

WORTH TOWNSHIP
Boone County, Indiana

TOWNSHIP ASSISTANCE GUIDELINES

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WORTH TOWNSHIP
Boone County, Indiana
Township Assistance Guidelines

I. INTRODUCTION

In the State of Indiana, Township Trustees are charged, in part, with the responsibility on a local level of assisting persons in need, residing in within the Township. The office of the Trustee is designed to provide temporary financial aid in for necessities of life and emergency situations when a current resident of Worth Township has exhausted other means of assistance. *See Appendix I.*

The Trustee may provide assistance with food, shelter and utilities and certain other basic necessities of life or in certain circumstances emergency assistance. In order to qualify for and receive assistance, Applicants must meet the requirements of these Guidelines as determined by the Trustee.

ALL APPLICANTS AND ALL ADULT HOUSEHOLD MEMBERS MUST:

- *Be current residents of Worth Township;*
- *Meet the income guidelines;*
- *Be employed full-time; seeking full-time employment; performing workfare; or medically exempted from performing work;*
- *Fully complete the Application for Assistance and other cooperate with the Township's determination of eligibility for assistance;*
- *Applied for any and all other public assistance programs for which they may be eligible;*
- *Sought assistance from family or other relatives.*

The above list is intended simply as an overview; the types of assistance available and eligibility criteria are explained in detail in other sections of these guidelines.

Worth Township evaluates each Applicant based on these standards and will not discriminate based on race, color, creed, gender, sexual orientation, political affiliation, source of income, national origin, disability status or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families.

II. WORTH TOWNSHIP TRUSTEE OFFICE HOURS & LOCATION

Address: 8 South Main Street, Suite 102, Whitestown, Indiana.

Hours: Monday, Tuesday, Wednesday, Thursday, Friday by appointment
(excluding holidays or as otherwise determined by the Trustee).

Telephone Number: (317) 769-3560.

Email Address: trustee@worthtownship.org.

*Applications for Township Assistance are accepted by during
normal business hours or by appointment only.*

III. APPLICATION PROCESS

A. INITIAL ASSISTANCE

Applicants are entitled to seek Township assistance by completing an *Application for Assistance* and by affirming the Applicant's current financial circumstance. All Applicants must fully complete the *Application* which includes signatures in the presence of the Trustee by all adult members of the household and "*Disclosure and Release of Information*" form. No verbal requests for assistance will be considered.

Applicants will be required to cooperate with the disclosure of information concerning their personal finances, family responsibility, and eligibility to receive other types of assistance. Failure to keep an appointment or to bring the necessary documents may cause an unnecessary delay in or a denial of the Applicant receiving assistance.

Applicants may be requested to provide all relevant information that the Trustee may consider in determining eligibility (*See Appendix I*). All relevant information must be provided at the time of *Application*, or the *Application* may be denied. As soon as reasonably possible, Applicants will be required to apply for any other assistance for which they may be eligible.

An *Application* will not be considered complete until all required information is received and signed by all adult members of the Applicant's household. The Trustee will assist an Applicant with the *Application* if the Applicant has a mental or physical disability such that they cannot complete the *Application*; or cannot read or write the English language.

Applicants willfully providing false or fictitious information will be denied all types of assistance requested and may be referred to the County Prosecutor for criminal action.

B. STANDARD NECESSITIES ASSISTANCE

To receive standard necessities of life Township Assistance, an Applicant must complete an *Application for Assistance*, detailing the purpose of the requested assistance with the necessary supporting documentation and schedule an interview with the Trustee. Applicants must provide any updated information, which may have changed since their most recent *Application* including income, available resources, employment status, number in household and other pertinent matters with each new request for assistance. Failure to keep an appointment with the Trustee will be considered non-cooperation and will be grounds for denial of any assistance requested.

C. EMERGENCY ASSISTANCE

To receive Emergency Township Assistance, provide information with the *Application for Assistance* concerning an unforeseen catastrophic event impacting a Worth Township resident and schedule an interview with the Trustee. "Emergency" means an unpredictable circumstance or a series of unpredictable circumstances that places the health or safety of a resident household or a member of the resident household in jeopardy and cannot be remedied in a timely manner by means other than township assistance. Applicants must provide any updated information, which may have changed since the most recent *Application* including income, available resources, employment status, number in household and other pertinent matters with each new request for assistance. Failure to keep an appointment with the Trustee will be considered non-cooperation and will be grounds for denial of any assistance requested.

IV. APPLICANT RESIDENCY REQUIREMENT

A. TOWNSHIP RESIDENCY REQUIRED

A person seeking township assistance must be a current resident of Worth Township. A person is a resident of the Worth Township if the person: 1) has located in Worth Township; and 2) intends to make the Worth Township the person's sole place of residence. It is not necessary to live in Worth Township for any particular length of time in order to qualify for assistance.

A person who locates in the Township primarily to apply for assistance or is receiving assistance from another township will not be eligible for assistance from Worth Township. The Township Trustee may consider all relevant information (*See Appendix I*) that supports or refutes the Applicant's intent to make the Worth Township his/her sole place of residence. It will be presumed that the person moved to the Township primarily to apply for assistance if the person required assistance in order to establish residence in the Township.

Individuals in the United States without permission of the Immigration and Naturalization Service (INS) are ineligible to receive, Township Assistance. Aliens must be in the Country legally and hold a Permanent Resident Visa (green card).

B. TEMPORARY RESIDENCE NOT COUNTED

Residence and Household shall not be construed to mean temporary living arrangements made available by relatives, friends, acquaintances, or private or public agencies.

V. ELIGIBILITY REQUIREMENTS

A. ASSISTANCE FOR NECESSITIES

Worth Township provides assistance only when the personal efforts of the Applicant fail to provide one or more basic necessity of life.

B. ASSISTANCE FOR EMERGENCIES

If the Township Trustee determines from an *Application for Assistance* that an emergency circumstance exists, the Trustee may provide the temporary aid necessary for the relief of immediate needs. However, before any further relief is given, the Township Trustee shall consider whether the Applicant's or household's need can be relieved by means other than an expenditure of Worth Township funds.

C. GENERAL REQUIREMENTS

In addition to being residents of Worth Township, all Applicants must be at least eighteen (18) years of age or provide legal proof of emancipation. Applicant and all members of the Applicant's household must provide proof of identification and otherwise cooperate with Trustee's determination of eligibility for assistance.

D. REPETITIVE APPLICATIONS

The Trustee may refuse assistance that would pay for goods or services provided during a period that an Applicant has previously applied for and been denied township assistance by either Worth Township or any other Township.

E. AID TO FAMILIES WITH DEPENDENT CHILD RECIPIENT

The Trustee has no obligation to extend assistance to aid to families with a dependent child ("AFDC") recipient beyond the ordinary requirements of Township Guidelines.

The Trustee may extend aid to a recipient of AFDC at the Trustee's discretion, if the Applicant for assistance meets all other Worth Township requirements; and can document that all income derived from AFDC has been expended for living necessities during the period for which the assistance is sought (billing periods or periods in which the Applicant incurred the need for assistance).

F. EMPLOYMENT REQUIREMENT

Every healthy adult member of the Applicant's household must be employed full-time or be

actively seeking full-time employment, or the *Application* may be denied. The Trustee may refuse to furnish any assistance until satisfied that all eligible adults in the household are working or trying to find work.

For the purposes of these guidelines, “full-time employment” shall mean income-raising activity that raises at least the equivalent of 30 hours per week times the current federal minimum wage of \$7.25 for a weekly total of \$217.50.

All eligible household adults will be required to show evidence of employment. If unemployed, Applicants and household members must provide recent proof they are seeking employment at a minimum of three prospective employers each week.

G. EMPLOYMENT REQUIREMENT EXEMPTION

An Applicant or household member may be exempted from working, seeking employment for a specified period, if either:

- Provide a licensed medical doctor’s written statement of medical disability less than thirty (30) days old;
- Are enrolled in and attending adult education or vocational courses approved by the Trustee; or
- Are required to provide care for a household or family member due to health, age or disability, as confirmed by a doctor’s written statement less than thirty (30) days old.

H. SSI/SSI(D) REIMBURSEMENT AUTHORIZATION

A person applying for assistance who claims disability and is applying for SSI or SSI(D) benefits must sign an SSI Reimbursement Authorization Form supplied by the Township office.

I. OTHER RESOURCES/ASSETS

The Township Assistance program is designed to provide for basic living needs when no other resources are available. “Countable” assets such as bank accounts, investments, property other than that required for living, vehicles not required for transportation to work, anticipated assets (upcoming payroll checks, etc.) and refundable portions of tuition payments are considered resources available to the Applicant and may affect eligibility for assistance. Business assets owed by the Applicant or a member of the Applicant’s household will also be included in countable assets.

Based on the circumstances in each case, the Trustee may determine that certain countable assets must be liquidated before assistance is granted; or that their market value be deducted from any assistance granted.

J. ASSISTANCE OF RELATIVES

If an Applicant has relatives able to assist the Applicant, the Trustee’s office may call on such relatives to seek their assistance either with material assistance or by offering employment.

K. ACCEPTABLE EXPENDITURES FOR BASIC NECESSITIES

Expenditures for items other than basic necessities, or for excessive expenditures not justified by medical or employment needs, will be deducted from any approved Township Assistance benefit or serve a disqualification from assistance. Payments made toward maintaining a household in which the Applicant(s) does not reside are considered unnecessary. The Trustee will request that the Applicant be specific when requesting household supplies. Special consideration may be given to individual households with preferential needs, i.e. diapers and/or feminine supplies. The amounts listed above are monetary guidelines established by Worth Township and may be prorated on a daily, weekly, or monthly basis depending upon the particular need and/or the circumstances of the requesting household.

Certain expenditures, even if court-ordered, that the Applicant may be legally required to make (including child support) are not considered acceptable expenditures in determining eligibility and may be deducted from any benefit awarded.

Child support payments will not be deducted from gross income to meet guidelines eligibility.

The total amount of payments made toward non-necessities for the period in which assistance is requested will be deducted from an approved Applicant’s benefit level; or may be used as a basis for denial if the amount exceeds the Applicant’s benefit level or the amount of assistance requested. (*See Appendix I*).

VI. INCOME GUIDELINES

A. COUNTABLE HOUSEHOLD INCOME

An Applicant’s countable household income (*See Appendix I*), for 30 days prior to the *Application*, or for the period in which assistance is requested, must be less than the monthly amounts listed in Appendix II of these Guidelines in order to be eligible for Township Assistance.

Applicants must also meet all other requirements of these Guidelines. Child support payments will not be deducted from gross income to meet guidelines eligibility.

B. LUMP SUM INCOME

If lump sum income such as tax refunds or court settlements received in the last one hundred and twenty (120) days divided into a monthly income average is greater than the qualifying

monthly household income, up to one hundred and twenty (120) days income may be considered in determining eligibility. Applicants whose income falls within the guidelines must prove that their necessary living expenses are greater than their resources in order to be eligible for assistance.

VII. DETERMINATION OF NEEDS/FORMS OF ASSISTANCE PROVIDED

A. TRUSTEE TO DETERMINE NEEDS

The Trustee shall determine if an eligible Applicant has any of the following immediate needs and has the authority to provide assistance in the most economical and practical manner.

B. FOOD

The trustee shall furnish food necessary to maintain health. The Trustee is not required to assist with food if the Applicant(s) is maintaining or assisting a person who is maintaining another domicile or residence.

Only good nutritious foods shall be purchased with township assistance along with necessities such as soap, laundry supplies and paper products.

Township assistance is not to be used for the purchase of candy, soft drinks, tobacco products, snacks, imported foods, cookies or alcoholic beverages. Purchase of such items shall be considered abuse of township assistance and will be grounds for future denial.

C. SHELTER

The Trustee may help provide shelter as needed on a month-by-month basis. Rental assistance will be for a maximum of one month. Assistance will be provided in whatever form necessary to provide or prevent the loss of shelter so long as such aid constitutes the most economical and practical means of providing shelter. If the Trustee determines that a tenancy is going to be ended regardless of the amount of Township assistance provided, the Trustee may decide not to provide such rent assistance. The Trustee may provide for an inspection of current or proposed shelter to ensure its habitability prior to granting shelter assistance. Applicants 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 standards contained in the following schedule and must still meet the test of being the “most economical and practical” method of relieving the Applicant.

An Applicant may be required to liquidate and retrieve the equity in their house if their expected duration needing township assistance exceeds a reasonable time frame as determined by the trustee (approximately sixty (60) days). 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.

In accordance with Indiana Code IC 12-18-8-3, if the Applicant and another person are jointly bound by the Applicant's lease, then the other person will be considered a part of the Applicant's household if the Applicant and the other person are or have been married, or date, or engaged in a sexual relationship, or otherwise cohabited, or if the person is the Applicant parent, sibling or adult child. Any person who is a co-signer on a lease for the Applicant's residence will be considered a member of the Applicant's household for the duration of the lease. If a lease agreement is required, then the lease must be in the name of an adult member of the applicant's household and a copy of the lease furnished to the Township.

The Trustee will not provide any housing assistance for any Applicant who resides in a substance abuse halfway house or treatment facility or is otherwise incarcerated or institutionalized. The Trustee will not provide any housing assistance for any Applicant who resides in a residence as an alternative to incarceration or as a condition of probation unless the Applicant's residence at that location began at least thirty (30) days prior to the sentence requiring that person to reside at that location.

Monthly rent shall be provided in amounts not exceeding a total of the Applicant's one (1) month shelter cost, minus any subsidies and funds from other agencies up to federal fair market rent rates. The Trustee is not required to pay for additional costs incurred as a result of the Applicant keeping pets, smoking, etc.

The Trustee is not required to provide shelter to Applicants under the influence of drugs or alcohol or incapable of self-care. Such Applicants may be referred to treatment programs at no cost to the Township.

The Trustee is not required to pay rent bills that were incurred more than 60 days prior to the date of the *Township Assistance Application*, nor shall the Trustee be required to pay rent bills incurred in another township. Inability to provide a bill to substantiate a request for assistance may result in a delay in processing the request; refusal or failure to provide such a bill may be grounds for denial of assistance.

Persons who request assistance for rent bills that were incurred more than 60 days prior to the date of the *Township Assistance Application* will be required to submit relevant income and documentation of expenditures as required by other sections of these guidelines for the period in which the debt was incurred to determine if the Applicant met all conditions for receiving assistance during that period. (See Example in *Appendix I*).

The Trustee is not required to assist with shelter if the Applicant(s) is maintaining or assisting a person who is maintaining another residence.

D. UTILITIES

The Trustee shall, as necessary, authorize the payment from Township Assistance funds for

essential utility services including water, gas and electric services; and if used for heating or cooking, coal, wood, liquid propane or fuel oil. Sufficient fuel services shall be provided to maintain the residential shelter at 68 degrees Fahrenheit during the months when conditions require heat. All utility bills must be in the name of the Applicant or an adult member of the household. The Trustee will not pay deposits or reconnect fees. All Applicants will be required to apply for the Emergency Energy Assistance Program. Applicants may be asked to sign a deferred payment agreement with the utility company if the Trustee determines this to be economical and practical. If the Trustee determines that a utility is going to be disconnected regardless of the amount of Township assistance provided, the Trustee may decide not to provide such utility payment.

IMPORTANT: *It is the responsibility of any adult member of the household to seek assistance before the utility is actually disconnected.*

The Trustee may authorize the payment of delinquent bills for water, gas and electric services, and, if used for heating or cooking, coal, wood, liquid propane or fuel oil. Such payments will only be made when necessary to prevent the termination of the services or to restore terminated service. Such payments will only be made if the delinquency has lasted not longer than twenty-four (24) months. The Township will not spend more than is required to restore services. The Township may require Applicants to seek assistance elsewhere to cover bills before the Township grants assistance, unless there is insufficient time for such assistance to be sought prior to the date on which services are to be terminated.

The Trustee shall not be required to pay utilities bills that were incurred more than sixty (60) days prior to the date of the *Application for Township Assistance*, nor shall the Trustee be required to pay utilities bills incurred in another township. Inability to provide a bill to substantiate a request for assistance may result in a delay in processing the request; refusal or failure to provide such a bill may be grounds for denial of assistance.

Persons who request assistance for rent or utility bills that were incurred more than sixty (60) days prior to the date of the *Application for Township Assistance* will be required to submit relevant income and documentation of expenditures as required by other sections of these guidelines for the period in which the debt was incurred to determine if the Applicant met all conditions for receiving assistance during that period. If the Applicant did not meet conditions for receiving assistance during that period, assistance will not be provided. (See Example in *Appendix I*).

E. MEDICAL SERVICES

The Trustee will pay for medical services, incurred during a period of eligibility, including doctor's fees, allowable medical supplies, prescriptions and special dietary needs unless these goods and services are available through other government programs. The Trustee will not pay deductibles or spend downs for public or private health insurance plans. The Township will see that medical service is furnished to persons otherwise qualified for aid

under the guidelines. State law establishes specific restrictions on the types of medical assistance which Trustees may provide. (See *Appendix I*).

The Township will pay only for medical service which is applied for and approved by the Trustee prior to the service being rendered. The Trustee may pay emergency medical services if the otherwise eligible person is admitted as an emergency patient due to an accident or sudden illness, treated, and the Trustee notified within forty-eight (48) hours, excluding weekends and holidays, following the treatment.

The Trustee is not required to assist with medical bills if the Applicant is maintaining or assisting a person who is maintaining another residence.

The Trustee is not responsible for paying for insulin and related items if the Trustee has evidence that the Applicant has the financial ability to pay for such. After being presented with a legal claim for insulin to be furnished to the same individual a second time, the Trustee will require the individual to complete and file a standard *Application for Township Assistance* in order to determine the financial condition of the individual claiming to be indigent. The Township shall continue to furnish insulin until the Township Trustee completes an investigation and makes a determination as to the individual's financial ability to pay for insulin. For purposes of this section, the Township shall consider an adult individual needing insulin as an individual and not as a member of a household requesting township assistance.

F. FUNERAL EXPENSES

The Trustee may donate a burial plot and/or provide for mortuary and burial expenses at the lowest possible cost, not to exceed \$2,965 for burial and \$1,500 for cremation, if not eligible for other benefits. Family members will be required to attest that the deceased has no resources (including insurance policies) available to them with which to pay funeral expenses by completing an *Application for Township Assistance* prior to making arrangements with a funeral home.

The Trustee will pay for a cremation rather than a burial unless there is a prior objection in writing by the deceased individual or a surviving family member. (See IC 12-20-16-12 for specific guidelines and IC 36-2-14-11 and IC 36-2-14-11 first priority claim).

VIII. OTHER PROGRAM ELIGIBILITY

A. REQUIREMENT TO APPLY FOR OTHER ASSISTANCE

In each *Application*, the Trustee shall examine the Applicant's circumstances and shall determine if the Applicant might qualify for any other public assistance programs. Should the Trustee determine that eligibility for other programs may exist, the Applicant will be required to apply for such programs within fifteen (15) days, or no future assistance will be awarded.

B. REDUCED BENEFIT FOR FAILURE TO APPLY OTHER BENEFITS

Failure to properly apply public monies or private charitable donations or failure to cooperate with any form of public assistance received by the Applicant from other programs may result in denial of assistance. An Applicant or household member who has had benefits reduced from other public programs because of voluntary actions or non-compliance with program requirements will have equal reductions made by the Township from any benefit the Applicant may be qualified to receive. If an Applicant left publicly assisted housing owing an outstanding balance for rent, or for damages caused during the Applicant's tenancy, or for other legitimate liabilities, or if the Applicant left under Section 8 sanctions, Worth Township will not be obligated to assist that person until all publicly assisted housing or Section 8 requirements are met, or it has been two years since the Applicant left subsidized housing.

C. PROTECTIVE PAYEE

The trustee may report to other government agencies (Division of Family and Children or Social Security Administration) the misuse of funds by a recipient. When reporting misuse of funds, the Trustee may officially recommend that the recipient's payments be placed in the hands of a protective or designated payee. Worth Township may refuse to extend aid to an individual or household member until such time or the person initiates and executes the proper paperwork for obtaining a payee to handle the finances.

IX. REASONS FOR DENIAL

A. FAILURE TO COMPLY WITH GUIDELINES

Failure to comply with any requirements set forth in these guidelines will be grounds for denial of assistance. In addition, any of the following shall be considered grounds for denial of assistance:

1. Willfully providing false information.
2. Voluntary termination of gainful employment; firing for just cause; or refusal of or to pursue gainful employment.
3. Use of violence, intimidation or abusive language related to the request for assistance.
4. Failure to accept free or low-cost shelter arrangements provided by others.
5. Abuse or voluntary termination or reduction of any other programs offering assistance for basic necessities, including Food Stamps or other programs.
6. Eviction from subsidized housing for violation of regulations or guidelines; or voluntary termination of housing assistance by moving without just cause, or breach of responsibilities to a housing assistance provider.
7. Failure or refusal by any household adult to provide information related to the *Township Assistance Application* (within 30 days of request).
8. Having sufficient income to provide for necessary living expenses, regardless of meeting Township income guidelines.

9. Failure to respond to Trustee's request for documentation.
10. Past abuse of Trustee assistance.
11. Excessive, unnecessary and/or luxury expenses.
12. Failure by any able-bodied adult household member to seek or maintain employment except as exempted by these guidelines.
13. Failure to pursue child support or other types of assistance for which the Applicant may be eligible.
14. Failure or refusal to cooperate with the Trustee in determining eligibility for assistance.
15. Conviction of an offense under IC 35-43-5-7 (Welfare fraud). Persons convicted of a misdemeanor are ineligible for township assistance for one year from their conviction; ten years if a felony conviction.

X. TRUSTEE NOTIFICATION OF DECISION

A. NO VERBAL DENIALS

In order to protect the rights of all Applicants who are potentially eligible for township services, no citizen will be verbally denied assistance. All *Applications* must be in writing on the appropriate forms. All determinations of eligibility will be made in writing.

B. DECISION NOTIFICATION

Applicants are entitled to a decision on their *Applications* within seventy-two (72) hours or three (3) working days (excluding weekends and holidays) unless a determination cannot be completed because the Applicant has not submitted the required information, or the Township is unable to gather necessary information.

If the Township experiences difficulty in gathering necessary information, a "Pending" decision may be issued allowing the township an additional seventy-two (72) hours or three (3) working days to complete the investigation. Should the Township be unable to access the required information within 72 hours of issuing the "Pending" decision, the Township may deny the *Application*.

An *Application for Township Assistance* is not considered complete until all adult members of the requesting household have signed:

- (1) the *Township Assistance Application*; and
- (2) any other form, instrument, or document:
 - (A) required by law; or
 - (B) determined necessary for investigative purposes by the trustee, as contained in the Township's Assistance Guidelines.

Thus, the period to approve or deny does not start until the *Application* is complete.

C. APPEALS PROCESS

If any action taken by the Township Trustee is not acceptable to any Applicant, they may appeal the decision to the Worth Township Advisory Board. The process for appeals is described within the Trustee's Assistance Determination letter.

XI. AVAILABILITY AND ANNUAL REVIEW OF GUIDELINES

A. GUIDELINES POSTED

All decisions regarding the eligibility of Applicants will be based on these standards and guidelines and in accordance with Indiana law. The Guidelines will be posted in the office of the Township Trustee at all times the County and will be filed with Commissioners. Any member of the public will be permitted to inspect and copy them. Copies will be made available to the public, subject to reasonable copies charges.

The Township Trustee may provide benefits beyond those listed when special need is shown. The amount and length of assistance, when added to all other income and resources shall be sufficient to meet the needs as determined by the Trustee.

B. APPROVAL AND ANNUAL REVIEW OF GUIDELINES

These Guidelines shall supersede any and all previous Guidelines. The Indiana Code 12-20 et. seq. and the Appendices listed on this page are also incorporated as part of these guidelines.

These Guidelines are effective when signed and posted by the Township Trustee and filed with the County Commissioners. They are approved by the Township Advisory Board and will be reviewed annually. The Trustee shall make technical adjustments to these Guidelines to reflect changes in applicable Federal standards and Indiana Statutes, subject to the annual review of the Township Advisory Board.

Appendix I. *Definitions and Examples*

Appendix II. *Maximum Income Eligibility Standards*

Appendix III. *Allowable Medical Services*

Duly Passed and Adopted this 16th Day of January 2024 by the Worth Township Advisory Board.

WORTH TOWNSHIP ADVISORY BOARD

Shelby Hasz
Shelby Hasz, President

Mike Hancock
Mike Hancock, Secretary

William P. Jacob
William P. Jacob, Member

Approved this 16th day of January, 2024: Jim Baldwin
Jim Baldwin, Trustee

Attest and Certified: Michael Hancock
Michael Hancock, Secretary

APPENDIX I DEFINITIONS AND EXAMPLES

The following definitions and examples are provided to further explain portions of the Township Assistance Guidelines and Standards.

Section I Introduction

“If a Township Trustee determines by investigation that a township assistance Applicant or a township assistance Applicant’s household requires assistance, the Township Trustee shall, after determining that an emergency exists, furnish to the Applicant or the household the temporary aid necessary for the assistance of immediate suffering. However, before any further final or permanent assistance is given, the Township Trustee shall consider whether the Applicant’s or household’s need can be relieved by means other than an expenditure of Township money.” (IC 12-20-17-1).

Section III *Application Process*

“Household members” or “members of the Applicant’s household” includes “any person who lives in the same residence as the Applicant.” (IC 12-20-6-0.5)

“Relatives” as defined in IC- 12-20-6-10 Includes the spouse, parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step- grandparent, grandchild, or step-grandchild, nephew and niece of a Township Assistance Applicant.

“Relevant information” which the Trustee may require and consider in determining eligibility includes but is not limited to:

- Names, birthdates, and social security number for all persons living in the household;
- Addresses for previous residences of the Applicant for two years prior to the date of *Application*;
- Income for all members of the household for at least the previous 30 days and in the circumstances of request for payment of bills older than 60 days, the income for the periods during which the bill was incurred;
- Household expenditures for the previous 30 days; or for the period in which the request for assistance is being made;
- A valid bill for which the assistance is being requested in the name of the Applicant;
- A listing of all other assistance programs for which the Applicant is enrolled or has applied;
- Documentation of any *Applications* pending before any other public service agency; including but not limited to SSI, Medicaid, TANF,

AFDC, Social Security and Worker's Compensation.

- A signed residential lease including the names of the Applicant and all adult household members within the Worth Township boundaries;
- Change of Address verification from the US Postal Service;
- Documentation from the Indiana Department of Human and Social Services as to a valid address or residence within Worth Township;
- Other Utility billing statements in the name of the Applicant;
- Other incidental documentation where proof need not be given as to verification of residence; e.g. Voter registration card, driver's license; Bureau of Motor Vehicles Identification Card;
- Valid prescriptions for any assistance requested for medication.

Section IV Applicant Residency Requirement

“Relevant information” used to determine residency is defined in Section III.

“Relative” includes: “the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild, or step-grandchild of a township assistance Applicant.”

“Shelter”: For the purpose of administering shelter assistance, the definition of a shelter unit is a house, a mobile home, an apartment, a group of rooms, or a single room, occupied as separate living quarters. “Separate Living Quarters” are those in which the occupants do not live and eat with any other person(s) in the building and which have direct access from the outside of the building or through a common hall.

Section V Eligibility Requirements

“Living necessities” or “basic necessities” or “acceptable expenditures” include those needed to provide food, shelter, clothing, utilities, telephone expenses directly related to employment or medical needs, and medical care.

“Non-necessities” or “non-essential expenditures” (also known as “wasted resources”) include:

- Those items prohibited from purchase with township assistance including: candy, soft drinks, tobacco products, snacks, imported foods, cookies and alcoholic beverages;
- Court costs, probation fees, garnishments or other costs incurred through or by the criminal or civil justice systems;
- Bank penalties or overdraft charges;
- Cable TV or other entertainment costs;
- Childcare expenses that are not required by employment or medical

- purposes;
- Transportation expenses not justified or required for medical, employment or employment seeking purposes;
 - Payments toward living costs incurred by other households;
 - Loan and credit card payments;
 - Personal loans made by the Applicant to other persons

Applicants' claiming disability must apply for appropriate disability pensions with Social Security, Indiana Vocational Rehabilitation, Worker's Compensation, or some other government operated or supervised program which conditions benefits on disability. If said initial *Application* is denied, the Trustee may condition benefits on the pursuit of employment and/or completion of workfare requirements as if no disability was claimed.

Section VI Income Guidelines

"Countable household income" for determining eligibility includes that gross income which is available to the household from any source. This includes wages, self-employment, other financial aid programs, rent supplements and subsidies, child support payments, sale of blood or property, gifts from friends, institutions and family. Applicants who are self employed or proprietors of a business will be required to provide the Township with credible financial records establishing their business income and expenses. Production of business ledger books, receipts for business income and business expenses records may be required.

Court ordered expenditures such as those listed in Section V will not be deducted from gross income amounts in order to establish eligibility for township assistance purposes.

APPENDIX II
MAXIMUM INCOME ELIGIBILITY STANDARDS

The following are the Maximum allowable gross income guidelines described in Section VI.A. An Applicant's gross monthly household income must be less than these amounts in order to qualify for township assistance. These amounts are 100% of the federally established poverty level. They are revised annually.

Household Size	Monthly Income	Annual Income
1	\$1,215.00	\$14,580.00
2	\$1,643.00	\$19,720.00
3	\$2,072.00	\$24,860.00
4	\$2,500.00	\$30,000.00
5	\$2,928.00	\$35,140.00
6	\$3,357.00	\$40,280.00
7	\$3,785.00	\$45,420.00
8	\$4,213.00	\$50,560.00
For each additional family member, add \$5,140.00 annually and \$428.00 monthly. Figures based on 100% of 2023 - 2024 Federal Income Guidelines published in the Federal Register: January 12, 2023.		

APPENDIX III
ALLOWABLE MEDICAL EXPENSES

The following are the specific guidelines for allowable medical expenses as referenced in Section VII. E. of these Standards and Guidelines and as established in IC 12-20-16-2 (c).

The Township Trustee shall pay only for the following medical services for the qualified resident of Worth Township:

1. Prescription drugs as prescribed by an attending practitioner (as defined in IC 16-42-19-5) other than a veterinarian.
2. Office calls to a physician licensed under IC 25-22.5 or another medical provider.
3. Dental care needed to relieve pain or infection or to repair cavities.
4. Repair or replacement of dentures.
5. Emergency room treatment that is of an emergency nature.
6. Pre-operation testing prescribed by an attending physician licensed under IC 25-22.5.
7. Over-the-counter drugs prescribed by a practitioner (as defined in IC 16-42-19-5) other than a veterinarian.
8. X-rays and laboratory testing as prescribed by an attending physician licensed under IC 25-22.5.
9. Visits to a medical specialist when referred by an attending physician licensed under IC 25-22.5.
10. Physical therapy prescribed by an attending physician licensed under IC 25-22.5.
11. Eyeglasses.
12. Repair or replacement of a prosthesis not provided for by other tax supported state or federal programs.
13. Insulin and items needed to administer insulin in accordance with IC 12-14, et seq. and IC 16-14-19-7.