



PENN TOWNSHIP TRUSTEE
210 East Russ Avenue, Mishawaka, Indiana 46545
574-256-6213 Office 574-256-6234 Fax
Doris J. Portolese, Trustee

Township Assistance Information Sheet

The Trustee's Office is responsible for administering Township Assistance to those in need of assistance in securing the basic necessities of living. In order to receive Trustee assistance, a person in need must go through an application process stipulated by state law.

Every case is evaluated on the merits of the case, at the time of application. Decisions are based upon the published Township Standards and Guidelines which is developed by the Penn Township Trustee and staff, and adopted by the Penn Township Board.

Application Process

- All adults in the household must be present to start the application process.
- Once the application is completed, an investigator will take you through the process, which involves verifying all information, making copies of information requested from the checklist and signing necessary documents. A home investigation may also be scheduled.
- A decision of approval, denial, or pending will be made within 72 (business) hours after the application is completed. If additional information is required, the case may be pended for an additional 72 hours.

If Approved

- RENT: Your Landlord must sign the voucher. The voucher will be for the amount of rent approved only. A check will be sent to your landlord when vouchers are processed (every 30 to 45 days).
- UTILITIES: The Trustee's Office will pledge over the phone and mail vouchers to Mishawaka Utilities, NIPSCO and/or AEP. A check will be mailed to them once the signed voucher is sent back. Checks are processed within 30-45 days.
- PRESCRIPTIONS: We use HomeTown Pharmacy in Mishawaka. You will need to bring the original script or bottle indicating a refill. We will give you paperwork that you will take to HomeTown Pharmacy to pick up your prescription. We are only allowed to fill prescriptions every 30 days and shall not exceed Three Hundred Fifty Dollars and Zero Cents (\$350.00) per month.
- FOOD, HOUSEHOLD, CLOTHING & FOOTWEAR: We partner with The Mishawaka Food Pantry for food. Household items, clothing & footwear will be done in partnership with Goodwill or others.
- MEDICAL CARE: as prescribed in the Penn Township Standards and Guidelines.

Items the Trustee Can Provide

- Rent (deposits are not allowed)
- Mortgage Payments (only on 1st mortgages)
- Utility Bills (must be in the name of an adult member of the household at the current address. Not able to pay old utility bills from outside Penn Township, bills older than two (2) years, budget amounts, deposits or re-connection fees). If the utility bill is in the Landlord's name and the Client is responsible to pay them, this must be stated in your Lease.
- Prescriptions
- Food – provided through The Mishawaka Food Pantry
- Household Items – provided through Goodwill or others.
- Clothing and Footwear – provided through Goodwill or others
- Medical Care – as prescribed in the Standards and Guidelines

Items the Trustee Cannot Provide

- Rental deposits
- Back Rent
- Second Mortgages or refinanced homes
- Deposits and/or reconnection fees on utilities
- Utility Bills not in the name of an adult member of the household or utility “budget” amounts
- Rent to relatives if you are living with them in the same home.
- Any assistance if sanctioned by any Federal Assistance Program (including, Food Stamps, Welfare, Social Security)
- Remaining rent for those receiving Section 8

Miscellaneous Information

- A full intake and home inspection will be conducted at least every six months or when needed, and may be conducted at any time.
- A new (long form) application is valid for a maximum of six months.
- You can only request shelter assistance for one (1) past due month.
- The Trustee's Office cannot require landlords to accept a Trustee voucher.
- Workfare will be assigned to every client that receives assistance that is not working FULL time and is medically able. Failure to perform workfare will be a reason for denial of further assistance.
- Public Assistance fraud is a crime. Any attempt to withhold information or intentionally defraud this office will result in prosecution for Welfare Fraud.
- This office does prosecute individuals who attempt fraud.
- Please be aware: We can deny you for wasted resources or deduct the amount of wasted resources from any assistance given if you qualify.

Ineligibility

The following items will typically make you ineligible for Township Assistance. However, each case is considered on its own merits.

- Sanctioned by the Food Stamp Office (FSSA)
- Sanctioned by TANF (AFDC)
- Termination of Section 8
- Convicted of Welfare Fraud
- Previous workfare assignment not completed
- Handwritten receipts.
- Fired from job for just cause in the last 60 days.
- Quit job without just cause in the last 60 days.
- Failure to apply for child support or TANF
- Wasted Resources (paying for non-necessities when necessities are not/have not been paid for)
- Abusive Client Behavior
- Unemployment Claim denied

This is a non-exclusive list.

Items to Bring with You To Your Appointment (But, not limited to:)

- Picture ID for **ALL** adults in the household (18 and older)
- Social Security card for **ALL** members of the household
- Birth Certificates for members of the household (under 18)
- Copy of current lease and rent receipts or mortgage payment book
- All current utility bills
- Signed doctor's statement and medical records
- Support payment records
- Work One Release of Information form signed
- Trustee Referral from FSSA Office
- Check stubs and proof of income
- Deeds and mortgages
- Signed statement from childcare giver and receipts of payment
- Paid receipts for food, cleaning supplies and any other purchases
- If requesting prescriptions, a new RX written within the last two weeks or Rx bottle
- Bank Statements, Paycard transaction history, Debit Card transaction history, etc.
- Tax Refund Statement and Stimulus Check(s)
- FAFSA paperwork

Current Income Guidelines

Size of Household	Gross Monthly Income	Gross Annual Income
1	\$1,304	\$15,650
2	\$1,763	\$21,150
3	\$2,221	\$26,650
4	\$2,679	\$32,150
5	\$3,136	\$37,650
6	\$3,596	\$43,150
7	\$4,054	\$48,650
8	\$4,513	\$54,150
Each additional family member	+\$458	+\$5,500

Income guidelines for determining Township Assistance eligibility shall be based upon 100% of the Federal Poverty Level as outlined above.

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.

Disclaimer

- The Penn Township Trustee will not prohibit anyone from making an application for Township Assistance, even if an individual falls within one of the “Ineligible” categories above. All decisions concerning Township Assistance are made on a case-by-case basis, and are based on the Township’s published Standards and Guidelines Manual.

Figures based on 100% of 2024-2025 Federal Income Guidelines published in the Federal Register, effective January 17th, 2025

Updated 08/2025 djp