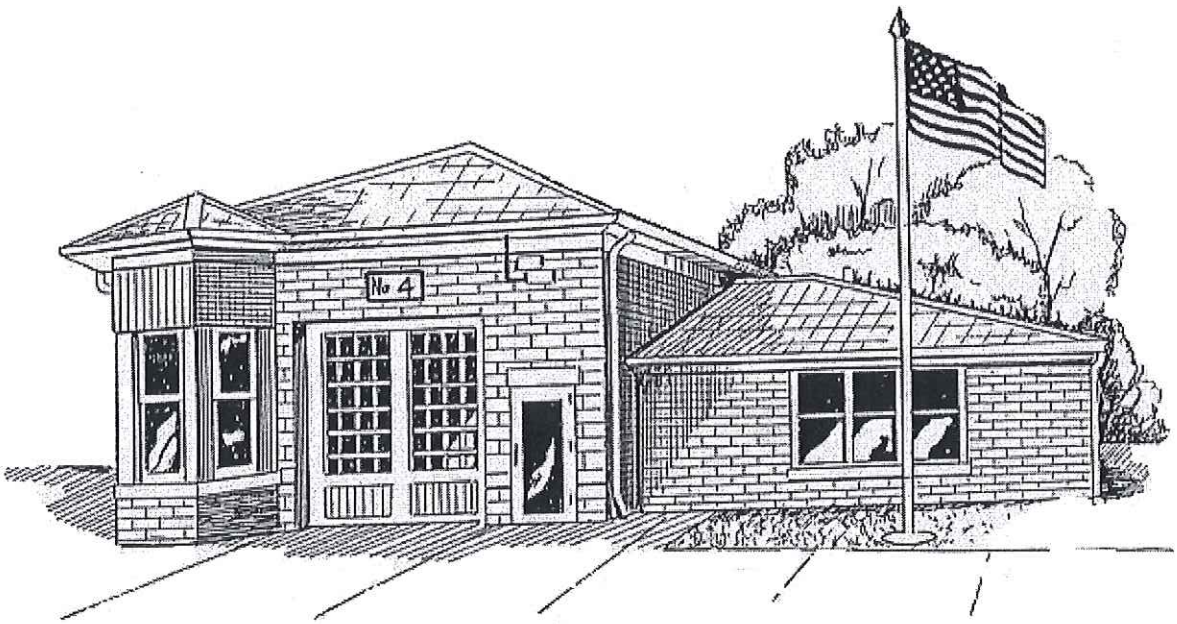
2023
TOWNSHIP ASSISTANCE ELIGIBILITY STANDARDS FOR FAIRFIELD TOWNSHIP OF TIPPECANOE COUNTY, INDIANA



Mónica Casanova,

TRUSTEE

TOWNSHIP STANDARDS & GUIDELINES FOR FAIRFIELD TOWNSHIP

2023

FOREWORD

This document has been developed by the Trustee of Fairfield Township and is to be used in the administration of Township Assistance. It is a "guide" on how one administers the many different services available through the Township Assistance program, as well as how a person qualifies for those services.

This instrument, in accordance with Indiana law, has been approved by the Fairfield Township Board and will be filed with all appropriate governmental agencies, including the Tippecanoe County Commissioners.

NOTICE TO ALL CITIZENS OF FAIRFIELD TOWNSHIP, TIPPECANOE COUNTY, INDIANA

RE: Township Assistance

Office Location: 718 Wabash Avenue Lafayette, IN 47905

Office Phone: 765-742-7476

Office Hours: Monday- Wednesday 8:00 a.m. – 4:30 p.m.; Thursday 1-8 p.m.; Friday: 8:00 a.m. – 12:30 p.m.

Township Assistance applications are accepted by appointment and walk ins. The Trustee reserves the right to modify office hours in conformity to the needs of the Township. In such event, the Trustee will post notice. The Township Trustee's office will be closed on special holidays and at other times when it is necessary for the Trustee's office to participate in educational programs or seminars.

Standards, Eligibility, and Procedures- Assistance in Fairfield Township is administered in accordance with the standards duly adopted by the Township Board and available at all times for review at the township office.

Mónica Casanova, **Fairfield Township Trustee**

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CHAPTER I - GENERAL PROVISIONS AND DEFINITIONS

INTRODUCTION

(A) In the State of Indiana, it is the legal duty of the Township to provide for its poor and needy. The Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons within their respective Township.

(B) To meet the legislative purpose of providing necessary and prompt relief to both the poor and needy families found within their Township, the Trustee will determine eligibility for assistance based upon the applicant/recipient's total situation.

(C) All decisions regarding eligibility will be based on the standards identified herein. The standards will be posted at the office of the Township Trustee and on the website, so any member of the public will be permitted to inspect and copy them. Copies of these standards will also be made available to interested public and private social welfare agencies. These standards will be periodically revised by the Township to reflect changes in the law and the cost of living.

SECTION I-1. GENERAL PROVISIONS.

The purpose of this document is to outline the eligibility standards for providing necessary and prompt relief to the citizens and residents of Fairfield Township, Tippecanoe County, Indiana, pursuant to Indiana law enacted for Township Assistance (Ind. Code § 12-20 *et. seq.*)

SECTION I-2. DEFINITIONS.

The following definitions and terms are used in the emergency assistance statutes (Ind. Code § 12-7-2) and in these standards. To the extent a definition outlined below conflicts with Ind. Code § 12-7-2, the Indiana Code controls.

ADULT means anyone living in the household who has reached the age of 18 years.

APPLICANT means any person making a request or application for public assistance from the Township Trustee, either directly or through written authorization of their representative. An incompetent or incapacitated individual becomes the APPLICANT when someone acting responsibly for him makes his need known to the Trustee's Office and requests a home visit or institutional visit. In all cases, the applicant or his representative will provide information to the Trustee subject to the penalties of perjury.

APPLICATION PROCESS means the formal application requirements prescribed by the Trustee's Office.

ASSISTANCE means voucher payments, purchase orders, or services of any other kind whatsoever paid or furnished by the office of the Township Trustee to or for the benefit of any recipient of TOWNSHIP ASSISTANCE.

BASIC NECESSITIES means those services or items essential to meet the minimum standards of health, safety, and decency, including the following:

(1) Medical care described in Ind. Code § 12-20-16-2.
(2) Clothing and footwear.
(3) Food.
(4) Shelter.
(5) Transportation to seek and accept employment on a reasonable basis.
(6) Household essentials.
(7) Essential utility services.
(8) Other services or items the Township Trustee determines are basic necessities.
(Ind. Code § 12-7-2-20.5)

COUNTABLE ASSET means noncash property that is not necessary for the health, safety, or decent living standard of a household that:
(A) is owned wholly or in part by the applicant or a member of the applicant's household;
(B) the applicant or the household member has the legal right to sell or liquidate; and
(C) includes:
(i) real property other than property that is used for the production of income or that is the primary residence of the household;
(ii) savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value;
(iii) and boats, other vehicles, or any other personal property used solely for recreational or entertainment purposes.
(Ind. Code § 12-7-2-44.6)

COUNTABLE INCOME means a monetary amount either paid to an applicant or a member of an applicant's household not more than thirty (30) days before the date of application for Township Assistance or accrued and legally available for withdrawal by an applicant or a member of an applicant's household at the time of application or not more than thirty (30) days after the date of application for Township Assistance. The term includes the following:
(1) Gross wages before mandatory deductions.
(2) Social Security benefits, including Supplemental Security Income.
(3) Aid to Families with Dependent Children.
(4) Unemployment compensation.
(5) Worker's compensation (except compensation that is restricted for the payment of medical expenses).
(6) Vacation pay.
(7) Sick benefits.
(8) Strike benefits.
(9) Private or public pensions.
(10) Taxable income from self-employment.
(11) Bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual.
(12) Child support.
(13) Gifts of cash, goods, or services.
(14) Other sources of revenue or services that the Township Trustee may reasonably determine to be countable income.
(Ind. Code § 12-7-2-44.7)

ELIGIBILITY means the statutory right to receive benefits or services from the office of the Township Trustee.

EMANCIPATED CHILD means an entire surrender of the right to care, custody, control and earnings of such child as well as a renunciation of parental duties. For the purpose of these standards, the term shall entail total emancipation only.

EMERGENCY means an unpredictable circumstance 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.
(Ind. Code § 12-7-2-76.5)

EQUITABLY means dealing fairly and equally with all concerned.

EXTRAORDINARY CIRCUMSTANCES means an emergency situation resulting from elements beyond the ordinary or usual order.

FULL TIME EMPLOYMENT means gainful employment of more than 30 hours a week.

HOUSEHOLD means any of the following:
(1) An individual living alone.
(2) A family related by blood.
(3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.
(Ind. Code § 12-7-2-110.5)

INTERIM PERIOD means the period beginning when the Trustee obtains from an applicant or household member an agreement or authorization and ending when the applicant or household member receives the judgment, compensation, or monetary benefit or leaves the household.
(Ind. Code § 12-20-27-1.5)

INCOME means all source of monetary gain or benefit available at the time of application and the monetary gain or benefit projected to be made available to any and all members of the household from any source, including non-monetary or in-kind benefits received from any source except food stamps or other sources specifically exempted by law.

INDIGENT means a person whose income and resources are insufficient to meet the basic needs of health, safety, and decency.

JUST CAUSE FIRING is defined by Ind. Code § 22-4-15-1 to include but not be limited to:

(1) separation initiated by an employer for falsification of an employment application to obtain employment through subterfuge;
(2) knowing violation of a reasonable and uniformly enforced rule of an employer, including a rule regarding attendance;
(3) if an employer does not have a rule regarding attendance, an individual's unsatisfactory attendance, if good cause for absences or tardiness is not established;

(4) damaging the employer's property through willful negligence;
(5) refusing to obey instructions;
(6) reporting to work under the influence of alcohol or drugs or consuming alcohol or drugs on employer's premises during working hours;
(7) conduct endangering safety of self or coworkers;
(8) incarceration in jail following conviction of a misdemeanor or felony by a court of competent jurisdiction; or
(9) any breach of duty in connection with work which is reasonably owed an employer by an employee.

Additionally, firing for gross misconduct as defined by Ind. Code § 22-4-15-6.1 constitutes Just Cause Firing.

MEDICAL ASSISTANCE or **MEDICAL ATTENDANCE** means and includes any medical services, surgical services, medical supplies, medicines, special diets, hospital care, nursing care, pharmaceutical drugs and supplies, and any other goods or services of a medical nature.

MEDICAL NECESSITY means the existence of facts where goods and services of a medical nature are necessary to meet the health requirements of a person as determined by a physician.

NON-MONETARY means not pertaining to money.

RECIPIENT means:
(A) a single individual receiving Township Assistance; or
(B) if Township Assistance is received by a household with at least two (2) individuals, the member of the household most suited to perform available work.

(Ind. Code § 12-7-2-158)

RELATIVE includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step-grandparent, grandchild, or step-grandchild of a Township Assistance applicant.
(Ind. Code § 12-20-6-10)

RESIDENT is an individual who has (1) located in the Township; and (2) intends to make the Township the individual's sole place of residence.
(Ind. Code § 12-20-8-1)

RESOURCES means any items, property, holdings or the like, which are potentially cash producing such as: land, homes, automobiles, insurance policies and non-monetary or in-kind benefits.

SEASONAL EMPLOYMENT means any established or customary employed period of the year characterized or associated with some phase of work activity characteristically limited, a reasonable assurance that the individual will be employed again doing the same service after the established or customary off-season of work must exist. Examples would be school bus drivers and construction workers.

SHELTER means a house, a mobile home, an apartment, a group of rooms, or a single room that is occupied or is intended for occupancy as separate living quarters where the occupant or intended occupant: 1) does not live and eat with any other individuals 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.
(Ind. Code § 12-7-2-177)

TANF refers to the federal Temporary Assistance for Needy Families program under 42 U.S.C. 601 *et. seq.*
(Ind. Code § 12-7-2-189.7)

TEMPORARY means lasting for a limited time.

VENDOR shall mean any business, merchant, store, eligible food market, or any institution or person, which accepts the Township Trustee's voucher in exchange for goods or services, provided to a recipient.

VERIFY or **VERIFICATION** means to make certain that the information provided to the Trustee is truthful and correct.

VOUCHER is a purchase order.

WASTED RESOURCES means:

(1) 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 for Township Assistance for items or services that are not basic necessities;

(2) income, resources, or tax supported services lost or reduced because of a voluntary act during the sixty (60) days before the date of application for Township Assistance by an adult member of an applicant's household unless the adult member can establish a good reason for the act; or

(3) lump sum amounts of money or resources from tax refunds, lawsuits, inheritances, or pension payments of at least four hundred dollars ($400) that are expended by:

(A) an applicant seeking Township Assistance; or

(B) an adult member of the applicant's household;

during the one hundred eighty (180) days immediately preceding the date of application for Township Assistance for items or services that are not basic necessities if, at the time of the expenditure, there were amounts due and owing for items or services constituting basic necessities.

(Ind. Code § 12-7-2-200.5)

WORKFARE means work duties performed by any recipient as required by State Law.

CHAPTER II - POLICIES AND OPERATION

SECTION II-1. GENERAL POLICY.

The office and operations for the Township Trustee, regarding Township Assistance, will be geared to service as the primary goal. As overseer of relief for those in need, the Trustee will attempt to meet the needs of the people in need as economically and efficiently as possible.

SECTION II-2. TOWNSHIP ASSISTANCE STATUTES.

Township Assistance will be administered by this office in conformity with all relevant Township Assistance statutes whether similar provisions are contained in these standards.

SECTION II-3. 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, gender identity, disability, national origin, marital status, political beliefs, or any other arbitrary condition which operates to defeat the broad statutory purpose of helping needy families and individuals.

SECTION II-4. THE TOWNSHIP TRUSTEE.

The Township Trustee is an elected official and a purely statutory office, with only such power and authority as the statutes may so vest in the office. By statute, the Township Trustee is made ex-officio overseer of the poor. This office will perform all duties that may be prescribed by law to see that the poor within this Township are properly relieved and taken care of in the manner prescribed by law and as set forth in these standards.

SECTION II-5. THE TOWNSHIP BOARD.

By statute, there exists a duly elected three (3) member Township Board which functions both as a legislative and advisory body overseeing the operations of the Township.

SECTION II-6. COURTESY.

The Office of the Trustee expects everyone who comes into the office to be treated in a courteous and dignified manner. We, likewise, expect the staff of the Township to be treated in a similar fashion. The office is intent on assisting those in need in this Township and will endeavor to provide necessary assistance within the limits of the law and these standards and guidelines.

SECTION II-7. ADMINISTRATIVE OFFICE ADDRESS AND PHONE NUMBER.

718 Wabash Avenue
Lafayette, IN 47905
765-742-7476

SECTION II-8. OFFICE AND BUSINESS HOURS.

The Office of the Township Trustee will maintain such office facilities for emergency assistance as may be deemed necessary and will be open to the public for business during the hours listed below, excluding holidays listed on Section II-9.

Monday: 8am-4:30pm
Tuesdays: 8am – 4:30pm
Wednesdays: 8am – 4:30pm
Thursdays: 1pm - 8pm
Fridays: 8am-12:30pm

SECTION II-9. HOLIDAYS.

The following holidays will be observed by the Office of the Township Trustee.

New Year's Day (observed)	Monday	January 2, 2023
Martin Luther King, Jr. Day	Monday	January 16, 2023
President's Day	Monday	February 20, 2023
Good Friday	Friday	April 7, 2023
Primary Election Day	Tuesday	May 2, 2023
Memorial Day	Monday	May 29, 2023
Juneteenth Independence Day (observed)	Monday	June 19, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Indigenous People Day	Monday	October 9, 2023
General Election Day	Tuesday	November 7, 2023
Veteran's Day (observed)	Friday	November 10, 2023
Thanksgiving Day	Thursday	November 23, 2023
Lincoln's Birthday (observed)	Friday	November 24, 2023
Christmas Day	Monday	December 25, 2023
Washington's Birthday (observed)	Tuesday	December 26, 2023

CHAPTER III - APPLICATION PROCESS

SECTION III-1. APPLICATIONS.

An individual desiring to make an initial application for assistance from the Township should contact the Trustee's office. At that time, an applicant is encouraged to come into the office for an intake. During the intake, the applicant will complete an affidavit. An appointment is scheduled after the intake, and the Applicant will be provided a list of documents and information needed to complete the application. The Applicant will be informed of the services available, and the criteria used in determining eligibility. Failure to attend the scheduled appointment or to bring in required documents may cause an unnecessary delay in the Applicant receiving assistance. Applicants are required to complete the application in their own hand, except as authorized by a superseding Emergency Declaration. The Township Trustee will assist an applicant for Township Assistance in completing the application if necessary or if requested; or if the applicant cannot read or write the English language. 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 shall make alternate arrangements to obtain the individual's signature. *See* Ind. Code § 12-20-6-1.

SECTION III-2. COOPERATION.

During the application process, the Applicant will be required to complete the Application For Township Assistance – Form TA-1. The Applicant will be required to cooperate with an investigation of the Applicant's and each member of the Applicant's household personal finances, present and previous occupation, family responsibilities, and eligibility to receive other types of income in the immediate future from any source, including, past or present employment, a pending claim or cause of action that may result in a monetary award, or other governmental assistance. The investigation may contact the Applicant's relatives who may be able and willing to assist the Applicant. The Township requires, except in cases of emergencies, that an Applicant for Township Assistance make an application for and utilize all other forms of public assistance before being granted Township Assistance. All adult members of the household will be required to sign all necessary documents, including the Application For Township Assistance – Form TA-1 and the Disclosure and Release of Information Form. *See* Ind. Code §§ 12-20-6-5 -9.

SECTION III-3. APPLICATION REVIEW.

In a case of emergency, the Trustee shall accept and promptly act upon a completed application from an individual requesting assistance. In a non-emergency request for Township Assistance, the Trustee shall act on the completed application not later than seventy-two (72) hours after receiving the application, excluding weekends and legal holidays. *See* Ind. Code § 12-20-6-7. An application for Township Assistance is not 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 Assistance Guidelines. Unusual circumstances concerning the household or failure to supply the Township with needed documentation may necessitate an additional 72-hour period. This is often referred to as "pending" and is permitted by Indiana law. *See* Ind. Code § 12-20-6-8.

SECTION III-4. REFERRALS.

If the Township authorizes Township Assistance on an "emergency" basis and refers the Applicant or member of the Applicant's household to make application for another governmental program, the client has fifteen (15) working days from the date Township Assistance is authorized to make an application with the other governmental source. Failure on the part of Applicant or member of the Applicant's household to make and complete the required application process may result in the applicant being denied future Township Assistance for sixty (60) days. *See* Ind. Code § 12-20-6-3-5.

SECTION III-5. VERIFICATION/DOCUMENTATION.

The Township is aware of the difficulty, at times, of obtaining certain information and, in cases where needed information is readily available to the Township from other sources, the Township will not unduly burden the Applicant to obtain such documentation. This does not change the Applicant's ultimate responsibility to furnish all necessary documentation.

SECTION III-6. INITIAL ELIGIBILITY.

All applicants for Township Assistance must meet the following minimum criteria to be determined eligible for initial Township Assistance:

1. An Applicant for Township Assistance must furnish the Township with an acceptable means of identification: a valid Indiana ID or Driver's License, and Social Security Number for each member of the household. *See* Ind. Code § 12-20-6-1.
2. An Applicant must meet the residency requirements as outlined in Section IV-8 of these Guidelines. *See* Ind. Code §§ 12-20-8-1 through 7.
3. The household income and/or liquid resources combined, bonds, stocks, savings or checking accounts, or certificates of deposit, cannot exceed the Income Standards as outlined in Section V, Table A. *See* Ind. Code § 12-20-5.5.
4. An emergency must have occurred, as defined by Ind. Code § 12-7-2-76.5 and defined in Section I of this document.
5. The Applicant and members of the Applicant's household cannot be in violation of any other provision of these Standards and Guidelines. *See* Ind. Code § 12-20- 5.5.

SECTION III-7. NOTICE OF ACTION.

The Applicant will be given a written notice of the Township's decision, and if assistance is denied, the reasons for the denial will be stated. The denial notice will be on FORM TA-1A. This will inform the applicant of their right to appeal the Trustee's decision, and where the appeal is to be filed. The TA-1A may be presented to the applicant, sent to them by email or sent to their last known address, via the U.S. Postal Service. *See* Ind. Code § 12-20-6-8.

SECTION III-8. AFFIRMATION OF DENIAL.

1. The Township Trustee may not extend aid to or for the benefit of the Applicant if that aid would pay for goods or services provided to or for the benefit of the Applicant; and
2. A Township is not obligated to pay the cost of basic necessities incurred on behalf of the household in which the individual resides;

during a period that the individual has previously applied for and been denied Township Assistance *See* Ind. Code § 12-20-6-6.6.

SECTION III-9. DENIALS.

Denials may be given to Applicants for one or more of the following reasons:

1. Knowingly or willingly falsifying their affidavit, or by misrepresenting the facts or withholding vital information. If the Township finds that an individual has obtained Township Assistance from any Township by these actions or means of conduct described in Ind. Code § 35-43-5-7 (Welfare Fraud), the Township shall refuse to extend aid for two (2) years. The Township may also make a criminal referral to the Tippecanoe County Prosecutor's Office. *See* Ind. Code § 12-20-6-6.5.
2. Failure to comply with the workfare requirements as outlined by these standards without a demonstration of good cause for not performing the work. Denial for this reason may be for a period not more than 180 days. *See* Ind. Code § 12-20-11-1.
3. Voluntarily terminating gainful employment, or being involuntarily terminated for just cause, absenteeism, theft, or willful misconduct during the sixty (60) days before the date of application for Township Assistance unless the adult member can establish good reason for the act. A denial from the Indiana Office of Employment and Training for Unemployment Compensation may also be used as grounds for being denied Township Assistance. The Township shall not be obligated to provide assistance to or for an applicant for a period of one hundred eighty (180) days from the date of the application. *See* Ind. Code § 12-7-2-200.5.
4. Failure to actively seek and/or accept gainful employment when offered, whether the compensation for the work will be payable in money or in house rent, or in commodities consisting of necessities of life. The Township may require Applicants to furnish evidence that they are actively seeking employment. The Township may periodically provide and require individuals to complete an employment search form in order to comply with this requirement. An Applicant who refuses to accept employment due to the pursuit of educational study may be considered to have not extended personal effort and may therefore be denied assistance. (Denial up to 60 days) *See* Ind. Code §§ 12-20-10-1, -2.
5. Failure to accept adequate free or low-cost shelter arrangements provided by relatives or others, or moving from adequate free or low cost shelter, without just cause. (Denial up to 60 days) Ind. Code § 12-20-16-17(g).
6. Violence, threats of violence, or abusive language used in or around the Township Offices, or under the influence of drugs or alcohol. (Denial up to five years.)
7. Failure to complete the application process and maintain eligibility as required by other governmental programs offering assistance for the basic necessities of living; or 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 one year) *See* Ind. Code § 12-20-6-5; Ind. Code § 12-7-2-200.5.
8. Countable Income or Wasted Resources in excess of the thresholds specified in Section V. *See* Ind. Code §§ 12-7-2-44.7, 200.5.
9. Failure to cooperate with, or to provide the Township with the documentation/information which is necessary to determine eligibility. *See* Ind. Code §§ 12-20-6-1 -9.
10. Failure of an applicant, within fifteen (15) working days of the Township referral, to make and complete the application process for other governmental programs for which they qualify or failure to participate or comply, after being referred by the Township, in a program offered by

any other public or private agency. (Denial up to 60 days) *See* Ind. Code §§ 12-20-6-5, -5.5.

11. Frequently reporting the loss or theft of money or food stamps.
12. Making an assignment of or transferring assets, by an applicant or another member of an applicant's household, during the one-hundred eighty (180) day period immediately preceding the filing of an affidavit and application for Township Assistance.
13. Failure to cooperate with or provide needed information/documentation to other tax supported public assistance programs. (Denial up to 60 days) *See* Ind. Code §§ 12-20-6-5, -5.5.
14. Failure to file paternity action when necessary and appropriate, or failure to take the necessary legal action to pursue child support. *See* Ind. Code § 12-20-6-5.
15. Failure of the Applicant or a member of an Applicant's household to apply for one-time monetary awards toward the household's monthly basic need expenses. One-time monetary awards may include, but are not limited to, the following: Energy Assistance, Retroactive Social Security Payments, Worker's Compensation, Inheritances, Pensions, Insurance Settlements, Income Tax Refunds, or any other one-time cash award which is available to the household and can be used for basic necessities.
16. The Township shall not be obligated to pay for services, or the cost of goods incurred by an Applicant or a member of an Applicant's household who had sufficient income or resources to have paid for either the goods or services. Ind. Code § 12-20-16-1.
17. Being evicted or forced to vacate present living quarters because of an act which caused verifiable damage, to the rental unit, by the applicant or any adult member of the applicant's household; or the applicant invites or allows another adult to use or move into their household. Ind. Code § 12-7-2-200.5.
18. Moving into or coming to the Township temporarily for the specific purpose of applying for and/or receiving Township Assistance.
19. The Trustee will extend Township Assistance only when the personal effort of the applicant fails to provide one (1) or more of the basic necessities listed. Ind. Code § 12-20-16-1.
20. Sufficient income or over the income guidelines with no unexpected or unpredictable circumstances to enable a waiver of the income guidelines.
21. TANF (AFDC) Sanctions/Denials.
22. Welfare/Township Assistance Fraud – A person convicted of an offense under Ind. Code 35-43-5-7 (welfare fraud), the Township will not extend aid to or for the benefit of the individual for the following periods: one (1) year if convicted of a misdemeanor, (10) years if convicted of a felony; and, if the Township finds that an individual has obtained Township Assistance from any Township by means of conduct described in Ind. Code § 35-43-5-7, the Township may refuse to extend aid to or for the benefit of that individual up to ten (10) years. (IC 12-206-6.5)
23. Individuals who have received a denial by the Social Security Administration for Supplemental Security Income or Social Security Disability Income benefits will be presumed to be capable of working for assistance decisions.
24. If a Trustee believes a Township Assistance applicant or a member of the applicant's household may be eligible for a public assistance program, the Trustee may not extend aid to the applicant or the applicant's household unless the applicant verifies that:
    a. the applicant has filed, within the one hundred eighty (180) days preceding the application for Township Assistance, an application for assistance under a federal or state public assistance program administered by the division of family resources and county offices or by another federal or state governmental entity; the applicant or a member of the applicant's household is receiving assistance under a public assistance program administered by the division of family resources and county offices or another federal or state governmental

entity; or

b. the applicant or a member of the applicant's household has an emergency need that the Trustee determines must be met immediately. Ind. Code § 12-20-6-3

SECTION III-10. EMPLOYMENT.

If a Township Assistance applicant is in good health or if any members of the applicant's household are in good health, the Trustee, as administrator of Township Assistance, shall require the individuals who are able to work to seek employment. The Township Trustee shall refuse to furnish any Township Assistance until the Township Trustee is satisfied that the Township Assistance applicant or members of the applicant's household are endeavoring to find work. Each able-bodied adult member of the household will, at a minimum, be required to maintain an updated employment file with the Indiana Department of Employment and Training Services, as well as provide other reasonable documentation that they are 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. *See* Ind. Code § 12-20-10-1.

Individuals who have received a denial by the Social Security Administration for Supplemental Security Income or Social Security Disability Income benefits will be presumed to be capable of working for assistance decisions. Applicants will need to present evidence to rebut this presumption of work capability.

An individual on maternity leave, an individual working at least 6 months at a temporary position, an individual who is a seasonal worker (e.g., bus driver, construction, home healthcare) may be eligible for one-time assistance.

SECTION III-11. ACTIVE PERIOD OF APPLICATION FOR TOWNSHIP ASSISTANCE.

Form TA-1 is considered an active file for at least 180 days from the date of initial application. The Township Trustee, however, may not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit with the request for assistance affirming how, if at all, the personal condition of the individual or the household has changed from that set forth in the individual's or household's most recent application. *See* Ind. Code § 12-20-6-1.

SECTION III-12. DISCLOSURE AND RELEASE OF INFORMATION.

Indiana law requires all Applicants and all members of the Applicants household who have reached the age of 18 to sign a Disclosure and Release of Information authorization which permits the Township to discuss your situation with other entities, including, but not limited to, public and private social service agencies, utility companies, the Applicant's medical service provider, the Applicant's landlord or mortgage holder and relatives to investigate eligibility for Township Assistance. This instrument will only be used to investigate the applicant's circumstances in order to accurately determine eligibility and the level of assistance to be given. Each member of the applicant's household must properly execute a "Disclosure and Release of Information" form before Township Assistance can be provided. *See* Ind. Code § 12-20-7-1.

SECTION III-13. INCOME.

The income guidelines used for determining the eligibility are found in Section V, Schedule A. Income includes all monetary benefits received by any members of a household, regardless of age, during the thirty (30) day period preceding the request for Township Assistance. The monthly income of Applicants of members of Applicants households defined to be seasonably employed will be determined by dividing the sum of the prior 12 months of income by 12, if the request for assistance is made during the period of the established or customary vacation, holiday or off-season of work. Examples of such employment are school bus drivers and construction workers. *See* Ind. Code § 12-20-5.5; Ind. Code 12-7-2-44.7.

SECTION III-14. COUNTABLE INCOME.

Except as otherwise provided by law, countable income shall include, but not necessarily be limited to the following, either paid to the individual members of the household or accrued and legally available for withdrawal by an individual member of the household: (IC § 12-7-2-44.7)

1. Gross wages before mandatory deductions.
2. Social Security benefits, including Supplemental Security and Social Security Disability income.
3. Aid to Families with Dependent Children- AFDC Temporary Assistance for Needy Families-TANF
4. Unemployment Compensation.
5. Worker's Compensation (except compensation that is restricted for the payment of medical expenses).
6. Vacation pay.
7. Sick Benefits.
8. Strike Benefits.
9. Private or Public Pensions
10. Taxable income from self-employment.
11. The value of bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual.
12. Child Support.
13. Gifts of cash, goods, or services.
14. Educational grants and loans to the extent that they are intended to cover the basic living needs.
15. The monetary value of subsidized housing or utility assistance. (Provided by another governmental agency)
16. The Township reserves the right to inquire about, review, and react to lump sum payments or expectancies received or to be received by the applicant or member of the applicant's household which could have an impact on the applicant's or member of the applicant's household request for service.
17. Income from seasonal employment.
18. Any other sources of income, added at the Trustee's discretion.

SECTION III-15. RECEIPTS-EXPENDITURES.

The Applicant must provide the Township with proper receipts for all expended income.

1. Receipts for expenditures not considered basic necessities will not be accepted to substantiate need for emergency assistance. *See* Ind. Code § 12-7-2-200.5; Ind. Code § 12-20-16-1.
2. The Township requires receipts for all expenditures of income/benefits received by each member of the Applicant's household. *See* Ind. Code § 12-7-2-200.5.
3. The Trustee considers the payment of cost of shelter, food, lights, water, fuel for heating and cooking, as PRIORITY basic necessities.

SECTION III-16. ONE TIME AWARDS/SETTLEMENTS.

Applicants and members of the Applicant's household are required, when requesting Township Assistance, to disclose any lump sum amounts of money from tax refunds, lawsuits, inheritances, or pension payments of one hundred dollars ($100) or more that are expended by: (A) an Applicant seeking Township Assistance; or (B) an adult member of the Applicant's household; during the one (1) year preceding the date of the application for Township Assistance for items or services that are not basic necessities, if at the time of the expenditure that were amounts due and owing for items or services constituting basic necessities.

SECTION III-17. SPECIAL CONDITIONS.

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 the income guidelines. The extraordinary circumstance waiver is a one-time waiver for an over income applicant/household. The Township Trustee may require that a police report be filed within 24 hours of contacting the Office of the Township Trustee due to any incident involving theft or other violations of law.

SECTION III-18. EMERGENCY.

Is defined as "An unpredictable circumstance or a series of unpredictable circumstances that place the applicant's household or a member of an applicant's household in jeopardy for either health or safety reasons and which cannot be remedied in a timely manner by means other than Township Assistance." (Ind. Code § 12-7-2-76.5)

SECTION III-19. BASIC NECESSITIES.

Basic necessities are defined, for the purpose of Township Assistance administration, as those services or items essential to meet the minimum standards of health, safety, and decency, such as: food, shelter, clothing including footwear, medical, transportation (to seek and accept employment, to seek medical services, or carry out other necessary household duties), household supplies, essential utility service, and other necessary services or items as the Trustee may determine. (Ind. Code § 12-7-2-20.5)

SECTION III-20. ASSETS.

The Applicant and members of the Applicant's household must also report all assets belonging to the

Applicant and any member of the Applicant's household. Upon request of the Township Trustee, a person holding assets or title to assets of an Applicant or member of the Applicant's household shall provide the Township Trustee with information sufficient to demonstrate the nature and value of those assets for purposes of determining the household's financial eligibility to receive Township Assistance. Countable Assets, which may affect eligibility, are those, which are available to the household, but not considered necessary for the health, safety, or decent living standard of the household. Countable assets which may affect an Applicant's eligibility for Township Assistance include, but are not necessarily limited to the following:

1. Real property other than property that is used for the production of income or that is the primary residence of the household;
2. Savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value; and
3. Boats, other vehicles, or any other personal property used solely for recreational or entertainment purposes.

See Ind. Code § 12-7-2-44.6; Ind. Code § 12-20-7-3.5.

SECTION III-21. LIQUIDATION.

All liquid assets (e.g., bank accounts, bonds, certificates of deposit) must be liquidated prior to receiving Township Assistance. Recreational equipment (e.g. boats, motors, camping trailers, motorcycles) must 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 III-21, or other items of a similar nature, as soon as possible, but in no event later than thirty (30) days from the date the initial application is filed. Non-essential assets purchased by any member of a household after applying for Township Assistance must be liquidated before further assistance will be authorized. This also includes the Applicant or members of the Applicant's household entering into a rental agreement for non-essential household items.

SECTION III-22. EXEMPTIONS.

Assets exempt from liquidation include one house or mobile home in which the equity does not jeopardize 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 timeframe as determined by these standards (approximately sixty (60) days). Whenever Township Assistance funds are used directly or indirectly to pay the household's mortgage payments, the Township is entitled to place a lien against the property in order to recover the equity value of such payments.

SECTION III-23. OTHER MEANS.

Before permanent relief may be granted, the overseer shall consider whether the Applicant's or household's need can be relieved by means other than an expenditure of Township money. *See* Ind. Code § 12-20-17-1.

SECTION III- 24. WORKFARE REQUIREMENTS

The Township shall require a recipient household to do any work needed to be done within the

township, an adjoining township, any governmental unit (including the state) having jurisdiction in those townships, or for a not-for-profit social service agency. Ind. Code § 12-20-11, *et. al.*

SECTION III-25. PERSONAL EFFORTS AND 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 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 form TA-1A, that the recipient expend a substantial portion of their monthly financial resource (s) on a specific recurring basic necessity. Failure to comply may result in a denial for a period **not to exceed sixty (60) days.**
Ind. Code § 12-20-16-1.

CHAPTER IV - SERVICES AND BENEFITS

SECTION IV-1. FOOD ORDER ALLOTMENTS.

Food allotments provided to a household are determined by the household's size and other criteria as established by these standards. The food supplement allotment each household may receive is contained in Section V, Table C. The Township may administer Township Assistance food allotments on a weekly basis or less, depending on the circumstances of the requesting household. The Township may, instead of providing direct Township food assistance, refer an eligible household to a local governmentally or privately funded food pantry. *See* Ind. Code §§ 12-20-16-5, -7.

SECTION IV-2. FOOD ORDER LIMITATIONS.

The Township Trustee may not purchase food out of the Township Assistance fund for an Applicant or a household that is eligible to participate in the food stamp program. The Township Trustee may purchase food for an eligible food stamp Applicant or household only under any of the following conditions:

1. During the interim period beginning 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.
2. Upon the verified loss of the household's food stamps or food supply by: fire or other natural disaster; or burglary or other criminal act, if the requesting Applicant or household files a report with the appropriate law enforcement agency.
    a. Households reporting the theft of food stamps must first, and within 24 hours of the theft, file a "theft report" with the local police department before any assistance will be given. Habitually reporting the theft or loss of food stamps and/or tax supported cash awards will result in a denial.
3. Upon the loss of the Applicant's or household's food supply through spoilage.
4. 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.

5. Upon determination by the Trustee 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.

See Ind. Code § 12-20-16-6.

SECTION IV-3. HOUSEHOLD NECESSITIES, FURNISHINGS, AND APPLIANCES.

Household necessities may also include, given the individual need and circumstance of the Applicant, basic and essential items of furniture and utensils as well as heating and cooking stoves if these provisions are available for the Trustee to provide.

SECTION IV-4. HOUSEHOLD SUPPLIES.

The Office of the Township Trustee may public aid in the form of purchasing household supplies which shall include, but shall not be limited to, first aid and medical supplies for minor injury and illness, soap, cleaning supplies, and toiletries in the amount indicated in Section V, Table D.

SECTION IV-5. SHELTER ASSISTANCE.

The Township shall 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. 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 standards contained in Section V, Table B and must still meet the test of being the most economical and practical method of relieving the applicant.

SECTION IV-6. SHELTER DEFINED.

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, or if vacant, intended for occupancy 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. If a housing unit is vacant, the criteria of separateness and direct access apply to the intended occupants. Exceptions to the definition of "Shelter" may include temporary group homes and/or shelters. (Ind. Code § 12-7-2-177)

SECTION IV-7. RESIDENCY/SHELTER VERIFICATION.

It is necessary for the Township to decide regarding the Applicant's living arrangements and residency. To verify an Applicant's residency, the Township shall consider items including, but are not limited to, the following:

1. Valid Indiana ID.
2. Voter's Registration.
3. Current Motor Vehicle Registration.

4. Addresses given to former employers.
5. U. S. Postal Services "change of address" notices.
6. Where the Applicant came from and how they supported themselves there, i.e., job, food stamps, AFDC, Township Assistance, subsidized housing, etc.
7. What means of transportation brought the Applicant household to the Township and how it was paid.
8. Whether the Applicant was invited or promised assistance by anyone (e.g. relatives, friends, or other social service agencies).
9. Any other documentation or verification requested by the Trustee to determine residency. Undocumented residents or un-emancipated youth will not be eligible for Township Assistance benefits.

SECTION IV-8. RESIDENCY REQUIREMENTS.

As a condition of eligibility, the Office of the Township Trustee will furnish assistance to Applicants and households that meet the residency requirements of the Township without regard to the length of residency prior to applying for assistance, so long as the family resides within the boundaries of Wabash Township.

Non-citizens must be in the country legally and hold a valid Green Card issued by the U.S. Citizenship and Immigration Services (USCIS). (Ind. Code §§ 12-20-8-1 through 7). The Trustee's office reserves the right to deny assistance to individuals who cannot provide sufficient evidence on an intention to maintain a permanent residence in the Township.

SECTION IV-9. EMERGENCY AND RESIDENCY.

In cases of emergency, the Township may provide temporary assistance to applicants who are temporarily in the Township, unless it is determined that the Applicant is only in the Township to receive Township Assistance benefits. Applicants that do not meet the residency requirements of the Township may be referred to the appropriate Township.

SECTION IV-10. SHELTER.

The Trustee may provide shelter relief assistance, including rent, mortgage, and land contract payments up to the maximum amounts allowed (including prorated amounts) to meet the emergency shelter relief or transitional housing assistance.

Whenever an applicant requests housing assistance from the Trustee's office, a written information **statement form the landlord** will be required. This statement will include such items as: the full name of the landlord, a mailing address, and telephone number for the landlord, a statement indicating whether the landlord will (or will not) accept payment form the Trustee's office, the amount of rent charged, the due date, what utilities are provided, in whose name the lease is listed, and the number of individuals residing in the household.

1. Shelter payment amounts are based on current documented shelter survey of shelter costs in Fairfield Township. See Section V, Table B for current shelter payment amounts.
2. Applications for shelter assistance will be considered only once it is due (not prior to the due date). Only the current month's rent will be considered for assistance when no judgment for eviction and/or back rent has been taken against the applicant or household member. An

exception to the above rule: Up to two (2) months of back rent for a qualified applicant may be paid only if the Trustee deems it necessary in order to stop an eviction proceeding. An applicant will only be granted this exception once in a lifetime.

3. An application will not be taken for the same assistance for a period of 30 days from the date of your last application. (Example: You make application on March 20th for March's rent and you need help with April's rent you cannot apply until after April 20th).
4. The Trustee reserves the right to select, determine or otherwise decide which property owners or landlords will be allowed to provide housing for the Applicant or members of the Applicant's household. The Trustee will only pay shelter payments to verified property owners.
5. The Trustee is not responsible for relocating a household to another Township. The Trustee will not make shelter payments for non-residential purposes (e.g. rental property unless the Applicant is the renter, commercial property). Except as specifically authorized by the Township Board pursuant to resolution, the Trustee will not pay any lease rental due in any one of the following circumstances:
   a. When neither the Applicant nor a member of the Applicant's household, or a legally qualified dependent living in the household of the applicant is a named party to the lease;
   b. When household members do not meet the requirements for emergency assistance;
   c. An order for eviction for damages has been entered against the Applicant or a member of the Applicant's household;
   d. When recertification of Section 8 or other subsidized housing will or would have covered the cost of requested rental payment without loss of housing to the Applicant or a member of the Applicant's household;
   e. When a request to have the Trustee assist in establishing a residence for persons living in a relative's housing is not an emergency. (An emergency in this instance might be a court eviction notice or proof of domestic violence against the Applicant or the Applicant's dependent.)
   f. Request for non-emergency relocation;
   g. When an applicant states that a co-lessee is no longer living in the household, but the co-lessee's name still appears on the lease agreement; and does not have sufficient documentation to support that assertion.
6. A Township Trustee may not use Township Assistance funds to pay the cost of an applicant's shelter with a relative who is the applicant's landlord if the applicant lives in:
   a. The same household as the relative; or
   b. Housing separate from the relative and either:
      i. The housing is unencumbered by mortgage (property which is clear and free of any mortgages, liens, or debts); or
      ii. The housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. (Ind. Code § 12-20-6-10(c)).
7. If shelter payments are made to a relative of an Applicant on behalf of the Applicant or a member of the Applicant's household, the Trustee may file a lien against the relative's real property for shelter assistance granted.
8. In determining the amount of shelter payment, the Trustee will consider the size, condition, facilities, and number of residents in the shelter.
9. The Trustee will pay only for the number of bedrooms required for the number of persons in the household.
10. The Trustee will not pay a base rent above shelter guidelines. Utility service allotments may

be added to the base rent payment at the discretion of the Trustee. In cases where suitable housing is available at a lesser cost, the Trustee may refer the Applicant or member of the Applicant's household to such housing. Failure to file for housing recommendations will be cause for denial or discontinuance of assistance.

11. The Trustee will allow up to fifty dollars ($50) of housing assistance to be used towards the payment of any late fees that have accrued for the current month that the applicant is seeking assistance. Any prior fees or fees more than fifty dollars ($50) will be the responsibility of the Applicant. The Trustee does not pay any security and/or damage deposits or any form of rent in advance.

SECTION IV-11. FIRST TIME RESIDENT.

The Trustee is not required to provide shelter assistance to an otherwise eligible individual if the:

1. Applicant's most recent residence was provided by the Applicant's relative; and
2. the Applicant, without just cause, leaves that residence for the shelter for which the individual seeks assistance. *See* Ind. Code § 12-20-16-17.

If an Applicant becomes a member of another household receiving Township Assistance, the entire household may be denied assistance.

SECTION IV-12. MORTGAGE/ LAND CONTRACT.

The Trustee shall provide shelter assistance for those who are eligible. The Trustee is not required, however, to prevent the Applicant or member of the Applicant's household from being foreclosed upon, either on a mortgage or land contract. The Trustee recognizes that for those persons buying a home who need shelter assistance, that assistance might be best accomplished by allowing the applicant to remain in the Applicant's home.

1. In determining whether to make monthly mortgage and/or land contract payments, the Trustee will take into consideration the following factors:
    a. The date the residence was purchased by the Applicant or member of the Applicant's household;
    b. The purchase amount;
    c. The total amount owed on the residence;
    d. The amount of monthly payment;
    e. The amount of delinquent payment, if any, owed by the applicant of member of the applicant's household to either the seller or the mortgagor;
    f. The age and condition of the residence;
    g. The size of the residence;
    h. The Applicant and members of the Applicant's households age, health and social circumstances;
    i. The number of persons living in the residence;
    j. The probable duration of the need of the Applicant and members of the Applicant's household;
    k. The cost of relocation for the Applicant and Applicant's household;
    l. The cost of maintaining the utilities at the residence;
    m. The availability of cheaper housing which meets the needs of the Applicant and members of the Applicant's household;
    n. Whether or not the mortgage and/or land contract can be renegotiated and/or some type

of other payment relief secured from the lender or contract seller on the behalf of the Applicant and members of the Applicant's household; and

o. Whether or not it is necessary for the mortgage and/or land contract monthly payment to be paid at the time of application in order for the Applicant or member of the Applicant's household to remain in the residence.

2. If the Trustee – after considering the factors set out above – determines not to provide assistance in the form of mortgage and/or land contract payments, the Trustee shall seek and attempt to secure, with the assistance of the applicant, other shelter within thirty (30) days.
3. Except as specifically authorized by the Township Board pursuant to resolution, the Trustee will not pay any of the following: second mortgages, late charges, sick and accident charges, mortgage or contract payment in arrears, taxes or insurance.
4. The Applicant or member of the Applicant's household is responsible for signing and returning all necessary payments and vouchers to effect payment.
5. Further shelter assistance may be denied if an Applicant or member of the Applicant's household relocates without first notifying the Trustee or allowing the Trustee to determine whether the prospective landlord or housing complies with the eligibility guidelines as well as whether the proposed move promotes or ensures furtherance of the health, safety, and welfare of the Applicant or Applicant's household.
6. The Trustee will not issue vouchers for shelter assistance to a landlord, mortgagor, or land contract holder on behalf of the Applicant or member of the Applicant's household where the landlord is a relative of the Applicant or a relative of a member of the Applicant's household.
7. The Applicant or member of the Applicant's household is responsible for procuring and signing all necessary papers and vouchers to effect payment for shelter assistance and failure to do so shall result in the denial and/or termination of assistance.

SECTION IV-13. OTHER SHELTER.

The Township shall not be obligated to pay the cost of shelter assistance to or for the applicant when the intended purpose is having the applicant live in the unit. This paragraph applies to real estate purchases or other property transactions made within ninety (90) days prior to making an application for Township Assistance, anytime immediately following the filing of a Township Assistance application, or during the period an applicant remains otherwise eligible for Township Assistance. The Township is not obligated to pay, directly or indirectly, the costs 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 inheritance.

SECTION IV-14. EMERGENCY SHELTER.

As used in Section IV-14, "shelter" means a facility that provides temporary emergency assistance.

1. A Township Trustee is not required to provide shelter to an individual who at the time assistance is requested is:
   a. Under the influence of drugs or alcohol; or
   b. Incapable of self-care.
2. The Township Trustee may, at no cost to the Township, refer an individual described in this subsection to an appropriate agency or 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.

See Ind. Code § 12-20-17-2.

SECTION IV-15. SHELTER ENCUMBERED.

In situations where an Applicant is renting from a relative with an encumbered mortgage for the housing used, the Township will pay only the maximum allowed in Section V, Table B or the amount of the mortgage payment, less taxes and insurance, whichever is the 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.

SECTION IV-16. TAX SUPPORTED SHELTER PROGRAMS.
The Township is not under any obligation to enter a contract or pay shelter (as defined by Section IV-14) 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. Ind. Code § 12-20-17-2

SECTION IV-17. SHELTER MOVING.

Applicants moving from shelter provided by a relative, or any form of subsidized shelter, within sixty (60) days immediately preceding their application for Township Assistance, will be declared ineligible for Township Assistance absent a demonstration of just cause. The burden of establishing just cause for having moved shall be upon the applicant.

SECTION IV-18. CLOTHING.

The office of the Township Trustee may provide such ordinary clothing as may be necessary for employment, health, or decency together with such clothing as may be required for medical reasons upon a doctor's prescription.

SECTION IV-19. SCHOOL CLOTHING.

The Trustee may provide school clothing at the beginning of each full academic year. Application must be made within 60 days of the first day of school. At the discretion of the Trustee, exceptions will be made to this section with certain verification and compliance with Section IV-18.

The Trustee shall require certain verification of eligibility for school clothing for each Applicant such as birth certificates, enrollment in public school and the school corporation's social service department may be contacted for further verification.

SECTION IV-20. TRANSPORTATION.

The Office of the Township Trustee may provide transportation assistance, if necessary, to verified job interviews within Tippecanoe County; to keep medical appointments; to accept employment; to attend job-training, H.S.E. programs, or other educational programs; to complete applications for other types of public and non-profit assistance.

SECTION IV-21. FUEL.

The Office of Township Trustee will provide fuel for heating and cooking purposes sufficient to maintain the residential shelter at 68 degrees during the months when conditions require heat and

permit ample use of the cooking facilities. The dwelling must be in conformity with requirements for safe and decent housing and the heating equipment determined to be in adequate functioning order. The Trustee will provide fuel only to households that maintain a separate heating unit. The Trustee will not provide kerosene and camping fuel to any household due to the significant risk of a fire emergency.

During the part of each year when applications for assistance are accepted by the Family and Social Service Administration (FSSA) under Ind. Code § 4-28-8, the Township Trustee may not provide assistance to make any part of a payment for heating fuel or electric services for more than thirty (30) days, unless the individual files an application with the Township that includes: (1) evidence of application for heating fuel or electric services from the Department of Human Services; and (2) the amount of assistance received or the reason for denial of assistance. *See* Ind. Code 12-20-6-3.

SECTION IV-22. UTILITIES (Ind. Code § 12-20-16-3).

1. The Township Trustee may, in cases of necessity, authorize the payment from Township Assistance money for essential utility services, including the following:
    a. Water services.
    b. Gas services.
    c. Electric services.
    d. Fuel oil services for fuel oil used for heating and cooking.
    e. Coal, Wood, or liquid propane used for heating and cooking.
2. The Township Trustee may authorize the payment of delinquent bills for the services listed in (1)(a) through (1)(e) when necessary to prevent the termination of services or to restore terminated service if the delinquency has lasted not longer than twenty-four (24) months. The Township Trustee has no obligation to pay a delinquent bill for services or materials listed in (1)(a) through (1)(e) if the delinquency has lasted longer than twenty-four (24) months.
3. The Township Trustee is not required to pay for any utility service:
    a. That is not properly charged to:
        i. An adult member of a household;
        ii. An emancipated minor who is head of the household; or
        iii. A landlord or former member of the household if the Applicant proves that the Applicant:
            1. received the services as a tenant residing at the service address at the time the cost was incurred; and
            2. is responsible for payment of the bill;
    b. Received because of a fraudulent act by any adult member of a household requesting assistance; or
    c. That includes the use of Township Assistance funds for the payment of: a security deposit; or damages caused by a Township Assistance applicant to utility company property; taxes/sewer taxes, transfer amount from another Township, service charges, fuel charges, repairs, business or commercial enterprises or bills for residences which are not in compliance with housing codes for safe and decent housing or cost resulting from leaks or faulty installations.
    d. The amount paid by the Township Trustee and the amount charged for water services may not exceed the minimum rate charged for the service as fixed by the Indiana Utility Regulatory Commission.
4. With reference to assistance with utility bills, it shall be presumed that the spending of income or resources for non-essentials within thirty (30) days of the date the bill became due for which

the applicant is seeking assistance was done in contemplation of or for the purpose of seeking and obtaining Trustee assistance on the bill.

5. This subsection applies only during the part of each year when applications for heating assistance are accepted by the lieutenant governor under Ind. Code § 4-4-33. The Township Trustee may not provide assistance to make any part of a payment for heating fuel or electric services for more than thirty (30) days unless the individual files an application with the Township Trustee that includes the following:
   a. Evidence of application for assistance for heating fuel or electric services from the lieutenant governor.
   b. The amount of assistance received or the reason for denial for assistance. The Township Trustee shall inform an applicant for assistance for heating fuel or electric services that assistance for heating fuel or electric services may be available from the lieutenant governor under Ind. Code § 4-4-33.
6. However, if the Applicant household is eligible under criteria established by the lieutenant governor for energy assistance under Ind. Code § 4-4-33, the Trustee may certify the applicant as eligible for that assistance by completing an application form prescribed by the state board of account and forwarding the eligibility certificate to the lieutenant governor within the period established for the acceptance of applications. If the Trustee follows this certificate procedure, no other application is required for assistance under Ind. Code § 12-14-11. The Trustee may pay utility bills from prior addresses only when the prior address was within the Township.
7. The Trustee will only pay bills for the Applicant's own dwelling.

SECTION IV-23. BURIAL (Ind. Code § 12-20-16-12).

1. This section does not apply if the county coroner assumes jurisdiction of an unclaimed body under Ind. Code § 36-2-14-16.
2. If:
   a. An individual dies in the Township without leaving:
      i. Money;
      ii. Real or personal property;
      iii. Other assets that may be liquidated;
      iv. Other means necessary to defray funeral expenses; and
   b. The individual is not a resident of another Township in Indiana;
3. The Township Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual. If the Township Trustee determines that the deceased individual is a resident of another Township in Indiana, the Township Trustee 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.
4. The necessary and reasonable expenses of the funeral and burial or cremation, including a burial plot, shall be paid in the same manner as other claims for Township Assistance. The Trustee shall determine the cost of the items and services required by law for the funeral and burial of an individual, including a burial plot, and for the cremation of an individual. The amount set by the Trustee for administration of these services is found at Section V, Table E. The Trustee may deduct from the maximum amount the following:
   a. Any monetary benefits that the deceased individual is entitled to receive from a state or federal program.
   b. Any money that another person provides on behalf of the deceased individual.
5. The Township Trustee who provides funeral and burial expense or cremation benefits to a

deceased individual is entitled to a priority claim, to the extent of the cost of funeral and burial or cremation benefits paid by the Township Trustee, against any money or other personal property held by the coroner under Ind. Code § 36-2-14-11.

6. The Township Trustee may not cremate a deceased individual if:
   a. The deceased individual; or
   b. A surviving family member of the deceased individual has objected in writing to cremation.
7. Clients are responsible to make arrangements for payment with the Trustee prior to funeral or burial services for the deceased.
8. The Trustee does not supplement the cost of services beyond those required by state law; nor supplement other means of payment for services.
9. The Trustee will not pay for the cost of transporting the remains of any deceased indigent person back to the Township or to any place outside the Township.
10. The next of kin of the deceased or the funeral director may apply for burial assistance. The person making the application will be responsible for verifying eligibility. A signed affidavit will be required. A death certificate may also be required.
11. For the purposes of the consideration of Township responsibility, a hospital shall not be considered as a place of residence, but a nursing home or similar residential facility may be considered as a place of residence.
12. Each Township shall continue to independently conduct Township burial with the vendors of their respective choice as is most economical and efficient for that Township.

SECTION IV-24. NON-RESIDENT ASSISTANCE.

If an application for assistance is made to the Trustee, the Trustee shall carefully investigate the circumstance of the applicant and each member of the applicant's family to determine the cause of the applicant's condition and shall ascertain whether the applicant has relatives able and willing to assist the applicant. (Ind. Code § 12-20-6-9)

1. The Trustee may furnish a non-resident of a Township with transportation at the cost of the Township when the Township Trustee determines beyond a reasonable doubt the legal residence of the individual applying for assistance. Transportation provided a non-resident of a Township must be in the direction of the non- resident's legal residence unless it is shown, beyond a reasonable doubt, that the individual in distress has some valid claim for support or some means of support in some other place to which the individual asks to be sent. (Ind. Code § 12-20-16-11)
2. An individual may be denied Township Assistance for not more than one hundred eighty (180) days whenever the individual or member of the individual's household:
   a. Has been:
      i. 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
      ii. Transported to a location outside the Township at public expense; and
   b. Knowingly reapplies for assistance in the Township from which the individual or member of the individual's household was sent. (Ind. Code § 12-20-9-6)
3. Trustee shall attempt to find work for able-bodied non-residents who make an application for emergency assistance with the Trustee. Physically or mentally disabled non-residents found to be in emergency need may be assisted by the Trustee until they can be returned to their place of legal residence if that place can be determined. (Ind. Code § 12-20-9-2)
4. Medical assistance must be sought through IC 12-16, hospital care for the indigent, and in

Tippecanoe County, through local emergency departments. (Ind. Code § 12-20-16-2)

SECTION IV-25. TEMPORARY RELIEF.

Whenever an overseer shall ascertain by investigation that any poor person or persons or family require assistance. He shall furnish to them such temporary aid as may be necessary for the relief of immediate and pressing suffering, before any further final or permanent relief in any case is given, the overseer shall consider whether distress can be relieved by other means than an expenditure of Township funds. It shall be the duty of the overseer of the poor, on complaint made to him that any person within his Township is living sick therein distress, without friends or money, so that he or she is likely to suffer, to examine into the case of said person and grant such temporary relief as may be required. (Ind. Code § 12-20-17-1)

SECTION IV-26. MEDICAL ASSISTANCE IC 12-20-16-2.

A Township Trustee may not provide to an individual medical assistance under the Township Assistance program if the individual could qualify for medical assistance for the same service under Ind. Code § 12-20-16, *et. seq*.

SECTION IV-27. SUPPLEMENTAL SECURITY INCOME OR SOCIAL SECURITY DISABILITY.

Individuals who have been awarded Supplemental Security Income (SSI) or Social Security Disability (SSD) benefits from the Social Security Administration but are awaiting the arrival of an initial payment when an emergency occurs, may qualify for Township Assistance.

Individuals currently receiving SSI or SSD monthly benefits are not automatically excused from workfare. To be excused, the individual SSI or SSD recipient must still meet one of the exempting reasons contained in Section IV-33 of these guidelines.

Once an initial application for SSI or SSD benefits has been denied by the Social Security Administration, the applicant will be presumed to be capable of working for assistance decisions and the applicant will need to present evidence to rebut this presumption of work capability. As such, the applicant may be obligated to perform workfare. To be excused, the individual must meet one of the exempting reasons contained in Section IV-33 of these guidelines.

An applicant or member of an applicant's household must make an application with the Social Security Office when referred there by the Trustee's office. Individuals must sign a Social Security Administration's Reimbursement Authorization form for the repayment of any Township benefits provided by the Township during the interim period. Failure to sign the Reimbursement Form will result in denial of Township benefits. *See* Ind. Code § 12-20-27-1.5(b).

SECTION IV-28. REPAYMENTS.

The repayment of assistance, or a promise to repay assistance, will not constitute a condition of eligibility for Township Assistance, except as provided in Section IV-36, 38, 39 of these standards.

SECTION IV-29. ESTATE REIMBURSEMENT.

Subject to Ind. Code § 12-20-11-5(b), a Township Trustee who, as administrator of Township Assistance, furnishes Township Assistance may file a claim against the estate of a Township Assistance recipient who:

1. Dies, leaving an estate; and
2. Is not survived by a:
    a. Spouse;
    b. Disabled adult dependent; or
    c. Dependent child less than eighteen (18) years of age; for the value of Township Assistance given the recipient before the recipient's death.

For purposes of this section, the estate of a Township Assistance recipient includes any money or other personal property in the possession of a coroner under Ind. Code § 36-2-14-11.
(Ind. Code § 12-20-27-1)

SECTION IV-30. CONCLUSION.

All decisions regarding eligibility will be based on the standards mentioned above. These standards and guidelines will be posted at the Township Trustee's office. Additional copies will be furnished to the County Clerk. Any member of the public will be permitted to inspect and copy these standards at their own expense. The standards will be periodically revised to reflect changes in both statutory and case law. Established cost for copies of eligibility standards will be $3.50 per single copy.

SECTION IV-31. REPORTING (Payee).

The Township may from time-to-time report and recommend to other governmental agencies (AFDC, TANK, 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.

SECTION IV-32. REPORTING (Abuse and/or 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 Tippecanoe County Office of the Department of Child Services.

SECTION IV-33. VENDOR FRAUD.

It is a class D Felony for a vendor to receive payment from a Trustee for goods or services that the person does not provide. (Ind. Code § 12-20-1-4) (If a vendor requires the indigent person to pay an additional charge for a good or service, then the vendor has not provided the service.)

SECTION IV-34. PAYMENT OF TOWNSHIP ASSISTANCE CLAIMS.

A Township Trustee can only pay Township Assistance claims from itemized and sworn order forms, and then checks must be issued directly to the vendor. Township Assistance form of payment is with

a purchase order. Vendors are not required to accept Township Assistance as the Township can only grant assistance with a purchase order. (Ind. Code § 12-20-20-1)

CHAPTER V - TOWNSHIP ASSISTANCE GUIDELINES TABLES 2023

TABLE A. INCOME

Number in Household	Maximum Net Monthly Income (Less Than)
1	$1,699.00
2	$2,289.00
3	$2,879.00
4	$3,469.00
5	$4,059.00
6	$4,649.00
7	$5,239.00
8	$5,829.00

Fairfield Township will use 150% of the Federal Poverty level as its guide in determining eligibility. In utilizing this table for a household with members in excess of those listed above, a sum of $393.00 will be added for each additional household member.

TABLE B. MAXIMUM SHELTER PAYMENTS

Unit Type	Monthly Amount
0 BR	$794.00
1 BR	$917.00
2BR	$1071.00
3 BR	$1,323.00
4BR	$1,661.00

Housing allowances are determined on the basis of HUD's Fair Market Rent FY2023 the township mean for housing established by averaging rental charges established by landlords for the following housing units:

TABLE C. FOOD ASSISTANCE

Household Size	Monthly Allotment	Weekly Allotment
1	$250.00	$63.00
2	$479.00	$120.00
3	$658.00	$165.00
4	$835.00	$209.00
5	$992.00	$248.00
6	$1,190.00	$298.00
7	$1,360.00	$329.00
8	$1,504.00	$376.00
9	$1,692.00	$423.00
10	$1,880.00	$470.00

Based on the monthly Food Stamp Program 2022 SNAP Maximum Allotment Based on Household Size guidelines. Each additional member in the household: add $188 monthly, $47 weekly.

TABLE D. HOUSEHOLD SUPPLIES ASSISTANCE

Household Size	Monthly Allotment
1	$69.00
2	$89.00
3	$107.00
4	$127.00
5	$148.00
6	$170.00
7	$191.00
8	$217.00

For each additional member in the household, add $21 monthly.

TABLE E. BURIAL ASSISTANCE (MAXIMUM AMOUNTS)

The Trustee shall superintend or provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual.

The next of kin or member of the decedent's household shall complete the Application for Assistance (Form TA-1) on behalf of the decedent. In the absence of kin or other household member, the Trustee shall complete the application on their behalf.

The Township will also require a "death certificate" and an itemized (invoice) statement from the funeral home before payment can be authorized.

The total cost of a burial and funeral or cremation and funeral for any deceased indigent person, including burial plot may not exceed $1,200 for cremation or burial.

Contributions or payment of benefits from any other source may be deducted from the township's allowable maximum.

The **total cost** of Cremation and/or burial may not exceed $1,200.

TOWNSHIP BOARD RESOLUTION

Be it resolved that the attached document shall serve as the standards for the administration of Township Assistance in Fairfield Township, Tippecanoe County, Indiana.

Adopted this 13th day of February, 2023.

BY:

Monica Casanova
Township Trustee

TOWNSHIP BOARD:

Troy Schman

Susan Scheetz