



## PENN TOWNSHIP TRUSTEE OFFICE

Doris J. Portolese, Trustee

### **REQUIRED DOCUMENT CHECKLIST**

**To determine your ELIGIBILITY for Township Assistance we will need the documents listed below:**

#### 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.**
- 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 Form-**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	Financial Aid
Workman's Comp	TANF	Pension
Insurance Benefits	Sick Pay Income	Tax Refund
Plasma Donation	Cash Advances	Child Support
- ALL RECEIPTS FOR INCOME SPENT DURING THE LAST 30 DAYS. No Exceptions.**  
This includes receipts for gas, groceries, retail stores, car repairs, medical, etc.
- Apply for SNAP** and have **Trustee Referral Form completed and signed** by the Public Welfare Department of St Joseph County (FSSA), 102 N. Center St, Suite 500, Mishawaka, IN. **\*\*IF NOT RECEIVING COURT ORDERED CHILD SUPPORT, ALL APPLICANTS ARE REQUIRED TO APPLY FOR TANF and show verification of doing so.**
- Copy of Transaction histories for **ALL** checking, savings, EBT cards, pay cards and **ALL** online accounts/banking services (Cash App, Chime, Pay Pal, etc.) **covering the 30 days prior to the day the application is received in the township office,** or a bank issued statement stating bank account has been closed.
- Full lease, lot rent agreement, mortgage statement, or land contract – need all pages with signature page included.** **\*\*REQUIRED FOR ALL APPLICATIONS FOR ASSISTANCE.**

#### EMPLOYMENT INFORMATION NEEDED:

- Employer Information Statement Form.** To be **completed and signed** by present/former employer. **\*\* If not working,** you **MUST** register with a local employment agency and have them fill out the **form** listed below.

- Employment Agency Form completed and signed** by one of the local employment agencies and returned to the Township Office. **\*\*Necessary if not working or only working part-time.**
- Job Search Form** -attach all online inquiries to the form, your name and date of application must show.
- Verification of UNEMPLOYMENT compensation** and/or notice letter if benefits were denied or pending.

**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** if 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 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:****  
**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 Monday through Friday**

**ALL APPLICATIONS FOR TOWNSHIP ASSISTANCE MUST BE COMPLETED IN PEN AND 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.**