



PENN TOWNSHIP TRUSTEE OFFICE

Doris J. Portolese, Trustee

REQUIRED DOCUMENT CHECKLIST

To determine ELIGIBILITY for Township Assistance you must turn in ALL documents listed.

Documents need to cover the 30 days prior to the date application is received in our office, unless otherwise specified.

MANDATORY DOCUMENTS:

- State issued photo ID** for all members of the household 18 years of age and older.
- Social Security Cards** for ALL members living in household.
- Birth Certificate** for all children under 17 years
- Citizenship Verification Form** signed by all adults in household and returned to Township Office
- Signature Authorization Form** signed by applicant and returned to Township Office
- Income Disclosure Affidavit**-signed by all members of household members 18 and over return to Township Office.
- Workforce Development Release of Information Form** signed by all members of household 18 and over and returned to Township Office.
- ALL INCOME FOR EVERYONE LIVING IN THE HOUSEHOLD for the last 30 days.**

Employment Wages (pay stubs)	SSDI/SSI	Financial Aid	Unemployment Compensation
Workman’s Comp	TANF	Pension	Plasma Donations
Insurance Benefits	Sick Pay Income	Tax Refund	Cash Advances
Child Support			
- ALL RECEIPTS FOR INCOME SPENT DURING THE LAST 30 DAYS. No Exceptions.**
- 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.
- Copies of **Transaction History** for ALL checking, savings, and pay cards or online cash apps **covering the 30 days prior to the day 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/ LAND CONTRACT-**
need all pages and signature page completed.

EMPLOYMENT:

- EMPLOYER INFORMATION STATEMENT.** To be completed and signed by present/former employer.
- Verification of UNEMPLOYMENT** compensation and/or notice letter if benefits were denied, pending or status.

- Job Search Form
- EMPLOYMENT AGENCY FORM-** Signed by both client and Staffing Agency and returned to township. **THIS FORM IS REQUIRED IF NOT WORKING OR WORKING LESS THAN 20 HOURS PER WEEK.**

HOUSING: Need **only** if applying for rent/mortgage assistance.

- Landlord Statement/Proof of Residency Form** signed by landlord and returned to Township Office
- 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 mortgage company.
- 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) through Real Services 574.232.6501.
- SSI/SSDI Reimbursement Form** with signature and most recent date applied.
 - Paperwork/status update regarding your SSI / SSDI benefits
- Medical Statement - Completed and Signed** by Physician (If applicant is under a doctor’s care and is unable to work or seek employment.)
- Child Support Printout** from the County Court Building, JJC, transaction/deposit history from child support payment card.

Additional comments:

The items checked above are needed to process your application with the Penn Township Trustee’s Office. YOU MUST HAVE YOUR APPLICATION COMPLETED IN FULL IN PEN PRIOR TO YOUR APPOINTMENT AND ARRIVE ON TIME, OR YOUR APPOINTMENT WILL BE RESCHEDULED. Please contact the office if you are not able to make your appointment and need to be rescheduled. Thank you.

www.penntownship-sjcin.org

210 East Russ Avenue, Mishawaka, IN 46545 Office (574)256-6213 Fax (574) 256-6234