

**NOTICE TO ALL CITIZENS OF ADAMS TOWNSHIP  
ALLEN COUNTY, INDIANA**

**TOWNSHIP ASSISTANCE STANDARDS, ELIGIBILITY, AND PROCEDURES**

1.00.00 OFFICE HOURS: 8:00 AM - 5:00 PM Monday thru Thursday  
Closed Friday

OFFICE ADDRESS: 1125 Hartzell Street, New Haven, Indiana 46774

TRUSTEE: Denita L. Washington

1.00.01 TELEPHONE LISTING – The telephone number for Adams Township Trustee Office is (260) 749-4162. The Township telephone numbers are listed in the government pages under the Adams Township Trustee Office. The Township’s voice mail service will provide you with additional information and record your message. We will try to return your call within twenty-four (24) hours (excluding weekends and holidays). (IC 12-20-5.5-4)

2.00.00 APPLICATIONS – Individuals desiring to make an initial application for assistance from the Township should call or come in to make arrangements. Individuals will be informed of the services available and the process in which to apply. They will be given a list of the documents and/or information necessary for determining eligibility. It is the ultimate responsibility of the applicant to furnish all necessary documentation. Except under special emergency conditions, no application will be accepted at any time except by a personal request at the Trustee's office. Every adult in the household must provide valid federal or state issued photo identification before an application will be accepted. The application is valid for 180 days from the date received by the Trustee.

2.00.01 COMPLETED APPLICATIONS – An application for township assistance is not considered complete until all adult members of the requesting household have signed: (1) the Application for Township Assistance Form TA-1 (Schedule A); and (2) any other form, instrument, or document required by law, or determined necessary for investigative purposes by the trustee, as contained in the township Trustee’s guidelines. (IC 12-20-6-8 (c))

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A – Application for Township Assistance (TA-1)

Applicants will be required to complete the application by their own hand. If applicants cannot read and/or have difficulty completing this process, they may have a friend or relative assist them. Upon request, the township trustee shall assist an applicant in completing an Application for Township Assistance if the applicant: 1) has medical condition mental or physical disability, 2) cannot read or write the English language. (IC 12-20-6-1(e))

2.10.00 RECERTIFICATION – During the one hundred eighty (180) day period that the application is in effect, there may be several different requests for assistance and eligibility may change during that time. Therefore, the Township Trustee may not extend additional or continuing aid to an individual or a household unless the individual or household files an Application for Additional or Continuing Assistance Form TA-1B (Schedule B) 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. (IC 12-20-6-1 (d))

2.10.01 FREQUENCY OF REQUESTS – The Trustee shall not be obligated to provide assistance to an applicant or a member of an applicant's household within 30 days from the date assistance was last provided, with the exception of prescription or burial assistance.

2.20.00 COOPERATION – All household members 18 years of age and older will be required to sign the "APPLICATION FOR TOWNSHIP ASSISTANCE - FORM TA-1" (Schedule A) (IC 12-20-6-8 (c)). Individuals pending a determination for Supplemental Security Income benefits will be required to sign a Social Security Reimbursement Authorization form (Schedule C) for interim assistance reimbursement. Applicants may be required to sign a subrogation agreement providing for repayment to the Township of assistance provided if, at the time of application, have a present right to pursue a recovery or payment from a third party. (IC 12-20-27-1.5) Examples of a right of recovery or payment include, but are not limited to, pending lawsuits, settlements, pending disability claims, etc. They must also consent to a disclosure and release for information about the applicant and the applicant's household before Township assistance may be provided (IC 12-20-7-1).

The household will be required to cooperate with an investigation of all finances, family responsibilities, and their eligibility to receive other types of governmental assistance. The investigation may include a home visit and/or contact with their relatives who may be able and willing to assist them. A "relative" is defined as the parent, stepparent,

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B – Application for Additional or Continuing Township Assistance (TA-1B)

C – SSI Reimbursement Authorization form

child, stepchild, sibling, grandparent, step-grandparent, grandchild, or step grandchild of an applicant for township assistance. (IC 12-20-6-9 and IC 12-20-6-10).

2.30.00 APPLICATION ONLY UPON NECESSITY – A township trustee, as administrator of township assistance, may provide and shall extend township assistance only when the personal effort of the applicant fails to provide one (1) or more basic necessities. (IC 12-20-16-1)

2.30.01 EMERGENCY ASSISTANCE DEFINED – "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. (IC 12-7-2-76.5)

2.40.00 APPLICATION REVIEW – The township trustee shall process all applications for township assistance according to the uniform written standards and without consideration of the race, creed, nationality, or gender of the applicant or any member of the applicant's household. (IC 12-20-5.5-1) The trustee shall act on a completed application not later than 72 hours from receiving the application, excluding weekends and legal holidays. In a non-emergency, the trustee may leave the decision pending for an additional 72 hours, excluding weekends and legal holidays. (IC 12-20-6-7)

2.40.01 NOTICE OF ACTION – The applicant will be given a written notice of the Township's decision on Form TA-1A (Schedule D). If assistance is granted – either wholly or partially – the notice will state the type and amount of assistance granted. If assistance is denied – either wholly or partially – the notice will state the type and amount of assistance denied, and the reason for the denial(s). The TA-1A may be presented to the applicant or sent to them, at their last known address. The notice will also contain information advising the applicant of the procedures for appeal to the board of commissioners. (IC12-20-6-8 (a)) and 12-20-15-2.

An applicant may appeal the Trustee's decision not more than fifteen (15) days from the date of issuance of the notice of action by the Trustee. This appeal must be made in writing or orally to the Office of the Allen County Commissioners. (IC 12-20-15-2)

2.50.00 REFERRALS, EMERGENCY – If the Trustee authorizes assistance on an emergency basis and refers the applicant or a member of the applicant's household to make application for another governmental program, the applicant or household member has fifteen (15) working days after the date the township assistance is

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D – Action letter (TA-IA)

authorized to make application for public assistance and comply with all the requirements necessary for completing the application process. An applicant or member of the household who fails to make such application, or show evidence that the application, as referred by the township trustee, was filed not more than fifteen (15) working days after the township trustee's referral will not be granted township assistance for sixty (60) days following the authorization of township assistance. (IC 12-20-6-5).

2.50.01 REFERRALS, NON-EMERGENCY – If, before granting township assistance in the absence of an emergency, the Township determines that an applicant or a member of an applicant's household may be eligible for public assistance other than that of the Township's, the applicant or household member shall make an application and comply with all necessary requirements for completing the application process for public assistance administered by {1} Family and Social Service Administration (FSSA); {2} any other federal or state governmental entity, before assistance will be granted (IC 12-20-6-3). Failure to apply within fifteen (15) working days after the Township's referral will result in a denial period not to exceed sixty (60) days. (IC 12-20-6-5.5)

2.60.00 DENIALS – Denial of assistance for an applicant, household, or member of the applicant's household is automatic for one or more of the reasons listed in this section. As used in this section, "member of the applicant's household" includes any person who lives in the same residence as the applicant.

2.60.01 Falsifying application/affidavit and/or providing false information to gain assistance. This includes, but is not limited to, failure to report income, or under reporting income. If the Trustee finds that an individual has obtained township assistance from any township by these actions or means of conduct described in IC 35-43-5-7 or IC 35-43-5-7.1, the Trustee may refuse to extend aid for sixty (60) days from the date aid was last extended to the individual based on the improper conduct. (IC 12-20-6-6.5).

2.60.02 Failure to actively seek employment and/or accept gainful employment when offered, whether the compensation for the work will be payable in money, house rent, or in commodities consisting of the necessities of life. Before granting assistance, the Trustee shall require all able-bodied adult members of the household to actively seek employment, per the Employment Memo (Schedule E). The Trustee shall require documented evidence that they are actively seeking employment by providing verification of registration with the Indiana Department of Workforce Development and

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E – Employment Memo

by completing Job Application Log Sheets (Schedule F). Applications are not considered valid if there are unnecessary restrictions or have a wage preference that exceeds the Federal Minimum Wage. Willful failure to actively seek employment per the Employment Memo, or to provide such verification will result in a denial. (IC 12-20-10-1) and (IC 12-20-10-2)

2.60.03 An applicant, or an adult member of an applicant's household, voluntarily terminating gainful employment, or being involuntarily terminated for just cause will be denied for wasting resources. The Trustee shall not be obligated to provide township assistance to, or for an applicant's household for a period of sixty (60) days. (IC 12-7-2-200.5). The Trustee shall not be obligated to provide township assistance to, or for an applicant's household for a period of six (6) months, if an able-bodied adult member of the household voluntarily leaves employment for reasons other than just cause, as determined by the Trustee. (IC 12-20-10-1, IC 12-20-6-0.5, IC 12-14-2-20, and IC 12-20-16-1).

2.60.04 Failure to accept adequate, free or low-cost shelter arrangements provided by relatives or others. (IC 12-7-2-200.5 and IC 12-20-6-10)

2.60.05 A denial will be given for shelter assistance to an otherwise eligible individual if the: {1} individual's most recent residence was provided by the individual's parent, guardian, or foster parent; and {2} individual, without just cause (as determined by the Trustee), leaves that residence for the shelter for which the individual seeks assistance. (IC 12-20-16-17 (g))

2.60.06 Excess income as established by these guidelines (Schedule G). Income guidelines are based on the Federal Poverty Guidelines as determined by the United States Department of Health and Human Services.

2.60.07 Failure of an applicant or applicant's household to participate in a work training program offered by a federal, state, or local government entity or Act, or nonprofit agency (IC 12-20-12-1). The Trustee shall not be obligated to provide assistance to a household if any adult member of an applicant's household is registered as a student (IC 12-20-10-1).

2.60.08 Failure of an applicant or applicant's household, within fifteen (15) working days of the Trustee referral, to make and complete the application process for other governmental programs for which they may 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 will be up to sixty (60) days. (IC 12-20-6-5) and (IC 12-20-6-5.5)

2.60.09 Violence, threats of violence, or abusive language used in or around the Trustee office or premises. The Trustee will also not provide assistance to an individual who at the time assistance is requested is: {1} under the influence of drugs or alcohol; or {2} incapable of self-care. Furthermore, the Trustee may, at no cost to the Township, refer an individual described above, to an appropriate agency or facility located in the county or in an adjoining county that has a program or charter specifically addressing the programs of substance abuse, mental illness, or self-care (IC 12-20-17-2 (f)).

2.60.10 Wasting resources which could and should have been applied to the household's basic necessities. "Wasted Resources" is defined as follows: {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 items or services that are not basic necessities; {2} income, resources, or tax supported services lost or reduced as a result 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 any adult member of a household seeking township assistance during the one hundred eighty (180) days immediately preceding the date of application 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. (IC 12-7-2-200.5 and IC 12-20-16-1)

2.60.11 Being evicted from subsidized housing for violation of regulations and/or guidelines; voluntarily terminating housing assistance without just cause (as established by the Township Trustee); eviction from present living quarters because of an act which caused verifiable damage to a rental unit by the applicant or any adult member of the applicant's household; or the applicant invites or allows other adults to use or move into their household. (IC 12-7-2-200.5 and IC 12-20-16-1)

2.60.12 Failure to liquidate non-essential assets within the time frame prescribed by the township trustee's office. Denial will be up to 60 days. (IC 12-20-16-1)

2.60.13 Refusing to sign the required "Reimbursement Authorization" form for township assistance received during the interim period an individual is awaiting a

determination of eligibility from the Social Security Administration for Supplemental Security Income benefits. Refusing to sign the required "Subrogation Agreement" for township assistance received during the interim period an individual is awaiting a settlement or other claim. (IC 12-20-27-1.5)

2.60.14 Failure to complete assigned Workfare or to comply with the Workfare requirements as outlined by these standards (see 3.10.00 - 3.10.07). Denial may be for a period not to exceed one hundred eighty (180) days. (IC 12-20-11-1 (h))

2.60.15 Failure to complete and maintain monthly report forms as required by governmental programs offering assistance for the basic necessities of living; failure to make application; or not cooperating with the agency by doing everything necessary to qualify and maintain public assistance. Denial will be up to sixty (60) days. (IC 12-7-2-200.5, IC 12-20-6-3)

2.60.16 Failure to cooperate with, or to provide the Trustee's office with the necessary information for determining eligibility. (IC 12-20-6-1)

2.60.17 Making an assignment of or transferring assets, by an applicant or another member of an applicant's household, to make a household eligible for township assistance during the sixty (60) days immediately prior to the date of the filing of an affidavit and application for township assistance. (IC 12-7-2-200.5)

2.60.18 Reporting the loss or theft of currency under questionable circumstances, as determined by the Trustee. The Township shall not be obligated to provide assistance when the emergency was due to lost or stolen money. (IC 12-7-2-200.5 and IC 12-20-16-1)

2.60.19 Failure to file paternity actions when necessary and appropriate, or failing to take the necessary legal action to pursue child support. (IC 12-20-6-5 and IC 12-20-6-0.5)

2.60.20 Failure of the applicant or a member of an applicant's household to apply "one time" monetary awards toward the household's monthly basic need expenses. One-time monetary awards may include, but are not necessarily limited to, the following: Energy Assistance, retroactive Social Security payments, Workmen's Compensation, inheritances, pensions, insurance settlements, income tax returns, or any cash award. (IC 12-7-2-200.5 and IC 12-20-16-1)

2.60.21 Previous ability to pay: The township shall not be obligated to pay for

services or the cost of goods incurred by an applicant or member of an applicant's household during the period the applicant or member of the applicant's household had sufficient income or resources to have paid for either goods or services. (IC 12-20-16-1)

2.60.22 Moving into or coming to the Township for the sole purpose of applying for and/or receiving Township assistance services.

2.60.23 The Township has no obligation to extend aid to an applicant or any member of an applicant's household, except for burial assistance, if any member of that household has been denied assistance or sanctioned by the local office of Indiana Family and Social Services Administration. (IC 12-20-6-0.5 and IC 12-7-2-200.5)

The Trustee shall not extend aid to an otherwise eligible applicant or member of the applicant's household if any adult member of the household 1) has been denied TANF assistance due to the 24-month time limitation on TANF assistance, per IC 12-14-2-5.1, and 2) has not been gainfully employed within the previous six (6) months, and 3) has received TANF for 3 of the 6 months immediately preceding the date of application. If any applicant has been denied TANF due to the 60-month time limit, the Trustee shall not extend aid if the denied applicant has not been gainfully employed within the previous six (6) months. (IC 12-20-6-0.5, IC 12-20-10-1, and IC 12-20-16-1)

In regard to the 24-month clock: Each applicant will be granted three exceptions to this reason for denial in their lifetime. Proper documentation regarding employment must be on file with the FSSA. Employment that has had no effect on TANF benefits will not be counted.

The Trustee shall not extend full aid to an otherwise eligible household if an applicant or member of the applicant's household has been denied TANF assistance because a dependent child was born more than ten (10) months after the date the family qualified for TANF assistance ("Cap child"), per IC 12-14-2-5.3. Aid will be limited to the household members listed as actively receiving benefits of TANF. The township will not make up for any expenses the household incurs on behalf of any cap children.

2.60.24 If a person is convicted of an offense under IC 35-43-5-7 (Welfare Fraud) or IC 35-43-5-7.1 (Medicaid Fraud), the Trustee will not extend aid to or for the benefit of the individual for the following periods: one (1) year if convicted of a misdemeanor; ten (10) years if convicted of a felony (IC 12-20-6-0.5 (d)). A person who is convicted



of Township fraud is denied township assistance for thirty (30) years (IC 12-20-1-4 (d)).

2.60.25 The Trustee is not obligated to provide assistance to clients who experience a reduction or loss of income due to planned layoffs of 90 consecutive days or less that are ordinary and customary for the employer and/or industry. Clients are expected to use personal effort and prepare for their period of reduced income (IC 12-20-16-1). For consideration of township assistance during planned layoffs, the Trustee may use annual income guidelines to determine eligibility.

2.70.00 ELIGIBILITY Upon application of township assistance, the Trustee shall determine the applicant's legal residence and cause of the applicant's condition (IC 12-20-6-9) An applicant's and members of an applicant's household's "countable income" will be used to determine eligibility. Income guidelines to be used for determining the eligibility of a given household may be found on Schedule G. The Township shall provide necessary aid only when it does not violate any local, state or federal law.

2.70.01 INCOME DEFINED - "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 member of an applicant's household at the time of application for not more than thirty (30) days after the date of application for township assistance. The term includes the following: (IC 12-7-2-44.7)

- 1) Gross wages before mandatory deductions
- 2) Social Security benefits, including Supplemental Security Income.
- 3) Temporary Aid 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) Bartered goods and services provided by another individual for the payment of non-essential needs on behalf of an applicant or an applicant's household if

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

- 12) Child support
- 13) Gifts of cash, goods or services
- 14) Private or public loans as countable income (loans; personal or commercial).
- 15) Other sources of revenue or services that the Trustee may reasonable determine to be countable income; such as (but not limited to) tax refunds and any "one time" monetary award(s) or settlements.

2.80.00 RECEIPTS - When an applicant applies for township assistance, both initially and on a continuing month-by-month basis, all members of the household must verify how their income was expended. Each household will be required to complete a monthly Household Budget Form (Schedule H) Hand-written receipts provided by friends or relatives are considered unacceptable, unless notarized. Only receipts for the basic necessities of living shall be recognized. Receipts from expenditures for court related expenses, such as: attorney fees, probationary fees, Drug and Alcohol program fees, fines, court costs, bail, user fees for an In-home Detention program, restitution, judgments, or any other expenditures directly or indirectly associated with the applicant or a member of the applicant's household because of their involvement with the courts will not be recognized as a legitimate expense. Expenditures for items not considered "basic necessities" will be considered "wasted resources". Expenditures undocumented by receipts will be counted as unexpended income. Excessive spending for items technically defined as basic needs will not be considered as necessary. (IC 12-7-2-200.5 and IC 12-20-16-1))

2.80.01 BASIC NECESSITIES DEFINED - "Basic necessities" includes those services or items essential to meet the minimum standards of health, safety, and decency, including the following: {1} medical care described in IC 12-20-16-2; {2} clothing and footwear; {3} food; {4} shelter; {5} household essentials; {6} essential utility services; {7} other services or items the Trustee determines are necessities. (IC 12-7-2-20.5) The township shall not be obligated to provide assistance towards services or items that are necessary for home-based or self-employment businesses.

2.90.00 COUNTABLE ASSETS - Households requesting assistance must also report all assets belonging to any member of the household. Countable assets are non-cash property that is not necessary for the health, safety, or decent living

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H - Household budget

standard of a household; which are owned wholly or in part by the applicant or a member of the applicant's household, and the applicant or the household member has the legal right to sell or liquidate. Countable assets include; real property other than property that is the primary residence of the household, savings and checking accounts, certificates of deposit, bonds, stocks, or other intangibles that have a net cash value, boats, other vehicles or any other personal property used solely for recreational or entertainment purposes. (IC 12-7-2-44.6) and (IC 12-20-7-3.5)

2.90.01 LIQUIDATION - All members of the household will be expected to liquidate any of the "countable assets" listed in 2.90.00, or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date that their initial application is filed. However; nonessential assets purchased by any member of a household after having applied for township assistance, must be liquidated immediately before further assistance can be authorized. (IC 12-20-16-1)

2.90.02 EXEMPTIONS - Assets which are exempt from liquidation will include one house OR mobile home in which the household resides, and one automobile, so long as the equity does not jeopardize the household from qualifying for other state or federal assistance programs. Whenever the township funds are used directly or indirectly to pay the household's mortgage payment, the Township may place a lien against the property in order to recover the equity value of such payments after the property has been sold.

3.00.00 EMPLOYMENT - If an applicant and/or any member of the applicant's household is in good health, the Trustee shall require that those able to work to seek employment. The Trustee shall refuse to furnish any assistance until the Trustee is satisfied that the applicant or members of the applicant's household is endeavoring to find work. Furthermore, if the applicant or household member is offered employment, regardless of whether the compensation is in the form of money, rent, or other necessities, or refuses employment at a reasonable compensation offered by any other individual, governmental agency, or employer; the Trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work. All able-bodied adult members of the household will, at a minimum, be required keep their registration active and updated with the Indiana Department of Workforce Development and be willing (registered) to accept employment at the federal minimum wage level. The Trustee will also require all adult members of an applicant's household to complete employment referrals and submit them to the Trustee on a regular basis. Any adult member of a household, who fails to apply for employment in a timely manner, when directly referred by the Township or any other governmental entity, any non-

profit agency, or any employment agency, will be denied for failure to actively seek employment. (IC 12-20-10-1) and (IC 12-20-10-2). Work search criteria is outlined on the township's Employment Memo (see Schedule F)

3.00.01 LIMITATION FOR UNEMPLOYED ABLE-BODIED ADULTS WITHOUT DEPENDENTS – The Trustee shall not be obligated to provide assistance to unemployed able-bodied adults without dependents for more than three (3) months in 12-month period. The same rule shall apply to able-bodied adults without dependents whom are underemployed, defined as working less than 20 hours per week, or earning less than the federal minimum wage.

3.00.02 MEDICAL EXEMPTION FROM WORK – If an applicant or a member of an applicant's household claims an inability to work due to health, the Trustee may require a current physician's statement indicating whether the applicant or household member is able to perform work. (IC 12-20-10-3.5) The Trustee shall not be obligated to assist households with a work exempted adult if such adult is not complying with his or her physician's health plans, if that plan is to aid in self-sufficiency or to return to work.

3.10.00 WORKFARE – The Trustee shall obligate any adult member of a household receiving township assistance to participate in Workfare. Suitability to perform available work shall be determined by the Trustee. (IC 12-20-10-3.5) and (IC 12-20-11-1) The Trustee shall require any adult member of a recipient household to do any work needed to be done within the county or an adjoining township in any other county for any non-profit agency or governmental unit, including the state, having jurisdiction in those townships (IC 12-20-11-1)

3.10.01 WORKFARE CRITERIA – Minimum criteria for satisfactory participation in the Workfare program is 16 hours per week, unless otherwise scheduled or excused by the Trustee. Unexcused absences for scheduled Workfare assignments, or not following through with all requirements, will result in the reduction or discontinuance of township assistance for one-hundred eighty (180) days. Any Workfare obligations incurred in another township will be carried forward to the gaining township, unless the applicant or household member failed to comply with the former township's guidelines for Workfare participation, at which point they will be denied. (IC 12-20-11-1) and (IC 12-20-11-4)

3.10.02 WORKFARE PARTICIPATION – The recipient is required to maintain the minimum criteria that are necessary for the fulfillment of his/her work detail responsibility until such time as his/her obligation with the Township is satisfied. Recipients shall not be permitted to voluntarily work in advance of receiving

township assistance in order to accrue work detail credit. It is the sole responsibility of the recipient to meet the criteria of Workfare participation. In satisfying this obligation, only the recipient or members of the recipient household shall be allowed to perform the required work.

3.10.03 WORKFARE COMPENSATION – Work performed is considered a satisfaction of a condition for township assistance and is not considered as services performed for remuneration or as repayment for township assistance. The recipient shall be required to do an amount of work that equals the value of assistance already received by his/her household. The recipient shall receive credit for the work performed as assigned by the Trustee at a rate not less than the federal minimum wage. (IC 12-20-11-1 (c)) and (IC 12-20-11-5)

3.10.04 WORKFARE EXCEPTIONS – Recipients may be excused from Workfare only for the following reasons: (IC 12-20-11 (a))

- a) The obligated individual(s) is not physically able to perform the proposed work and provides medical evidence.
- b) The obligated individual is a minor or is at least sixty-five (65) years of age.
- c) The obligated individual has full-time employment at the time the recipient receives township assistance.
- d) The obligated individual is needed to care for an individual as a result of the individual's age or physical condition.
- e) The Trustee determines that there is no work available for any adult member of the recipient's household.
- f) The individual obligated to perform work is, at the direction of the Trustee, attending educational or self-help courses.

3.10.05 WORKFARE RESTRICTIONS – A recipient shall not be assigned to work which would result in the displacement of governmental employees or in the reduction of hours worked by those employees (IC 12-20-11-1 (g))

3.10.06 WORKFARE WORKER'S COMPENSATION – The Township will carry medical and burial coverage on all individuals performing work under the provisions of IC 22-3-2 and IC 22-3-6. (IC 12-20-11-5 (a))

3.10.07 WORKFARE REIMBURSEMENT – The Trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek re-payment of assistance for which a recipient or an adult member of the recipient's household has

satisfactorily completed a Workfare requirement. (IC 12-20-11-5 (b))

4.00.00 FOOD ORDER ALLOTMENTS – Food allotments provided to an eligible household, are determined by the household size and other criteria as established by these standards. Food orders can only be purchased directly from a combined grocery and meat market. The food allotment each household may receive is contained in Schedule I. The Trustee will administer food allotments on a weekly or monthly basis. (IC 12-20-16-5)

4.00.01 FOOD ORDER LIMITATIONS – It shall be unlawful for the Trustee to issue a food purchase order for more than thirty (30) days unless the individual filed an application with the Trustee that includes evidence of an application for the Federal Food Stamp program through the Family Social Service Administration (FSSA) and the amount of assistance received or reason for denial of assistance. The only conditions under which the Trustee may purchase food for an eligible food stamp family are: (IC 12-20-16-6)

- a) During the interim period when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not more than five (5) days after the day the applicant or household becomes eligible to participate in the federal food stamp program.
- b) Upon loss of the family's food supply by spoilage, fire or the act(s) of nature.
- c) Upon a written statement from a physician indicating that at least one (1) member 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.

4.00.02 NON-FOOD ITEMS – Necessary household supplies which is referred to as "paper products" may be administered according to the table found in Schedule I. Other household necessities may be furnished directly or indirectly by the Township when a need is determined. (IC 12-7-2-20.5)

4.10.00 SHELTER – 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 and does not violate any local, state or federal law. The Township shall not be obligated to authorize payment to a landlord if such payment will not prevent the imminent loss of shelter. Shelter payments for safe and decent housing will be based on the fair market value

in Adams Township and will comply with the amounts contained in Schedule J. 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 {1} the shelter allowance standards contained in Schedule J or {2} the combined total of principle and interest, and must still meet the test of being the "most economical and practical" method of relieving the applicant.

4.10.01 SHELTER DEFINED – "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 individual in the building; and {2} has direct access to the occupant's living quarters from the outside of the building or through a common hall. Exceptions to the definition of "shelter" may include temporary group homes and/or shelters. (IC 12-7-2-177) and (IC 12-20-17-2)

4.10.02 LANDLORD DEFINED – "Landlord" is defined as a person who is both legally entitled to collect rent and is responsible for the property tax bill, as listed with the assessor's office.

4.10.03 SHELTER DOCUMENTATION – Whenever an applicant requests assistance from the Trustee's office, a written information statement from the landlord (called "Shelter Verification Affidavit" - see Schedule M) will be required. This statement will include the full name of the landlord (and the landlord's agent, if applicable), and a mailing address and telephone number for the landlord, as well as other data necessary to determine the eligibility of the household for township assistance. The statement will indicate whether the landlord will (or will not) accept payment from the Trustee's office for shelter, the amount of rent to be charged, the due date, what appliances are furnished, what utilities are provided, and the number of individuals residing in the household, and other necessary information. The landlord must agree not to evict the applicant during the period covered by the Township's purchase order. Landlords must also provide IRS Form W-9 (Request for Taxpayer Identification Number and Certification) in order to receive any payment from the township. A lease or rental agreement must be provided, or other verification of tenancy, as determined by the Trustee. The lease, rental agreement, or purchase agreements must be in the name of an adult member of the applicant's household. The Township will not consider shelter assistance to an otherwise eligible applicant if the applicant's lease, rental agreement, or purchase agreement is signed by an individual who does not reside in the household.

4.10.04 SHELTER RESIDENCY – It is necessary for the Trustee to make some determination as to the applicant's living arrangements and whether they are physically living in the township, or whether they intend to make Adams Township of Allen County their permanent place of residence. In cases of emergency, however, the Trustee may provide temporary assistance to applicants who are temporarily in the township unless the applicant is specifically in the township for township benefits. This should not be interpreted or construed to mean that individuals living in the adjoining townships may come to Adams Township for emergency shelter assistance or for help to move into Adams Township. The township in which they presently reside is still obligated to investigate the circumstances of the distressed person(s) and render whatever assistance is necessary. (IC 12-20-6-9)

4.10.05 SHELTER LIMITATIONS – The Trustee will not use township funds to pay the cost of an applicant's shelter with a relative who is the applicant's landlord if the applicant lives in: {1} the same household as the relative; or {2} housing separate from the relative and either housing is unencumbered by mortgage, or the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months (IC 12-20-6-10). A current mortgage statement must be provided. The Trustee's payment may not exceed either the amount of the mortgage, or the maximum set forth in the shelter allowance standards (Schedule J). The Trustee will also not pay for shelter assistance for circumstances listed in 2.60.05 of these standards. (IC 12-20-16-17 (g)) The Township will not be obligated to pay the shelter cost of an otherwise eligible applicant if the landlord resides at the same address (boarders or roommates).

The Trustee will not be obligated to subsidize or otherwise provide shelter assistance to households living in shelter units under the control and within the power of another governmental or quasi governmental agency or municipality. The Trustee will not be obligated to subsidize or otherwise provide shelter assistance to households receiving rent subsidies from non-governmental non-profit organizations. The township will not pay any shelter costs that are charged to clients receiving government benefits, when such charges were applied after a change in the household occurred which caused a decrease in clients' portion of rent.

The Trustee shall not pay rent or mortgage payments for the current month if the client owes any rent, mortgage or shelter-related expenses for previous months, unless: 1) the client and landlord provide a written, detailed payment schedule that results in the pay-off of this debt within the following two-month period and the client has the proven means to fulfill such agreement, with or without future township assistance; or 2) the landlord provides a notarized statement that permanently cancels the previous month's debt in full. This limitation is to ensure township funds are being used to prevent a



homeless emergency rather than pay towards a debt.

The Trustee will not use township funds to or for the benefit of individuals residing at an address that has been deemed as used for illegal activities. Clients whose residences have been deemed as sites for use or sale of illicit narcotics or controlled dangerous substances, gambling, or prostitution will be denied further assistance for 180 days.

4.10.06 SHELTER LIEN (RELATIVE) – If shelter payments are made to a relative of an applicant for township assistance on behalf of the applicant or a member of the applicant's household, that are not in conflict with 4.10.04 of these Standards, the Trustee may file a lien against the relative's real property for the amount of shelter assistance granted. (IC 12-20-6-10 (d))

4.10.07 SHELTER LIEN (APPLICANT) – Applicants will not be denied shelter merely because they are buying their home. However, the decision to provide a house payment will be based on whether it is the most economical and practical method of relieving the applicant. In addition, if the applicant has equity in his/her real estate that could provide a means of repayment, the Trustee shall require the applicant to execute documents granting a lien against the real estate. The Township will not consider payment of second mortgages or loans for consolidated debt against the applicant's shelter.

The Township shall not be obligated to pay directly or indirectly, the cost of mortgage payments when the property in question is part of a potential property settlement in a pending court proceeding, such as divorce or probate.

4.10.08 SHELTER MOVING – Clients moving, within sixty (60) days immediately preceding their application for township assistance, from shelter provided by relative, or any form, kind, or type of subsidized shelter, will be declared ineligible for township assistance due to wasting resources. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant. (IC 12-7-2-200.5) The Township shall not be obligated to provide rental assistance for sixty (60) days when clients move into a residence which costs exceed their ability to pay, without prior authorization from a township.

4.10.09 SHELTER EMERGENCY PROGRAMS – Emergency shelter assistance (shelter defined here as a facility that provides temporary emergency assistance) may be provided to an individual or household which has the likelihood of spending the night in the immediate future, in an environment considered to be unsafe or unhealthy.

However, the Trustee is not obligated to enter into a contract with, or to pay shelter costs to, a shelter that is supported by federal or state funds. (IC 12-20-17-2)

4.10.10 SHELTER INSPECTION – The Trustee may employ the services of a housing inspector to inspect all housing units. A Township housing inspector shall use HUD standards, local building codes, and municipal ordinances in determining a housing structure's suitability for habitation. Substandard housing that does not meet minimum standards of health, safety, and construction is not eligible for shelter payments. If the Trustee determines that a housing unit is substantially below minimum standards, the Trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. (IC 12-20-16-17)

4.10.11 SHELTER DEPOSITS – The Trustee is not required to spend township funds for a shelter damage or security deposit for an eligible township applicant or household. (IC 12-20-16-17 (f))

4.15.00 TOWNSHIP LIMITATIONS – The Trustee shall not be obligated to provide assistance to an applicant or member of an applicant's household if the sum combined rent and utility expenses of the household exceeds the Fair Market Rent, per HUD guidelines (Schedule J).

The Trustee shall not be obligated to provide rent and utility assistance to an applicant or a member of the applicant's household in an amount that exceeds the current Fair Market Rent (Schedule J) for that household within a 30-day period.

The Trustee shall not be obligated to provide township assistance to an otherwise eligible applicant if and when the condition of the applicant is caused by the policies or regulations of other governmental entities unless the body of government responsible for such regulations provides reimbursement directly to the township, specifically designated for such relief.

4.20.00 UTILITY SERVICE AND/OR HEATING FUELS – The Trustee may, in cases of necessity, authorize the payment of water, gas or fuels used for heating or cooking and electric services; including the payment of delinquent bills for such services, when necessary to prevent disconnection or to restore terminated services. There are, however, some limitations: (IC 12-20-16-3)

- 1) The Township will only consider assistance with actual utility service used (no deposits, taxes, late fees, trip charges, reconnection fees, return check fees).
- 2) The utility service must be in the name of an adult member of the requesting

household or landlord.

- 3) The Township will not pay for illegally secured utility service, such as placing the service in the name of a child or tampering with a utility meter.
- 4) The Township will not consider the payment of utility bills if such aid requested would pay for services provided to or for the benefit of the individual or household during a period that the individual or household had previously applied for and been denied Township assistance. (IC 12-20-6-6.6)
- 5) The Township will not consider the payment of "master metered" utility service when more than one household is served by the same meter, or for any time period when the household was not financially eligible for assistance.
- 6) The Township will not consider the payment of estimated utility bills or bills twenty-four (24) months and older.
- 7) The Township will not pay or consider the payment of utility bills, during the period the state's energy assistance program is in effect, until after the state's energy assistance is credited to the applicant's account.
- 8) The Township is not obligated to consider the payment of utility service if an applicant or member of the applicant's household receives a utility reimbursement check or utility allowance and has not used the full amount toward the payment of essential utilities each month.
- 9) The Township will also require applicants residing in shelter units under the control and within the power of another governmental or quasi-governmental agency or municipality to provide a referral from the subsidizing agency.

4.20.01 ENERGY PROGRAMS – During the part of the year when applications for assistance are accepted by the state's Energy Assistance Program, the Township will not provide assistance or make any part of a payment for heating fuel or electric services for more than thirty (30) days unless the individual files an application for assistance, and shows evidence of this application, for heating fuel or electric services. The Trustee will either refer the applicant to the state's Energy Assistance Program, or the Trustee may certify the township applicant as eligible using the criteria established for this purpose by the state. The certification shall be on an application form prescribed by the Indiana State Board of Accounts. The Trustee shall not be obligated to certify nor process Energy Assistance applications for individuals who are not applying for township assistance. (IC 12-20-16-3 (e))

4.20.02 ENERGY PROGRAMS/APPLICANT'S RESPONSIBILITY – During the time the applicant or member of the applicant's household has been approved for the Energy Assistance Program, the applicant and/or member of the applicant's household must continue to make payments on their utility bills as reasonably

determined by the Trustee. Once the Energy Program has ended, the Trustee will not authorize utility assistance if payments have not been made by the applicant or member of the applicant's household.

4.30.00 TELEPHONE SERVICES – The Trustee will not authorize payment of telephone service unless such service has been ordered by a licensed physician and is deemed medically necessary in a life-threatening situation. When deemed necessary, the Trustee will authorize payment of current local service only. Long distance calls, pagers, voice mail, call waiting, cellular phones, or other services or accessories will not be recognized by the Trustee as a necessity. Phone payments in excess of \$45, or for non-basic services, made by an applicant or a member of the applicant's household will be considered wasted resources and deducted from eligible assistance.

4.50.00 FUNERALS AND BURIAL OR CREMATIONS – The Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual who resides in Adams Township. If the Trustee determines that the deceased individual is a resident of another township in Indiana, the Trustee shall notify the Trustee of that township. Payment of benefits from any other source, including any monetary benefits that the deceased individual is entitled to receive from a state or federal program, will be deducted from the allowable maximum. (IC 12-20-16-12) **MAY BE**

4.50.01 BURIAL "SUPERINTEND" DEFINED – The legal definition of "superintend" means to take charge, to supervise, to manage, or to direct. Therefore, the person the Trustee provides to superintend shall be responsible for 'taking charge and supervising', among other things, both the selection of the funeral home and, if necessary, the cemetery for the deceased.

4.50.02 FUNERAL AND BURIAL OR CREMATION REQUEST – A surviving family member of the deceased individual or the funeral director shall apply for burial assistance. Per IC 25-15-9-18, the priority of persons authorized to determine final disposition and interment are the decedent's surviving spouse, adult child or children, or parents. In the absence of such person, the Township may designate the Funeral Director to make application directly to the Trustee. The formal request will involve the completion of the Affidavit and Application for Township Assistance (TA-1).

4.50.03 BURIAL EXPENSES ALLOWED – The Trustee will utilize Schedule L when providing funeral and burial or cremation assistance. Additional merchandise or services are not permitted, and therefore no monetary additions, cash advances, or

payment arrangements can be made by anyone on behalf of the decedent. Any payment additions, either past or pending, will be deducted from the Trustee payment. The Township will not pay for the cost of transporting the remains of any deceased indigent person back to Adams Township or to any place outside of this Township, nor will the Township pay for the transportation to attend funerals. The Township **will not** supplement the cost of services nor supplement other means of payment for services such as insurance policies. (IC 12-20-16-12 (c)) **MAY NOT**

4.50.04 REIMBURSEMENT FOR BURIAL COSTS – A Trustee who provides funeral and burial or cremation benefits to a deceased individual is entitled to a first priority claim, to the extent of the cost of the funeral and burial or cremation benefits paid by the Township, against any money or other personal property held by the coroner under IC 36-2-14-11. (IC 12-20-16-12 (f))

4.50.05 CREMATION – The Trustee will not cremate a deceased individual if the deceased individual, or a surviving family member of the deceased individual, has objected in writing to cremation. (IC 12-20-16-12 (g))

4.60.00 MEDICAL SERVICES – The Township shall, in cases of necessity, promptly provide medical assistance for qualifying township applicants who are NOT provided for in public institutions, or presently receiving or qualifying for Medicaid. Medicines and/or medical supplies that are prescribed by a physician will be properly furnished, unless the medical services being sought are available through another governmental, insurance, or private program, such as Matthew 25 Health Clinic. All applicants will be required to make an application with Medicaid, HCI, or any other program including patient assistance programs. The Township shall not be responsible for the payment of "Co-payments". (IC 12-20-16-2)

4.60.01 MEDICAL EXEMPTIONS – The Trustee will NOT provide to an individual medical assistance under the township program, if the individual could qualify for medical assistance for the same service under IC 12-16, Medicaid, or other governmental medical programs. (IC 12-20-16-2 (b))

4.60.02 MEDICAL SERVICES PROVIDED – The Township shall pay for medical services for the eligible and qualifying township applicant: (IC 12-20-16-2 (c))

- a) Prescription drugs or over the counter drugs as prescribed by a local physician (prescribed within the prior thirty (30) days) provided the applicant is eligible for township assistance, has obtained prior authorization from the Trustee, and cannot obtain the prescription or over the counter drug through Matthew 25 Health Clinic, or any other program providing a similar service.

- b) Office calls to a physician, provided the individual could not be treated at Matthew 25 Health Clinic, or any other program providing a similar service, and having obtained prior authorization from the Trustee. The cost of visits to a medical specialist cannot be paid by the Township, unless the applicant was first referred to a specialist by the Township's attending physician.
- c) Dental care needed to relieve pain or infection or to repair cavities, provided the individual could not be treated at Matthew 25 Health Clinic, or any other program providing a similar service. The Township may pay the cost of fillings & extractions only not covered by the other tax supported programs. However, the Township will NOT pay the initial cost of dentures.
- d) Emergency room treatment that is of an emergency nature, provided a proper request for the service is made to the Township office by the applicant or a member of the applicant's household, within fifteen (15) working days of the time the services are rendered. However; a medical emergency does not exist in situations where the illness/injury could have been treated during a routine office call by a family doctor, and the applicant could have made contact with the Township office before such visit.
- e) Preparation testing prescribed by a licensed physician.
- f) X-rays and laboratory testing as prescribed by a licensed physician.
- g) Physical therapy prescribed by a licensed physician.
- h) Eyeglasses, provided the applicant has exhausted all other programs providing a similar service.
- i) Repair or replacement, NOT initial cost, of a prosthesis not provided for by other tax supported, state or federal programs.
- j) Insulin and items needed to administer insulin

4.60.03 MEDICAL PAYMENT SCHEDULE – In accordance with the provisions of IC 12-20-16, the Township shall utilize the Indiana Medicaid Payment Schedule for determining the amount to be paid by the Township for medical services rendered. The Township is under no obligation to provide for medical services and/or prescription drugs that are excluded for payment by the Indiana Medicaid Program. (IC 12-20-16-2 (d))

4.60.04 INTERIM MEDICAL ASSISTANCE AND REIMBURSEMENT – During the application pending period for Medicaid (IC 12-15) or other governmental medical programs, the Trustee may provide interim medical services, if the individuals are reasonably complying with all requirements of the application process. Unless prohibited by law, the Township will seek reimbursement for the payment of medical services from township funds, provided the individual for whom the services were

rendered is eligible for medical services under a state medical plan. (IC 12-20-16-2 (Eb))

4.70.00 TRANSPORTATION – The Township may provide transportation to individuals seeking employment within or outside the Township only when there is reasonable evidence provided by the applicant and verified by the Township that employment is available. The applicant or household seeking employment must submit employment forms as outlined in 3.00.00 of these standards.

4.70.01 TRANSPORTATION/NON-RESIDENTS – The Township will not furnish a nonresident of this township with transportation at the cost of the Township until the Trustee determines the legal residence of the individual applying for assistance. Transportation provided to a nonresident of this township must be in the direction of the nonresident's legal residence unless it is shown that the individual in need has a valid claim for support or a means of support in some other place to which the individual asks to be sent. Residency status and criminal records will be checked prior to any assistance for transportation. (IC 12-20-16-11)

4.70.02 TRANSPORTATION AND RE-APPLICATION – Any individual who has been sent to a place of settlement, by court order, or is transported there at public expense (township), and who again reapplies for assistance in the township from which the individual or member of the individual's household was sent, may be denied township assistance for a period of one hundred-eighty (180) days. (IC 12-20-9-6)

4.80.00 ESTATES – Subject to IC 12-20-11-5 (b) (Workfare assignment and satisfaction see 3.10.07 of these Standards), a Trustee who furnishes township assistance, may file a claim against the estate of a township recipient who: {1} dies, leaving an estate; and {2} is not survived by a spouse, disabled adult dependent, or dependent child less than eighteen (18) years of age; for the value of township assistance given the recipient before the recipient's death. The estate of a township recipient includes any money or other personal property in the possession of a coroner under IC 36-2-14-11. (IC 12-20-27-1)

5.00.00 FUTURE THIRD PARTY BENEFITS – If a Trustee anticipates that a township applicant or a member of the applicant's household is likely to receive a judgment, compensation, or a monetary benefits from a third party, the Trustee may require the applicant or the affected member of the applicant's household to enter into a subrogation agreement for repayment of any township benefits provided by the Township during the interim period. Failure of an applicant or member of an applicant's household to sign the necessary authorizations for reimbursement to the Township shall result in a denial of township assistance. (IC 12-20-27-1.5 (b))

5.00.01 INTERIM PERIOD DEFINED – "Interim period" means the period beginning when a Township Trustee obtains from a township applicant, or member of the applicant's household, an agreement or authorization and ending when the applicant or household member receives the judgment, compensation, or monetary benefit or leaves the household. (IC 12-20-27-1.5 (a))

5.10.00 SUPPLEMENTAL SECURITY INCOME – An applicant or member of an applicant's household must make an application with the Social Security Office when referred by the Trustee. Individuals must sign a Social Security Administration's Reimbursement Authorization form (see Schedule C) for the repayment of any township benefits provided by the Township during the interim period. Individuals awaiting a determination from the Social Security Administration for SSI benefits will not be required to perform workfare as long as their initial SSI application remains active. Once the initial application for SSI benefits has been denied by the Social Security Administration, a determination will be made for the individual to perform workfare. Failure to sign the Reimbursement Form will result in denial of township benefits. (IC 12-20-27.1.5 (b))

6.00.00 CONCLUSION – All decisions regarding eligibility will be based on these standards and the Indiana statutes governing Township assistance. The Trustee shall always consider whether the applicant or household's needs can be relieved by means other than an expenditure of township money (IC 12-20-17-1). The Township shall not be obligated to pay for services or the cost of goods incurred when an applicant's household had sufficient income or resources to have paid for either the goods or services. In the event that the township has additional funds available, the township may be able to assist further, to the extent that those funds are exhausted. These standards will be adopted by the Township Board and posted at the Township Trustee's Office. Additional copies will be furnished to the County Commissioners Office and recorded in the Office of the County Recorder. Any member of the public will be permitted to inspect and copy these standards at their own expense. The Standards will be reviewed and updated annually to reflect changes in the cost of basic necessities in the Township and changes in law (IC 12-20-5.5 (b)) Periodically addendums may be added in the forms of memorandums or notices. These addendums will be Recorded and provided to the County Commissioners Office.

#### SEVERABILITY

Should any of these standards be declared unconstitutional or unenforceable by a court of competent jurisdiction, all other parts shall be separate from such and remain in full force and effect until duly amended, revised or replaced according to law.



## COURTESY

Every applicant who comes into the Adams Township Trustee office will be treated in a courteous and respectful manner. Likewise, we expect each applicant to treat the staff in a similar manner. The Township is dedicated to assisting eligible households in their emergency situations and will strive to provide assistance within the limit of the law and these Standards.

## MISSION STATEMENT

The essential commitment of the Adams Township Trustee's Office is to provide prompt, necessary relief to eligible citizens and residents of our township. It is dedicated to the important role of providing temporary emergency assistance to those whose personal efforts have not enabled them to meet life's challenges on their own.

The Trustee's office is keenly aware of its dual roles. It is a community leader in countering the effects of the cycles of poverty while maintaining careful guardianship of the taxpayer's resources.

In performing such roles, the Trustee's office is dedicated to forming strong working relationships with community resources that share its advocacy of providing the knowledge, the means and above all else, the commitment of enriching the lives of the less fortunate citizens of this township.