**NOTICE TO ALL CITIZENS OF**

**SCOTT TOWNSHIP,**

**MONTGOMERY COUNTY, INDIANA**

**RE: Township Assistance**

**Office Location:**

2353 East 600 South

**Office Phone:**

765 866 1139

**Office Hours:**

By appointment

Township Assistance applications are accepted by appointment. The trustee will respond to telephone request for assistance appointments within one business day. Weekends and holidays are excluded.

**Standards, Eligibility, and Procedures** - Assistance in Scott Township is administered in accordance to the standards duly adopted by the Township Board and available at all times for review at the township office.

**Mike Burkett Township Trustee**

**TABLE OF CONTENTS**

**FORWARD**

**TABLE OF CONTENTS. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2**

**GENERAL POLICY/ ACCESSIBILITY. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**APPLICATION . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3**

**ELIGIBILITY. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4**

**DENIALS. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 7**

**EMPLOYMENT . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 9**

**INCOME. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 9**

**BASIC NECESSITIES. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 10**

**ASSETS/LIQUIDATION . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 11**

**FOOD ASSISTANCE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 12**

**SHELTER ASSISTANCE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 13**

**UTILITY ASSISTANCE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 14**

**BURIAL ASSISTANCE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15**

**MEDICAL ASSISTANCE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16**

**WORKFARE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 17**

**SSI/REPAYMENTS. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 18**

**DISCRIMINATION. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 19**

**INDEX . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 20**

**APPENDIX . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 22-26**

**RESOLUTION**

Guidelines Page 2

**TOWNSHIP ASSISTANCE STANDARDS, ELIGIBILITY, AND**

**PROCEDURES**

**INTRODUCTION**

**(A**) In the state of Indiana, it is the legal duty of the township to provide for its poor and needy, and the

Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons

within their respective township.

(**B**) In order to meet the legislative purpose of providing necessary and prompt relief to both the poor

and needy families found within their township, the Trustee will determine eligibility for assistance based

upon the applicant/recipient's total situation.

**(C)** All decisions regarding eligibility will be based on the following standards. The standards will be

posted at the office of the Township Trustee and any member of the public will be permitted to inspect and

copy them. Copies of these standards will also be made available to interested public and private social

welfare agencies. These standards will be periodically revised by the Township to reflect changes in the law

and the cost of living.

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**1.00.00 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 each township is contained

on a separate page of this document as provided by each individual township. Individuals desiring to make

application for Township Assistance from their respective township should call the trustee’s office first. The

township telephone number will be listed by the name of the township in the business section of the telephone

book. An electronic answering device will also give the business schedule and detailed instructions for

making Township Assistance applications.

**1.00.01 LOCATION AND DIRECTIONS** - The trustee will either make arrangements to meet with the

potential applicant, or will give detailed directions over the telephone on how to find the township office.

Each Montgomery County Trustee will provide detailed directions on how to find the township’s office location. This information will be available from the County Auditor or the County Sheriff and at other locations deemed appropriate by the trustees.

**1.10.00 APPLICATIONS** - An individual desiring to make an initial application for assistance from the

township should call 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. 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 “Application for Township Assistance”. An application for

Township Assistance is not considered completed 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 these Standards and Guidelines.

Guidelines Page 3

**1.10.01 DISCLOSURE AND RELEASE OF INFORMATION** - Each applicant and each adult member

of the applicant’s household must sign a “Disclosure and Release of Information” and any other form,

instrument, or document that is required by law or determined necessary for investigative purposes by the

trustee and as contained in these standards. **IC 12-20-6-8 (c)**. Those documents include, but are not limited to:

Social Security Reimbursement Authorization.

**1.10.02 ASSISTANCE WITH COMPLETION OF THIS APPLICATION** - The township trustee will

assist an applicant for Township Assistance in completing the application if the applicant has a mental or

physical disability, including mental retardation, cerebral palsy, blindness or paralysis; has dyslexia; or cannot

read or write the English language. **IC 12-20-6-1 (e)** If an individual who is required to sign a form as per

the application process is unable to sign the form in the township trustee’s office due to a physical or mental

disability, or illness, the trustee shall make alternate arrangements to obtain the individual’s signature.

**1.10.03 THE PERSONAL EFFORTS AND THE EXPENDITURE OF FINANCIAL RESOURCES** -

The township trustee, as administrator of Township Assistance, may provide and shall extend Township

Assistance only when the personal efforts of the Township Assistance applicant fails to provide one (1) or

more basic necessity. This shall include expending the household’s available financial resources for basic

necessities in the sequence they come due or considered necessary and reasonable at the time the expenditure

is made. The township, before continuing Township Assistance is provided, may require, in writing on the

Form TA-1A, that the recipient expend a substantial portion of their monthly financial resource(s) on a specific

recurring basic necessity. Failure to comply may result in a denial for a period **not to exceed sixty (60) days.**

**(IC 12-20-16-1)**

**1.10.04 RECERTIFICATION** - The township trustee will not extend additional or continuing aid to an

individual or a household unless the individual or household files an affidavit with the request for assistance

affirming how, if at all, the personal conditions of the individual or the household have changed from that set

forth in the most recent application (Form TA-1B). Applications for Township Assistance are considered

valid for a period not to exceed 180 days. During the 180 day period all requests will be processed on a

month by month basis.

**1.10.05 RESIDENCY** - It is necessary for the township to make some determination as to an applicant’s

living arrangements and whether they are physically living in the township, and whether or not they intend to

make the township in which they are requesting assistance their permanent place of residence. The township

may consider the conduct of the applicant, both active and passive, as 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, they must be residents 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)**

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, of the landlord’s housing information verification statement

10. Where the applicant came from and how they supported themselves there (i.e. job, food stamps,

TANF, Township Assistance, Subsidized Housing, Medicaid, etc.)

11. What means of transportation brought them (applicant household) to this township and how it was paid

Guidelines Page 4

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 the last permanent residence was

**1.10.06 PERMANENT RESIDENCY** -All applicants for Township Assistance must be residents of the

township as verified by the provisions of Section 1.10.05 sub-paragraph (1) through (15) of these standards. In

case of emergency, however, the township may provide temporary assistance to applicants who are temporarily

in the township unless the applicant is specifically in the township for Township Assistance benefits or has come from another Montgomery County township to stay in temporary / transient shelter within the past 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 are 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 Montgomery County township may refer individuals falling into this category to the appropriate township. An individual in the United States without the permission of the Immigration and Naturalization Service is ineligible to receive Township Assistance.

In order to be considered a resident of a township, a person must be able to establish the legal right to be in the United States. A citizen, including a child born in the United States regardless of parentage, or a non-citizen person possessing documentation, such as a permanent resident alien card, allowing them to reside in the United States, may establish residency for purposes of township assistance. In the case of a mixed household, where some members are not legally allowed to reside in the United States, a trustee should only count the members of the household who are legally allowed to reside in the United States for purposes of providing township assistance. **(IC 12-20-8-1,2,3,4 &7 & IC 12-14-2.5-3)**

**1.10.07 TEMPORARY LIVING IN ANOTHER TOWNSHIP** - Individuals temporarily living in another

township when their immediate past residency was in Scott Township will not be denied benefits on the grounds of residency. Nor will Scott Township provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in Scott Township when their immediate past residency was outside the boundaries of Scott Township. Individuals living or spending time in a charitable or benevolent institution, or in a hospital located in Scott Township will not be considered a Scott Township resident unless their immediate past residency was within the boundaries of Scott Township. **(IC12-20-8-5)**

**1.10.08 COOPERATION** - During the interview process, the applicant will be required to complete an

Application for Township Assistance on behalf of the household and must provide the names of all household

members and any information necessary for determining the household’s eligibility for 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.

**1.10.09 AGE** - Any individual or household where the head of the household is eighteen (18) years of age

or older, or where the individual or household head is legally and completely emancipated at an earlier age, will

be eligible for assistance from the office of the Township Trustee. Un-emancipated youth requesting township

assistance will automatically be reported to the Montgomery County Office of Families and Children.

Guidelines Page 5

**1.20.00 “HOUSEHOLD” DEFINED** - “Household”, for the purposes of these guidelines, means an

individual living alone, a family related by blood, or a group of individuals living together at one (1) residence

as a domestic unit with mutual economic dependency.

**1.20.01 “RELATIVES” DEFINED** - For the purposes of these Standards and Guidelines, the term

“relative” shall include only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent,

stepgrandparent, grandchild, or stepgrandchild of the applicant for township assistance.

**1.20.02**  **“EMERGENCY” DEFINED** - The term “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.

**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. Weekends and

legal holidays are excluded from the 72 hour rule. The 72 hour “time clock” commences the moment the

completed application is received by the township. An action of “PENDING” permits an additional 72 hours

and must include a statement from the township listing the specific reasons for the action. **(IC 12-20-6-7 & 8)**

**1.30.01**  **NOTICE OF ACTION /APPEALS** - The township will notify the applicant, as required by law, of

the action taken by the township upon their request for Township Assistance. The township shall do the

following:

1. Mail the Notice of Action (Form TA-1A) or provide personal notice not later than 72 hours,

excluding weekends and legal holidays, after receiving the **completed** application.

2. The notice shall include information that notifies the applicant of their right to appeal the trustee

decision and where the appeal is to be filed.

3. The notice shall include (a) the type and amount of assistance granted, (b) the type and

amount of assistance denied or partially granted, and (c) the specific reasons for denying all or part of the assistance requested.

4. The township shall not render a decision on a request for Township Assistance without a

completed application for township assistance (Form TA-1) on file in the office of the township. This also precludes the township trustee from rendering a decision via the telephone or any other electronic device.

**1.30.02**  **NON EMERGENCY REVIEW** - If, before granting Township Assistance, the trustee determines

that an applicant or a member of the household may be eligible for public assistance other than Township

Assistance, the applicant or household member shall, when referred by the trustee, make an application and

comply with all necessary requirements for completing the application process for public assistance

administered by the county office of the Division of Family Resources, or any other federal or state

governmental entity.

**1.30.03**  **REFERRALS** - All applicants for Township Assistance and members of the applicant’s household

are required to comply with all referrals from the trustee to other public or private assistance programs within

fifteen (15) working days of the referral date. Failure to comply may result in a denial for not more than sixty

(60) days.

**1.30.04**  **RESPONSIBLE RELATIVES** - If it is ascertained that the applicant/recipient has any relative

able to assist him or his household, the office of the township trustee shall, before granting aid a second time,

ask the relatives to help the applicant or member of the applicant’s household, either with material relief or by

furnishing them with employment; but if the relatives refuse, then the Trustee may assist the household as

may be otherwise provided herein.

Guidelines Page 6

**1.30.05**  **TRUSTEE’S ECONOMICAL RESPONSIBILITY** - If the Trustee determines an eligible

applicant has any essential needs, the Trustee has the authority to provide, and will provide, them in the most

economical and practical manner.

**1.40.00**  **DENIALS** - Denials may be issued to applicants for one or more of the following reasons with a

stated duration of the denial period:

**1.40.01**  **KNOWINGLY AND WILLINGLY FALSIFYING THEIR APPLICATION**, or by

misrepresenting the facts or withholding vital information, solely to gain township benefits shall be cause to

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” shall be denied township assistance in accordance with the provisions of **IC 12-20-6-6.5**.

**1.40.02** **FAILURE TO COMPLY WITH THE WORKFARE REQUIREMENTS** - As outlined by these

standards, the trustee may require applicants, after first receiving township assistance, to participate in the

township’s workfare program. Failure to comply with this requirement may result in a denial **not to exceed**

**180 days. ( IC 12-20-11-1)** This rule also applies to anyone who fails to comply with workfare requirements

in any other township within the State of Indiana.

**1.40.03**  **WASTING RESOURCES** - The term “wasted resources” means the amount of money or

resources expended by an applicant or an adult member of an applicant’s household seeking township

assistance during the thirty (30) days before the date of application or request for 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 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, are wasted resources. **(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, i.e. absenteeism, theft, or willful misconduct. A denial from the Indiana Department of Workforce Development may also be used as grounds for being denied Township Assistance benefits.

1. **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.

1. **Eviction for Just Cause-** Being evicted from subsidized housing for violations of regulations

and guidelines or voluntarily terminating housing without just cause.

**1.40.04**  **FAILURE TO ACCEPT ADEQUATE FREE OR LOW COST SHELTER**

**ARRANGEMENTS** - Shelter accommodations provided by relatives or others should be considered a

resource and something the applicant should not refuse without good reason. The township is not required to

provide shelter assistance to an otherwise eligible individual if the individual’s most recent residence was

provided by the individual’s parent, guardian, or foster parent, and the individual, without just cause, leaves

that residence for the shelter for which the individual seeks assistance.

**1.40.05**  **VIOLENCE, THREATS OF VIOLENCE** - The township will deny any individual who threatens

violence to the township staff or property, and/or uses abusive or threatening language while on township

property or while talking with a township staff person. Denial up to **sixty (60) days. (IC 12-20-17-2**)

Guidelines Page 7

**1.40.06**  **FAILURE TO COMPLETE AND MAINTAIN MONTHLY REPORT 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)**

**1.40.07**  **SUFFICIENT INCOME** - Income in excess of the amounts found on **Appendix A** may be the

basis for a denial. However, individual applicants may have unpredictable circumstances or unusual

expenses which would, when reviewed, indicate a necessary expenditure from the Township Assistance fund.

Sanctions by other governmental agencies will not be considered as a justification for waiving the Income

Guidelines unless the trustee determines that the action/inaction of the applicant was not intentionally negligent.

**1.40.08**  **FAILURE TO COOPERATE** - An applicant may be denied Township Assistance services when

they, or an adult member of their household, fail to cooperate or provide the township with the necessary

information for determining eligibility, including failure to provide required information / documentation to other tax supported public assistance programs. The township does not require an applicant to obtain verifications when the township already has, or can readily obtain, the needed information.

**1.40.09** **FAILURE TO PARTICIPATE IN AN EDUCATION OR SELF-HELP PROGRAM -**

Applicants and all able-bodied adult members of the household must, when referred by the township,

participate fully in all self-help programs offered by a federal, state, or local governmental entity, or by a

nonprofit agency within the county or an adjoining township in another county.

**1.40.10**  **FREQUENT REPORTING OF THE LOSS OR THEFT OF FOOD STAMPS OR MONEY** -

Applicants who frequently report the loss or theft of Food Stamps or money will be denied Township

Assistance benefits. Applicants claiming loss or theft must file a police report.

**1.40.11**  **FAILURE TO LIQUIDATE COUNTABLE ASSETS –** With notice given by the trustee, households must liquidate nonessential assets within sixty (60) days of the date of their initial application for Township Assistance before additional township benefits can be granted. Refer to 2.00.00 of this document.

**1.40.12**  **ASSIGNMENT OR TRANSFER OF ASSETS** - An applicant may be denied township benefits whenever the applicant or another member of an applicant’s household makes an assignment or transfer of 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.

**1.40.13**  **REFUSING TO SIGN** - Whenever it is determined that an applicant or a member of the

applicant’s household has applied for benefits through the Social Security Administration (SSI) or other

public assistance programs and may receive a “Retro” payment, the township may require them to sign an

SSI “Reimbursement Authorization” or enter into a subrogation agreement as provided by statute for the

repayment of any Township Assistance granted. Failure to sign such documents will result in a denial.

**1.40.14**  **FAILURE TO FILE PATERNITY ACTIONS** 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)**

**1.40.15**  **PREVIOUS ABILITY TO PAY** - The township shall not be obligated to pay for services or the

cost of goods incurred by an applicant or member of an applicant’s household during the period the applicant

or a member of the applicant’s household had sufficient income or resources to have paid for either the goods

or service. Lump sum income (i.e. insurance settlements, tax refunds, grants/loans, etc.) will be examined for ability to pay for basic necessities exceeding a thirty (30) day period.

Guidelines Page 8

**1.40.16**  **MOVING INTO OR COMING TO THE TOWNSHIP** for the specific purpose of applying for

and/or receiving township Assistance services. (See 1.10.06 & 1.10.07)

**1.40.17**  **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 individual has previously applied for

and been denied Township Assistance, nor will the township be obligated for the cost of basic necessities

incurred on behalf of the household in which the individual (who was previously denied) resides during the

duration period of the denial.

**1.50.00**  **EMPLOYMENT** - If an applicant for Township Assistance is in good health, or if any members of

the household are so, the trustee shall insist that those able to labor shall seek employment, and the trustee

shall refuse to furnish any aid until he/she is satisfied that the persons claiming help are endeavoring to find

work for themselves. Each able-bodied adult member of the household will, at a minimum, be required to

maintain an updated employment file with the Indiana Department of Workforce Development, as

well as provide other reasonable documentation that they are endeavoring to find employment. The township

may also require any adult member of the applicant household to complete a 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.

**1.50.01**  **MEDICAL EXAMINATION** - An applicant/recipient 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, they 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/recipient's ability to work for assistance. **(IC 12-20-10-3.5)**

**1.50.02**  **REFUSAL TO WORK** - If the applicant is offered employment by the trustee, regardless of

whether the compensation is in the form of money, rent, or other necessities; or refuses employment at a

reasonable compensation offered by any other individual, governmental agency, or employer; the township

trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not

performing the work.

**1.60.00**  **TANF RECIPIENT HOUSEHOLDS -** Townships are **not obligated** to extend aid to a

Township Assistance applicant or any member of a Township Assistance applicant’s household if any member

of that household has been denied assistance or sanctioned by the local office of the Indiana Division of

Family Resources for non-compliance or violations of Title 12 Article 14 of the Indiana Code. The

township may continue to refuse Township Assistance until the sanction or denial by the Indiana Division of

Family Resources has been lifted or rectified.

**1.70.00**  **INCOME GUIDELINES** - Income guidelines for determining township assistance eligibility shall

be based upon a minimum of 100% of the Federal Poverty Level as outlined on **Appendix A**.

**1.70.01**  **COUNTABLE INCOME** - This term means a monetary amount either paid to an applicant or a

member of an applicant’s household not more than thirty (30) days before the date of application for

Township Assistance, or accrued and legally available for withdrawal by an applicant or a member of an

applicant’s household at the time of application or not more than thirty (30) days after the date of application

Guidelines Page 9

for Township Assistance. The term also includes:

1. Gross wages before mandatory deductions

2. Social Security benefits, including Supplemental Security Income

3. Temporary Assistance for Needy Families (TANF)

4. Unemployment compensation

5. Workers' compensation (except compensation that is restricted for the payment of

medical expenses)

6. Vacation pay

7. Sick benefits

8. Strike benefits

9. Private or public pensions

10. Taxable income from self-employment

11. The value of bartered goods and services provided by another individual for the

payment of nonessential needs on behalf of an applicant or an applicant’s household if

monetary compensation or the provision of basic necessities would have been

reasonably available from that individual

12. Child support

13. Gifts of cash, goods, or services

14. Educational grants and loans to the extent that they are intended to cover basic living

needs. If the grant / loan is intended to cover more than thirty (30) days of expenses, the township may consider the extent to which it is was intended.

15. Other sources of revenue or services that the township trustee may reasonably determine

to be countable income

The household’s total gross monthly income in the previous month will be projected for the coming month

including only income that is reasonably certain to be received within the coming month. Uncertain income

will not be counted. A household's income must fall within the township's financial guidelines to be eligible

for township assistance.

**1.80.00**  **SPECIAL CONDITIONS / TEMPORARY AID** - Exceptional financial obligations,

emergencies, and/or extraordinary expenses or circumstances, as may be determined, documented, and

approved by the Trustee, may give justification to TEMPORARILY waive certain provisions of these

guidelines and grant temporary aid.

**1.90.00**  **RECEIPTS** - When a household applies for Township Assistance, both initially and on a

continuing month by month basis, members of the household must verify HOW their income was expended.

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.

**1.90.01**  **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. Handwritten 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 printout for the last thirty (30)

days of expenditures when using a bank account or other debit card (i.e. unemployment benefits, Social Security income, etc.).

Guidelines Page 10

**1.90.02**  **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 township

trustee, child support payments may be required to be processed through a county clerk’s office and the figure

to be recognized may not exceed the amount originally ordered by the court. Payments made to cover child

support delinquency may not be considered.

**1.90.03**  **BASIC NECESSITIES** are defined, for the purpose of Township Assistance Administration, to

include those services or items essential to meet the minimum standards of health, safety, and decency such as:

*food, shelter, clothing (including footwear), medical, transportation to seek and accept employment,*

*household supplies, essential utility service*, and other necessary services or items as the trustee may

determine. 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)**

**1.90.04**  **TAXES** - Documentation of mandatory state, local, and federal taxes will be recognized by the

trustee as necessary expenditures.

**2.00.00**  **ASSETS** - Households requesting assistance must also report all assets belonging to any member of

the household. Assets which may affect eligibility are those which are available to the household, but are not

necessary for health, safety, or decent living standard of a household that:

1. are owned wholly or in part by the applicant or a member of the applicant’s household;

2. the applicant or the household member has the legal right to sell or liquidate; and

3. includes:

a. Real property other than property that is used for the production of income or that is NOT the primary residence of the household

b. Savings and checking accounts, certificates of deposit, bonds, stocks, and other

intangibles that have a net cash value

c. Boats, motorcycles, other vehicles, or any other personal property used solely for

recreational or entertainment purposes

d. Tools, power equipment, etc.

e. Camping trailers and/or recreational vehicles

f. Jewelry (gold chains, rings, etc.)

g. Guns and/or hunting equipment

h. Any other item of value which the trustee may determine as a non-essential asset

**2.10.00**  **LIQUIDATION** – A trustee may require that all liquid assets (bank accounts, bonds, certificates of deposit, etc.) be liquidated immediately. Recreational equipment (boats, motors, 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 2.00.00 (a through h), or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date their initial application is filed. However, non-essential assets purchased by any member of a household after having applied for Township Assistance, must be liquidated immediately before further assistance can be authorized. This would also include the applicant and/or members of the applicant’s household entering into a rental or lease agreement for non-essential household items. The township highly recommends, or in some cases insists, the termination of any and all credit cards in the name of any adult member of an applicant’s household. The following factors will be taken into consideration by the township when it is necessary to require an applicant to liquidate assets. **(IC 12-7-2-44.6)**

**2.10.01**  **MARKETABILITY OF THE ASSET** - The true monetary value of the item to be liquidated may

not be realized because of existing market conditions, i.e. sale of boat or motorcycle during cold winter

months.

Guidelines Page 11

**2.10.02**  **EXPECTED DURATION** - The length of time that the applicant/household may be reasonably

expected to remain on township assistance. Example: Temporary employment or the major “bread winner” is

on strike, so the expected duration for which the household may need assistance appears to be of a short

duration (approximately sixty (60) days).

**2.10.03**  **LEASED/RENTED ITEMS** – The trustee can determine whether or not the items rented or leased are necessary for basic living. Or, if needed, whether the same items could have been purchased or secured more economically. Example: An individual may rent a cooking stove and/or refrigerator from a “Rent to Own” facility. These are, of course, considered basic needs, but the cost of renting will probably be greater than the direct purchase of a used item. Other examples: storage units/garages & other monthly recurring items/auto-delivery obligations. These items may be required to be discontinued as a condition of continuing assistance.

**2.10.04**  **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 these standards (See 2.10.02). Whenever Township Assistance funds

are used directly or indirectly to pay the household’s mortgage payments, the township may place a lien

against the property in order to recover the equity value of such payments.

**2.20.00**  **FOOD ORDER LIMITATIONS** - It shall be unlawful for the township to purchase out of the

Township Assistance fund food for an applicant or a household that is eligible to participate in the federal

Food Stamp program. The township may purchase food for an eligible food stamp applicant or household

only under the following conditions:

1. During the interim when an applicant or a household is awaiting a determination of eligibility

from the food stamp office and ending not later than five (5) days after the day the applicant

or household becomes eligible to participate in the food stamp program.

1. Upon the loss of the food supply through unavoidable spoilage, fire, or other acts of nature.
2. Upon a written statement from a physician indicating 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.

1. 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.

1. 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.

**2.20.10**  **FOOD ORDER ALLOTMENTS** - Food allotments provided to an eligible household are

determined by the household’s size and other criteria as established by these standards. Food orders can only

be purchased directly from a combined grocery and meat market. The township may administer Township

Assistance food allotment on a weekly basis or less, depending on the circumstances of the requesting

household.

Guidelines Page 12

The township may, instead of providing direct Township Assistance food assistance, refer an

otherwise eligible household to a governmentally or privately funded food pantry. See **Appendix B** for

food purchase order limits.

**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. See

**Appendix C** for household essential purchase order limits.

**2.40.00**  **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. Shelter is defined for the purpose of Township Assistance as a house, a mobile home,

an apartment, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for

occupancy as separate living quarters 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. The amount paid by the township does not exceed the amounts listed in **Appendix D**.

**2.40.10**  **INFERIOR HOUSING** - If the trustee determines that a housing unit for 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)**

**2.40.20**  **SHELTER LIMITATIONS** - Shelter assistance may not be paid to an applicant’s relative who is

the landlord if the applicant lives in:

1. the same household as the relative; or

2. housing separate from the relative and either:

a. the housing is unencumbered by mortgage; or

b. 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 payments are made to a relative of a Township Assistance applicant on behalf of the applicant or a member of the applicant’s household, the trustee may file a lien against the relative’s real property for the amount of township shelter assistance granted. For the purpose of this section, the term “relative” includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of a Township Assistance applicant. **(IC 12-20-6-10)**

**2.40.30**  **SHELTER DEPOSITS** - A township is not required to spend Township Assistance funds for a

shelter damage or security deposit or an eligible applicant or household. However, the 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**.

**2.40.40**  **SHELTER ENCUMBERED** - In situations where an applicant is renting from a relative with an

encumbered mortgage for the housing being used, the township may pay only the maximum 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.

**2.40.50**  **TEMPORARY RESIDENTS** - The definition of 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.

Guidelines Page 13

The residency must not be established for the primary purpose of qualifying for Township Assistance. **See Sections 1.10.06 & 1.10.07.**

**2.40.51**  **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.

**2.40.60**  **OTHER SHELTER** - The township shall not be obligated to pay the cost of shelter assistance to or

for an applicant when an applicant’s relative purchases a house or mobile home for the intended purpose of

having the applicant live in the unit. The paragraph applies to real estate purchases or other property

transactions made within ninety (90) days prior to making application for Township Assistance, anytime

immediately following the filing of a Township Assistance application, or during the period an applicant

remains otherwise eligible for Township Assistance. The township shall not be obligated to pay, directly or

indirectly, the cost of mortgage payments when the property in question is part of a potential property

settlement in a pending court proceeding, such as a divorce or probate.

**2.40.70**  **LIVING WITH RELATIVES** - The township is not required to provide shelter assistance to an

otherwise eligible individual if the individual’s most recent residence was provided by the individual’s

parent, guardian, or foster parent, and the individual, without just cause, leaves that residence for the shelter

for which the individual seeks assistance. If an individual as described in this section becomes a member of

another Township Assistance household, then the entire household may be denied assistance.

**2.40.80**  **TAX SUPPORTED SHELTER PROGRAMS** - The township is not under any obligation to enter

into a contract or pay temporary shelter cost on behalf of an otherwise eligible applicant to a public or private

agency which is wholly or partially funded by federal or state funds.

**2.40.90**  **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.

**3.00.00**  **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, an 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:

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.

1. Before payment will so be authorized, the applicant/recipient 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/recipient to pay.

1. 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.

1. The township will not pay utility deposits.

Guidelines Page 14

1. 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.

1. The township will not consider the payment of estimated utility bills.
2. 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 if the delinquent bill is older than twenty-four (24) months.

1. 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.

**3.10.00**  **ENERGY PROGRAMS** - Applicants seeking township assistance with the payment of energy

bills must first utilize all available federal and state programs designed to assist indigent households with the

cost of energy, and must furnish the township with written proof that an application for such assistance has

been requested from other governmental sources. **(IC 12-20-16-3)**

**3.20.00**  **TRANSPORTATION** - Certain assistance may include transportation to seek and accept

employment on a reasonable basis. Transportation assistance to public and private social agencies to which an

applicant or recipient is referred by the trustee may be provided if applicant has no means of transportation and

such applicable agency is not within reasonable walking distance.

**3.20.10**  **TRANSPORTATION / DEPORTATION OF NONRESIDENTS** - 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)**

**3.20.20**  **DEPORTATION RE-APPLICATION** - An individual may be denied township assistance for not

more than one hundred and eighty (180) days whenever the individual or a member of the individual’s

household has been: sent by a township where the individual does not reside to a location outside the township

at the individual’s request or by court order; and transported to a location outside the township at public

expense; and knowingly reapplies for assistance in the township from which the individual or member of the

individual’s household was sent. **(IC 12-20-9-6)**

**3.20.30**  **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 other necessary reason determined by the trustee. Then, the reasonableness of the expenditure will be considered.

**3.30.00**  **BURIAL OR CREMATION AND FUNERAL** - The trustee shall provide a person to

superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual. If

it is determined that the deceased individual is a resident of another township in Indiana, the township shall

notify the trustee of that township, who shall then provide a person to superintend and authorize either the

funeral and burial or cremation of the deceased individual not leaving sufficient resources (i.e. cash,

automobile, and/or real property) to defray expenses. Contributions or payment of benefits from any other

source **may be** deducted from the township’s allowable maximum (**see Appendix E)**.

Guidelines Page 15

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)**

**3.30.10**  **REQUEST FOR BURIAL OR CREMATION AND FUNERAL** - The township requires that a

surviving member of the deceased person’s family make a formal request for “Burial or Cremation and Funeral” 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 the standard

Form TA-1 Application for Township Assistance. Family members of the deceased person, who are

financially able, will be requested to financially contribute to the payment of the funeral and burial or

cremation expense. Any amounts contributed **may be** deducted from the township’s maximums.

**3.30.20**  **BURIAL TRANSPORTATION / EXPENSES** - The township will not pay for the cost of

transporting the remains of an indigent person back to the township unless it can be determined that the

deceased was, in fact, a resident of the township at the time of death and the transportation cost can be

accomplished within the amount determined as most economical.

**3.40.00**  **MEDICAL SERVICES** - The township will, in cases of necessity, promptly provide medical

assistance for qualifying Township Assistance applicants who are not provided for in public institutions; have

coverage under a private insurance policy; or are receiving governmentally subsidized medical benefits, such as Medicaid or Medicare. The township shall only pay the cost of the following medical services for the eligible and qualifying poor of the township: **(IC 12-20-16-2)**

**3.40.10**  **PRESCRIPTION DRUGS** - The township will furnish prescription drugs, when prescribed by a

physician, for eligible Township Assistance clients, provided the client obtains prior authorization from the

township office. **(IC 12-20-16-2)**

**3.40.20**  **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)**

**3.40.30**  **EMERGENCY ROOM TREATMENT** - The township may pay for necessary emergency room

treatment that is of an emergency nature. However, a medical emergency does not exist in situations where the

illness/injury could, and would, have been treated during a routine office call by a family doctor, and the

applicant could have made contact with the township office before such visit. **(IC 12-20-16-2)**

**3.40.31**  **REPORT OF EMERGENCY TREATMENT** - Emergency office calls, duly prescribed drugs and

necessary emergency room medical treatment received in a hospital emergency room may be paid by the

township, provided a proper request for the service is made to the township office, by the applicant or a

member of the applicant’s household, within fifteen (15) 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, or it shall result in a denial.

**3.40.40**  **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)**

Guidelines Page 16

**3.40.50**  **EYEGLASSES** - The township may pay the cost of eye exams, eyeglasses, eyeglass repair, or

eyeglass replacement for eligible Township Assistance applicants provided the applicant has exhausted all

other tax supported programs providing a similar service. **(IC 12-20-16-2)**

**3.40.60**  **OTHER PRESCRIBED TREATMENTS** – The township may pay for 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, and repair or*

*replacement of a prosthesis* when not provided for by other tax supported state or federal programs.

**3.50.00**  **WORKFARE (RECIPIENT DEFINED)** - The term *recipient* as it relates to workfare means a

*single person receiving Township Assistance or, when Township Assistance is received by a household with*

*two (2) or more persons, 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)**

**3.50.10**  **WORKFARE REQUIREMENTS** - The township shall require a recipient household to do any

work needed to be done within the township, an adjoining township, any governmental unit (including the

state) having jurisdiction in those townships, or for a not-for-profit social service agency. **(IC 12-20-1101)**

**3.50.20**  **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.*

**3.50.30**  **WORKFARE PARTICIPATION** - The recipient(s) is required to maintain the minimum criteria

that is necessary for the fulfillment of his/her workfare responsibility until such time as his/her 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(s) 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.

**3.50.40**  **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.

**3.50.50**  **WORKFARE EXCEPTIONS** - Recipients may be excused from workfare for only the following

reasons:

1. The obligated individual is not physically able to perform the proposed work
2. The obligated individual is a minor or is over sixty-five (65) years of age
3. The obligated individual is needed to care for an individual as a result of the individual’s age or

physical condition

1. The obligated individual has full-time employment at the time the recipient receives Township

Assistance

Guidelines Page 17

1. The township trustee determines that there is no work available for any adult member of the recipient household
2. The individual(s) obligated is, at the direction of the trustee, attending educational courses or self-help classes

**3.50.60**  **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 12-20-11-1 g)**

**3.50.70**  **OTHER WORKFARE CREDIT** - As a condition of continuing eligibility, a trustee may require a

recipient of Township Assistance or any member of a recipient’s household to participate in an appropriate

work training program that is offered to the recipient or a member of the recipient’s household:

1. within the county or an adjoining township in another county under the Job Training Partnership

Act (29 U.S.C. 1501 et seq.); or

1. by a governmental entity.

While attending, the recipient would receive workfare “credit hours”.

In the event the Trustee deems that an applicant/recipient would benefit in his/her search for employment by

participating in employment counseling, job training, and/or educational programs referred by the Trustee, the

applicant/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.

**3.60.00**  **SUPPLEMENTAL SECURITY INCOME** - 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 has been denied by SSA,

the applicant may, at this point, be obligated to perform workfare. Other members of an SSI applicant’s

household able to perform workfare will be required to participate and work his/her proportionate share of the

workfare obligation. Example: A member of a multi-member household (three (3) members) awaiting an

SSI determination shall be excused from performing workfare while the SSI determination is pending. Other

adult members of the household will, however, be required to comply with the workfare obligation, but will

only be required to work the remaining proportionate share. The township will obligate this particular

household to two-thirds (2/3) of the assistance rendered as a workfare obligation. This holds true only if the

entire household shared in the assistance, such as shelter, utilities, or food. If, however, assistance was rendered specifically for the SSI applicant, workfare will not be required, but the amount of this assistance may be recovered through the Interim Assistance Reimbursement program. Individuals currently receiving SSI monthly benefits are not automatically excused from workfare. In order to be excused, the individual SSI recipient must still meet one of the exempting reasons contained in 3.50.50 of these guidelines.

**3.70.00**  **INTERIM PERIOD** -“Interim period” means the period beginning when a township trustee

obtains from a Township Assistance applicant or member of the applicant’s household an agreement or

authorization described in subsection 3.60.00 and ending when the Township Assistance applicant or member

of the applicant’s household receives the judgment, compensation, or monetary benefit or leaves the

household.

**3.80.00**  **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 1.40.13 & 3.90.00 of these standards. A trustee may not seek

federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a

recipient or an adult member of the recipient’s household has satisfactorily completed a workfare requirement.

Guidelines Page 18

**3.80.10**  **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 individual is reasonably complying with all requirements of the application process and, unless

prohibited by law, the township will seek reimbursement for the payment of medical services from Township

Assistance funds, provided the individual for which the services were rendered is eligible for medical services

under a state medical plan. **(IC 12-20-16-2 e)**

**3.80.20**  **ESTATE CLAIMS / REIMBURSEMENT FROM** - A claim may be filed against the estate of a

Township Assistance recipient who dies, leaving an estate, and is not survived by a: (1) spouse, (2) disabled

adult dependent, or (3) dependent child less than eighteen (18) years of age for the value of Township

Assistance given to the recipient before the recipient’s death, subject to **IC 12-20-11-5(b)**. For the purposes of

this section, the estate of a Township Assistance recipient includes any money or other personal property in the

possession of a coroner under **IC 36-2-14-11**.

**3.80.30**  **REIMBURSEMENT EXCLUSION** - A township trustee may not seek federal or state

reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult

member of the recipient’s household has satisfactorily completed a workfare requirement.

**3.90.00**  **FUTURE THIRD PARTY BENEFITS** - If it is anticipated that a Township Assistance applicant

has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the 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.

**4.00.00**  **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.

**4.10.00**  **APPEALS** - Anytime an applicant for Township Assistance is not satisfied with all or part of the

decision of the township trustee, they may appeal that decision to the board of county commissioners.

Appeals must be filed not more than fifteen (15) days from the date of issuance of the township trustee’s

adequate notice of the denial (Notice of Action Form TA-1A). The appeal may be filed in the Auditor’s office in the Montgomery County Courthouse.

**4.20.00**  **DISCRIMINATION** - At all times, the office of the Township 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.

**4.30.00**  **COURTESY** - We expect everyone who comes into this 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 staff of the

township to be treated in a similar manner. The office is intent on assisting the poor of the township and will

endeavor to provide necessary assistance within the limits of the law and these standards and guidelines.

Guidelines Page 19

**INDEX**

Affidavit

must sign (1.10.00) 3

Age

policy (1.10.09) 5

workfare (3.50.50) 17

Appeals (1.30.01) 6

Applications

 required (1.10.00) 3

 review (1.30.00) 6

Assets

countable (2.00.00) 11

liquidation (2.10.00) 11

exemptions (2.10.04) 12

Assistance with Application (1.10.02) 4

Basic Necessities

listed (1.90.03) 11

receipts for (1.90.01) 10

Burials & Cremations (3.30.00) 15

 policy (Appendix E) 26

Child Support (1.90.02) 11

Cooperate

failure to (1.40.08) 8

requirement (1.10.08) 5

Decision Pending (1.30.00) 6

Denials (1.40.00) 7

affirmation (1.40.17) 9

Disclosure & Release (1.10.01) 4

Discrimination

policy (4.20.00) 19

Eligibility

age (1.10.09) 5

cooperation (1.10.08) 5

general (1.10.03) 4

residency (1.10.05) 4

Emergency

defined (1.20.02) 6

medical emergency (3.40.30) 16

temporary aid during (1.80.00) 10

Estate Claims (3.80.20) 19

Expenditures (1.90.01) 10

Food

allotments (2.20.10) 12

limitations (2.20.00) 12

table (Appendix B) 23

Food Stamps

requirement to apply (2.20.00) 12

Fraud (1.40.01) 7

Household

countable income (1.70.01) 9

defined (1.20.00) 5

Household Essentials

basic necessities (1.90.03) 11

non-food items (2.30.00) 13

table (Appendix C) 24

Income

countable (1.70.01) 9

monthly income table (Appendix A) 22

Interim Period

defined (3.70.00) 18

Medical

exam for work (1.50.01) 9

guidelines (3.40.00) 16

Non-emergency

review (1.30.02) 6

Notice of Action (1.30.01) 6

Receipts

for verification (1.90.00) 10

Recertification (1.10.04) 4

Referrals (1.30.03) 6

Reimbursement of TA Expenditures (3.80.00) 18

medical services (3.80.10) 19

estate claims (3.80.20) 19

exclusion (3.80.30) 19

future third party benefits (3.90.00) 19

Relatives

defined (1.20.01) 6

responsible (1.30.04) 6

shelter payments to (2.40.40)13

Guidelines Page 20

**INDEX, continued**

Repayment (See Reimbursement)

SSI (3.60.00) 18

Representative Payee (4.00.00) 19

Residency

Verification (1.10.05) 4

Requirements, citizenship (1.10.06) 5

permanent (1.10.06) 5

temporary (2.40.50) 13

Shelter

deposits (2.40.30) 13

limitations (2.40.20) 13

maximum (Appendix D) 25

subsidized (2.40.90) 14

Supplemental Security Income (3.60.00) 18

TANF Households (1.60.00) 9

Temporary Aid (1.80.00) 10

Transportation

guidelines (3.20.00) 15

deportation (3.20.10) 15

Utility Service

energy programs (3.10.00) 15

guidelines (3.00.00) 14

Wasted Resources

defined (1.40.03) 7

Work Requirement

policy and guidelines (1.50.00) 9

refusal (1.50.02) 9

voluntary termination (1.40.03) 7

Workfare

exceptions (3.50.50) 17

failure to comply (1.40.02) 7

obligation (3.50.20) 17

recipient defined (3.50.00) 17

requirement (3.50.10) 17

Guidelines Page 21

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE**

**SCOTT TOWNSHIP - 2020**

**APPENDIX A - Income**

|  |  |  |
| --- | --- | --- |
| Household Size | Monthly Income | Annual Income  |
| 1 | $1,063  | $12,760 |
| 2 | $1,437 | $17,240 |
| 3 | $1,810 | $21,720 |
| 4 | $2,183 | $26,200 |
| 5 | $2,557 | $30,680 |
| 6 | $2,930 | $35,160 |
| 7 | $3,303 | $39,640 |
| 8 | $3,677 | $44,120 |
| For each additional family member, add $4,480 annually and $373 monthly. Figures based on 100% of 2020 Federal Income Guidelines published in the Federal Register: January 17, 2020. |

***Income guidelines for determining township assistance eligibility shall be based upon no less than 100% of the Federal Poverty Level as outlined above.***

**Scott Township will use 100% of the Federal Poverty level as its guide in determining eligibility.**

**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.

Guidelines Page 22

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE**

**SCOTT TOWNSHIP - 2020**

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

**­­­­­­­­­Household Size**

**Maximum Food**

**Maximum Food**

**Maximum Food**

**(Per Month)**

**(Per Week)**

**(Per Day)**

1

$194

$49

$7

2

$355

$89

$13

3

$509

$127

$18

4

$646

$162

$23

5

$768

$192

$27

6

$921

$230

$33

7

$1,018

$255

$36

8

$1,164

$291

$42

Each

$146

$37

$5

Additional

*Effective: October 1, 2019 – September 30, 2020*

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

Guidelines Page 23

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE**

**SCOTT TOWNSHIP - 2020**

**APPENDIX C - Household Essentials**

**MONTHLY HOUSEHOLD SUPPLIES**

**Household Size**

**Non-Food Order**

1

2

3

4

5

6

7

8

$34

$45

$48

$55

$59

$64

$70

$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 1/19) 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.

Guidelines Page 24

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE**

**SCOTT TOWNSHIP - 2020**

**APPENDIX D - Housing**

This addendum is adopted in addition to the guidelines adopted by the Trustees of Montgomery County.

Maximum rent allowances are based on the survey of available housing in Scott 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.

**MAXIMUM ALLOWANCES FOR SHELTER**

Size

1BR

 2BR

 3BR

*Minimum*

*Number of*

 1

 2

 4

*Persons*

Maximum Rent

$\_\_\_\_\_

$\_\_\_\_\_

$\_\_\_\_\_

Guidelines Page 25

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE**

**SCOTT TOWNSHIP**

**APPENDIX E – Burials**

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.

The next of kin or member of the decedent’s household shall complete the Application for Assistance (Form TA-1) 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 and funeral or cremation and funeral for any deceased indigent person, including burial plot may not exceed $\_\_\_\_\_. ($\_\_\_\_\_ Funeral Home Expenses/$\_\_\_\_\_ 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)**

Guidelines Page 26

TOWNSHIP BOARD RESOLUTION

Be it resolved that the attached document shall serve as the standards for the administration of

Township Assistance in Scott Township, Montgomery County, Indiana.

Adopted this 29th day of September, 2020.

Re: Advisory Board Minutes - September 29th 2020

BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Township Trustee

TOWNSHIP BOARD:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_