

## 2025 ELIGIBILITY STANDARDS AND GUIDELINES

### FOR

### PENN TOWNSHIP ASSISTANCE

**1.00.01 OFFICE HOURS** – The office of Penn Township is open for business during the following:

**Between the hours of 8:00 a.m. – 3:30 p.m., Monday through Thursday and Friday  
8:00 a.m. – 12:00 p.m. by appointment.**

**Between the hours of 8:00 a.m. -3:30 p.m., Monday through Thursday and Friday  
8:00 a.m. – 12:00 noon by walk-in.**

**1.00.02 OFFICE LOCATION-** The office is located at **210 E. Russ Avenue, Mishawaka, IN 46545**. The office will be closed on special holidays and at other times when it is necessary for township staff to participate in educational programs or seminars. A twenty four (24) hour notice will be posted prior to closing of the office for holidays and special occasions. (IC 12.20.5.5-4)

**1.00.03 TELEPHONE LISTING** – The township telephone number is listed in the local telephone directory. A telephone answering machine receives township calls after regular office hours, holidays, and weekends. (IC 12-20-5-5.3). We will respond within 24 hours after receiving a call except on Saturdays, Sundays and legal holidays. (IC 12-20-5-5.3)

**1.10.00 APPLICATIONS** – An individual desiring to make an initial application for assistance from the township should call the Township office during regular business hours and schedule an appointment. At the time an appointment is scheduled the applicant will be given a list of the documents and/or information needed to complete an affidavit. Failure to keep an appointment or to bring the necessary documents may cause an unnecessary delay in the applicant receiving assistance. Persons requesting township assistance are required to complete and sign necessary township forms and waivers. Each application affidavit and copies of other documents of verification shall be retained in the Trustee’s office. Eligibility of a request cannot be determined without the completion

of the “Application for Township Assistance”. An application for township assistance is not considered complete until all adult members of the household has affixed their signature to all forms, instruments, or documents required by law or determined necessary for investigative purpose by the trustee as contained in these Standards and Guidelines. The application must be filled out completely and be legible to read.

**1.10.01 DISCLOSURE AND RELEASE OF INFORMATION** – Each applicant and each adult member of the applicant’s household must consent and sign a “Disclosure and Release of Information” and any other form, instrument, or document that is required by law or determined necessary for investigative purposes by the trustee and as contained in these standards IC12-20-6-8 © and guidelines. Those documents include but are not limited to: Social Security Reimbursement Authorization. The “Disclosure and Release of Information” form permits the township to discuss the household member’s situation with other appropriate agencies, organizations, institutions or family members. The instrument can only be used to investigate the household member’s circumstances in order to accurately determine eligibility and the level of assistance to be given or denied. The “Disclosure and Release of Information” form must be signed by the applicant and each adult member of the applicant’s household in the presence of the trustee or township employee before assistance can be provided. (IC 12-20-6-8 (c) and IC 12-20-7-1)

**1.10.02 ASSISTANCE WITH COMPLETION OF THE APPLICATION** – Applicants will be required to complete the application themselves. The township trustee or an employee of the township will assist an applicant for township assistance in completing the application if the applicant has a mental or physical disability, including mental retardation, cerebral palsy, blindness or paralysis; has dyslexia; or cannot read or write the English language. (IC 12-20-6-1(e)). If an individual who is required to sign a form as per the application process is unable to sign the form in the township trustee’s office due to a physical or mental disability, or illness, the trustee or an employee of the township shall make alternate arrangements to obtain the individual’s signature. An application for township assistance is not considered “completed” until after all adult members of the requesting household have signed: (a) the township assistance application; and (b) any other form, instrument, or document required by law, or determined necessary for investigative purposes by the trustee or an employee of the township office, as contained in various sections of these Standards and Guidelines. (IC 12-20-6-8(c))

**1.10.03 THE PERSONAL EFFORTS AND THE EXPENDITURE OF FINANCIAL**

**RESOURCES** – The township trustee, as administrator of township assistance, may provide and shall extend township assistance only when the personal efforts of the township assistance applicant fails to provide one (1) or more basic necessity. This shall include expending of the household’s available financial resources for basic necessities in the sequence they come due or considered necessary and reasonable at the time the expenditure is made. The township, before continuing township assistance is provided, may require, in writing on the PR#1A, that the recipient expended a substantial portion of their monthly financial resource(s) on a specific recurring basic necessity. Failure to comply may result in a denial period **not to exceed sixty (60) days**. IC 12-20-16-1)

**1.10.04 RECERTIFICATION** – The township trustee will not exceed additional or continuing aid to an individual or a household unless the individual or household files an “Application for Additional or Continuing Township Assistance” affirming how, if at all, the personal conditions of the individual or the household has changed from that set forth in the most recent application (Form PR1B). The initial “Application for Township Assistance” are considered valid for a period not to exceed one-hundred-eighty (180) days. During the one hundred-eighty (180) day period all requests will be processed on a month by month basis.

**1.10.05 RESIDENCY** – It is necessary for the township to make some determination as to an applicant’s living arrangements and whether they are physically living in the township, and whether or not they intend to make the township in which they are requesting assistance their permanent place of residence. The township may consider the conduct of the applicant, both active and passive, as may reveal an intent to reside within a given household and within their respective township. Except for verified emergencies affecting applicants who are temporarily in the township for reasons other than township assistance, an applicant must be a resident of the township in which they apply. The following items may be used to determine residency or a person’s intent to make the township their permanent place of residency: (IC 12-20-8)

- A. Mailing address**
- B. Telephone listing**
- C. Driver’s license**

- D. Voter registration card**
- E. Utility billing**
- F. Motor vehicle registration**
- G. Addresses given to former employers and others**
- H. U.S. Postal Service change of address notices**
- I. The return, in a completed fashion, the landlord's housing information verification statement/proof of residency form.**
- J. Where the applicant came from and how they supported themselves there. I.E. job, food stamps, TANF, township assistance, subsidized housing, Medicaid, etc.**
- K. What means of transportation brought them (applicant household) to this township and how was it paid.**
- L. Were they invited or promised assistance by anyone, such as: relatives, friends, or other social service agencies.**
- M. Any other item, documentation, or verification requested from the applicant.**
- N. Undocumented alien or un-emancipated youth will not be eligible for township assistance benefits.**

**1.10.06 PERMANENT RESIDENCY** – All applicants for township assistance must be residents of the township as verified by the provisions of Section 1.10.05 sub-paragraph (A) through (N) of these standards and guidelines. In case of emergency, however, the township may provide temporary assistance to applicants who are temporarily in the township unless the applicant is specifically in the township for township assistance benefits. This will not be interpreted or construed to mean that individuals living in adjoining townships should come to the larger urban township for shelter assistance. The township in which they presently reside or found to be in distress is still obligated to investigate the circumstances of the distressed person(s) and render whatever assistance is necessary. Consequently, each St. Joseph County Township may refer individuals falling into this category to the appropriate township. Individuals in the United States without the permission of the Immigration and Naturalization Service is ineligible to receive township assistance benefits. (IC 12-20-8-1, 2, 3, 4, &7 and IC 12-14-2.5-3)

**1.10.07 TEMPORARY LIVING IN ANOTHER TOWNSHIP** – Individuals temporarily living in another township when their immediate past residency was in Penn Township will not be denied benefits on the grounds of residency. Nor will Penn Township provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in Penn Township when their immediate past residency was outside the boundaries of Penn Township. Individuals living or spending time in a penal institution, public or

private charitable or benevolent institution, or in a hospital located in Penn Township will not be considered a Penn Township resident unless their immediate past residency was within the boundaries of Penn Township. (IC 12-20-8-5)

**1.10.08 COOPERATION** – During the interview process, the applicant will be required to complete an “Application for Township Assistance” on behalf of the household and must provide the names of all household members and any information necessary for determining the household’s eligibility for township assistance. The household will be required to cooperate with an investigation of all finances, responsibilities, and their eligibility to receive other types of governmental or quasi-governmental assistance. The investigation may include a home visit and/or contact with their relatives who may be willing to assist them. Except in emergency situations, an applicant must apply for and utilize all other forms of public assistance before being granted township assistance.

**1.10.09 AGE**-Any individual or household where the head of the household is eighteen (18) years of age or older or where the individual or household is legally and completely emancipated at an earlier age will be eligible for assistance from the office of the Township Trustee. Un-emancipated youth requesting township assistance will automatically be reported to St. Joseph County Office of the Division of Families and Children.

**1.20.01 HOUSEHOLD DEFINED** – “Household”, for the purpose of these guidelines, means an individual living alone, a family related by blood, or a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.

**1.20.02 RELATIVES DEFINED** – For the purposes of these Standards and Guidelines, the term “relative” shall include only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step grandparent, grandchild, or step grandchild of the applicant for township assistance. (IC 12-20-6-10(a))

**1.20.03 EMERGENCY DEFINED** – The term “emergency” means an unpredictable circumstances or a series of unpredictable circumstances that: (1) place the health or

safety of a household or a member of a household in jeopardy; and (2) cannot be remedied in a timely manner by means other than township assistance.

**1.20.04 BASIC NECESSITIES DEFINED** – are defined, for the purpose of township assistance administration, include those services or items essential to meet the minimum standards of health, safety, and decency such as:

- A. Medical care as described in Section 5.00.00 of these Standards and Guidelines.
- B. Clothing including footwear.
- C. Food.
- D. Shelter.
- E. Transportation to seek and accept employment.
- F. Household supplies.
- G. Essential utility service as outlined in these Standards and Guidelines.
- H. Other services of items the trustee determines are necessities. (IC12-7-2-20.5)

**1.30.00 APPLICATION REVIEW** – In a case of emergency, the trustee or an employee of the township will accept and promptly act upon a verified request for emergency assistance. In all other non-emergency requests, the trustee or an employee of the township shall act on the application not later than seventy-two (72) hours after receiving the completed application. Weekends and legal holidays are excluded from the 72-hour rule. The 72 hour “time clock” commences the moment the completed application is received by the township. An action of PENDING permits an additional seventy-two (72) hours and must include a statement from the township listing the specific reasons for the action. (IC12-20-6-7 & 8)

**1.30.01 NOTICE OF ACTION (PR #1A)** – The Township will notify the applicant in writing, as required by law, of the action taken by the township upon their request for township assistance. The township shall do the following: (IC 12-20-6-8)

1. Mail the Notice of Action (PR #1A) to applicants last known address, via the U.S. Postal Service or provide personal notice not later than 72 hours, excluding weekends and legal holiday, after receiving the completed application.
2. The notice shall include information that notifies the applicant of their right to appeal the trustee’s decision and where the appeal is to be filed.
3. The notice shall include: (a) The type and amount of assistance granted, (b) The type and amount of the assistance denied or partially granted, and (c) The specific reason(s) for denying all or part of the assistance requested.
4. The township shall not render a decision on a request for township assistance without a completed township assistance application (PR #1A) on file in the office of the township. This also precludes the township trustee from rendering a decision via the telephone or any other electronic device.

**1.30.02 NON EMERGENCY REVIEW** – If, before granting township assistance, the trustee determines that an applicant or member of the household may be eligible for public assistance other than township assistance, the applicant or household member shall, when referred by the trustee, make an application and comply with all necessary requirements for completing the application process for public assistance administered by the county office of the Division of Families and Children, or any other federal or state government entity within fifteen (15) working days of the referral date. Failure to comply may result in denial for not more than sixty (60) days. (IC 12-20-6-5.5)

**1.30.03 VERIFICATION/DOCUMENTATION** – The Township is aware of the difficulty in obtaining certain documented information and will not consciously place an undue burden on the applicant to obtain such documentation; when the information needed is readily available to the township from other sources. It is, however, the ultimate responsibility of the applicant to furnish all necessary documentation.

**1.30.04 RESPONSIBLE RELATIVES** – If it is ascertained that the applicant/recipient has any relative able to assist him or his household, the Office of the Township trustee shall, before granting aid a second time, ask relatives to help the applicant or member of the applicant's household, either with material relief or by furnishing them with employment; but if the relative refuse, then the Trustee may assist the household as may be otherwise provided herein.

**1.30.05 TRUSTEE'S ECONOMICAL RESPONSIBILITY** – If the Trustee determines an eligible applicant has any essential needs, the Trustee has the authority to provide and will provide in the most economical and practical manner.

**1.30.06 REFERRALS** – All applicants for Township Assistance and members of the applicant's household are required to comply with all referrals from the trustee to other public or private assistance programs within fifteen (15) working days of the referral date. Failure to comply may result in a denial for not more than sixty (60) days.

**1.40.00 DENIALS** – Denials, may be issued to applicants for one or more of the following reasons with a stated duration for the denial period.

**1.40.01 KNOWINGLY AND WILLINGLY FALSIFYING THEIR APPLICATION**, or by misrepresenting the facts or withholding vital information, solely to gain township benefits, shall be denied for a period not to exceed sixty (60) days, commencing on the date of the improper conduct or the date the last assistance was extended based on the improper conduct. The township may also make a criminal referral to the county prosecutor's office. Individual applicants convicted of "Welfare Fraud" shall be denied township assistance in accordance with the provisions of IC 12-20-6-6.5 which is 1 year after conviction for a welfare fraud misdemeanor and 10 years after a conviction for a welfare fraud felony.

**1.40.02 FAILURE TO COMPLY WITH THE WORKFARE REQUIREMENTS**, as outlined by these standards, the Trustee may require applicants, after first receiving township assistance, to participate in the township's workfare program. Failure to comply with this



requirement may result in a denial not to exceed 180 days. This rule also applies to anyone who fails to comply with workfare requirements in any other township within the State of Indiana. (IC 12-20-11-1)

**1.40.03 WASTING RESOURCES** – The term “wasted resources” means the amount of money or resources expended by an applicant or an adult member of an applicant’s household seeking township assistance during the thirty (30) days before the date of application or request for township assistance for items or services that are not basic necessities, which could and should have been applied to the household’s basic necessities. Income, resources, or tax supported services lost or reduced as a voluntary act during the sixty (60) days before the date of the application for township assistance by an adult member of the applicant household, unless the adult can establish a good reason for the act. (IC 12-7-2-200.5)

**1.40.04 FAILURE TO ACCEPT ADEQUATE FREE OR LOW-COST SHELTER ARRANGEMENTS**– Shelter accommodations provided by relatives or others should be considered a resource and something the applicant should not refuse without good reason. The township is not required to provide shelter assistance to an otherwise eligible individual if the individual’s most recent residence was provided by the individual’s parent, guardian, or foster parent, and the individual, without just cause, leaves that residence for the shelter for which the individual seeks assistance.

**1.40.05 VIOLENCE, THREATS OF VIOLENCE OR ABUSIVE LANGUAGE** – The township will deny any individual who threaten violence to the township staff or property, and/or uses abusive or threatening language while on township property or while talking with a township staff person. Denial up to sixty (60) days. (IC 12-20-17-2)

**1.40.06 VOLUNTARILY TERMINATING GAINFUL EMPLOYMENT**, or being involuntarily terminated for just cause, i.e.... absenteeism, theft, willful misconduct. A denial from the Indiana Office of Employment and Training for Unemployment Compensation shall also be used as grounds for being denied township assistance. The township shall not be obligated to provide township assistance to or for an applicant for a period of sixty (60) days commencing on the date his/her employment terminated. (IC 12-7-2-200.5)

**1.40.07 SUFFICIENT INCOME** – Income in excess of the amounts found on Attachment #1 may be the basis for denial, however, individual applicants may have unpredictable circumstances or unusual expenses which would, when reviewed, indicate a necessary expenditure from the township’s assistance fund. Sanctions by other governmental agencies will not be considered as a justification for waiving income guidelines.

**1.40.08 FAILURE TO COOPERATE** – An applicant may be denied township assistance services when they, or an adult member of their household, fails to cooperate or provide the township with the necessary information for determining eligibility. The applicant shall have seventy-two (72) hours after first review by the trustee or an employee of the township of their file to provide missing/additional documentation. Failure to provide needed information/documentation to other tax supported public assistance programs. Any individual who is fleeing to avoid prosecution or confinement or is in violation of probation or parole resulting from a felony conviction, will be determined ineligible for township assistance. Information in your case file may be released to law enforcement officials to allow them to arrest persons fleeing to avoid the law. The township does not require an applicant to obtain verification when the township already has or can readily obtain the needed information. (IC 12-20-6-1)

**1.40.09 FAILURE TO PARTICIPATE IN AN EDUCATION OR SELF-HELP PROGRAM** – Applicants and all able-bodied adult members of the household must, when referred by the township, participate fully in all self-help programs offered by a federal, state, or local governmental entity, or by a nonprofit agency within the county or an adjoining township in another county.

**1.40.10 FREQUENT REPORTING THE LOSS OF THEFT OF FOOD STAMPS OR MONEY** – Applicants who frequently report the loss or theft of Food Stamps or money will be denied township assistance. Applicants claiming loss or theft must file a police report.

**1.40.11 FAILURE TO LIQUIDATE COUNTABLE ASSETS** – Households must liquidate non-essential assets within sixty (60) days of the date of their initial application for township assistance before additional township benefits can be granted. Please refer to 2.20.00 of this document.

**1.40.12 ASSIGNMENT OR TRANSFER OF ASSETS** – An applicant may be denied township assistance benefits whenever the applicant or another member of the applicant’s household makes an assignment of or transfers assets during the six (6) month period immediately preceding the filing of an application for township assistance. Assets considered must be of sufficient value to have rendered the applicant ineligible for township assistance.

**1.40.13 REFUSING TO SIGN** – Whenever it is determined that an applicant or member of the applicant’s household has applied for benefits through Social Security Administration (SSI) or other public assistance programs and may receive a “Retro” payment, the township may require them to sign an SSI “Reimbursement Authorization” or enter into a subrogation agreement as provided by statute for the repayment of any township assistance granted. Failure to sign such documents will result in a denial.

**1.40.14 FAILURE TO FILE PATERNITY ACTIONS** when necessary and appropriate, or failing to take the necessary legal action to pursue child support unless just cause can be determined. (IC 12-14-2-14)

**1.40.15 PREVIOUS ABILITY TO PAY** – The Township shall not be obligated to pay for services or the cost of goods incurred by the applicant or member of an applicant’s household during the period the applicant or member of the applicant’s household had sufficient income or resources to have paid for either the goods or service.

**1.40.16 MOVING INTO OR COMING TO THE TOWNSHIP** for specific purpose of applying for and/or receiving township assistance services

**1.40.17 PREVIOUS OR REAFFIRMATION OF DENIAL** – Notwithstanding any other provisions of these guidelines, the township will not extend aid to or for benefit of an individual if that aid would pay for goods or services provided to or for the benefit of the individual during a period that the individual has previously applied for and been denied township assistance, nor will the township be obligated for the cost of basic necessities

incurred on behalf of the household in which the individual (who was previously denied) resides during the duration period of the denial.

**1.40.18 FAILURE TO COMPLETE AND MAINTAIN MONTHLY REPORT FORMS**, as required by governmental programs offering assistance for the basic necessities of living; failure to cooperate with other governmental agency programs; or failure to comply with the rules and regulations of an assisting governmental agency. Denial up to sixty (60) days. (IC 12-20-6-5&5.5)

**1.40.19 FAILURE TO APPLY “ONE TIME” MONETARY AWARDS** – Failure of the applicant or member of the applicant’s household to apply “one time” monetary awards received in the previous 180 days to the household’s monthly basic needs expenses. “One time” monetary awards may include, but are not necessarily limited to, the following: Energy Assistance, Retroactive Social Security payments, Workman’s Compensation, Inheritances, Pensions, Insurance settlements, Income Tax Refunds, or any other “one time” cash awards which are available to the household and can be used for basic necessities.

**1.40.20 FAILURE TO PROVIDE RECEIPTS & OR VALID RECEIPTS** – An applicant may be denied township assistance benefits for failing to provide the township with receipts for expended income. Also, the following receipts will not be considered valid: When a household applies for township assistance, both initially and on a continuing month by month basis, members of the household must verify “HOW” their income was expended. The township requires receipts for all expenditures of income/benefits received by any and all members of the household. Receipts from expenditures for court related expenses, such as: ATTORNEY FEES, PROBATIONARY FEES, DRUG AND ALCOHOL PROGRAM FEES, FINES, COURT COSTS, BAIL, USER FEES FOR AN IN-HOME DETENTION PROGRAM, RESTITUTION, OR ANY OTHER EXPENDITURE DIRECTLY OR INDIRECTLY ASSOCIATED WITH THE APPLICANT OR A MEMBER OF THE

APPLICANT'S HOUSEHOLD SHOULD, BECAUSE OF THEIR INVOLVEMENT WITH THE COURTS, WILL NOT BE RECOGNIZED AS A LEGIMATE EXPENSE. It will, however, be counted as unexpended income. Only receipts for the basic necessities of living will be recognized as an acceptable expenditure. The township will require receipts for all expenditures of income/benefits received by any and all members of the household. Hand written receipts provided by friends or relatives are considered unacceptable. Undocumented expenditures will be counted as unexpended income. Expenditures for items not considered "basic necessities" will not be recognized. Receipts should closely balance with reported income.

**1.40.21 FAILURE TO ACTIVELY SEEK AND/OR ACCEPT GAINFUL**

**EMPLOYMENT**, when offered, whether the compensation for work will be payable in money or in house rent, or in commodities consisting of the necessities of life. The township may periodically provide and require individuals to complete an "Employment Search" form in order to comply with this statutory provision. Failure to comply with this requirement may result in a denial not to exceed sixty (60) days. (IC 12-20-10-1&2)

**1.40.22 EVICTION FROM SUBSIDIZED HOUSING** – Being evicted from subsidized housing for violations of regulations and guidelines or voluntarily terminating housing without just cause. Denial not to exceed sixty (60) days.

**1.50.00 EMPLOYMENT** – If an applicant for township assistance is in good health, or if any member of the household are so, the trustee shall insist that those able to labor shall seek employment, and the trustee shall refuse to furnish any aid until he/she is satisfied that the persons claiming help are endeavoring to find work for themselves. Each able-bodied adult member of the household will, at minimum, be required to maintain an updated employment file with the Indiana Department of Employment and Training Service, as well as provide other reasonable documentation that they are actively seeking employment. Failure to seek and/or accept gainful employment, whether the compensation for the work will be payable in money, house rent, or in commodities of consisting of the necessities of life and or failure to return employment forms documenting an applicant's sincere effort to obtain employment will result in a denial of township

assistance. endeavoring to find employment. The township may also require any adult member of an applicant household to complete a Township Employment Search form prior to receiving continued township assistance. These forms may be required on a monthly basis. The recipient is required to dress and conduct his or herself appropriately to increase every opportunity for employment. (IC 12-20-10-1, 2 & 3)

**1.50.01 MEDICAL EXAMINATION** – An applicant/recipient who claims a physical and/or mental inability to seek and/or accept employment, must provide the Trustee with a current doctor’s statement or accept a referral to obtain a current medical evaluation verifying such condition. Similarly, ongoing recipients may be required periodically to present an updated doctor’s statement for their file. In addition thereto, he/she or they shall provide a medical release to the Trustee upon request for the purpose of obtaining medical records. The Trustee may provide for medical examinations where such an examination is necessary to determine an applicant/recipient’s ability to work for assistance. (IC12-20-10-3.5)

**1.50.02 REFUSAL TO WORK** – If the applicant is offered employment by the trustee, regardless of whether the compensation is in the form of money, rent, or other necessities; or refuses employment at a reasonable compensation offered by other individual, governmental agency, or employer; the township trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work.

**1.60.00 TANF RECIPIENT HOUSEHOLDS** – The township requires all township assistance applicants to apply for TANF if the applicant does not receive child support for any/all children in the household. Also, the township is not obligated to extend aid to a township assistance applicant or any member of a township assistance applicant’s household if any member of that household has been denied assistance or sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of/or violations of Title 12 Article 14 of the Indiana Code. The duration for the township’s denial shall be for at least thirty (30) days. The township may continue to refuse township assistance beyond thirty (30) days until the sanctioned or denial by the Indiana Division of Family and Children has been lifted or rectified.

**1.60.01 WELFARE FRAUD** – A person convicted of an offense under IC 35-43-5-7 (Welfare Fraud) will not receive township assistance to or for the benefit of the individual for the following periods: one (1) year after conviction for a welfare fraud misdemeanor and ten (10) years after a conviction for a welfare fraud felony. If the township trustee finds that an individual has obtained township assistance from any township by means of conduct described in IC 35-43-5-7, the township trustee may refuse to extend aid to or for the benefit of that individual for sixty (60) days after the later of the: (a) date of the improper conduct; or (b) date aid was last extended to the individual based on the improper conduct. (IC 12-20-6-6.5)

**1.70.00 INCOME GUIDELINES** – Income guidelines for determining township assistance eligibility shall be based upon 100% of the Federal Poverty Level as outlined on Attachment #1.

**1.70.01 COUNTABLE INCOME** – This term means a monetary amount either paid to an applicant or a member of the applicant’s household not more than thirty (30) days before the date of the 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. The term also includes the following: (IC 12-7-2-44.7)

- A. Gross wages before mandatory deductions.
- B. Social Security benefits, including SSI
- C. Temporary Assistance to Needy Families (TANF or old AFDC program)
- D. Unemployment Compensation
- E. Worker’s Compensation (except compensation that is restricted for the payment of medical expenses)
- F. Vacation Pay
- G. Sick Benefits
- H. Strike Benefits
- I. Private or Public pensions
- J. Taxable income from self-employment
- K. The value of bartered goods and services provided by another individual for the payment of non-essential needs on behalf of an applicant or an applicant’s household

if monetary compensation or the provisions of basic necessities would have been reasonably available from that individual.

L. Child Support

M. Gifts of cash, goods, or services

N. Other sources of revenue or services that the township trustee may reasonably determine to be countable income.

O. Educational grants and loans to the extent that they are intended to cover basic living needs.

P. Federal and/or State Tax Refunds.

The household's total gross monthly income in the previous month will be projected for the coming month including only income that is reasonably certain to be received within the coming month. Uncertain income will not be counted. A household's income must fall within the township's financial guidelines to be eligible for township assistance.

**1.80.00 SPECIAL CONDITIONS/TEMPORARY AID** – Exceptional financial obligations, emergencies, and/or extraordinary expenses or circumstances, as may be determined, documented, and approved by the Trustee, may give justification to “Temporarily” waive certain provisions of these guidelines and grant temporary aid.

**1.90.00 RECEIPTS** – When a household applies for township assistance, both initially and on a continuing month by month basis, members of the household must verify “HOW” their income was expended. The township requires receipts for all expenditures of income/benefits received by any and all members of the household. Receipts from expenditures for court related expenses, such as: ATTORNEY FEES, PROBATIONARY FEES, DRUG AND ALCOHOL PROGRAM FEES, FINES, COURT COSTS, BAIL, USER FEES FOR AN IN-HOME DETENTION PROGRAM, RESTITUTION, OR ANY OTHER EXPENDITURE DIRECTLY OR INDIRECTLY ASSOCIATED WITH THE APPLICANT OR A MEMBER OF THE APPLICANT'S HOUSEHOLD SHOULD, BECAUSE OF THEIR INVOLVEMENT WITH THE COURTS, WILL NOT BE RECOGNIZED AS A LEGIMATE EXPENSE. It will, however, be counted as unexpended income.

**1.90.01 EXPENDITURES** – Only receipts for the basic necessities of living will be recognized as an acceptable expenditure. The township will require receipts for all expenditures of income/benefits received by any and all members of the household. Handwritten receipts provided by friends or relatives are considered unacceptable.



Undocumented expenditures will be counted as unexpended income. Expenditures for items not considered “basic necessities” will not be recognized. Receipts should closely balance with reported income.

**1.90.02 – CHILD SUPPORT PAYMENTS** – Child support payments may be recognized as a legitimate expense, provided the support payments are verified by the Trustee as such. At the discretion of the township Trustee, child support payment may be required to be processed through the County Clerk’s office, and the figure to be recognized does not exceed the amount originally ordered by the court. The township is not obligated to consider payments made to cover child support delinquency as a legitimate expense for purposes of township assistance.

**1.90.04 – TAXES** – Documentation of mandatory state, local and federal taxes will be recognized by the Trustee as necessary expenditures.

**2.00.00 – ASSETS** - Households requesting assistance must also report all assets belonging to any member of the household. Assets which may affect eligibility are those which are available to the household, but not considered necessary for the health, safety, or decent living standards of the household that:

- A. Are owned wholly or in part by the applicant or a member of the applicant’s household.
- B. The applicant or the household has the legal right to sell or liquidate; and includes:
  - 1. Real property other than that is used for the production of income or that is NOT the primary residence of the household.
  - 2. Savings and checking accounts, certificate of deposits, bonds, stocks, and other intangibles that have net cash value.
  - 3. Boats, motorcycles, other vehicles, or any other personal property used solely for recreational or entertainment purposes.
  - 4. VCR’s, CAM Recorders.
  - 5. Camping trailers and/or Recreational Vehicles.
  - 6. Jewelry, i.e. gold chains, rings etc.
  - 7. Cable TV.
  - 8. Guns and/or hunting equipment.

9. Any other item of value which can be determined as non-essential.

Countable assets which may affect an applicant's eligibility for township assistance may include, but are not necessarily limited to, the following (IC 12-7-2-44.6):

**2.10.00 LIQUIDATION** – All liquid assets, such as: bank accounts, bonds, certificates of deposit, etc. must be liquidated immediately. Recreational equipment (boats, motor and camping trailers), motorcycles, etc. must also be liquidated in order to receive continued assistance from the township. All members of the household will be expected to liquidate any of the assets listed in Section 2.20.00 (A, B 1-9) or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date their initial application is filed. However, non-essential assets purchased by any member of a household after having applied for township assistance must be liquidated immediately before further assistance can be authorized. This would include the applicant and/or members of the applicant's household entering into a rental or lease agreement for non-essential items. The township highly recommends, or in some cases insists, the termination of any and all credit cards in the name of any adult member of the applicant's household. The following factors will be taken into consideration by the township when it is necessary to require an applicant to liquidate assets: (IC 12-7-44.6)

**2.10.01 MARKETABILITY OF THE ASSET**- The true monetary value of the item to be liquidated may not be realized because of existing market conditions, i.e. – sale of a boat or motorcycle during cold winter months.

**2.10.02 EXPECTED DURATION** – The length of time that the applicant/household may be reasonably expected to remain on township assistance.

**2.10.03 LEASE/RENTAL ITEMS** – Whether or not the item(s) rented or leased is necessary for basic living. Or, if needed, could the same item be purchased and secured more economically.

**2.10.04 EXEMPTIONS** – Assets which are exempt from liquidation will include one (1) house or mobile home in which the household resides, (the primary residence of the

applicant), and one (1) automobile, the value or equity of which does not preclude the household from qualifying for other state or federal assistance programs. However, a client may be required to liquidate and retrieve the equity in a house if their expected duration of needing township assistance exceeds a reasonable time frame as determined by these standards (See 2.10.00). Whenever township assistance funds are used directly or indirectly to pay the household's mortgage payments, the township may place a lien against the property in order to recover the equity value of such payments.

**2.20.00 FOOD ORDER LIMITATIONS** – It shall be unlawful for the township to purchase out of the township assistance fund food for an applicant or a household that is eligible to participate in the federal Food Stamp program. The township may purchase food for an eligible food stamp applicant or household only under the conditions: (IC 12-20-16-6)

- A. During the interim when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not later than five (5) days after the day the applicant or household becomes eligible to participate in the food stamp program.
- B. Upon the loss of the food stamp supply through unavoidable spoilage, fire, or other acts of nature.
- C. Upon a written statement from a physician indicating that one or more members of the household needs a special diet, the cost of which is greater than can be purchased with the household's allotment of food stamps. An expenditure of township assistance funds, for compliance with this section, should not occur until later in the monthly food stamp issuance cycle.
- D. When the Trustee determines that a household including a one-member household is in need of supplementary food assistance, provided, however, that the household has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case.
- E. Households reporting the theft of food stamps must first file a "theft report" with the appropriate law enforcement agency before any assistance will be given. Habitually reporting the theft or loss of food stamps and/or tax supported cash awards will result in denial.

**2.20.10 FOOD ORDER ALLOTMENTS** – Food allotments provided to an eligible household are determined by the household’s size and other criteria as established by these standards and guidelines on Attachment #2. Food orders can only be purchased directly from a combined grocery and meat market. The township may administer township assistance food allotment on a weekly basis or less, depending on the circumstances of the requesting household. The township may, instead of providing direct township assistance food assistance, refer an otherwise eligible household to a local governmental or privately funded food pantry. (IC 12-20-16-5)

**2.30.00 NON FOOD ITEMS AND HOUSEHOLD ESSENTIALS** – Necessary supplies, such as minimal household furnishing, utensils, appliances, personal hygiene and toiletry items. The township will request that the applicant be specific when requesting household items. The township may then include these specific item on the township purchase order or refer the client to a governmentally or privately funded pantry. Orders will be administered according to the table found on Attachment #3.

**2.40.00 SHELTER** – The township will provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant. Shelter is defined for the purpose of township assistance as a house, a mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters where the occupant or intended occupant: 1) Does not live and eat with any other individual in the building; and 2) has direct access to the occupant’s living quarters from the outside of the building or through a common hall. Clients will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of a client may not exceed the shelter allowance standard and must meet the test of being the most economical and practical method of relieving the applicant. An applicant’s responsibility to pay a second or third mortgage which uses the real property home as collateral will not be considered valid mortgage/shelter obligation and may not meet the test of being the most economical and practical method of relieving the applicant. Also, the obligation may exceed the amount normally allowed for shelter assistance. Exception to the definition of “shelter” may include temporary group homes and/or shelters. The amount paid by the township does not exceed the amount listed on Attachment #4.

**2.40.01 SHELTER DOCUMENTATION** – An applicant requesting township assistance will be required to have their landlord fill out a “Landlord Statement/Proof of Residency” form and returned to the township office. The form must be signed by the landlord and indicate whether he/she will (or will not) accept payment from the township for shelter. A lease agreement is required by the Trustee and the lease must be in the name of the applicant or an adult member of the household. A copy of the lease agreement must be furnished to the trustee. The township will not be obligated to pay the fullest amount of the lease.

**2.40.09 SUBSIDIZED SHELTER ASSISTANCE** – The township will not be obligated to subsidize or otherwise provide shelter assistance from the township assistance fund to household living in shelter units under the control and within the power of another governmental or quasi-governmental agency or municipality.

**2.40.10 SHELTER INSPECTIONS/INFERIOR HOUSING** – The Township may visit the proposed shelter prior to making a determination as to the maximum amount the township may allow on behalf of the applicant. This may include:

- A. Inspecting the proposed shelter in order to determine the FMF, “grade level”, as it relates to minimum requirements for health, safety and construction.
- B. Determining the maximum number and minimum number of individuals allowed to occupy the proposed shelter.
- C. Whether the proposed shelter is “master metered” or individually metered for essential utility services.
- D. The conditions and availability (if provided by the landlord) of necessary appliances and/or utilities.
- E. Other criteria as it relates to the HUD formula/process for determining “FMR’s”.

The township may deny shelter assistance whenever the trustee determines that the housing for which rental assistance is being requested is suspected of being inferior and may not meet the minimum requirements of health, safety and construction and will not be certified. Non-certified housing may be paid a lesser amount as determined by the trustee and based upon the inspection report; provided the unit infractions do not pose an immediate health or safety threat to the occupants. Local, city, and county ordinances will also be used in determining whether or not a particular housing unit meets minimum requirements for health, safety and construction. The township is obligated to report unsafe housing or other obvious violations to the city building inspector when a threat to the health or safety of the occupants is apparent. (IC 12-20-16-17)

If the Trustee determines that a housing unit for which payment is requested is substantially below minimum standards of health, safety, or construction, the Trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. (IC 12-20-16-17)

**2.40.20 SHELTER LIMITATIONS** – Shelter assistance may not be paid to an applicant's relative who the landlord is if the applicant lives in:

1. The same household as the relative; or
2. Housing separate from relative and either:

(a) The housing is unencumbered by mortgage; or

(b) The housing has not been previously rented by the relative to a different tenant at a reasonable market rate for at least six (6) months. Nor will the township recognize expenditures (receipts) paid to relatives when living in the same household. If shelter payments are made to a relative of a township assistance applicant on behalf of the applicant or member of the applicant's household, the Trustee may file a lien against the relative's real property for the amount of township shelter assistance granted. For the purpose of this section, the term relative includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild, or step-grandchild of a township assistance applicant. (IC 12-20-6-10)

**2.40.30 SHELTER DEPOSITS** – A township is not required to spend township assistance funds for a shelter damage or security deposit or an eligible applicant or household. However, the Trustee may encumber money for shelter damage or security deposit by making an agreement with a property owner who furnishes shelter for the recipient/household. The agreement must be in accordance with (IC12-20-16-17). The township will not pay the cost of “Security or Damage Deposits”.

**2.40.40 SHELTER ENCUMBERED** – In situations where an applicant is renting from a relative with an encumbered mortgage for the housing being used, the township may only pay the maximum allowed on Attachment #4 or the amount of the mortgage payment, less principal, whichever is lesser. Receipts signed by relatives for rental payments from an income source other than township assistance will not be recognized for more than the actual mortgage payment.

**2.40.20 SOCIAL SECURITY REIMBURSEMENT** – Individuals awaiting a determination from the Social Security Administration for SSI or SSDI benefits will not be required to perform workfare during the initial stages of the SSI or SSDI application process. Once the initial application for SSI or SSDI benefits has been denied by SSA, the applicant may, at this point, be obligated to perform workfare, unless they present a current medical excuse as to why they cannot perform work. Other members of an SSI applicant’s household able to perform workfare will be required to participate and work his/her proportionate share of the workfare obligation. *Example: Under current regulations “A member of a multi-member household (three (3) adult members) awaiting an SSI or SSDI determination shall be excused from performing workfare while the SSI or SSDI determination is pending. Other adult members of the household will, however, be required to comply with the workfare obligation, but will only be required to work the remaining proportionate share. The township will obligate this particular household to two-thirds (2/3) of the assistance rendered as a workfare obligation. This holds true only if the entire household shared in the assistance, such as shelter, utilities or food. If, however, township assistance was rendered specifically for the SSI or SSDI applicant, workfare will not be required, but the amount of the assistance maybe recovered through the Interim Assistance Reimbursement program. Individuals currently receiving SSI or SSDI monthly benefits are not automatically excused from workfare. In order to be excused, the individual SSI or SSDI recipient must still meet on of the exempting reasons contained in 6.00.40 of these guidelines.* This particular section is driven by an agreement between the State of

Indiana and the Social Security Administration and shall continue in effect as long as current regulations remain the same. They are subject to change. (IC 12-20-11-5)

**2.40.50 INTERIM PERIOD** – ‘Interim period’ means the period beginning when a township trustee obtains from a township assistance applicant or member of the applicant’s household an agreement authorization described in subsection 2.40.20 and ending when the township assistance applicant or member of the applicant’s household receives the judgment, compensation, or monetary benefit or leaves the household.

**2.40.70 LIVING WITH RELATIVES** – The township is not required to provide shelter assistance to an otherwise eligible individual, if the individual most recent residence was provided by the individual’s parent, guardian, or foster parent, and the individual, without just cause leaves that residence for the shelter for which the individual seeks assistance. If an individual as described in this section becomes a member of another township assistance household, then the entire household may be denied assistance.

**2.40.80 TAX SUPPORTED SHELTER PROGRAMS** – The Township is not under any obligation to enter into a contract or pay temporary shelter cost on behalf of an otherwise eligible applicant to a public or private agency which is wholly or partially funded by federal or state funds. (IC 12-20-17-2)

**2.40.90 SHELTER MOVING** – Clients moving, within sixty (60) days immediately preceding their application for township assistance, from a shelter provide by a relative, or any form, kind, or type of subsidized shelter will be declared ineligible for township assistance benefits. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant. (IC 12-7-2-200.5)

**2.50.00 REIMBURSEMENT/REPAYMENT FOR Township Assistance EXPENDITURES** The repayment of assistance or a promise to repay assistance may not constitute a condition of eligibility for township assistance, except as provided in 1.40.00 (N) and 3.90.00 of these standards. A Trustee may not seek federal or state reimbursement, foreclose on a lien, or



otherwise seek repayment of assistance for which a recipient or an adult member of the recipient's household has satisfactorily completed a workfare requirement.

**2.70.50 TEMPORARY RESIDENTS** – The definition of residency/household shall not be construed to mean temporary living arrangements made available by friends, relatives their acquaintances or social service agencies, either public or private. The residency must not be established for the primary purpose of qualifying for township assistance.

**2.70.60 SHELTER EXCEPTION** – A township trustee is not under any obligation to provide shelter to an individual who at the time the assistance is requested (1) under the influence of drugs or alcohol or (2) incapable of self-care. The township trustee may at no cost to the township refer an individual described in this section to an appropriate facility located in the county or in an adjoining county that has a program or charter specifically addressing the problems of substance abuse, mental illness or self-care. (IC 12-20-17-2(f))

**2.70.70 OTHER SHELTER** – The Township shall not be obligated to pay the cost of shelter assistance to or for an applicant when an applicant's relative purchases a house or mobile home for the intended purpose of having the applicant live in the unit. The paragraph applies to real estate purchases or other property transactions made within ninety (90) days prior to making the application for township assistance, anytime immediately following the filing of a township assistance application or during the period the applicant remains otherwise eligible for township assistance. The township shall not be obligated to pay, directly or indirectly, the cost of mortgage payments when the property in question is part of a potential property settlement in a pending court proceeding, such as, for example, a divorce or probate.

**2.80.00 VENDOR RESTRICTIONS** – An individual cannot be considered a vendor for payment from the township assistance fund if that individual or member of the individual's household has been a township assistance client, and still has an outstanding obligation for workfare or an unsatisfactory repayment with the township for township assistance rendered to that individual or a member of the individuals household. The trustee may set aside this restriction only after an obligation or repayment to the township is satisfied.

**3.00.00 UTILITY SERVICE/HEATING FUELS** – The Trustee, in cases of necessity and if the applicant otherwise qualifies, will authorize the payment of water, gas, sewer, heating, and cooking fuels, electric services. In addition, the Trustee may authorize the payment of

delinquent bills, only when necessary to prevent their termination or to restore terminated service. The following are the exception and limitations (IC 12-20-16-03):

- A. The township will not pay for utility deposits or reconnection fees.
- B. All utilities must be in the name of an adult member of the requesting household; an emancipated minor who is the head of the household; a landlord; or a former member of the household if the applicant proves that the applicant is responsible for the payment of the bill.
- C. The township will not pay for utility service received as a result of a fraudulent act by any adult member of a household requesting township assistance.
- D. The township will not consider the payment of delinquent utility bills if the applicant is ineligible for township assistance at the time the cost was incurred, or the delinquent bill is older than twenty-four (24) months.
- E. The township will not consider the payment of master metered utility service when more than one household is served by the same meter.
- F. The township will not consider the payment of estimated utility bills.
- G. Individual applicants for township assistance needing utility assistance on a continuing basis shall be informed by the township to request such assistance monthly. Failure to do so may be a denial.
- H. Fuel oil or L.P. gas must be ordered by the Trustee. No payment on fuel bills will be made if ordered by the applicant.

**3.10.00 ENERGY PROGRAMS** – Applicants seeking township assistance with the payment of energy bills must first utilize all available federal and state programs designed to assist indigent households with the cost of energy and must furnish the township with written proof that an application for such assistance has been requested from other government sources. (IC 12-20-16-3) The township shall inform and refer an applicant requesting assistance for heating fuel or electric services that assistance may be available from the state.

**3.10.10 ENERGY PROGRAMS/APPLICANT'S RESPONSIBILITY** - During the time the applicant or member of the applicant's household has been approved for the Energy Assistance Program, the applicant and/or member of the applicant's household must continue to make payments on their utility bills as reasonably determined by the trustee. Once the Energy Assistance Program has ended, the trustee will not authorize utility assistance if the applicant or member of the applicant's household has not made payments until they have evidence of other emergency payments that prohibit them from making utility payments. (IC 12-20-16-3)

**3.20.00 TRANSPORTATION** – Certain assistance, including transportation to seek and accept employment on a reasonable basis. The township may provide transportation to individual applicants to seek and accept employment within or outside the township when there is reasonable evidence that employment is available. Reasonableness will be determined by the Trustee, taking into consideration the unique and specific circumstances of the applicant and/or members of the applicant's household. "Transportation" is only considered a basic necessity as it pertains to the "seeking and securing" of employment. Transportation assistance to public and private social agencies to which an applicant or recipient is referred by the Trustee may be provided if the applicant has no means of transportation and such applicable agency is not within reasonable walking distance.

**3.20.03 AUTOMOBILES** – An automobile is not, by statute, recognized as a basic necessity. Therefore, automobile payments and other related expenses may not be considered an acceptable expense, unless it is necessary to maintain current employment. Then, the reasonableness of the expenditure will be considered by the trustee who may take into account such things as the amount of the payment and whether or not the automobile is used for transportation to and from a place of employment.

**3.20.10 TRANSPORTATION/DEPORTATION OF NON-RESIDENTS** – It is unlawful to furnish any non-resident of the township with transportation until after the legal residence of the person applying has been ascertained beyond a reasonable doubt. Any transportation furnished to such person(s) shall be in the direction of their legal residence unless it is shown that the individual in need has a valid claim for support or a means of support in

some other place to which the individual asks to be sent. The township may, under this section, require an application to perform workfare prior to receiving transportation assistance. (IC 12-20-16-11)

**3.20.20 DEPORTATION RE-APPLICATION** – An individual may be denied township assistance for not more than one hundred and eighty (180) days whenever the individual or a member of the individual’s household has been: sent by a township where the individual does not reside to a location outside the township at the individual’s request or by court order; and transported to a location outside the township at public expense; and knowingly reapplies for assistance in the township from which the individual or member of the individual’s household was sent. (IC 12-20-9-6)

**3.30.00 BURIAL, FUNERALS & CREMATIONS** – The Trustee shall provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual. If it is determined that the deceased individual is a resident of another township in Indiana, the township shall notify the trustee of that township, who shall then provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual not leaving sufficient resource (i.e. cash, automobile, and/or real or personal property), to defray expenses. Contributions or payments of benefits from any other source may be deducted from the township’s allowable maximum. The total cost of the burial and funeral for any deceased indigent person, including burial plot, may not exceed seven-hundred fifty (\$750.00) dollars. Cremations may not exceed seven-hundred fifty (\$750.00) dollars. The township will also require a “death certificate” and an itemized (invoice) statement from the funeral home before payment can be authorized. (IC 12-20-16-12)

**3.30.02 TRANSPORTATION BURIAL EXPENSE** – The township will not pay for the cost of transporting the remains of an indigent person back to Penn Township unless it can be determined that the deceased was, in fact, a resident of Penn Township at the time of death and the transportation cost can be accomplished within the amount determined as most economical and must be approved by the Trustee.

**3.30.10 REQUEST FOR BURIAL AND FUNERAL OR CREMATION** – The Township requires that a surviving member of the deceased person’s family, if known and available, make a formal request for Burial and Funeral or Cremation assistance before providing a person to superintend. If there are no surviving family members, the person appointed to superintend will make the formal request for burial assistance by completing the standard PR#1 Application for Township Assistance. Family members of the deceased person, who are financially able, will be requested to financially contribute to the payment of the funeral and burial or cremation expense. Any amounts contributed **may** be deducted from the township maximums. (IC 31-16-17-1) & (Pickett vs. Pickett no#368 A 32. Appellate Court of Indiana. Dated October 29, 1969: *“Immediate family” is defined, for the purpose of this section, as the deceased person’s father, mother, husband, wife, son or daughter.*)

**3.40.00 MEDICAL SERVICES** – The Township will, in cases of necessity, promptly provide medical assistance for qualifying township assistance applicants who are not provided for in public institutions; have coverage under a private insurance policy; or receiving governmentally subsidized medical benefits, such as Medicaid or Medicare. The township shall only pay the cost of the following medical services for the eligible and qualifying poor of the township. (IC 12-20-16-2)

**3.40.01 Prescription Drugs** – The Township will furnish prescription drugs, when prescribed by a physician, for eligible township assistance clients, provided the client obtains prior authorization from the township. (IC 12-20-16-2)

**3.40.20 Insulin** – The Township will furnish insulin without charge to township residents who are in need of such treatment for diabetes, and who are financially unable to purchase the insulin, upon the application of a duly licensed physician. The application from the physician shall affirm the physician’s belief that the person is financially unable to pay for the insulin themselves. Upon receipt of an official blank properly completed and signed in ink, by a physician, any dealer may provide the insulin and then file the documents as a legal claim with the township in order to receive the market price of the insulin being furnished. Applicants are not required to file a regular township assistance application PR #1, except in situations where the township Trustee **has evidence** that the individual has the financial ability to pay for the insulin. After being presented with a legal claim for

insulin being furnished to the same individual a second time and provided there is **evidence** that indicates the individual's financial ability to pay, the township Trustee may require the individual to complete and file a standard application for township assistance in order for the township Trustee to investigate the financial condition of the individual claiming to be indigent. The Trustee will immediately notify the individual's physician that:

1. The financial ability of the individual claiming to be indigent is in question; and
2. A standard township assistance application must be filed with the township.

The township will continue to provide insulin to the individual until such a time as the investigation is complete. The township will also consider the individual needing insulin as an individual and not as a member of a household requesting township assistance. (IC 16-41-19-7 & IC 12-20-16-2(c) (13) & IC 12-20-16-14)

**3.40.30 Office Calls** – It is the responsibility of the applicant to make their own appointment for visits to medical service providers. Clients requesting assistance for a visit to a medical service provider, except in case of emergency, must first obtain authorization from the township. The cost of visits to a medical specialist cannot be paid by the township, unless the applicant was first referred to a specialist by their attending physician. (IC 12-20-16-2)

**3.40.40 Emergency Room Treatment** – The Township may pay for necessary emergency room treatment that is of an emergency nature. However, a medical emergency does not exist in situations where the illness/injury could and would have been treated during a routine office call by a family doctor, and the applicant could have made contact with the township office before such a visit. (IC 12-20-16-2)

Emergency office calls, duly prescribed drugs and necessary emergency room medical treatment received in a hospital emergency room may be paid by the township, provide a proper request for the service is made to the township office, by the applicant or a member of the applicant's household, within fifteen (15) working days of the time services are rendered. Failure to notify and request payment in a timely fashion and within the prescribed time limits shall result in a denial. The medical service provider must indicate the services they provided on a "REPORT OF MEDICAL AID RENDERED" form PR#4, properly executed and signed by the service provider and the applicant and submitted to the township within the prescribed time limits shall result in a denial.

**3.40.50 Dental Care and Treatment** – The payment of dental care and/or treatment shall be limited to those cost which are medically necessary to eliminate pain and/or infection in the most economical and practical way. The township may pay the cost of denture replacements and/or repairs not covered by other tax supported programs. However, the township will not pay for the initial cost of dentures. (IC 12-20-16-2)

**3.40.60 Eyeglasses** – The Township may pay the cost of eye exams, eyeglasses, eyeglass repair or eyeglass replacement for eligible township assistance applicants provided the applicant has exhausted all other tax supported programs providing a similar service. (IC 12-20-16-2)

**3.40.70 Other Prescribed Treatments** – Other Treatments prescribed by an attending physician under IC 25-22.5 including: pre-operation testing, over-the-counter drugs, x-rays and laboratory testing, visits to medical specialist when referred, physical therapy, repair or replacement of a prosthesis not provided by other tax supported state and federal programs.

**3.50.00 WORKFARE (RECIPIENT DEFINED)** – The term “recipient” as it relates to workfare means a *“single person receiving township assistance or, when township assistance is received by a household with two (2) or more persons, the member of the household most suited and able to perform available work.”* Suitability to perform available work shall be determined by the Trustee and may provide for medical examination necessary to make such determination.

**3.50.10 WORKFARE REQUIREMENTS** – The township shall require a recipient to do any work needed to be done within the township or an adjoining township or for any governmental unit (including the state) having jurisdiction in those townships, or for a not-for-profit social service agency. (IC 12-20-11-1)

**3.50.20 WORKFARE OBLIGATIONS/WORKFARE PARTICIPATION** – Minimum criteria for satisfactory participation in the workfare program shall be established by the township with a maximum of one shift per day or five shifts per week. Un-excused absences for scheduled workfare assignments may result in discontinuance of township assistance. Any workfare obligations *incurred in another township will be carried forward to the gaining township*, unless the applicant fails to comply, they shall be denied for one hundred and eighty (180) days. *Failure to comply with printed instructions on a work order will not cancel the work order but will constitute ineligibility for further assistance for not more than*

*one hundred eighty (180) days, unless recipient shows good cause for not performing the work. If an applicant fails to comply, they shall be denied. (IC 12-20-11-1)*

**3.50.30 WORKFARE PARTICIPATION**-The recipient(s) is required to maintain the minimum criteria that is necessary for the fulfillment of his/her workfare responsibility until such time as his/her obligation will the township is satisfied. Recipients will not be permitted to voluntarily work in advance of receiving township assistance in order to accrue workfare credit. It is the sole responsibility of the recipient to meet the criteria of workfare participation. In satisfying this obligation, only the recipient or members of the recipient's household will be allowed to perform the required work

**3.50.40 WORKFARE COMPENSATION** – Work performed is considered “as satisfaction of a condition for township assistance and is not considered as services performed for remuneration.” The recipient shall be required to do an amount of work which equals the value of assistance at a rate no less than the existing Federal Minimum wage. This translates into the hours the recipient will owe in total workfare hours. (IC 12-20-11-1)

**3.50.50 WORKFARE EXCEPTIONS** – Recipients may be excused from workfare for only the following reasons:

- A. The obligated individual is not physically able to perform the proposed work and has provided the township with medical evidence that they are unable to perform the work.
- B. The obligated individual is a minor or is over sixty-five 65 years of age.
- C. All obligated members of the household have full-time employment at the time they received township assistance. The individual(s) obligated is at the direction of the trustee, attending educational courses or self-help classes.
- D. The obligated individual is needed to care for an individual as a result of the person's age or physical condition and has furnished the township with medical evidence that the person being cared for is in need of their assistance.



- E. The township Trustee determines that there is no work available for any adult member of the recipient household.

**3.50.60 WORKFARE RESTRICTIONS** – A recipient(s) shall not be assigned to work which would result displacement of governmental employees or in the reduction of hours worked by those employees, nor with an obligated individual(s) be assigned to work at a location where a labor dispute is in effect. (IC 12-20-11-1 g)

**3.50.70 OTHER WORKFARE CREDIT** – As a condition of continuing eligibility, a Trustee may require a recipient of township assistance or any member of the recipient’s household to participate in an appropriate work training program that is offered to the recipient or a member of the recipient household: (IC 12-20-11-3)

1. The individual must be referred to the program by the township within the county or an adjoining township in another county under the Job training Partnership Act (29 U.S.C 150 et seq.) or by a governmental entity. While attending, the recipient would receive workfare “credit hours”.
2. The individual must attend and participate in all scheduled meetings and/or classes, unless otherwise excused for justifiable reasons.
3. An individual must present proper documentation of attendance and grades to the township in order to receive continued workfare credit.
4. Individuals obligated to and referred by other governmental agencies, cannot, without Trustee approval, receive township workfare credit along with credit from another agency for attendance in an approved program.
5. In order to receive township workfare credit, individual participating in a self-help or educational program must continue to participate even when his/her total obligation to the workfare program is complete.

In the event the Trustee deems that an applicant/recipient would benefit in his/her search for employment by participating in employment counseling, job training and/or educational programs referred by the Trustee, the applicant/ recipient’s refusal to participate in the same is deemed as refusal to actively seek employment which will be grounds for denial or termination of township assistance.

**3.80.20 ESTATE CLAIMS/REIMBURSEMENT FROM** – A claim may be filed against the estate of a township assistance recipient who dies, leaving an estate; and is not surviving by a: (1) spouse; (2) disabled adult dependent; or (3) dependent child less than eighteen (18) years of age; for the value of township assistance given the recipient before recipient’s death, subject to IC 12-20-11-50(b). For the purpose of this section, the estate of a township assistance recipient includes any money or other personal property in the possession of a coroner under IC 36-2-14-11.

**3.80.30 REIMBURSEMENT EXCLUSION** – A township Trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult member of the recipient’s household has satisfactorily completed a workfare requirement.

**3.90.00 FUTURE THIRD PARTY BENEFIT** – If it is anticipated that a township assistance applicant has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the Trustee may require the applicant to enter into a subrogation agreement or sign an authorization for the repayment of any township assistance benefits provided by the township during this interim period. Failure of an applicant to sign the necessary authorization for reimbursement to the township shall result in a denial of township assistance benefits.

**4.00.00 REPRESENTATIVE PAYEE (REPORTING)** – The township may from time to time report and recommend to other governmental agencies (TANF or Social Security Administration) the misuse of funds by a recipient. The township may officially recommend when reporting misuse, that the recipient’s cash “award” be placed in the hands of a “protective or designated payee.” The township may refuse to extend aid to an individual or household member until such time as the applicant initiates and executes the proper instruments for obtaining a payee to handle their finances. The township may agree to serve as the payee.

**4.10.00 APPEALS** - Anytime an applicant for township assistance is not satisfied with all or part of the decision of the township Trustee, they may appeal that decision to the Board of

County Commissioners. Appeals must be filed not more than fifteen (15) days from the date of issuance of the township Trustee's adequate notice of the denial. This is referred to as "Notice of Action form PR #1A". The appeal may be filed in the Auditor's office in the St. Joseph County-City Building.

**4.20.00 DISCRIMINATION** – At all times, the Office of the Township Trustee will determine eligibility for assistance without regard to race, source of income, creed, color, sex, disability status, national origin, marital status, sexual orientation, political beliefs, or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families.

**4.30.00 COURTESY** – We expect everyone who comes into the office to act and be treated in a courteous and dignified manner. If for any reason, you are not satisfied with our service, please write directly to the Township Board President. It is not necessary to sign your name. We likewise expect the staff of the township to be treated in a similar manner. The office is intent on assisting the poor of the township and will endeavor to provide necessary assistance within the limits of the law and these standards and guidelines.

**5.00.10 MEDICAL PAYMENT SCHEDULE** – In accordance with the provisions of IC 12-20-16-2, the township shall use the Indiana Office of Medicaid Policy and Planning schedule (provided the schedule is known and made available to the township) for determining the amount to be paid by the township for medical services. The township is under no obligation to provide for medical services and/or prescription drugs that are excluded for payment by either the Indiana Medicaid or Federal Medicare Program. (IC 12-20-16-2(d))

**5.00.20 MEDICAL SERVICE PROVIDERS** - The Township may establish a list of approved medical service providers for the poor of Penn Township. Any medical provider who can provide medical services within the scope of the provider's license and is willing to provide the medical services for the charge established by 5.00.10 of these guidelines, is entitled to be included on the list. (IC 12-20-16-2(e))

**5.00.30 REIMBURSEMENT FOR MEDICAL SERVICES** – During the application pending period for Medicaid (IC 12-15) or other governmental medical program, the Trustee may provide interim medical services, if the individual is reasonably complying with all requirements of the application process and, unless prohibited by law, the township will seek reimbursement for the payment of medical services from township assistance funds, provided the individual for which the services were rendered is eligible for medical services under a state medical plan. (IC 12-20-16-2 (e))

**7.00.00 COUNTY HOME ADMISSIONS** – The Township will process applications for admission to the county home in accordance with the proper provisions of the Indiana Code. Once an application is processed and properly investigated, a recommendation by the township will be made to the Board of County Commissioners as to whether or not the applicant should be considered for admission. If the applicant fails to be recommended for admission by the township, then the applicant (or their agent) will be advised of their right to pursue the petition on their own.

**9.00.00 REPORTING ABUSE AND NEGLECT** – The Township shall report all suspected cases of abuse or neglect to the proper authorities. Un-emancipated youth requesting township assistance will automatically be reported to the St. Joseph County Office of Families and Children.

**12.00.00 CONCLUSION** – All decisions regarding eligibility will be based on the standards and guidelines in this document. These Standards and Guidelines will be available at the township trustee’s township assistance office. Additional copies will be furnished to the County Commissioners, the County Auditor, and recorded with the County Recorder. Any member of the public will be permitted to inspect and copy these at their own expense. They will be periodically revised to reflect changes in both statutory and case law.

**13.00.00 DISCLAIMER** – In case of extreme hardship or emergency, the Trustee will review each application on a case by case basis. Only in the event of any emergency situation and only on a case by case basis may the trustee provide any benefits beyond those enumerated in these standards and guidelines.

## **EQUAL OPPORTUNITY POLICY**

***The intent of the Penn Township’s “Equal Opportunity” policy is to affirm the position of this office regarding non-discrimination in all matters relating to the administration of township assistance.***

***This office believes that all persons are entitled to an equal opportunity to apply for and receive township assistance services and does not discriminate against applicants for township assistance because of race, creed, color, national origin, age, sex, religious affiliation, handicap or sexual orientation.***

TOWNSHIP BOARD RESOLUTION

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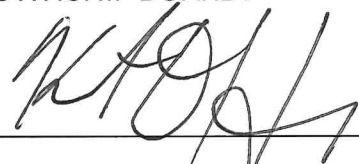
# 2025-03

Be it resolved that the attached document shall service as the “2025 Standards and Guidelines” for the administration of Township Assistance in Penn Township, St. Joseph County, Indiana. Adopted the 5<sup>th</sup> day of February 2025.

BY:

  
\_\_\_\_\_  
Doris J. Portolese, Trustee

TOWNSHIP BOARD:

  
\_\_\_\_\_  
Kent Hizer, Board President

  
\_\_\_\_\_  
Dave Schmidt, Board Secretary

  
\_\_\_\_\_  
Kris Verash, Board Member

# **ATTACHMENTS**

# 1 – Income Guidelines

#2 – Food Order Allotments

#3 – Non-food Allowances

#4 – Shelter, Utility & Burial Allowances

#5 – Requirements for Determining Identification

## Gross Monthly 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

### Attachment #1

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

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

**COUNTABLE INCOME**-This term mean 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.



**Food**  
**Non-taxable food items only**  
**Attachment #2**

<b>Size of Household</b>	<b>Maximum Food (Per Month)</b>	<b>Maximum Food (Per Week)</b>	<b>Maximum Food (Per Day)</b>
1	\$292	\$73	\$10
2	\$536	\$134	\$18
3	\$768	\$192	\$26
4	\$975	\$244	\$33
5	\$1,158	\$290	\$39
6	\$1,390	\$348	\$46
Each additional	\$220	\$55	\$7

**Effective: October 1, 2024 – September 30, 2025**

**USDA-Food & Nutrition Service-Supplemental Nutrition Assistance Program (SNAP) Benefits**

# Non-Food Allowances

## Attachment #3

Size of Household	Non-Food Order
1	\$37
2	\$48
3	\$51
4	\$57
5	\$61
6	\$67
7	\$72
8	\$80

The amounts listed above are monetary guidelines established by the township and may be pro-rated on a daily, weekly or monthly basis depending upon the particular need and/or the circumstances of the requesting household. Unless unusual or extraordinary circumstances exist, as determined by the Trustee, the amounts listed above will not be exceeded.

# **Shelter & Utility Allowances**

## **Attachment #4**

All shelter units for which township assistance is being requested must meet the minimum requirements of health, safety, and construction.

**Current allotment for shelter is a maximum of \$650.00 per month.**

**Current allotment for utilities is a maximum of \$800.00 per month.**

**Current allotment for burial is a maximum of \$750.00 per month.**

# Requirements for Determining Identification

## Attachment #5

DOCUMENT	VALUE	DOCUMENT	VALUE
Indiana Driver's License	6	Photo ID Card (school, work)	2
Indiana ID Card	6	Reinstatement Letter from Indiana BMV	2
Birth Certificate	3	Car Registration with Signature	2
Driver's License (Out of state)	3	Marriage or Divorce Record	2
Passport (Must be valid as in unexpired)	3	Medicare or Medicaid card with photo	2
Probation Letter with vital information	3	Current Car Insurance Policy	1
Caseworker Letter with vital information	3	Indiana Hunting or Fishing License	1
Indiana Lerner's valid permit	3	Property Tax papers	1
U.S. Military Photo ID card	3	W-2 Tax Forms or #1099 Form	1
US Department of Immigration Documents	3	High School Diploma	1
Federal or Indiana Returns w/W-2	2	Baptism Certificate	1

**Proof of Identity** – Listed above are the only types of documents the township will accept as proof of your identification. You must accumulate a minimum of **six (6) points** in order to be considered as having proper identification. REVISED 01/2025 djp