

PERRY TOWNSHIP
Monroe County, Indiana
TOWNSHIP ASSISTANCE GUIDELINES

Revised as of February 16, 2017
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PERRY TOWNSHIP
Monroe County, Indiana
Township Assistance GUIDELINES

Revised as of February 16, 2017

I. Introduction

In the state of Indiana, the Township Trustee is charged with the responsibility of servicing and assisting poor and needy persons residing in the township. The office of the Trustee is designed to provide temporary assistance in emergency situations when a township resident has exhausted other means of assistance. See Appendix I.

Applicants for assistance from the Trustee are entitled to be treated with respect and dignity. Likewise, the Trustee expects that the Township staff be treated with respect and courtesy by all applicants. The office of the Perry Township Trustee will provide assistance based on the following guidelines, which are posted in the Township office and on file with the Monroe County Commissioners.

The Trustee may provide assistance with food, shelter and utilities and certain other basic necessities. In order to qualify for and receive assistance, applicants must meet the requirements of these guidelines. ALL APPLICANTS AND ALL ADULT HOUSEHOLD MEMBERS MUST:

- Be residents of Perry Township;
- Meet income guidelines
- Be employed full-time; seeking full-time employment; performing workfare; or medically exempted from performing work;
- Cooperate with the Township's investigation of their circumstances by providing information and signing an application;
- Apply for any and all other public assistance programs for which they may be eligible;
- Seek assistance from their family.

This section is intended simply as an overview. Types of assistance available and eligibility criteria are explained in detail in other sections of these guidelines.

Perry Township evaluates each applicant based on these standards and will not discriminate based on race, color, creed, gender, sexual orientation, political affiliation, source of income, national origin, disability status or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families.

II. Trustee Office Hours

A. LOCATION AND HOURS

The office of the Perry Township Trustee, Dan Combs, is located at 1010 South Walnut Street, Bloomington, Indiana. The office is open 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding holidays. The telephone number is (812) 336-3713.

Applications for Township Assistance are accepted by appointment only. Appointments may be made by telephone or by appearing at the office in person during business hours.

B. DEPUTY TRUSTEES

The Trustee shall appoint Deputy Trustees who shall have all powers of the Trustee in the Trustee's absence. Currently, the Deputy Trustees are Pat Combs and Sharon Yoder.

III. Application Process

A. INITIAL ASSISTANCE

Applicants are entitled to seek for township assistance by filling out and signing an application/affidavit, form T. A. 1, and other forms, and by affirming their current financial situation. All applicants must use this form and all adult household members must sign the form in the presence of the Trustee or the Trustee's representative. No verbal requests will be considered.

Applicants will be required to cooperate with an investigation of their personal finances, family responsibility, and eligibility to receive other types of assistance. This investigation may include a home visit. Applicants may be requested to provide "relevant information" that the Trustee may consider in determining eligibility (See Appendix I). All relevant information must be provided at the time of application, or the application may be denied. As soon as reasonably possible, applicants will be required to apply for any other assistance for which they may be eligible.

The application will not be considered complete until all information the applicant is required to provide is received, signed by all adult members of the applicant's family.

Willful giving of false information will be considered non-cooperation and may be referred to the County Prosecutor for criminal action. Applicants providing false information will be denied all types of assistance requested.

B. Relatives of Township Employees

Relatives of township employees (see Appendix I for definition) may make application for township assistance. They will be given an application and referred to the Bloomington Township Office for an appointment and further investigation.

Applicants must follow that Township's procedures and will be required to cooperate with an investigation of their personal finances, family responsibility, and eligibility to receive other types of assistance. All other Township guidelines and requirements apply. The Bloomington Township Trustee or designee will make the determination for assistance, which Perry Township will fulfill by either issuing the voucher or the letter of denial.

C. CASE INVESTIGATOR ASSIGNED

When you first visit the Trustee's office, an investigator will be assigned to handle your case. All contacts with the Trustee's office should be made through your investigator, who will pass on the necessary information to the Trustee. During the application procedure, the investigator may ask that you meet with the Trustee. Failure to keep an appointment with the Trustee will be considered non-cooperation and will be grounds for denial of any assistance requested.

D. CONTINUING ASSISTANCE

To receive Township Assistance on a continuing basis, a current application/affidavit must have been filed with the Trustee's office within 180 days of receiving such assistance. If at the time assistance is requested, a current application/affidavit is not on file, applicants will be required to complete a new one. Applicants must provide any updated information, which may have changed since their most recent application including income, available resources, employment status, number in household and other pertinent matters.

IV. Applicant Residency Requirement

A. TOWNSHIP RESIDENCY REQUIRED

A person seeking township assistance from Perry Township other than emergency transportation out of the Township must be a resident of Perry Township. A person is a resident of the township if the person: 1) has located in the township; and 2) intends to make the township the person's sole place of residence. It is not necessary to live in the township for any particular length of time in order to qualify for assistance.

A person who locates in the township primarily to apply for assistance or is receiving assistance from another township will not be eligible for assistance from Perry Township. The Township Trustee may consider all relevant information (see Appendix I) that supports or refutes the person's intent to make the township their sole place of residence. It will be presumed that the person moved to the township primarily to apply for assistance if the person required assistance in order to establish residence in the township.

Township residency is required in all situations except those emergencies affecting applicants who are temporarily in the township for reasons other than township assistance such as a stranded motorist, abandoned traveler or similar unanticipated situations.

Individuals in the United States without permission of the Immigration and Naturalization Service (INS) are ineligible to receive Township Assistance. Aliens must be in the country legally and hold a Permanent Resident Visa (green card).

B. INSTITUTIONAL TIME NOT COUNTED

Time spent in any institution, or in any public or private charitable institution or hospital, or in any fraternal home, or in any place while in the armed forces service of the United States, shall in no event be considered in determining legal settlement. Institutionalized persons will be considered residents of the township where they lived before their admission.

C. TEMPORARY RESIDENCE WITH FRIENDS, RELATIVES, NOT COUNTED

Residence and Household shall not be construed to mean temporary living arrangements made available by relatives (see Appendix I), friends, acquaintances, or private or public social service agencies.

D. Criminal Warrants

The Trustee is under no obligation to provide shelter expenses for the period in which an applicant has been incarcerated.

V. Eligibility Requirements

A. ASSISTANCE FOR NECESSITIES

The Trustee, as administrator of township assistance, provides assistance only when the personal effort of the township assistance applicant fails to provide one or more basic necessities.

B. ASSISTANCE FOR EMERGENCIES

If the Township trustee determines by investigation that a Township assistance applicant or a Township assistance applicant's household requires assistance, the Trustee shall, after determining that an emergency exists, furnish to the applicant or household the temporary aid necessary for the relief of immediate suffering. However, before any further final or permanent relief is given, the township trustee shall consider whether the applicant's or household's need can be relieved by means other than an expenditure of township money.

"Emergency" means 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.

C. GENERAL REQUIREMENTS

In addition to being residents of Perry Township, all applicants must be at least eighteen (18) years of age or provide legal proof of emancipation. Applicants must provide proof of identification. Applicant and all members of the applicant's household must cooperate with the Trustee's investigation of eligibility for assistance.

D. REPETITIVE APPLICATIONS

The Trustee may refuse assistance that would pay for goods or services provided during a period that an applicant has previously applied for and been denied township assistance by either Perry Township or any other Township.

E. AFDC RECIPIENTS NORMALLY NOT ELIGIBLE

The Trustee has no obligation to extend assistance to AFDC recipients beyond the ordinary requirements of Township Guidelines.

The Trustee may extend aid to a recipient of AFDC at the Trustee's discretion, if the applicant for assistance meets all other township requirements; and can document that all income derived from AFDC has been expended for living necessities (see Appendix I) during the period for which the assistance is sought (billing periods or periods in which the applicant incurred the need for assistance).

F. EMPLOYMENT REQUIREMENT

Every healthy adult member of the applicant's household must be employed

full-time or be actively seeking full-time employment, or the application may be denied. The Trustee may refuse to furnish any assistance until satisfied that all eligible adults in the household are working or trying to find work.

For the purposes of these guidelines, "full-time employment" shall mean income-raising activity that raises at least the equivalent of 30 hours per week times the current federal minimum wage of \$7.25 for a weekly total of \$217.50.

All eligible household adults will be required to show evidence of employment or if unemployed, of seeking employment at a minimum of three Establishments each week. (Please note telephone and internet on-line application can not be verified by the township.)

If the Trustee offers work to those able, whether the compensation for the work be payable in money, or in commodities; or if employment at a reasonable compensation is offered by another person, no assistance shall be furnished unless and until such work is accepted and performed. These restrictions shall not prevent the Trustee from giving aid to members of the applicant's family or dependents because of the applicant's refusal to accept work.

The Trustee may require that an applicant or household member(s) attend job-training courses as a condition of continuing assistance.

G. EMPLOYMENT REQUIREMENT EXEMPTION

An applicant or household member may be exempted from working, seeking employment or performing workfare for a specified period if they either:

- Show a licensed medical doctor's written statement of medical disability less than 30 days old;
- Are enrolled in and attending adult education or vocational courses at the referral of the Trustee;
- Are required to provide care for a household or family member due to health, age or disability, as confirmed by a doctor's written statement less than 30 days old.

The Trustee may require and provide for any medical examination necessary to determine if an applicant or household member is able to perform work.

Any exemption based on disability shall continue for no more than one month unless the applicant or household member has also applied for available disability benefits (see Appendix I).

H. SSI/SSI (D) REIMBURSEMENT AUTHORIZATION

A person applying for assistance who claims disability and is applying for SSI or SSI (D) benefits must sign a SSI Reimbursement Authorization Form supplied by the township office.

I. OTHER RESOURCES/ASSETS

The Township Assistance program is designed to provide for basic living needs when no other resources are available. "Countable" assets such as bank accounts; investments; property other than that required for living; vehicles not required for transportation to work; anticipated assets (upcoming payroll checks, etc.) and refundable portions of tuition payments are considered resources available to the applicant and may

affect eligibility for assistance. Business assets owed by the applicant or a member of the applicant's household will also be included in countable assets.

Based on the circumstances in each case, the Trustee may determine that certain "countable" assets must be liquidated before assistance is granted; or that their market value be deducted from any assistance granted. Holocaust victim's from an Applicant's countable assets and countable income

J. ASSISTANCE OF RELATIVES

If an applicant has relatives able to assist the applicant, the Trustee's office may call on such relatives to seek their assistance either with material assistance or by offering employment. If the relatives refuse, the Trustee may assist the applicant.

K. ACCEPTABLE EXPENDITURES FOR BASIC NECESSITIES

Applicants are expected to apply their resources toward basic necessities (see Appendix I).

Expenditures for items other than basic necessities, or for excessive expenditures not justified by medical or employment needs will be deducted from any approved Township Assistance benefit.

Certain expenditures, even if court-ordered, that the applicant may be legally required to make (including child support) are not considered acceptable expenditures in determining eligibility and may be deducted from any benefit awarded (see Appendix I).

Child support payments will not be deducted from gross income to meet guidelines eligibility.

Payments made towards maintaining a household in which the applicant (s) does not reside are considered unnecessary.

The total amount of payments made toward non-necessities for the period in which assistance is requested will be deducted from an approved applicant's benefit level; or may be used as a basis for denial if the amount exceeds the applicant's benefit level or the amount of assistance requested.

VI. Income Guidelines

A. COUNTABLE HOUSEHOLD INCOME

An applicant's countable household income (see Appendix I), for 30 days prior to the application, or for the period in which assistance is requested, must be less than the monthly amounts listed in Appendix II of these Guidelines in order to be eligible for Township Assistance. Applicants must also meet all other requirements of these Guidelines. (Child support payments will not be deducted from gross income to meet guidelines eligibility)

B. LUMP SUM INCOME

If lump sum income such as tax refunds or court settlements received in the last 120 days divided into a monthly income average is greater than the qualifying monthly household income, up to 120 days income may be considered in determining eligibility.

Applicants whose income falls within the guidelines must prove that their necessary living expenses are greater than their resources in order to be eligible for assistance.

VII. Determination Of Needs/Forms Of Assistance Provided

A. TRUSTEE TO DETERMINE NEEDS

The Trustee shall determine if an eligible applicant has any of the following immediate needs and has the authority to provide assistance in the most economical and practical manner. If the Applicant has a landlord or other provider of necessities that will not take the trustee's township assistance vouchers, the applicant will be required to find an alternate provider willing to accept the trustee's voucher. Holocaust victim's settlement payments received by an eligible individual are excluded from an Applicant's countable assets and countable income.

B. FOOD

The trustee shall furnish food necessary to maintain health. Food vouchers may be issued on a daily, weekly or monthly basis and shall not exceed the weekly amount of current federal food stamp benefits as listed in Appendix I.

The Trustee is not required to assist with food if the applicant (s) is maintaining or assisting a person who is maintaining another domicile or residence.

Only good nutritious foods shall be purchased with food vouchers along with necessities such as soap, laundry supplies and paper products. Vouchers are not to be used for the purchase of candy, soft drinks, tobacco products, snacks, imported foods, cookies or alcoholic beverages. Purchase of such items shall be considered abuse of food vouchers and will be grounds for future denial.

Any individual or family applying to the Trustee for food shall be referred to the Food Stamp Office to determine eligibility as required by law. The Trustee will not provide vouchers to supplement food stamps except in extreme circumstances such as loss, theft or medical emergency.

C. SHELTER

The Trustee may help provide shelter as needed on a month-by-month basis. Emergency assistance will be for a maximum of one month. Assistance will be provided in whatever form necessary to provide or prevent the loss of shelter so long as such aid constitutes the most economical and practical means of providing shelter. If the Trustee determines that a tenancy is going to be ended regardless of the amount of Township assistance provided, the Trustee may decide not to provide such rent assistance. The Trustee may provide for an inspection of current or proposed shelter to ensure its habitability prior to granting shelter assistance.

In accordance with Indiana Code IC12-18-8-3, if the Applicant and another person are jointly bound by the Applicant's lease, then the other person will be considered a part of the Applicant's household if the Applicant and the other person are or have been married, or date, or engaged in a sexual relationship, or otherwise cohabited, or if the person is the applicant parent, sibling or adult child. Any person who is a co-signer on

a lease for the Applicant's residence will be considered a member of the Applicant's household for the duration of the lease.

The Trustee will not issue a rent voucher to supplement any rent subsidy; supplement or other government rent assistance unless a special emergency need exists. By way of examples, those receiving Section 8 benefits or living in HUD units or any shelter owned by Perry Township will be ineligible for rental assistance for those units. The Trustee will not pay rent deposits. The Trustee may not pay the cost of an applicant's shelter with a relative (see Appendix I) who is the applicant's landlord if the applicant lives in the same household as the relative; or if in separate housing from the relative which is unencumbered by a mortgage or has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. If rent is to be paid to an applicant's relative, the Trustee may, as a condition of payment, require that the landlord consent to placement of a lien against the real estate for the amount of assistance provided to the applicant.

The Trustee will not provide any housing assistance for any applicant who resides in a substance abuse halfway house or treatment facility, or is otherwise incarcerated or institutionalized. The Trustee will not provide any housing assistance for any applicant who resides in a residence as an alternative to incarceration or as a condition of probation unless the applicant's residence at that location began at least thirty (30) days prior to the sentence requiring that person to reside at that location.

Monthly rent vouchers shall be provided in amounts not exceeding a total of the applicant's one (1) month shelter cost, minus any subsidies and funds from other agencies up to federal fair market rent rates: Federal Fair Market Rates - \$615 single person, \$738 for a two-member household and \$853 for a household of three or more members. The Trustee is not required to pay for additional costs incurred as a result of the applicant keeping pets.

The Trustee is not required to provide shelter to applicants under the influence of drugs or alcohol or incapable of self-care. Such applicants may be referred to treatment programs at no cost to the township.

The Trustee is not required to pay rent bills that were incurred more than 60 days prior to the date of the township assistance application, nor shall the Trustee be required to pay rent bills incurred in another township. Inability to provide a bill to substantiate a request for assistance may result in a delay in processing the request; refusal or failure to provide such a bill may be grounds for denial of assistance.

Persons who request assistance for rent bills that were incurred more than 60 days prior to the date of the township assistance application will be required to submit relevant income and documentation of expenditures as required by other sections of these guidelines for the period in which the debt was incurred to determine if the applicant met all conditions for receiving assistance during that period. See Example in Appendix I.

The Trustee is not required to assist with shelter if the applicant (s) is maintaining or assisting a person who is maintaining another domicile or residence.

The Trustee may assist in payment of non-qualifying bills only if the applicant can prove that all reasonable effort was made to provide for the service during the period in question, and if the applicant meets all other requirements of these guidelines.

D. UTILITIES

The Trustee shall, as necessary, authorize the payment from Township Assistance funds for essential utility services including water, gas and electric services; and if used for heating or cooking, coal, wood, liquid propane or fuel oil. Sufficient fuel services shall be provided to maintain the residential shelter at 68 degrees Fahrenheit during the months when conditions require heat. All utility bills must be in the name of the applicant or an adult member of the household. The Trustee will not pay deposits or reconnect fees. All applicants will be required to apply for the Emergency Energy Assistance Program. Applicants may be asked to sign a deferred payment agreement with the utility company if the Trustee determines this to be economical and practical. If the Trustee determines that a utility is going to be disconnected regardless of the amount of Township assistance provided, the Trustee may decide not to provide such utility payment. IMPORTANT: It is the responsibility of any adult member of the household to seek assistance before the utility is actually disconnected to prevent the overuse and wasting of additional community services.

The Trustee is not required to assist with utilities if the applicant (s) is maintaining or assisting a person who is maintaining another domicile or residence.

Payments made towards maintaining a household in which the applicant (s) does not reside are considered unnecessary.

The township trustee may authorize the payment of delinquent bills for water, gas and electric services, and, if used for heating or cooking, coal, wood, liquid propane or fuel oil. Such payments will only be made when necessary to prevent the termination of the services or to restore terminated service. Such payments will only be made if the delinquency has lasted not longer than twenty-four (24) months. The Township will not spend more than is required to maintain or restore services. The Township may require clients to seek assistance elsewhere to cover bills before the township grants assistance, unless there is insufficient time for such assistance to be sought prior to the date on which services are to be terminated.

The Trustee shall not be required to pay utilities bills that were incurred more than 60 days prior to the date of the township assistance application, nor shall the Trustee be required to pay utilities bills incurred in another township. Inability to provide a bill to substantiate a request for assistance may result in a delay in processing the request; refusal or failure to provide such a bill may be grounds for denial of assistance.

Persons who request assistance for rent or utility bills that were incurred more than 60 days prior to the date of the township assistance application will be required to submit relevant income and documentation of expenditures as required by other sections of these guidelines for the period in which the debt was incurred to determine if the applicant met all conditions for receiving assistance during that period. If the

applicant did not meet conditions for receiving assistance during that period, assistance will not be provided. See Example in Appendix I.

The Trustee may assist in payment of non-qualifying bills only if the applicant can prove that all reasonable effort was made to provide for the service during the period in question, and if the applicant meets all other requirements of these guidelines.

E. MEDICAL SERVICES

The Trustee will pay for medical services, incurred during a period of eligibility, including doctor's fees, allowable medical supplies, prescriptions and special dietary needs unless these goods and services are available through other government programs. The Trustee will not pay deductibles or spend downs for public or private health insurance plans. The Township will see that medical service is furnished to persons otherwise qualified for aid under the guidelines.

The Township will pay only for medical service which is applied for and approved by the Trustee prior to the service being rendered. The Trustee may pay emergency medical services if the otherwise eligible person is admitted as an emergency patient due to an accident or sudden illness, treated, and the Trustee notified within 48 hours, excluding weekends and holidays, following the treatment.

The Trustee is not required to assist with medical bills if the applicant (s) is maintaining or assisting a person who is maintaining another domicile or residence.

The Trustee is not responsible for paying for insulin and related items if the Trustee has evidence that the applicant has the financial ability to pay for such. After being presented with a legal claim for insulin to be furnished to the same individual a second time, the Trustee will require the individual to complete and file a standard application for township assistance in order to investigate the financial condition of the individual claiming to be indigent. The township shall continue to furnish insulin until the township trustee completes an investigation and makes a determination as to the individual's financial ability to pay for insulin. For purposes of this section, the township shall consider an adult individual needing insulin as an individual and not as a member of a household requesting township assistance.

State law establishes specific restrictions on the types of medical assistance which Trustees may provide. For more detailed information, see Appendix III.

F. TRAVELER'S AID

The Trustee may provide assistance to persons or family units passing through the Township and to permit their return to place of legal settlement. Non-residents applying for traveler's aid shall be informed of their future ineligibility for assistance and will be required to cooperate in signing a statement acknowledging their understanding of their eligibility status. Said statement may be used as the basis for denial of future assistance.

G. FUNERAL EXPENSES

The Trustee may provide for mortuary and burial expenses at the lowest possible cost, not to exceed \$1,600 for burial and \$1,100 for cremation, if not eligible for Medicaid or VA burial benefits. Family members will be required to attest that the deceased has no resources (including insurance policies) available to them with which to pay funeral expenses by completing an application for township assistance prior to making arrangements with a funeral home.

The Trustee will pay for a cremation rather than a burial unless there is a prior objection in writing by the deceased individual or a surviving family member. If there is good cause to believe that a written objection to cremation may exist or will be made by a relative, then a period of three working days will be provided. If no objection is received within three days, the Trustee will determine whether there will be burial or cremation. (IC 12-20-16-12)

- 1) If an individual dies in the township:
 - a) Without leaving money, real or personal property, other assets that may be liquidated, or other means necessary to defray funeral expenses; and
 - b) The individual is not a resident of another township in Indiana; then
 - c) The Township Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual.

- 2) If the Township Trustee determines that the deceased individual is a resident of another township of Indiana, the Township Trustee shall notify the Trustee of that township, who shall then provide a person to superintend the arrangements.

- 3) A Township Trustee who provides funeral and burial or cremation benefits to a deceased individual is entitled to a first priority claim, to the extent of the cost of benefits paid against any money or other personal property held by the coroner under IC 36-2-14-11.

H. OTHER ASSISTANCE

The Trustee may provide new or used clothing to keep persons warm and clean in an amount not to exceed \$50.00 per person; and may provide for necessary household supplies such as first aid equipment and minimal furnishings. The Trustee may also provide for transportation to seek or accept employment when there is a reasonable likelihood of being hired. All such assistance will be provided at the most economical means.

The Trustee may provide necessary household items to qualifying households in the amount of up to \$40.00 per single household, \$60 per two person household and \$75 for households of three or more per month. Necessary household items shall be defined as toilet paper, hygienic products, soaps, cleaning agents, and laundry supplies

The Trustee may provide to qualified applicants a \$30.00 monthly bus pass for Bloomington City Transit, or a reduced \$15.00 monthly bus pass for a disabled applicant, who has requested transportation assistance for employment purposes, medical appointments and searching for employment where employment appears likely.

Applicants requesting transportation assistance to a location outside the township will be required to complete workfare obligations before assistance is granted. They will also be required to provide verification that their destination is their place of residence.

VIII. Work Fare

A. REQUIREMENT

All applicants and all adult household members will be required to work in return for assistance. The Trustee may arrange work for the township or some other local government or non-profit agency unless one of the following conditions exists:

- Applicant or household member is not physically able to perform the proposed work and possesses a statement less than 30 days old from a licensed medical doctor stating such;
- Applicant or household member is a minor or over sixty-five (65) years of age;
- Applicant and adult household members have full-time employment at the time assistance is given and maintain full-time employment for an unbroken period of 60 days beginning the day assistance is granted unless otherwise exempted;
- Applicant or household member is needed to care for a person as a result of that person's age or physical condition, as confirmed by a doctor's statement less than 30 days old; or
- The Trustee determines that there is no work available for the applicant or household member.

B. SUPERVISED THROUGH TRUSTEE

All work will be coordinated by and under the supervision of the Trustee's office. Assistance will be worked for at no less than the Federal Minimum Wage. (Workfare for Perry Township reimbursement will be calculated at \$15.00 per hour.) Applicants and household members shall be required to work off assistance at the time and place assigned. The Trustee may require that workfare obligations be completed before any assistance is granted. Failure to work as scheduled or failure to fulfill workfare obligations in any other township will be grounds for denial of assistance.

IX. Other Program Eligibility

A. REQUIREMENT TO APPLY FOR OTHER ASSISTANCE

In each application, the Trustee shall examine the applicant's circumstances and shall determine if the applicant might qualify for any other public assistance programs. Should the Trustee determine that eligibility for other programs may exist, the applicant will be required to apply for such programs within 15 days, or no future assistance will be awarded.

B. REDUCED BENEFIT FOR FAILURE TO PROPERLY APPLY OTHER BENEFITS

Failure to properly apply public monies or private charitable donations or

failure to cooperate with any form of public assistance received by the applicant from other programs may result in denial of assistance. An applicant or household member who has had benefits reduced from other public programs because of voluntary actions or non-compliance with program requirements will have equal reductions made by the Township from any benefit the applicant may qualify for. If an Applicant left publicly assisted housing owing an outstanding balance for rent, or for damages caused during the Applicant's tenancy, or for other legitimate liabilities, or if the Applicant left under Section 8 sanctions, the township will not be obligated to assist that person until all publicly assisted housing or section 8 requirements are met, or it has been two years since the applicant left subsidized housing.

C. PROTECTIVE PAYEE

The trustee may report to other government agencies (Division of Family and Children or Social Security Administration) the misuse of funds by a recipient. When reporting misuse of funds, the Trustee may officially recommend that the recipient's payments 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 or the person initiates and executes the proper papers for obtaining a payee to handle the finances.

X. REASONS FOR DENIAL

A. FAILURE TO COMPLY WITH GUIDELINES

Failure to comply with any requirements set forth in these guidelines will be grounds for denial of assistance. In addition, any of the following shall be considered grounds for denial of assistance:

1. Willful giving of false information.
2. Voluntary termination of gainful employment; firing for just cause; refusal of gainful employment.
3. Use of violence, intimidation or abusive language in or around the Trustee's office or premises.
4. Failure to follow printed work order requirements as explained and outlined in the workfare agreement.
5. Failure to accept free or low cost shelter arrangements provided by relatives, the Township or others.
6. Abuse or voluntary termination or reduction of any other programs offering assistance for basic necessities, including AFDC, Food Stamps or other programs for which the applicant may be eligible.
7. Eviction from subsidized housing for violation of regulations or guidelines; or voluntary termination of housing assistance by moving without just cause, or breach of responsibilities to a housing assistance provider that disqualification will normally expire two year after leaving the subsidized housing. However, if the disqualification results from commission of a crime or providing false information in the process of seeking benefits, the disqualification is permanent, unless the disqualification is waived by the Trustee, for good cause shown by he Applicant. If an Applicant left publicly assisted housing owing an outstanding balance for rent, or for damages caused during the Applicant's tenancy, or for other legitimate liabilities, or if the Applicant left under Section 8 sanctions, the Township will not be obligated to assist that

person until all publicly assisted housing or section 8 requirements are met, or it has been two years since the applicant left subsidized housing.

8. Failure or refusal by any household adult to sign the Township waiver authorizing release of information concerning the application.
9. Ineligibility for Food Stamps due to alien status.
10. Having sufficient income to provide for necessary living expenses, regardless of meeting Township income guidelines.
11. Failure to respond to Trustee's request for documentation of application (for school book assistance).
12. Past abuse of food voucher privileges or other Trustee assistance.
13. Excessive, unnecessary and/or luxury expenses.
14. Failure or refusal to sign Township Reimbursement Form for SSI.
15. Failure by any able-bodied adult household member to seek or maintain employment except as exempted by these guidelines.
16. Failure to pursue child support or other types of assistance for which the applicant may be eligible.
17. Failure or refusal to cooperate with the Trustee in determining eligibility for assistance.
18. Conviction of an offense under IC 35-43-5-7 (Welfare fraud). Persons convicted of a misdemeanor are ineligible for township assistance for one year from their conviction; ten years if a felony conviction.

B. Warrants

The Trustee is under no obligation to assist applicants or any household wherein an adult applicant resides who is subject to an outstanding criminal warrant for their arrest.

XI. Trustee Obligation/Notification of Decision

A. NO VERBAL DENIALS

In order to protect the rights of all applicants who are potentially eligible for township services, no citizen will be verbally denied assistance. All applications must be in writing on the appropriate forms, and all determinations of eligibility will be made in writing on Form PR-1A.

B. DECISION NOTIFICATION

Applicants are entitled to a decision on their applications within seventy-two (72) hours or three (3) working days (excluding weekends and holidays) unless the investigation cannot be completed because the applicant has not submitted the required information, or the township is unable to gather necessary information.

If the township experiences difficulty in gathering necessary information, a "Pending" decision may be issued allowing the township an additional seventy-two (72) hours or three (3) working days to complete the investigation. Should the township be unable to access the required information within 72 hours of issuing the "Pending" decision, the township may deny the application.

An application for township assistance is not considered complete until all adult members of the requesting household have signed:

- (1) the township assistance application; and
- (2) any other form, instrument, or document:
 - (A) required by law; or
 - (B) determined necessary for investigative purposes by the trustee, as contained in the township's assistance guidelines.

Thus, the period to approve or deny does not start until the application is complete.

All decision notifications will include the following information:

- The type and amount of assistance granted, denied, or partially granted;
Specific reasons for denying all or part of the assistance requested;
- Information advising the applicant of the procedures for appeal to the Commissioners

C. CONTINUING AID REAPPLICATION NOTICE

In situations where applicants are receiving continuing aid from the township, they will be notified when such aid is to be reduced or terminated. Aid recipients will receive a Form TA-1A explaining the reason for the action and the section(s) of these guidelines used to reach the decision. This form will be made available not less than ten (10) days prior to the proposed action and will continue until an appeal or new application is decided.

D. APPEALS PROCESS

If any action taken by the Township Trustee is not acceptable to any applicant, they may appeal the decision to the Monroe County Commissioners in Bloomington, Indiana. The process for appeals is described on the back of the TA-1A form used to inform applicants of the Trustee's action.

XII. Availability And Annual Review Of Guidelines

A. GUIDELINES POSTED

All decisions regarding the eligibility of applicants will be based on these standards and guidelines and in accordance with Indiana law. The guidelines will be posted in the office of the Township Trustee at all times and will be filed with the County Commissioners. Any member of the public will be permitted to inspect and copy them. Copies will be made available to interested public and private social agencies at their expense.

The Township Trustee may provide benefits beyond those listed when special need is shown. The amount and length of assistance, when added to all other income and resources shall be sufficient to meet the needs as determined by the Trustee.

B. APPROVAL AND ANNUAL REVIEW OF GUIDELINES

These guidelines shall supercede any and all previous guidelines. The appendices listed on this page are also incorporated as part of these guidelines.

These guidelines are effective when signed and posted by the Township Trustee and filed with the County Commissioners. They are approved by the Township Board and will be reviewed annually. The Trustee shall make

technical adjustments to these guidelines to reflect changes in applicable Federal standards and Indiana Statutes, subject to the annual review of the Township Board.

- Appendix I. Definitions and Examples
- Appendix II. Maximum Income Eligibility Standards
- Appendix III. Allowable Medical Services

SIGNED THIS _____ DAY OF _____, 2017.

TOWNSHIP TRUSTEE

PRESIDENT, TOWNSHIP BOARD

SECRETARY, TOWNSHIP BOARD

MEMBER, TOWNSHIP BOARD

APPENDIX I DEFINITIONS AND EXAMPLES

The following definitions and examples are provided to further explain portions of the Township Assistance Guidelines and Standards.

Section I Introduction

IC 12-20-17-1 states that "If a township trustee determines by investigation that a township assistance applicant or a township assistance applicant's household requires assistance, the township trustee shall, after determining that an emergency exists, furnish to the applicant or the household the temporary aid necessary for the assistance of immediate suffering. However, before any further final or permanent assistance is given, the township trustee shall consider whether the applicant's or household's need can be relieved by means other than an expenditure of township money."

Section III Application Process

"Household members" or "members of the applicant's household" includes "any person who lives in the same residence as the applicant." (IC 12-20-6-0.5)

"Relatives" as defined in IC- 12-20-6-10(a: Includes the spouse, parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild, or step-grandchild, nephew and niece of a Township Assistance applicant.

"Relevant information" which the Trustee may require and consider in determining eligibility includes but is not limited to:

- Names, birthdates, and social security number for all persons living in the household;
- Addresses for previous residences of the applicant for two years prior to the date of application;
- Income for all members of the household for at least the previous 30 days and in the circumstances of request for payment of bills older than 60 days, the income for the periods during which the bill was incurred;
- Household expenditures for the previous 30 days; or for the period in which the request for assistance is being made;
- A valid bill for which the assistance is being requested in the name of the applicant;
- A listing of all other assistance programs for which the applicant is enrolled or has applied;
- Documentation of any applications pending before any other public service agency; including but not limited to SSI, Medicaid, TANF, AFDC, Social Security and Worker's Compensation.
- A signed lease for occupation of a domicile within the township boundaries;
- Change of Address verification from the US Postal Service;
- Documentation from the Indiana Department of Human and Social Services as to a valid address or residence within the township;
- Other Utility billing statements in the name of the applicant;
- Other incidental documentation where proof need not be given as to verification of residence; e.g. Voter registration card, driver's license,

Bureau of Motor Vehicles Identification Card;

- A current lease including the names of the applicant and all adult household members;
- Valid prescriptions for any assistance requested for medication.

Section IV Applicant Residency Requirement

"Relevant information" used to determine residency is defined in Section III.

"Relative" includes: "the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of a township assistance applicant."

Section V Eligibility Requirements

"Living necessities" or "basic necessities" or "acceptable expenditures" include those needed to provide food, shelter, clothing, utilities, telephone expenses directly related to employment or medical needs, and medical care.

"Non-necessities" or "non-essential expenditures" (also known as "wasted resources") include:

- Those items prohibited from purchase with food vouchers including: candy, soft drinks, tobacco products, snacks, imported foods, cookies and alcoholic beverages;
- Court costs, probation fees, garnishments or other costs incurred through or by the criminal or civil justice systems;
- Bank penalties or overdraft charges;
- Cable TV or other entertainment costs;
- Childcare expenses that are not required by employment or medical purposes;
- Transportation expenses not justified or required for medical, employment or employment seeking purposes;
- Payments toward living costs incurred by other households;
- Loan and credit card payments;
- Personal loans made by the applicant to other persons

Applicants' claiming disability must apply for appropriate disability pensions with Social Security, Indiana Vocational Rehabilitation, Worker's Compensation, or some other government operated or supervised program which conditions benefits on disability. If said initial application is denied, the Trustee may condition benefits on the pursuit of employment and/or completion of workfare requirements as if no disability was claimed.

Example from Section V. H.: If a bill is unpaid for three months and further non-payment may result in loss of service, the applicant must document household income and expenditures for the three months in order for the Trustee to determine that the applicant had made an effort to provide the service and exhausted all other remedies during the period in question.

Section VI Income Guidelines

"Countable household income" for determining eligibility includes that

gross income which is available to the household from any source. This includes wages, self-employment, other financial aid programs, rent supplements and subsidies, child support payments, sale of blood or property, gifts from friends, institutions and family. Applicants who are self employed or proprietors of a business will be required to provide the township with credible financial records establishing their business income and expenses. Production of business ledger books, receipts for business income and business expenses records may be required.

Court ordered expenditures such as those listed in Section V will not be deducted from gross income amounts in order to establish eligibility for township assistance purposes.

Section VII Determination of Needs/Forms of Assistance Provided

Current Federal Food Stamp Program Weekly Allotments rounded to nearest half-dollar:

	No. In Household	Amount
1	<u>\$48.50</u>	
2	<u>\$89.25</u>	
3	<u>\$127.75</u>	
4	<u>\$162.25</u>	
5	<u>\$192.75</u>	
6	<u>\$231.25</u>	
7	<u>\$255.50</u>	
8	<u>\$292.25</u>	
9	<u>\$356.25</u>	
10	<u>\$391.75</u>	

Each Additional \$36.50

"Relatives" include those defined in Section IV

APPENDIX II MAXIMUM INCOME ELIGIBILITY STANDARDS

The following are the Maximum allowable gross income guidelines described in Section VI. A. An applicant's gross monthly household income must be less than these amounts in order to qualify for township assistance. These amounts are 100% of the federally established poverty level. They are revised annually.

Number of Persons in Household and Maximum Monthly Gross Income

1	<u>\$1,005.00</u>	
2	<u>\$1,353.00</u>	
3	<u>\$1,701.00</u>	
4	<u>\$2,050.00</u>	
5	<u>\$2,398.00</u>	
6	<u>\$2,746.00</u>	
7	<u>\$3,095.00</u>	
8	<u>\$3,443.00</u>	
9	<u>\$3,791.00</u>	
10	<u>\$4,139.00</u>	
Each Add'l		<u>\$348.00</u>

APPENDIX III ALLOWABLE MEDICAL EXPENSES

The following are the specific guidelines for allowable medical expenses as referenced in Section VII. E. of these Standards and Guidelines and as established in IC 12-20-16-2 (c)

The Township Trustee shall pay only for the following medical services for the qualified resident of the township:

1. Prescription drugs as prescribed by an attending practitioner (as defined in IC 16-42-19-5) other than a veterinarian.
2. Office calls to a physician licensed under IC 25-22.5 or another medical provider.
3. Dental care needed to relieve pain or infection or to repair cavities.
4. Repair or replacement of dentures.
5. Emergency room treatment that is of an emergency nature.
6. Pre-operation testing prescribed by an attending physician licensed under IC 25-22.5.
7. Over-the-counter drugs prescribed by a practitioner (as defined in IC 16-42-19-5) other than a veterinarian.
8. X-rays and laboratory testing as prescribed by an attending physician licensed under IC 25-22.5.
9. Visits to a medical specialist when referred by an attending physician licensed under IC 25-22.5.
10. Physical therapy prescribed by an attending physician licensed under IC 25-22.5.
11. Eyeglasses.
12. Repair or replacement of a prosthesis not provided for by other tax supported state or federal programs.
13. Insulin and items needed to administer insulin in accordance with IC 12-14 and IC 16-14-19-7.

