



**PENN TOWNSHIP TRUSTEE OFFICE**

Doris J. Portolese, Trustee

**REQUIRED DOCUMENT CHEKLIST**

**TO SEE IF YOU QUALIFY FOR ASSISTANCE, THE TOWNSHIP WILL NEED THE FOLLOWING DOCUMENTS!!**

**IDENTIFICATION AND OTHER DOCUMENTS:**

- Indiana State issued driver’s license or photo ID** for all members of the household 18 years of age and older.
- Social Security cards for ALL members living in the household.**
- Birth Certificate 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**)
- Income for EVERYONE living in the household for the last 30 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	
- ALL PAPER RECEIPTS FOR INCOME SPENT DURING THE LAST 30 DAYS. No Exceptions.** This includes receipts for gas, groceries, retail stores, car repairs, medical etc. and **ALL** cash withdrawals from all banking accounts. **You must show how income/withdrawals were spent.**
- 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.**
- Copies of the last **3 MONTHS** of Bank Transaction histories for **ALL** checking, savings, pay cards, and **ALL** online accounts/banking services (Cash App, Chime, Pay Pal, etc.) Also, **ANY** instant cash advance services, ( Klover, FloatMe, Grant Cash Advance etc.)
- 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 or if working 30 hours or less each week.**
- 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 it.
- Medical Statement** -Completed and Signed by Physician \*\* Only 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:** Upon filing, their office will provide you with verification of filing for support. Copy and return to Township Office.  
**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.**

**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.**

210 East Russ Avenue, Mishawaka, IN 46545 Office: (574)256-6213  
*email: [staff@penntrustee.org](mailto:staff@penntrustee.org)*