied Township Assistance for not more than one hundred and eighty (180) days whenever the applicant 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 applicant was sent. IC 12-20-9-6

## RESIDENCY

1.60.00 RESIDENCY - It is necessary for the Township to make some determination as to an applicant's living arrangements. 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 it 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, an applicant must be a 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 and IC 12-20-6-9

1. Mailing Address
2. Telephone listing
3. Driver's License
4. Voter registration card
5. Utility billing
6. Motor vehicle registration
7. Addresses given to former employers and others
8. U. S. Postal Service change of address notices
9. The return, in a completed fashion, the landlord's housing information verification statement.
10. Where the applicant came from and how they supported themselves there (e.g. job, food stamps, TANF, Township Assistance, Subsidized Housing, Medicaid, etc.)
11. What means of transportation brought them (applicant household) to this Township and how was it paid.
12. Were they 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.
14. Undocumented alien or un-emancipated youth will not be eligible for Township Assistance benefits.
15. If in a temporary/transient location (sleeping in car, hotel, etc.), where was the last permanent residence.

1.60.01 PERMANENT RESIDENCY – All applicants for Township Assistance must be residents of the Township as verified by the provisions of Section 1.60.00 sub-paragraph (1) through (15) of these standards. In case of emergency, however, the Township may provide temporary assistance to applicant who are temporarily in the Township unless the applicant is specifically in the Township for Township Assistance benefits or has come from another Hamilton County Township to stay in temporary/transient shelter within the past thirty (30) days. 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 Hamilton County Township may refer individuals falling into this category to the appropriate Township. Individuals in the United States without the permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance. IC 12-20-8-1,2,3,4 & 7 and IC 12-14-2.5-3

1.60.02 TEMPORARY LIVING IN ANOTHER TOWNSHIP – Individuals temporarily living in another Township when their immediate past residency was in Washington Township will not be denied benefits on the grounds of residency. Nor will Washington Township provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in Washington Township when their immediate

past residency was outside the boundaries of Washington Township. Individuals living or spending time in a charitable or benevolent institution, or in a hospital located in Washington Township will not be considered a Washington Township resident unless their immediate past residency was within the boundaries of Washington Township. IC 12-20-8-5

## **SHELTER**

1.70.00 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. The amount paid by the Township does not exceed the amounts listed in Appendix D.

1.70.01 INFERIOR HOUSING - If the Trustee or designee determines that a housing unit on 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. IC 12-20-16-17

1.70.02 SHELTER LIMITATIONS - Shelter assistance may not be paid to an applicant's relative who is the landlord if the applicant lives in the same household as the relative or housing separate from the relative if the housing is unencumbered by mortgage or the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. Nor will the Township recognize expenditures (receipts) paid to relatives when living in the same household. If shelter payment is made to a relative of an applicant on behalf of the applicant, the Trustee may file a lien against the relative's real property for the amount of Township shelter assistance granted. IC 12-20-6-10c

1.70.03 SHELTER DEPOSITS – The Township is not required to spend Township Assistance funds for a shelter damage or security deposit for an eligible applicant or household. However, the 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/household. The agreement must be in accordance with IC 12-20-16-17.

1.70.04 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 lesser. 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.

1.70.05 TEMPORARY RESIDENTS - Residency/household shall not be construed to mean temporary living arrangements made available by friends, relatives, their acquaintances or social service agencies, either public or private. The residency must not be established for the primary purpose of qualifying for Township Assistance. See Sections 1.60.01 & 1.60.02.

1.70.06 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. IC 12-7-2-200.5

1.70.07 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. 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 (e.g. divorce or probate).

1.70.08 LIVING WITH RELATIVES - The Township is not required to provide shelter assistance to an otherwise eligible applicant, if the applicant's most recent residence was provided by the individual's relative, guardian, or foster parent, and the applicant, 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.

1.70.09 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.

1.70.10 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.

1.70.11 SHELTER INSPECTION - The Trustee may employ the services of a housing inspector to inspect all housing units using HUD standards, local building codes and municipal ordinances in determining a housing structure's suitability for habitation. Substandard housing that does not meet a minimum standard of health, safety and construction is not eligible for the maximum level of shelter payments; or damage or security deposits paid from or encumbered by township funds. If the Trustee determines that a housing unit is substantially below minimum standards, the trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. IC 12-20-16-17

## **EMPLOYMENT**

1.80.00 EMPLOYMENT - If an applicant for Township Assistance is in good health the Trustee shall insist that those able to labor seek employment, and the Trustee shall refuse to furnish any aid until applicant 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 Workforce Development, as well as provide other reasonable documentation that they are endeavoring to find employment. The Township may also require the applicant 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 his or herself appropriately to increase every opportunity for employment. Willful failure to return the employment forms will result in denial. IC 12-20-10-1 and IC 12-20-10-2

1.80.01 TERMINATION – The Trustee shall not be obligated to provide Township Assistance if an applicant voluntarily terminating gainful employment or being involuntarily terminated for just cause for a period of sixty (60) days commencing on the date his/her employment is terminated. IC 12-7-2-200.5

1.80.02 MEDICAL EXAMINATION - An applicant who claims a physical and/or mental inability to seek and/or accept employment, must provide the Trustee with a current doctor's statement or accept a referral to obtain a current medical evaluation verifying such condition. Similarly, ongoing recipients may be required periodically to present an updated doctor's statement for their file. In addition thereto, the applicant shall provide a medical release to the Trustee upon request for the purpose of obtaining medical records. The Trustee may provide for medical examinations where such an examination is necessary to determine an applicant's ability to work for assistance. IC 12-20-10-3.5

1.80.03 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 Trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work.

## INCOME

1.90.00 INCOME GUIDELINES - Household income must fall within Township's income guidelines for determining Township Assistance. Eligibility shall be based upon a minimum of 100% of the Federal Poverty Level. Appendix A

1.90.01 COUNTABLE INCOME - A monetary amount either paid to the applicant not more than thirty (30) days before the date of application for Township Assistance, or accrued and legally available for withdrawal by the applicant at the time of application or not more than thirty (30) days after the date of application for Township Assistance. The term also includes: IC 12-7-2-44.7

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. If grant/loan is intended to cover more than thirty (30) days of expenses, the Township may consider the extent to which is was intended
15. Other sources of revenue or services that the 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.

## **EXPENDITURES**

2.00.00 RECEIPTS - When applicant applies for Township Assistance, both initially and on a continuing month by month basis, applicant must verify to the Trustee how their income was expended.

2.00.01 COURTS - 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 income available for the household's basic necessities.

2.00.02 EXPENDITURES - Only receipts for the basic necessities of living will be recognized as an acceptable expenditure. 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. Undocumented expenditures will be counted as income available for the household's basic necessities. Expenditures for items not considered basic necessities will not be recognized. Receipts should closely balance with reported income. At a minimum, applicant must provide a print out for last thirty (30) days of expenditures when using a bank account or other debit card (e.g. unemployment benefits, Social Security income, payee card, etc.). IC 12-7-2-200.5

2.00.03 CHILD SUPPORT PAYMENTS - Child support payments may be recognized as a legitimate expense, provided the support payments are verified by the Trustee as such. At the discretion of the 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 child support delinquency may not be considered.

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

## **ASSETS**

2.10.00 ASSETS - Applicant 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 are not necessary for health, safety, or decent living standard of a household that are owned wholly or in part by the applicant or a member of the applicant's household. IC 12-7-2-44.6 and IC 12-20-7-3.5

1. Assets an applicant has the legal right to sell or liquidate at the request of the Trustee include:
  - 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, campers, trailers, motorcycles, other vehicles, or any other personal property used solely for recreational or entertainment purposes
  - d. tools, power equipment, etc.
  - e. jewelry (i.e. gold chains, rings, etc.)
  - f. guns and/or hunting equipment
  - g. any other item of value which the trustee may determine as a non-essential asset

2.10.01 LIQUIDATION – The Trustee may require that all liquid assets, such as; bank accounts, bonds, certificates of deposit, and etc. be liquidated immediately. Recreational equipment (boats, motors, 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 2.10.00, 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 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. IC 12-7-2-44.6

2.10.02 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).

2.10.03 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, 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 Section 2.10.01. Whenever Township Assistance funds are used directly or indirectly to pay the household's mortgage payments, the Trustee may place a lien against the property in order to recover the equity value of such payments.

## **FOOD ASSISTANCE**

2.20.00 FOOD ORDER LIMITATIONS - It shall be unlawful for the Township to purchase out of the Township Assistance fund food for an applicant that is eligible to participate in the Federal Food Stamp program. (IC 12-20-16-6) The Township may purchase food for an eligible food stamp applicant or household only under the 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 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.
4. 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.
5. 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.

2.20.01 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 in Appendix B. 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. IC 12-20-16-5

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.

## **HOUSEHOLD ESSENTIALS**

2.30.00 NON-FOOD ITEMS (HOUSEHOLD ESSENTIALS) - 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. Refer to Appendix C. IC 12-7-2-20.5

2.30.01 LEASED/RENTED ITEMS - Determination by the Township will be made on any rented or leased items if deemed necessary for basic living. If rented or leased items are not necessary for basic living the cost of rental or lease may be deducted from any funds granted to applicant. If rented or leased items are not necessary they Township will request those items to be canceled for any future assistance.

## UTILITES

2.40.00 UTILITY SERVICE/HEATING FUELS - The Trustee, in cases of necessity and if the applicant otherwise qualifies, will authorize the payment of water, gas, sewer, heating and cooking fuels, electric services. In addition, the Trustee may authorize the payment of delinquent bills, only when necessary to prevent their termination or to restore terminated service. Following are the exceptions and limitations: IC 12-20-16-3

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; 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 must have first attempted to make reasonable arrangements with the appropriate utility company, and in the event that arrangements have been made, the Trustee will only pay that part of the agreed-upon payments, which are beyond the ability of the applicant 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. Fuel oil or L.P. gas must be ordered by the Trustee. No payment on fuel bills will be made if ordered by the applicant.
6. The Township will not consider the payment of estimated utility bills.
7. 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.
8. 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 failing to cooperate.

2.40.01 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. IC 12-20-16-3

2.40.02 RESPONSIBILITY - During the time applicant has been approved for the Energy Assistance Program, the applicant must continue to make payments on their utility bills as reasonably determined by the Trustee. Once the Energy Assistance Program has ended, the Trustee will not authorize utility assistance if payments have not been made by the applicant unless they have evidence of other emergency payments that prohibited them from making utility payments. IC 12-20-16-3

## **TRANSPORTATION**

2.50.00 TRANSPORTATION – If applicant has transportation limitations which may interfere with applicant’s ability to seek and accept employment, the Township may assist in providing transportation needs. Transportation Assistance to public and private social agencies to which an applicant is referred by the Trustee or designee may be provided if applicant has no means of transportation and such applicable agency is not within reasonable walking distance. Transportation assistance to seek and accept employment

2.50.01 TRANSPORTATION/DEPORTATION OF NON RESIDENTS - It is unlawful to furnish any nonresident 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 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. IC 12-20-16-11

2.50.02 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, seek employment or for some other necessary reason determined by the Trustee. In such cases, the reasonableness of the expenditure will be considered.

## **BURIAL**

2.60.00 BURIAL AND FUNERALS OR CREMATIONS - The Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual that has no family who resides in Washington Township not leaving sufficient resources to defray expenses and qualifies under the income guidelines. If it is determined that the deceased individual is a resident of another Township in Indiana, the Township shall notify the Trustee of that Township. Contributions or payment of benefits from any other source may be deducted from the Township's allowable maximum in Appendix E. IC 12-20-16-12

The Township will also require a death certificate and an itemized (invoice) statement from the funeral home before payment can be authorized. IC 12-20-16-12

2.60.01 REQUEST FOR FUNERAL AND BURIAL OR CREMATION - The Township requires that a surviving member of the deceased person's family make a formal request for Funeral and Burial or Cremation assistance before providing a person to superintend. If there are no surviving family members, the person appointed to superintend will make the formal request for burial assistance by completing TA-1. A statement of funeral goods and services must be provided to Township for review before superintend signs agreement. 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.

2.60.02 TRANSPORTATION BURIAL - The Township will not pay for the cost of transporting the remains of an indigent person back to the Township or to any place outside of the Township, nor will the Township pay for the transportation to attend funerals. IC 12-20-16-12

## **MEDICAL**

2.70.00 MEDICAL SERVICES - The Township will, in cases of necessity, promptly provide medical assistance for qualifying 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 applicant: IC 12-20-16-2

1. PRESCRIPTION DRUGS - The Township will furnish prescription drugs, when prescribed by a physician, for eligible applicants, provided the applicant obtains prior authorization from the Township. IC 12-20-16-2
2. OFFICE CALLS - It is the responsibility of the applicant to make their own appointments for visits to medical service providers. Clients 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. IC-12-20-16-2
3. 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 before such visit. IC 12-20-16-2
4. 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, by the applicant, within fifteen (15) working 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, TA-4, properly executed and signed by the service provider and the applicant and submitted to the Township within the prescribed time limits shall result in a denial.
5. DENTAL CARE AND TREATMENT - The payment of dental care and/or treatment shall be limited to those costs 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. IC 12-20-16-2
6. EYEGLASSES - The Township may pay the cost of eye exams, eyeglasses, eyeglass repair, or eyeglass replacement for eligible applicants provided the applicant has exhausted all other tax supported programs providing a similar service. IC 12-20-16-2
7. OTHER PRESCRIBED TREATMENTS - Other Treatments prescribed by an attending physician under IC 25-22.5 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.

## **WORKFARE**

2.80.00 WORKFARE RECIPIENT - 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, that member of the household most suited to perform available work. Suitability to perform available work shall be determined by the Trustee, who may provide for medical examinations necessary to make the determination. IC 12-20-10-3.5

2.80.01 WORKFARE REQUIREMENTS - The Township shall require the 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 service agency. IC 12-20-11-1

2.80.02 WORKFARE OBLIGATION - 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. Unexcused 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. IC 12-20-11-1 and IC 12-20-11-4

2.80.03 WORKFARE PARTICIPATION - The recipient is required to maintain the minimum criteria that is necessary for the fulfillment of their workfare responsibility until such time their obligation with the Township is satisfied. Recipients will not be permitted to voluntarily work in advance of receiving Township Assistance in order 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.

2.80.04 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 owe in total workfare hours. IC 12-20-11-1c and IC 12-20-11-5

2.80.05 WORKFARE EXCEPTIONS - Recipients may be excused from workfare for only the following reasons: IC 12-20-11-1a

1. not physically able to perform the proposed work
2. minor or is over sixty-five (65) years of age
3. care is needed for an individual as a result of the individual's age or physical condition
4. they are currently employed full-time at the time the recipient receives Township Assistance
5. no work available determined by the Trustee for any adult member of the recipient household
6. to attend educational courses or self-help classes at the Trustees direction

2.80.06 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. IC 12-20-11-1g

2.80.07 OTHER WORKFARE CREDIT - As a condition of continuing eligibility, the Trustee may require the recipient to participate in an appropriate work training program that is offered to the recipient: within the county or an adjoining Township in another county under the Job Training Partnership Act (29 U.S.C. 1501 et seq.) or by a governmental entity. While attending, the recipient would receive workfare credit hours.

In the event the Trustee deems that a recipient would benefit in the search for employment by participating in employment counseling, job training and/or educational programs referred by the Trustee, the 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.

2.80.08 SUPPLEMENTAL SECURITY INCOME – An applicant must make application with Social Security Office when referred by the trustee. Applicants must sign Social Security Administration's Reimbursement Authorization form for the repayment of any Township Assistance benefits provided by the Township during the interim period. 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 Social Security Administration, the applicant may, at this point, be obligated to perform workfare. Individuals currently receiving SSI monthly benefits are not automatically excused from workfare. In order to be excused, the individual SSI recipient must still meet one of the exempting reasons contained in Section 2.80.05 of these guidelines. Failure to sign Reimbursement form will result in denial of Township Assistance benefits. IC 12-20-27-1.5b

2.80.09 INTERIM PERIOD - The beginning period when a Township obtains from an applicant an agreement or authorization described in Section 2.80.08 and ending when the applicant receives the judgement, compensation or monetary benefit or leaves the household. IC 12-20-27-1.5a

## **REIMBURSEMENT**

2.90.00 REIMBURSEMENT/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 Section 1.50.13 & 2.90.04 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 has satisfactorily complete a workfare requirement. IC 12-20-11-5b

2.90.01 REIMBURSEMENT FOR MEDICAL SERVICES - During the application pending period for Medicaid (IC 12-15) or other governmental medical program, the Trustee may provide interim medical services, if the applicant 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. IC 12-20-16-2e

2.90.02 ESTATE CLAIMS / REIMBURSEMENT FROM - A claim may be filed against the estate of the applicant 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 IC 12-20-11-5b. For the purposes of this section, the estate of applicant includes any money or other personal property in the possession of a coroner under IC 36-2-14-11.

2.90.03 REIMBURSEMENT EXCLUSION – The Trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which the recipient has satisfactorily completed a workfare requirement.

2.90.04 FUTURE THIRD PARTY BENEFITS - If it is anticipated that an applicant has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the 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.

# APPENDICES

## APPENDIX A Household Income

100% 2017 Federal Income Guidelines

Size of Household	Monthly Income	Annual Income
1	\$990	\$11,880
2	\$1,335	\$16,020
3	\$1,680	\$20,160
4	\$2,025	\$24,300
5	\$2,370	\$28,440
6	\$2,715	\$32,580
7	\$3,061	\$36,730
8	\$3,408	\$40,980
For each additional family member, add \$4,160 annually and \$347 monthly. 11/01/2016		

120% 2017 Federal Income Guidelines

Size of Household	Monthly Income	Annual Income
1	\$1,206	\$14,472
2	\$1,624	\$19,488
3	\$2,042	\$24,504
4	\$2,460	\$29,520
5	\$2,878	\$34,436
6	\$3,296	\$39,552
7	\$3,714	\$44,568
8	\$4,123	\$49,584
For each additional family member, add \$5,016 annually and \$418 monthly. 11/01/2016		

Washington Township determines Township Assistance eligibility based upon 120% of the Federal Poverty Level as outlined above.

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.

**APPENDIX B**

**Maximum Food Allowance (non-taxable food items only)**

Household Size	Per Month	Per Week	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

*Effective: October 1, 2016 – September 30, 2017*

*USDA – Food & Nutrition Service – Supplemental Nutrition Assistance Program (SNAP) Benefits*

**APPENDIX C**  
**Monthly Household Essentials**

Household Size	Non-Food Order
1	\$34
2	\$45
3	\$48
4	\$55
5	\$59
6	\$64
7	\$70
8	\$78

Necessary household supplies 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 household supplies. Special consideration may be given to individual households with preferential needs, i.e. diapers and/or feminine supplies.

The amounts listed above are monetary guidelines established by the Township (updated 1/16) and may be prorated on a daily, weekly, or monthly basis depending upon the particular need and/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

### Maximum Rent Allowance for Housing

Maximum rent allowances are based on the survey of available housing in Washington 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. Clients will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of a client 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.

A client 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.

**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.

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.

Bedroom Size	Min. # of Persons	Max Rent Allotted
1	1	\$475
2	2	\$650
3 or 4	4	\$800

**APPENDIX E**  
**Burial Expenses**

The Trustee shall superintend or provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual getting Township Assistance.

The next of kin or member of the decedent's household shall complete the Application for Assistance (TA1) on behalf of the decedent. In the absence of kin or other household member, the Trustee shall complete the application on their behalf.

The Township will also require a "death certificate" and an itemized (invoice) statement from the funeral home before payment can be authorized.

The total cost of a burial/cremation and funeral for any deceased indigent person, including burial plot may not exceed \$2000.00. (\$1200 Funeral Home Expenses/\$800 Burial Expenses)

Contributions or payment of benefits from any other source may be deducted from the Township's allowable maximum.

(IC 12-20-16-12)