



## PENN TOWNSHIP TRUSTEE OFFICE

Doris J. Portolese, Trustee

### **REQUIRED DOCUMENT CHECKLIST** **TO QUALIFY FOR ASSISTANCE, THE TOWNSHIP REQUIRES THE** **FOLLOWING DOCUMENTS!!**

#### IDENTIFICATION AND OTHER DOCUMENTS:

- ☐ **Copies of valid Indiana State issued driver's license or photo ID** for all members of the household 18 years of age and older.
- ☐ **Copies of Social Security cards for ALL members living in the household.**
- ☐ **Copies of Birth Certificates for all children under 18 years of age.**
- ☐ **Citizenship Verification Form-** Sign and return. All household members 18 yrs. and over must sign.
- ☐ **Energy Assistance Program Understanding-** Sign and return. All household members 18 yrs. and over must sign
- ☐ **Signature Authorization Form-** Signed by applicant and returned to Township Office.
- ☐ **Income Disclosure Affidavit-** sign and return. All household member 18 yrs. and over must sign.
- ☐ **Workforce Development Release of Information-**fill out, sign, and return (One for each individual 18 or older) **Must be filled and signed even if on SSI/SSDI.**
- ☐ **Copy of Last year's Income Tax Return for both Federal and State.**
- ☐ **Income for EVERYONE living in the household for the last 90 days:**

|                              |                 |               |                    |                    |
|------------------------------|-----------------|---------------|--------------------|--------------------|
| Employment Wages (pay stubs) | SSDI/SSI letter | Financial Aid | Insurance Benefits | Plasma Donation    |
| Workman's Comp               | TANF            | Pension       | Sick Pay Income    | Unemployment Wages |
| Tax Refund                   | Cash Advances   |               | Child Support      |                    |
- ☐ **ITEMIZED PAPER RECEIPTS FOR ALL INCOME SPENT DURING THE LAST 30 DAYS. No Exceptions.**

Receipts can be printed from apps such as Walmart, Kroger's, Meijers, Amazon, Target, and Sam's.  
**You must verify how all income/cash withdrawals were spent with receipts.**
- ☐ **ALL APPLICANTS MUST SHOW PROOF OF SNAP APPLICATION/BENEFITS. Please see the Trustee Referral Form with attached instructions. \*\*IF NOT RECEIVING COURT ORDERED CHILD SUPPORT, ALL APPLICANTS ARE REQUIRED TO APPLY FOR TANF and show verification of doing so.**
- ☐ **Financial Statements Needed-** The Township needs to see where your money comes from and where your money goes. You must provide **3 months of statements** for all checking, savings, pay cards, credit cards, cash advance and online accounts. Screenshots are necessary if full statement is not available.
- ☐ **Full lease, lot rent agreement, mortgage statement, or land contract – need all pages with signature page included. \*\*Required for all applications for assistance.**



## EMPLOYMENT

- ☐ **Employer Information Statement Form**. To be **completed and signed** by present/former employer.
- ☐ **Employment Agency Form** **completed and signed** by one of the local employment agencies and returned to the Township Office. **\*\*Necessary if not working full time.**
- ☐ **Job Search Form** -attach all online applications to the form. Your name and date of application must show.

## **HOUSING INFORMATION NEEDED:**

- ☐ **Landlord Statement/Proof of Residency Form** -signed by landlord and returned to Township
- ☐ **Rental payment history** for at least the last 6 months and total payment due
- ☐ Housing assistance verification: Section 8 / HUD (*amount paid for rent and utilities for client*)
- ☐ **Mortgage Statement** - to be completed by your **mortgage company** seeking mortgage assistance.
- ☐ W-9 to be completed by Landlord/Mortgage Company.

## **OTHER:**

- ☐ **UTILITY BILL** – Disconnect notice for electric and gas. **\*\* The Township does not assist with late fees, deposits, or reconnection fees.**
- ☐ Provide verification of application for **Energy Assistance Program (EAP)** thru Real Services 574.232.6501. Retain a copy of the application you submitted to Real Service as proof that the application has been made.
- ☐ **Copy of SSDI/SSI Benefit Letter** for all household members who are receiving benefits.
- ☐ **Copy of the Verification Letter showing date and status of application for Disability Benefits.**
- ☐ **Medical Statement** -Completed and Signed by Physician **\*\* Required for all people in the household who are under a doctor's care and are unable to seek employment.**
- ☐ Child Support Printout from the County Court Building, JJC, transaction/deposit history from child support payment card. **\*\* IF NOT RECEIVING COURT ORDERED CHILD SUPPORT, ALL APPLICANTS MUST FILE AT: Child Support Division      Office of Kenneth Cotter**  
**County City Building, 6<sup>th</sup> floor**  
**227 W. Jefferson Blvd.**  
**South Bend IN 46601      574-235-9786      Office Hours 8am – 4:30pm    Mon.-Fri.**
- ☐ Upon filing, their office will provide you with verification of filing for support. Copy and return to Township Office.

**ALL APPLICATIONS FOR TOWNSHIP ASSISTANCE MUST BE COMPLETED IN PEN.**  
**ONLY TOWNSHIP FORMS WILL BE ACCEPTED, NO SUBSTITUTIONS**  
**If an appointment is scheduled, please arrive on time.**

If you cannot make your appointment, please call 574-256-6213 to be rescheduled.  
Thank you.