



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 Social Security Letter SSI/SSDI Benefit Letter** for all people in the household who are receiving 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, 6th 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.