

**NOTICE TO CITIZENS OF
JACKSON TOWNSHIP, MORGAN COUNTY, INDIANA
JACKSON TOWNSHIP ASSISTANCE ELIGIBILITY STANDARDS AND PROCEDURES**

1. Hours

The office of the Jackson Township Trustee will be open a minimum of 2 hours, 4 days a week.

Monday – Thursday

10 a.m. – 12 noon

- Additional hours for assistance applications will be available by appointment only.
- The Trustee’s office will be closed on special holidays and at other times when it is necessary for the Township employees to participate in educational programs or seminars.

Failure to appear when an appointment has been made may result in denial for assistance.

2. Compliance

If you believe you have a need and qualify for Township Assistance, you must comply with the standards and procedures set forth in these guidelines.

- You will be required to complete and sign basic application forms.
- You will be required to complete and sign necessary Township forms and waivers.
- You will be required to cooperate with an investigation of your personal finances, family responsibilities, and your eligibility to receive Township Assistance.
- This investigation may include a home visit and contact may be made with other members of your family, relatives, and employers, both present and former, if any.

Failure to comply with any requirements set forth in these guidelines will make you ineligible for Township Assistance.

3. Eligibility

You are **NOT** eligible for assistance if one or more of the following circumstances applies:

- A. You voluntarily terminate gainful employment, are fired for just cause, or refuse to actively seek gainful employment.
- B. You use violence or abusive language in or around the Trustee’s office or premises.
- C. You fail to follow the printed work order requirements as explained to you and outline in these standards.
- D. You fail to accept free or low-cost shelter arrangements provided by relatives or others.
- E. You fail to complete and maintain monthly report forms as required by governmental or any other programs offering assistance for basic necessities of living, such as AFDC, Food Stamp Programs, or any other program for which you may be eligible.
- F. You fail to participate in any self-help or training program such as JPTA, when applicable.
- G. You are evicted from subsidized housing for violation of regulations and guidelines, or you voluntarily terminate housing assistance by moving without just cause.

- H. You fail to cooperate with the township or to provide the necessary information to determine your eligibility and if you fail to sign the appropriate waiver for release of information concerning your application.
- I. Your income exceeds the guidelines set forth herein.
- J. You have been convicted of welfare or township assistance fraud within the past ten years; convicted of a felony, or convicted of a misdemeanor offense within the past year.
- K. You refuse to sign "Reimbursement Authorization" for SSI benefits or refuse to enter into subrogation agreement for repayment of assistance while SSI applications are pending.
- L. You have assigned or transferred assets for the purpose of becoming eligible for township assistance.
- M. You have failed to liquidate assets available to you beyond those necessary for basic living needs.
- N. The utility you are requesting assistance for must be in your name or the name of an adult member of your household.

4. Work for Assistance

If you are eligible for assistance, you or a member of your family or household may be required to work for relief for a local government agency or a not-for-profit organization and to actively seek employment unless one of the following circumstances exists:

- A. You (or they) are physically unable to work.
- B. You (or they) are a minor or over the age of 65.
- C. You (or they) are needed to care for a family member who lives in your household as a result of age or physical conditions.
- D. There is no work available as determined by the Township Trustee.
- E. You (or they) are fully employed.

Assistance will be worked for no less than the existing federal minimum wage. Failure to comply with printed instructions on a work order will not only cancel the work order, but will also constitute ineligibility for further assistance.

The Trustee may provide for medical examinations where such an examination is necessary to determine an applicant or recipient's ability to work for assistance. If necessary, when an applicant or recipient is required to work for assistance, transportation assistance to the work site will be provided when the applicant is without means of transportation or it is not within reasonable walking distance.

5. Requirements

- A. You will be required to provide current receipts for all expended funds and you must comply with budget schedules and pay only approved basic necessities (medical care, basic clothing, footwear, food, shelter, transportation to seek and accept employment on a reasonable basis, household essentials, essential utility services, and other services or items the Township Trustee determines are necessities).
- B. Township Assistance is not an insurance program or "back bill" payment program. Township Assistance is intended to alleviate the immediate suffering of only those otherwise unable to help themselves.
- C. You will be required to apply and verify that you have applied to any other assistance for which you may be eligible, including unemployment compensation; insurance benefits (health, disability, etc.); Social Security; Supplemental Social Security; HUD and any other subsidized rental assistance, SAFE, and emergency SAFE fuel assistance.

- D. You will be required to verify that you have applied to the Prosecutor’s Office to assist in obtaining child support; utility payment assistance, Food Stamps; AFDC; Medicare, HCI and WIC programs; food pantries; Salvation Army; Family Services, Legal Aid or Legal Services, JPTA, Career Development and similar training programs, vocational rehabilitation programs; and any other specialized benefit programs for which you may be eligible.
- E. Transportation assistance to public and private social agencies to which an applicant or recipient is referred will be provided only in certain instances.
- F. To receive Township Assistance, you must have completed and signed under oath or affirmation, an application within 30 days of your request. In addition, you may need to certify or verify the information on your application for each subsequent request for assistance. Except under special emergency conditions, no Township Assistance will be granted at any time except by a personal request at the Trustee’s Office.
- G. Social Security Disability certification may be required to document that a member of the household is not physically or mentally able to obtain employment.

6. Monthly Income

Maximum Household Income for Eligibility

<u>Persons in Household</u>	<u>Total Monthly Income</u>
1	\$550.00
2	600.00
3	650.00
4	700.00
5	750.00
6	800.00
7	850.00
8	900.00
9	950.00
10	1000.00
Each additional person	50.00

Your monthly income will include all income available to the household from any source, including:

- A. Gross wages before mandatory deductions
- B. Social Security benefits, including SSI
- C. AFDC
- D. Unemployment compensation
- E. Worker’s compensation
- F. Vacation pay
- G. Sick benefits
- H. Strike benefits
- I. Private or public pensions
- J. Taxable income from self-employment
- K. Bartered goods and services provided by another individual for the payment of nonessential needs

- L. Child support
- M. Gifts of cash, goods or services
- N. Other sources of revenue or services that the township trustee may reasonably determine to be countable income
 - Your gross monthly income in the previous month will be considered, and your gross monthly income will be projected for the coming month including only income that is reasonably certain to be received in the coming month. Unreceived and uncertain income will not be counted.

-Resources available to you beyond those necessary for basic living needs and to earn a livelihood will be considered as assets and may affect your eligibility. Except where it is reasonable to borrow on the equity, resources that are exempt will include a house where the household resides.

-Household monthly gross income is income received or projected for the 3 months preceding and the month during which the need arises.

-Special emergencies, extraordinary expenses, or other unusual conditions may be considered in lieu of standard investigation procedures, requirements, and the above minimum standards.

7. Maximum Assistance

Maximum Assistance for 1 calendar year includes:

- A. Rent \$500.00 for 1 month
- B. Electric \$300.00 for 1 month
- C. Gas \$400.00 for 1 month
- D. Water/Sewer \$100.00 for 1 month

In case of emergencies, exceptions can be made at the discretion of the Township Trustee.

8. Other Assistance

If a Trustee determines an eligible applicant has any of the following needs, the Trustee has the authority to provide, in the most economically practical manner, the following:

- A. FOOD. It is unlawful for any trustee to provide food assistance for an applicant or household that is eligible to participate in the federal food stamp program, except under certain conditions as set forth in IC 12-20-16-6.
- B. SHELTER. The most practical and economical method of providing shelter will be used based on reasonable basic rates as per local availabilities. Shelter may also include land contract payments or mortgage payments.
- C. UTILITY SERVICE AND HEATING FUELS. Utility service shall only be provided after all other sources of assistance have been exhausted. There should also be a Disconnect Notice on the utility.
- D. CLOTHING. Clothing shall be provided by referral to local agencies if possible.
- E. HOUSEHOLD SUPPLIES. Only necessary minimal household supplies shall be provided.
- F. MEDICAL SERVICES. The Trustee shall not provide medical assistance if the applicant could qualify for assistance under Medicaid or other governmental medical programs, or if the applicant is eligible for benefits under a private or employer provided medical insurance plan.
- G. FUNERAL EXPENSES. The Trustee is not required to supplement the cost of services beyond those required by state law, nor supplement other means of payment for services. The maximum amount allowed for burial shall be the sum of \$1200.00.

- H. TRANSPORTATION. Transportation in order to obtain employment shall be allowed only in instances where there is reasonable evidence provided by the applicant and verified by the township that the likelihood of employment is available. Any transportation furnished to a non-resident shall be in the direction of their legal residence, unless it is shown that the individual has a valid claim for support or other means of support in some other place towards which the individual requests to be sent.
- I. OTHER. The Township Trustee may provide benefits other than those enumerated above if it is determined that a particular need exists.

9. Deposits

The Trustee shall not pay deposits charged by utilities, landlords, or other entities. It is the responsibility of the applicant to make arrangements for the payment of required deposits before being granted assistance from the Trustee.

10. Residence

- A. Any person in need may obtain aid from the Township Trustee where he or she lives. It is not necessary to live in a particular township for any specific length of time, so long as you live in the township where you apply.
- B. You may also apply for assistance from a township where you are not a resident if you are in need of temporary help and are unable to return to your township or residence for such assistance.
- C. However, a person in a township solely to apply for assistance will be ineligible. It shall be the policy of the Trustee to NOT spend township assistance funds on behalf of an applicant in order for such applicant, and/or the applicant's dependents, to establish residency in this township.
- D. The definition of residency/household shall not be construed to mean temporary living arrangements made available by friends, relatives, their acquaintances, or social service agencies, either public or private. The residency must not have been established for the primary purpose of qualifying for township assistance.

11. Decisions

- A. All decisions regarding eligibility will be based on the above standards. These standards will be posted at the Township Trustee's Office and 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 Trustee to reflect changes in law and cost of living.
- B. You will receive a decision on your application as soon as all forms are completed and signed, verifications are provided, and investigations completed. A decision shall be made within 3 working days; however, failure to provide information or unusual circumstances may delay a decision.
- C. Once the Trustee has decided to help the applicant, it will be necessary for the applicant to return to the Township office within 5 working days to sign the voucher.
- D. Failure to comply may result in a reversal of the Trustee's decision.

12. Denials and Appeals

- A. If you are denied any assistance, you will receive a written notice giving reasons for the denial. This form will also advise you that you have a right to appeal the denial and will tell you how to begin the appeal process.
- B. If you believe this office has wrongfully denied your assistance, you are required to furnish this office, within 7 days of the denial, in writing, the specific reasons on which you base your opinion that the Trustee is mistaken.

C. If any final decision made by this office is not acceptable to you, you have the right to appeal that decision to:

Board of Morgan County Commissioners:
180 S Main St #112
Martinsville, IN 46151
(765) 342-1007

within 15 days of the date of the reconsideration of the decision.

13. Behavior

We expect everyone who comes into this office to act and be treated in a courteous and dignified manner. If for any reason you are not satisfied with our services, please write directly to the Township Trustee. It is not necessary to sign your name.

These Township Assistance Guidelines have been reviewed and approved at the Jackson Township Board meeting:

DATED this _____ day of _____, _____.

Jackson Township Board, Morgan County

ATTEST;

_____ Jackson Township Trustee