

2024
TOWNSHIP ASSISTANCE ELIGIBILITY
STANDARDS
FOR
WAYNE TOWNSHIP
OF
MARION COUNTY, INDIANA

Jeb Bardon

TRUSTEE

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CHAPTER I

DEFINITIONS

SECTION I: DEFINITIONS OF TERMS. These are definitions of words and terms used in the emergency assistance statutes and in these standards.

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 applicants' representative. An incompetent or incapacitated individual becomes the APPLICANT when someone acting responsibly for the applicant makes their needs known to the Trustee's Office and requests a home visit or institutional visit. In all cases, the applicant or the applicants' 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 **EMERGENCY ASSISTANCE**.

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

COUNTABLE ASSET means non-cash property that is not necessary for the health, safety, or decent living standards of a household.

COUNTABLE INCOME means a monetary amount either paid to an applicant or a member of an applicant's household, including non-monetary or in-kind benefits received from any source, except resources specifically exempt by law.

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 the care, custody, control and earnings of such child as well as a renunciation of parental duties. For the purposes 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 member of a household in jeopardy; and 2) cannot be remedied in a timely manner by means other than township assistance.

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.

GAINFUL EMPLOYMENT means employment of at least 20 hours at minimum wage or better.

HOUSEHOLD means any of the following: 1) an individual living alone, 2) a family related by blood or 3) a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.

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.

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 resources 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 per (IC 22-4-15-1 & IC 22-4-15-6.1: 1). Separation initiated by an employer for falsification of an employment application to obtain employment through subterfuge. 2). Knowing violation of reasonable and uniformly enforced rule of an employer. 3). Unsatisfactory attendance. 4). Damaging employer's property through willful negligence 5). Refusing to obey instructions 6). Reporting to work under the influence of alcohol/drugs or consuming alcohol/drugs on an employer's premises during work hours. 7). Endangering safety of self or co-workers 8). Incarceration following conviction of a misdemeanor or felony. 9). Breach of duty in connection with work. 10). Gross misconduct in connection with work.

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 any household who has received or is receiving assistance from the township trustee for themselves or others under the provisions of the applicable emergency assistance statutes.

RELATIVE per (IC 12-20-6-10), includes only the parent, stepparent, child, stepchild, sibling, step sibling, grandparent, step grandparent, grandchild, or step grandchild.

RESIDENT is an individual who has 1) located in the township or 2) intends to make the township the individual's sole place of residence.

RESOURCES are 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. (IC 12-20-17-2)

TANF is defined as Temporary Assistance for Needy Families.

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 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 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: (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. (IC 12-7-2-200.5)

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

CHAPTER II

POLICIES AND OPERATION

SECTION II-1: GENERAL POLICY

The office and operations of the Township Trustee, with regard to "Emergency Assistance", will be geared to service as the prime goal. As overseer of the poor the Trustee will attempt to meet the needs of the poor as economically and efficiently as possible.

SECTION II-2: TOWNSHIP ASSISTANCE STATUTES

Emergency assistance will be administered by this office in conformity with all relevant emergency assistance statutes whether or not 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, sexual orientation, handicap status, national origin, marital status, political beliefs, or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families.

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 Trustee. 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 five-member Township Board which functions both as a legislative and fiscal body with regard to the Township Trustee and the operations of the respective township.

SECTION II-6: COURTESY

We expect 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 manner. The office is intent on assisting the poor of 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:

5401 W. Washington Street
Indianapolis, Indiana 46241
(317) 241-4191

SECTION II-8: OFFICE and BUSINESS HOURS

The Wayne Township Trustee will maintain such office facilities for emergency assistance as may be deemed necessary and will be open to the public for business between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday excluding holidays. Applications will be accepted from 8:30 a.m. to 11:30 p.m. on a walk-in basis. The Trustee reserves the right to modify office hours in conformity to the needs of the township. In such event, the trustee will provide a five (5) working day public notice.

CHAPTER III

APPLICATION PROCESS

SECTION III-1: APPLICATIONS

An individual desiring to make an initial application for assistance from the township should contact the township office. The applicant will be given a list of the documents and/or information needed to complete an affidavit. They will be informed of the services available and the criteria used in determining eligibility. Failure to keep an appointment or to bring the required documents may cause an unnecessary delay in the client receiving assistance. Individuals who for legitimate reasons are unable to visit the township office, should call in to make other arrangements. Applicants will also be required to complete the application on their own or with the assistance of a caseworker. The application is the property of the Trustee and shall be retained in the office of the Trustee whether or not relief is granted. (IC12-20-6-1) (IC12-20-6-7)

SECTION III-2: COOPERATION

During the application process, the client will be required to complete an "APPLICATION FOR TOWNSHIP ASSISTANCE (FORM TA-1)". The client will be required to cooperate with an investigation of their personal 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. The township requires, except in cases of emergencies, that an applicant for township assistance make 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. Individuals pending a determination for Supplemental Security Income benefits will be required to sign a 'Social Security Reimbursement Authorization' form for interim assistance reimbursement. (IC 12-20-6-9)

SECTION III-3: APPLICATION REVIEW

The client's application will be reviewed. Then, an investigation and verification will be done as soon as possible by the township staff. Only upon and after the completion of all investigation and verification, will a decision be made. Indiana law requires that this effort be completed within 72 hours (holidays and weekends excluded) from the time the "APPLICATION FOR TOWNSHIP ASSISTANCE - FORM TA-1" is completed by the applicant and filed with the township office. 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. (IC 12-20-6-7) (IC12-20-6-8)

SECTION III-4: REFERRALS

If the township authorizes township assistance on an "emergency" basis and refers the client 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 sources. Failure to make and complete the required application process may result in the applicant being denied future township assistance for sixty (60) days. In addition, the applicant and members of the applicant's household are required to comply with all referrals from the trustee to other public assistance programs within 15 working days of the referral date. Failure to comply may result in a denial for not more than sixty (60) days. (IC 12-20-6-3) (IC 12-20-6-5)

SECTION III-5: VERIFICATION/DOCUMENTATION

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

SECTION III-6: INITIAL ELIGIBILITY

All applicants for township assistance must meet the following minimum criteria in order to be determined eligible for initial township assistance:

1. An applicant for township assistance must furnish the township with an acceptable means of Identification and Social Security Number for each member of the household. (IC 12-20-6-1)
2. An applicant must meet the residency requirements as outlined in Section IV-9 of these Guidelines. (IC 12-20-8-1 thru IC 12-20-8-7)
3. The household income and/or liquid resources combined, i.e. bonds, stocks, savings or checking accounts, or certificates of deposit; cannot exceed the Income Standards as outlined in Table "A" on page 40. (IC 12-20-5.5)
4. The household or a member of the requesting household must have a verifiable need that is basic and cannot be remedied by means other than township assistance. (IC 12-7-2-76.5)
5. The applicant and members of the applicant's household cannot be in violation of any other provision of these Standards and Guidelines. (IC 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 or sent to them, at their last known address, via the U.S. Postal Service. (IC 12-20-6-8)

SECTION III-8: AFFIRMATION OF DENIAL

1. A township trustee may not extend aid to or for the benefit of any applicant if that aid requested would pay for goods or services that were previously requested and denied by the township.
2. A township trustee is not obligated to pay the cost of basic necessities incurred on behalf of a household in which the individual resides during a period that the individual has previously applied for and been denied township assistance. (IC 12-20-6-6.6)

SECTION III-9: DENIALS

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

1. Knowingly and 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 (IC 35-43-5-7; Welfare Fraud), the township shall refuse to extend aid for sixty (60) days. The township will also make a criminal referral to the county prosecutor's office. (IC 12-20-6-6.5)
2. Failure to comply with the workfare requirements as outlined by these standards. (Denial may be for a period not to exceed 180 days) (IC 12-20-11-1)
3. Voluntarily terminating gainful employment, or being involuntarily terminated for just cause, i.e. absenteeism, theft, or willful misconduct. 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 sixty (60) days from the date of the application. (IC 12-7-2-200.5)
4. Failure to actively seek and/or accept gainful employment when offered, whether compensation for the work will be payable in money or in house rent, or in commodities consisting of the necessities of life. The township may require applicants to furnish documented evidence that they are actively seeking employment. **[Household members that are able bodied and not working must show proof of seeking assistance for up to 90 past days and show they have applied at least 12 places for possible employment for each 30 day period]**. The township may periodically require individuals to complete an Employment Search form in order to comply with this statutory provision. An applicant who refuses to accept employment due to the pursuit of educational study, not recommended by the trustee, will be considered to have not extended personal effort and may therefore be denied assistance. **[Full time students must show proof that they are or have been gainfully employed]** (Denial up to 60 days) (IC 12-20-10-1) (IC12-20-10-2).

5. Failure to accept adequate free or low-cost shelter arrangements provided by a relative or others, or moving from adequate free or low-cost shelter, without just cause. (Denial up to 60 days)
6. Threats of violence, or abusive language used in or around the township offices or premises, or being under the influence of drugs or alcohol. (Denial up to 60 days)
7. Failure to complete the application process and maintain eligibility as required by other governmental programs offering assistance for the basic necessities of living; failure to cooperate with other governmental agency programs; or failure to comply with the rules and regulations of an assisting governmental agency. (Denial up to 60 days) (IC12-20-6-5) (IC12-7-2-200.5)
8. Excess income or other financial resources as determined by these standards, or failing to apply other tax supported monetary benefits toward the household's basic needs. (IC12-7-2-44.7) (IC12-7-2-200.5)
9. Failure to cooperate with, or to provide the township with the documentation or information which is necessary to determine eligibility, and that which is not readily available or cannot be secured in a timely manner by the township. (IC 12-20-6-1) (IC 12-20-6-9)
10. Failure of an applicant, within 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) (IC 12-7-2-200.5) (IC 12-20-6-5) (IC 12-20-6-5.5)
11. Frequently reporting the loss or theft of money, food stamps, EBT fraud or other similar matters.
12. Making an assignment of or transferring assets, by an applicant or another member of an applicant's household, during the six (6) month period immediately preceding the filing of an affidavit and application for township assistance.
13. Failure to cooperate with or provide needed information or documentation to other tax supported public assistance programs. (Denial up to 60 days) (IC 12-7-2-200.5) (IC 12-20-6-5) (IC 12-20-6-5.5)
14. 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) (IC 12-7-2-200.5)
15. 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, Workman's Compensation, Inheritances, Pensions, Insurance Settlements, Income Tax Returns, or any other "one time" cash award which is available to the household and can be used for basic necessities. (IC 12-7-2-200.5)

16. Wasting resources which could and should have been applied to the household's basic necessities. "Wasted Resources" is defined, for the purpose of Township Assistance as:
- (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 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: (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. (IC 12-7-2-200.5)
17. 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. (IC 12-20-16-1)
18. 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 other adults to use or move into their household. (IC 12-7-2-200.5)
19. Moving into or coming to the township temporarily for the specific purpose of applying for and/or receiving township assistance.
20. 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. (IC 12-20-16-1)
21. Sufficient income or over the income guidelines with no unexpected or unpredictable circumstances to enable a waiver of the income guidelines.
22. TANF (AFDC) Sanctions/Denials - The township is not obligated to extend aid to a township assistance applicant or any member of a township assistance applicant's household if any member of that

household has been denied assistance or sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of/or failure to meet the personal responsibility act of two (2) year self-sufficiency or non-compliance or violations of Title 12 Article 14 of the Indiana Code. (IC 12-7-2-200.5) (IC 12-20-6-05(b)) (IC 12-14-2-5.1)

23. Welfare/Township Assistance Fraud - A person convicted of an offense under IC 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; ten (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 IC 35-43-5-7, the township may refuse to extend aid to or for the benefit of that individual for sixty (60) days. (IC 12-20-6-6.5)

SECTION III-10: EMPLOYMENT

If an applicant for township assistance is in good health, or if any member of the household are so, the trustee shall insist that those able to labor shall seek employment, and the trustee shall refuse to furnish any aid until the Trustee is satisfied that the persons claiming help are endeavoring to find work for themselves. 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. Township Employment Search forms are to be completed and returned on a monthly basis, showing the applicant has made a good faith effort to seek and accept gainful employment. (IC 12-20-10-1)

SECTION III-11: MEDICAL EXAMINATION

If a township assistance applicant or a member of the applicant's household claims an inability to work due to health, the Township Trustee may require and provide for any medical examination necessary for the township trustee to determine whether the applicant or household member is able to perform work. (IC 12-20-10-3.5)

SECTION III-12: AFFIDAVIT AND 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. (IC 12-20-6-1)

SECTION III-13: DISCLOSURE AND RELEASE OF INFORMATION

Indiana law requires all applicants for township assistance and all members of the applicant's 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 social service agencies, both public and private, utility companies,

the applicant's medical service provider, the applicant's landlord or mortgage holder, relatives, and etc. 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 adult member of the applicant household must properly execute a "Disclosure and Release of Information" form before township assistance can be provided. (12-20-7-1)

SECTION III-14: INCOME

Is defined as the total monetary amount currently available and/or that which is projected to be available to any and all members of the household from any and all sources. Income guidelines to be used for determining the eligibility of a given household may be found in Table "A" page 40, and must include any and all monetary benefits received by any and all members of a household, regardless of age, during the thirty (30) day period preceding the request for township assistance. The monthly income of individuals defined to be seasonably employed will be determined by dividing 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. (IC1-20-5.5) (IC12-7-44.7)

SECTION III-15: COUNTABLE INCOME

Except as otherwise provided by law, countable income shall include, but not necessarily 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. (IC12-7-2-44.7)

1. Gross wages before mandatory deductions.
2. Social Security benefits, including Supplemental Security 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 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.

SECTION III-16: 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. (IC 12-7-2-200.5) (IC 12-20-16-1)
2. The township will require receipts for all expenditures of income/benefits received by any and all members of the household. Hand written receipts provided by friends or relatives are considered unacceptable..
3. The Trustee considers the payment of cost of shelter, food, lights, water, fuel for heating and cooking, as PRIORITY basic necessities

SECTION III-17: ONE TIME AWARDS/SETTLEMENTS

Applicant's households are required, when requesting township assistance, to report any 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 the 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.

SECTION III-18: 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

limitations in these guidelines. Extraordinary circumstances is a one-time waiver for an applicant/household. If the extraordinary circumstance relates to any incident involving theft or other violation of law, a police report must be filed by the applicant within twenty-four (24) hours.

SECTION III-19: 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". (IC12-7-2-76.5)

SECTION III-20: 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, household supplies, essential utility service, and other necessary services or items as the trustee may determine. (IC12-7-2-20.5)

SECTION III-21: ASSETS

Households requesting assistance must also report all assets belonging to any member of the household. Upon request of the Township Trustee, a person holding assets or title to assets of a township assistance applicant or member of the applicant's household shall provide the Township Trustee with information concerning the nature and value of those assets for purposes of determining the household's financial eligibility to receive township assistance. 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. That they (assets) are owned wholly or in part by the applicant or a member of the applicant's household; that the applicant or the household member has the legal right to sell or liquidate; and that "assets" include all real property other than property that is used for the production of income or that which is the primary residence of the applicant's household. Countable assets which may affect an applicant's eligibility for township assistance may include, but are not necessarily limited to, the following: (IC12-7-2-44.6) (IC12-20-7-3.5)

1. Motorcycles or similar modes of transportation
2. Boats, boat motors, or boat trailers
3. Guns and/or Hunting Equipment
4. Camping Trailers and/or Recreational Vehicles
5. Non-essential telephone accessories
6. Jewelry, i.e. gold chains, rings, etc.
7. Televisions, Entertainment Centers, Cable or Satellite TV
8. Any other item of value which the trustee may determine as a non-essential asset

SECTION III-22: LIQUIDATION

All liquid assets, such as: bank accounts, bonds, certificates of deposit, and etc. must be liquidated immediately. Recreational equipment (boats, motors, and camping trailers), motorcycles, etc., must also be liquidated in order

to receive continued assistance from the township. All members of the household will be expected to liquidate any of the assets listed in Section III-21 (1 through 8), or other unnecessary items of a similar nature, as soon as possible, but no longer than thirty (30) days from the date their initial application is filed. However, non-essential assets purchased by any member of a household after having applied for township assistance, must be liquidated immediately before further assistance can be authorized. This would also include the applicant and/or members of the applicant's household entering into a rental or lease agreement for non-essential household items. The township highly recommends, or may even insist, the termination of any and all credit cards in the name of any adult member of an applicant's household.

SECTION III 23: EXEMPTIONS

Assets which are exempt from liquidation will 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 time frame 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 may place a lien against the property in order to recover the equity value of such payments.

SECTION III-24: OTHER MEANS

Before 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. (IC 12-20-17-1)

CHAPTER IV

SERVICES AND BENEFITS

SECTION IV-1: FOOD ORDER ALLOTMENTS

Food allotments provided to an eligible household, are determined by the household's size and other criteria as established by these standards. The food supplement allotment each household may receive is contained in Table "C" on page 42. 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. (IC 12-20-16-6)

SECTION IV-2: FOOD ORDER LIMITATIONS

It shall be unlawful for the township to purchase, out of the township assistance fund, food for an applicant or a household that is eligible to participate in the Supplemental Nutrition Assistance Program (SNAP or food stamp) program. The township may purchase food for an eligible SNAP applicant or household only under any of the following conditions: (IC12-20-16-6)

1. During the interim period when an applicant or a household is awaiting a determination of eligibility from the SNAP office and ending not later than five days after the day the applicant or household becomes eligible to participate in the SNAP program.
2. Upon loss of the food supply through unavoidable spoilage, fire or other act(s) of nature.
3. 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 SNAP. An expenditure of township assistance funds, for compliance with this section, should not occur until later in the monthly SNAP cycle.
4. When the trustee determines that a household including a one-member household is in need of supplementary food assistance, provided, however, that the household has participated in the SNAP program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case.
5. Households reporting the theft of SNAP benefits must first, and within twenty-four (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 SNAP benefits and/or tax supported cash awards will result in a denial.

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 provide 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 Table "D", on page 42 of these guidelines.

SECTION IV-5: HOUSEHOLD MONITORING SYSTEMS

The Office of the Township Trustee may provide simple monitoring systems (for example, Project Lifesaver) designed to protect or track the whereabouts of impaired individuals who are qualified recipients.

SECTION IV-6: 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 Table "B" on page 41 and must still meet the test of being the "most economical and practical" method of relieving the applicant.

SECTION IV-7: 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. Exception to the definition of "Shelter" may include; temporary group homes and/or shelters. (IC 12-7-2-177)

SECTION IV-8: RESIDENCY/SHELTER VERIFICATION

It is necessary for the township to make some determination as to the applicant's living arrangements and whether they are physically living in the township, and whether or not they intend to make Wayne Township of Marion County their permanent place of residence. Therefore, in order to verify an applicant's residency and their intent to live permanently in the township, the township shall consider the conduct of the applicant, both active and passive, as may reveal intent to reside within a given household and within the township. Such items shall include, but are not necessarily limited to the following:

1. Valid Driver's License

2. Current State Picture I.D.
3. Voter's Registration
4. Current Motor Vehicle Registration
5. Addresses given to former employers
6. U.S. Postal Services "change of address" notices
7. Where the applicant came from and how they supported themselves there...i.e. job, SNAP, AFDC, township assistance, subsidized housing, etc.
8. What means of transportation brought them (applicant's household) to this township and how it was paid.
9. Were they invited or promised assistance by anyone, such as: relatives, friends, or other social service agencies.
10. Any other item, documentation, or verification requested from the applicant.
11. Undocumented aliens, or non-emancipated youth, will not be eligible for township assistance benefits.

SECTION IV-9: RESIDENCY REQUIREMENTS

As a condition of eligibility, the Office of the Township Trustee will furnish assistance to otherwise eligible individuals and families in the type and amount as may be prescribed by law and these standards without regard to their length of residence so long as the family in question:

1. Has located in the township; and
2. Intends to make the township the individual's sole place of residence. (IC 12-20-8-1)

The boundaries of Wayne Township are located in the center of the following streets:

North: 38th Street	East: Belmont Street
South: Troy Avenue	West: Raceway Rd/County Line Rd.

Aliens must be in the country legally and hold a valid Green Card issued by the U.S. Immigration Services. (IC 12-20-8-1 thru IC 12-20-8-7)

SECTION IV-10: PERMANENT RESIDENCY

All applicants for township assistance must be residents of, or applying for permanent residence in, the township as verified by the provisions of Section IV-8 sub-paragraphs one (1) through eleven (11) of these standards. In cases of emergency, however, the township may provide temporary assistance to applicants who are temporarily in the township unless the applicant is specifically in the township for township assistance benefits. This should not be interpreted or construed to mean that individuals living in adjoining townships should come to the larger urban township for shelter assistance. The township in which they presently reside is still obligated to investigate the circumstances of the distressed person(s) and render whatever assistance is

necessary. Consequently, Wayne Township will refer individuals falling into this category to the appropriate township.

SECTION IV-11: SHELTER

The Trustee may provide shelter relief assistance, including rent, mortgage payments and land contract payments where applicable, up to the maximum amounts allowed, including pro-rated amounts, to meet the emergency shelter relief or transitional housing assistance after determining that a residence conforms to standards of safe and decent housing which are delineated by this office for uniform enforcement. (Marion County Health Department; The Code Chapter 10-1996)

1. Shelter payment amounts are based on current documented shelter survey of shelter costs in Wayne Township. See Table "B", page 41 for current shelter payment amounts.
2. 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.
3. The Trustee is not responsible for re-locating a family to another township. The Trustee will not make shelter payments for a residence available for additional rental income, business or commercial purposes, religious purposes, or any other non-residential purpose. Nor will the Trustee pay any lease rental due in any one of the following circumstances:
 - a. When neither the applicant or 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 the non-spouse or co-lessee does not meet the requirement for emergency assistance;
 - c. A judgment for eviction and/or back rent has been taken against the applicant or a member of the applicant's household;
 - d. For that portion of any rent due and owing which is a part of an arrearage;
 - e. 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 except in the event of extenuating circumstances (see Section III-18 Special Conditions);
 - f. 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.)

- g. Request for a non-emergency relocation;
 - h. Is subleasing;
 - i. When the applicant's lease, mortgage or land contract has a co-signer/guarantor;
 - j. 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;
 - k. The Township will not pay any type of late charges or penalties or security/damage deposits or any form of advance rent.
4. 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:
 - 1) The housing is unencumbered by mortgage (property which is clear and free of any mortgages, liens, or debts); or
 - 2) The housing has not been previously rented by the relative to a different non-related tenant at reasonable market rates for at least six (6) months.

In determining the amount of shelter payment, the trustee will consider the size, condition, facilities and number of residents in the shelter. The trustee will pay only for the number of bedrooms actually required for the number of persons in the household. The trustee will not pay a base rent above the listed 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 such recommendations will be cause for denial or discontinuance of assistance. The trustee does not pay any type of late charge or penalty or security and/or damage deposits or any form of advance rent.

SECTION IV-12: FIRST TIME RESIDENT

A Trustee is not required to provide 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. Individuals without just cause, leaves that residence for the shelter for which the individual seeks assistance. (IC 12-20-16-17)
3. If an individual as described in this section becomes a member of another household receiving township assistance then the entire household may be denied assistance.

For the purpose of this section the term "relative" includes only the parent, stepparent, child, stepchild, sibling, step sibling, grandparent, step grandparent, grandchild, or step grandchild of a township assistance applicant. (IC 12-20-6-10)

SECTION IV-13: MORTGAGE / LAND CONTRACT

The Trustee is obligated to provide shelter assistance for those who are eligible. This obligation does not, however, mean that the Trustee is obligated to save a residence which is being purchased by the applicant or member of the applicant's household, either on mortgage or land contract. Nevertheless, the Trustee recognizes that for those persons buying a home who are in need of shelter assistance, that assistance might be best accomplished by allowing the applicant to remain in the home. Should a Trustee provide housing assistance in this instance the Trustee may impose a lien on the recipient's residence in an amount equal to the amount of housing assistance provided.

1. In determining whether or not 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 the monthly payment;
 - e. The amount of delinquent payment, if any, owed by the applicant or 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 member 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 of 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 behalf of the applicant and members of the applicant's household;
 - 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, in fact remain in the residence.
 - p. If the mortgage is not an original purchase money mortgage: the date of the mortgage and the use of the mortgage proceeds.
2. In the event that 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/recipient other shelter within thirty (30) days.
 3. The Trustee will not pay any of the following: 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. Additionally, further shelter assistance may be denied if an applicant or member of the applicant's household relocates without first notifying the Trustee and allowing the Trustee to determine whether or not the prospective landlord and housing comply with this section as well as whether or not the proposed move is being made to promote and insure further the health, safety, and welfare of the applicant/recipient.
 5. Finally, in compliance with the provisions that responsible relatives assist an applicant able to do so, the Trustee will issue no 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 it has been determined that the landlord is an immediate relative, such as father, mother, brother, sister, daughter, son, grandmother, grandfather, or current in-laws.

6. The applicant or member of the applicant's household is responsible for procuring and signing all necessary papers and vouchers to effect the payment for shelter assistance and failure to do so shall result in the denial and/or termination of assistance.

SECTION IV-14: OTHER SHELTER

The township shall not be obligated to pay the cost of shelter assistance to or for an 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 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 shall not be obligated to pay, directly or indirectly, the costs of mortgage payments when the property in questions is part of a potential property settlement in a pending court proceeding; such as, for example, a divorce or inheritance

SECTION IV-15: EMERGENCY SHELTER

As used in this section, "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. (IC 12-20-17-2)

SECTION IV-16: SHELTER ENCUMBERED

In situations where an applicant is renting from a relative with an encumbered mortgage for the housing being used, the township will pay only the maximum allowed in Table "B" page 41, or the amount of the mortgage payment, minus 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-17: TAX SUPPORTED SHELTER PROGRAMS

The township is not under any obligation to enter into a contract or pay shelter cost, on behalf of an otherwise eligible applicant, to a public or private agency which is wholly or partially funded by federal or state funds. (IC 12-20-17-2)

SECTION IV-18: SHELTER MOVING

Clients moving, within sixty (60) days immediately preceding their application for township assistance, from shelter provided by a relative, or any form, kind, or type of subsidized shelter will be declared ineligible for township assistance. The burden of establishing good, just and reasonable cause for having moved shall be upon the applicant. (IC12-7-2-200.5)

SECTION IV-19: SHELTER INSPECTION

The amount the township will allow for shelter assistance is contained in Table "B" on page 41. Shelter payment amounts are based on current documented survey of shelter cost in Wayne Township and/or a formula/process as used and determined by the U. S. Department of Housing and Urban Development. This may include inspecting the proposed shelter in order to determine the FMR "grade level" as it relates to minimum requirements for health, safety, and construction; determining the maximum number and the minimum number of individuals allowed to occupy the proposed shelter; whether the proposed shelter is master metered or individually metered for essential utility services; the condition and availability (if provided by the landlord) of necessary appliances; and other criteria as it relates to the HUD formula/process for "Fair Market Rents". Housing which does not meet the minimum requirements of health, safety, and construction will not be certified as being eligible for Fair Market Rents. Non-certified housing may be paid a lesser amount as determined by the trustee and based upon the inspection report. Local city and county ordinances will also be used in determining whether or not a particular housing unit meets minimum requirements for health, safety and construction. The township is obligated to report unsafe housing or other obvious violations which present a threat to the health or safety of the occupants to the proper authorities. (IC 12-20-16-17)

SECTION IV-20: 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-21: SCHOOL CLOTHING

The Trustee may provide school clothing. Application must be made within sixty (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-20.

1. The Trustee will not provide school clothing for children attending day care, nursery or pre-school.
2. The Trustee shall require certain verification of eligibility for school clothing for each applicant/recipient such as birth certificates, enrollment in public and the school corporation's social service department may be needed for further verification.

SECTION IV-22: TRANSPORTATION

The office of the Township Trustee may provide transportation assistance, if necessary, to verified job interviews; to keep medical appointment; to accept employment and to attend job training programs and may also for GED classes for applicants/members of the applicant’s household age 18 and over.

SECTION IV 23: FUEL

The Office of Township Trustee will provide fuel for heating and cooking purposes sufficient enough 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 determined to 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 household which maintain a separate heating unit.

During the part of each year when application for assistance are accepted by the Department of Human Services under IC 4-28-8, a 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. (IC 12-20-6-3)

SECTION IV-24: UTILITIES (IC 12-20-16-3)

1. The Township Trustee may, in cases of necessities, authorize the payment from township assistance money for essential utility services, including the following:
 - Water service
 - Sewer Usage Fee
 - Gas service
 - Electric services
 - Fuel oil services for fuel oil used for heating or cooking
 - Coal, wood, or liquid propane used for heating or cooking
2. In addition, the Township Trustee may authorize the payment of delinquent bills for the services listed in subdivisions (1) through (5) when necessary to prevent the termination of the services or to restore terminated service.
3. Before payment will be considered, the applicant/recipient must have first attempted to make reasonable arrangements with the appropriate utility company, and in the event the arrangements have been made, the Trustee will only pay that part of the agreed-upon payments, which are beyond the ability of the applicant/recipient to pay.
4. The Township Trustee is not required to pay for any utility services:

- A. That is not properly charged to:
 - a. An adult member of a household;
 - b. An emancipated minor who is head of the household: or
 - B. Received as a result of a fraudulent act by any adult member of a household requesting township assistance.
 - C. The Trustee does not pay: taxes, transfer amounts from another township, service charges, deposits, 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 bills for residence which are not in compliance with Code Chapter 10, as interpreted by the Health and Hospital Corporation of Marion County, or cost resulting from leaks or faulty installations.
5. 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.
6. This subsection applies only during the part of each year when applications for assistance are accepted by the division under IC 12-14-11. A 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 division under IC 12-14-11.
 - B. The amount of assistance received or the reason for denial of 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 division under IC 12-14-11.
7. The township will either refer the applicant to the state's Energy Assistance Program, or the township may certify the township assistance applicant as eligible using 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 township will neither certify nor process Energy Assistance applications for non-township assistance applicants. (IC 12-20-16-3)
8. However, if the applicant household is eligible under criteria established by the division of disability, aging, and rehabilitation services for energy assistance under IC 12-14-11, the Trustee may certify the applicant as eligible for that assistance by completing an application form prescribed by the state board of accounts and forwarding the eligibility certificate to the division of disability, aging, and

rehabilitation services within the period established for the acceptance of applications. If the Trustee follows this certification procedure, no other application is required for assistance under IC 12-14-11.

9. The Trustee may pay utility bills from a prior address only when the prior address was within the same Township.
10. The Trustee will pay only those bills limited to the applicant's own dwelling.

SECTION IV-25: BURIAL (IC 12-20-16-12)

1. This section does not apply if the county coroner assumes jurisdiction of an unclaimed body under IC 36-2-14-16.
2. If:
 - A. An individual dies in a township without leaving:
 - 1) Money;
 - 2) Real or personal property;
 - 3) Other assets that may be liquidated; or
 - 4) Other means necessary to defray funeral expenses; and
3. The individual is not a resident of another township in Indiana;
The Township Trustee, as administrator of township assistance, 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. A Trustee shall determine the cost for 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, and include in the township's assistance standards the maximum funeral and burial or cremation amount to be paid. The current amounts payable by the Trustee are listed in Table "E" on page 43 of these guidelines. 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. A Township Trustee who provides funeral and burial expense 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 Trustee, against any money or other personal property held by the coroner under IC 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. The person applying for burial assistance must first seek all other means for burial assistance before applying.
12. Each Township will consider each burial on a case by case basis.
13. 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.
14. Each township shall continue to independently conduct township burials with the vendors of their respective choice as is most economical and efficient for that township.

SECTION IV-26: 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. (IC 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. (IC 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:
 - 1) 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

 - 2) 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. (IC 12-20-9-6)

3. The Trustee shall attempt to find work for able-bodied non-residents who make 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. (IC 12-20-9-2)

SECTION IV-27: TEMPORARY RELIEF

Whenever an overseer shall ascertain by investigation that any poor person or persons or family require assistance, the overseer 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 the overseer that any person within the overseer's township is living sick therein or in distress, without friends or money, so that they are likely to suffer, to examine into the case of said person and grant such temporary relief as may be required. (IC 12-20-17-1)

SECTION IV-28: 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 IC 12-16.

SECTION IV-29: WORKFARE RECIPIENT (DEFINED)

The term "recipient" means a single person receiving township assistance or, when township assistance is received by a household with two (2) or more persons, the members of the household most suited to perform

available work. Suitability to perform available work shall be determined by the Trustee, and may provide for medical examinations necessary to make such determination. (IC 12-20-10-3.5) (IC 12-20-11-1)

SECTION IV-30: WORKFARE POLICY

It is the policy of Wayne Township to emphasize Work Search (See Section IV-37 Work Search) for gainful employment and to prioritize such employment for recipients in lieu of the statutory Workfare program.

SECTION IV-31: WORKFARE REQUIREMENTS

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

SECTION IV-32: WORKFARE CRITERIA

Minimum criteria for satisfactory participation in the workfare program shall be one shift per day or five shifts per week, unless otherwise scheduled or excused by the township. Unexcused absences for scheduled workfare assignments may result in the reduction or discontinuance of township assistance. Scheduling consideration will be given to recipients obligated to the township for workfare and also obligated to perform work under the Indiana Manpower and Comprehensive Training program. Any workfare obligations incurred in another township will be carried forward to the gaining township, unless the applicant failed to comply with the former township's guidelines for workfare participation. If an applicant failed to comply, then they may be denied further assistance for up to 180 days from the date of the most recent application. (IC 12-20-11-1) (IC 12-20-11-4)

SECTION IV-33: WORKFARE PARTICIPATION

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

SECTION IV-34: WORKFARE COMPENSATION

Work performed is considered as satisfaction of a condition for township assistance and is not considered as services performed for remuneration. The recipient shall be required to do an amount of work which equals the value of assistance already received by the recipient or the household. The value of the work performed is calculated at the Federal Minimum Wage rate. (IC 12-20-11-5) (IC 12-20-11-1)

SECTION IV-35: WORKFARE EXCEPTIONS

Recipients may be excused from workfare only for the following reasons: (IC 12-20-11-1)

1. The individual(s) obligated is not physically able to perform work and provides medical evidence that they are unable to perform the work.
2. The individual(s) obligated is a minor or is over 65 years of age:
3. All obligated members of the household have full-time employment at the time they received township assistance;
4. The individual(s) obligated is needed to care for a person as a result of that person's age or physical condition; the recipient **MUST** provide current medical evidence of the person's physical condition.
5. There is no work available as determined by the trustee.
6. The individual(s) obligated is, at the direction of the trustee, attending educational or self-help courses.

SECTION IV-36: WORKFARE RESTRICTIONS

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

SECTION IV-37: OTHER WORKFARE CREDIT

Individuals obligated to the township workfare program may receive "workfare" credit hours while attending an approved self-help or educational program under the following conditions:

1. Individual(s) must be referred to the program by the township.
2. Individual(s) must attend and participate in all scheduled meetings and/or classes, unless otherwise excused for justifiable reasons.
3. An individual must present proper documentation of attendance to the township each week.
4. Individuals obligated to and referred by other governmental agencies cannot, without trustee approval, receive township workfare credit along with credit from another agency for attendance in an approved program.
5. Individuals participating in a self-help or educational program must continue to participate even when the individuals' total obligation to the workfare program is completed.

SECTION IV-38: WORK SEARCH

It is the policy of Wayne Township to emphasize Work Search for all recipients. To enable recipients to receive the most effectiveness from their Work Search, Wayne Township will provide each recipient with a Work Search packet. Each Work Search packet will include the Work Search strategies expected of each recipient as well as a format for reporting Online Applications, Phone and In-Person Interviews and other documentation of the recipient's activities in support of their work search activities. In addition, Wayne Township will provide recipients with information regarding upcoming job fairs and other employment opportunities known to Wayne Township.

SECTION IV-39: WORK SEARCH STRATEGIES

Wayne Township will emphasize the following Work Search strategies by detailing such strategies in writing to each recipient:

1. Attend Job Fairs, virtually and in-person
 - a. Dress professionally
 - b. Research upcoming events
 - c. Practice your pitch of yourself to make a strong impression
 - d. Engage in conversation and ask questions of the companies that are being presented
2. Work of Mouth Recommendations
 - a. Make a list of everyone you know personally (relatives, neighbors, teachers, etc.)
 - b. Ask for recommendations or if they know of any potential job opportunities.
3. Strategically time your applications
 - a. Avoid submitting applications after 4:00 pm
 - b. Avoid Fridays
 - c. Best results come between 6:00 am and 10:00 am on a Monday or Tuesday
4. Practice your interviews
 - a. Research the company and position to which you are applying
 - b. Ask a friend to mock interview you, smooth over interview jitters
 - c. Record yourself answering questions and identify areas for improvement
5. Focus your search
 - a. Narrow and identify the type of job you are seeking
 - b. Ensure you have the qualifications and the ability to do the work for which you are seeking and applying for

SECTION 40: WORK SEARCH DOCUMENTATION

Each recipient will be required to return Work Search documentation that details the requirements of work search applications and interviews attempted or performed by the recipient. Wayne Township, in its sole discretion will determine whether the recipient has put sufficient effort into seeking gainful employment through the Work Search process. Failure to provide the required documentation may result in future Township Assistance being denied for a period of sixty (60) days in accordance with Section III-9, item 4.

SECTION IV-41: SUPPLEMENTAL SECURITY INCOME

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 exempting reasons contained in Section IV-34 of these standards. (IC 12-20-11-5) the initial application for SSI benefits have been denied by the Social Security Administration the applicant may, at this point, be obligated to perform workfare. Other members of an SSI applicant's household able to perform workfare will be required to participate and work their proportionate share of the workfare obligation. Example: A member of a multi-member household (three (3) members) awaiting an SSI determination shall be excused from performing workfare while the SSI determination is pending. Other adult members of the household will, however, be required to comply with the workfare obligation, but will only be required to work the remaining proportionate share. The township will obligate this particular household to two-thirds (2/3) of the assistance rendered as a workfare obligation. This holds true only if the entire household shared in the assistance, such as: shelter, utilities, or food. If, however, township assistance was rendered specifically for the SSI applicant, workfare will not be required, but the amount of this assistance may be recovered through the Interim Assistance Reimbursement program. Individuals currently receiving SSI monthly benefits are not automatically excused from workfare. In order to be excused, the individual SSI recipient must still meet one of the exempting reasons in Section IV-34 of these standards. (IC12-20-11-5)

SECTION IV-42: 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-40, 42, and 43 of these standards.

SECTION IV-43: THIRD PARTY BENEFITS

If it is anticipated that a township assistance applicant has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the township will withhold or delay payment until the litigation or eligibility process is resolved or completed. In situations where a delay is not feasible (as in the case of Supplemental Security Income), the trustee may require the applicant to enter into a subrogation agreement or sign an authorization for the repayment of any township assistance benefits provided by the township during this interim period. Failure of an applicant to sign the necessary authorizations for reimbursement to the township shall result in a denial of township assistance benefits. (IC 12-20-27-1.5)

SECTION IV-44: ESTATE REIMBURSEMENT

Subject to IC 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 IC 36-2-14-11. (IC 12-20-27-1)

SECTION IV-45: CONCLUSION

All decisions regarding eligibility will be based on the standards mentioned above. These standards and guidelines will be posted at the township assistance 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-46: REPORTING (Payee)

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

SECTION IV-47: REPORTING (Abuse and/or Neglect)

The township shall report all suspected cases of abuse or neglect to the proper authorities. Non-emancipated youth requesting township assistance will automatically be reported to the Marion County Office of Family and Children Services.

SECTION IV-48: 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. (IC 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-49: 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. (IC 12-20-20-1)

CHAPTER V
EMERGENCY ASSISTANCE INCOME GUIDELINES
TABLE A

BASED UPON ONE HUNDRED THIRTY FIVE PERCENT (135%) OF THE FEDERAL POVERTY LEVEL
GUIDELINES AS PUBLISHED IN THE FEDERAL REGISTER AS OF JANUARY, 2024

Number of Persons in the Home	Monthly Income (Less Than) 2024
1	\$1,694
2	\$2,299
3	\$2,904
4	\$3,510
5	\$4,115
6	\$4,720
7	\$5,325
8	\$5,931

In utilizing this table, number of household members in excess of those listed above, a sum of Six Hundred and Six Dollars (\$606)

**TABLE B
MAXIMUM SHELTER PAYMENTS**

UNIT TYPE	MONTHLY ALLOTMENT 2024
Sleeping Room	\$ 500
Efficiency	\$ 900
1 Bedroom	\$ 1,100
2 Bedrooms	\$ 1,300
3 Bedrooms	\$ 1,700
4 Bedrooms	\$ 1,900
Emergency Shelter (example: motel)	\$ 500 weekly max for two weeks

ALLOWANCES FOR TENANT-FURNISHED UTILITIES – SINGLE FAMILY UNIT - 2024

UTILITY	0BDRM	1BDRM	2BDRM	3BDRM	4BDRM
HEATING:	2024	2024	2024	2024	2024
GAS	\$31	\$39	\$46	\$53	\$64
ELECTRIC	\$47	\$62	\$76	\$90	\$115
COOKING					
GAS	\$4	\$6	\$7	\$9	\$11
ELECTRIC	\$7	\$9	\$11	\$13	\$17
WATER HEATER:					
GAS	\$23	\$27	\$32	\$36	\$42
ELECTRIC	\$21	\$27	\$33	\$39	\$47
WATER:	\$18	\$24	\$28	\$33	\$41
SEWER:	\$42	\$42	\$43	\$46	\$58

ALLOWANCES FOR TENANT-FURNISHED UTILITIES – MULTI FAMILY UNITS - 2024

HEATING:	2024	2024	2024	2024	2024
GAS	\$27	\$34	\$42	\$50	\$61
ELECTRIC	\$43	\$57	\$71	\$84	\$104
COOKING:					
GAS	\$3	\$5	\$6	\$8	\$10
ELECTRIC	\$5	\$9	\$10	\$12	\$15
WATER HEATER:					
GAS	\$23	\$37	\$32	\$36	\$42
ELECTRIC	\$20	\$25	\$32	\$37	\$44
WATER:	\$15	\$21	\$24	\$27	\$33
SEWER:	\$42	\$42	\$42	\$42	\$44

*** Indiana Housing and Community Development Authority Effective January 1, 2024***

TABLE C
2024
FOOD ASSISTANCE

HOUSEHOLD SIZE	MAXIMUM SNAP	
	MONTHLY ALLOTMENT	WEEKLY ALLOTMENT
	2024	2024
1	\$291	\$72
2	\$535	\$133
3	\$766	\$191
4	\$973	\$243
5	\$1,155	\$288
6	\$1,386	\$346
7	\$1,532	\$383
8	\$1,751	\$437
FOR EACH ADDITIONAL PERSON IN HOUSEHOLD ADD:		
	\$219	\$54

****BASED ON CURRENT SNAP ALLOTMENTS****

*****MAXIMUM ALLOTMENT BASED ON \$0 AMOUNT INCOME*****

TABLE D
2024
HOUSEHOLD SUPPLIES ASSISTANCE

HOUSEHOLD SIZE	MONTHLY ALLOTMENT
	2024
1	\$60
2	\$64
3	\$67
4	\$72
5	\$75
6	\$79
7	\$82
8	\$86

FOR EACH ADDITIONAL PERSON IN HOUSEHOLD ADD: \$4

TABLE E
2024
BURIAL/FUNERAL/CREMATION ASSISTANCE

	ADULT	OVERSIZE	1 & UNDER
SIMPLE CREMATION	\$400	\$700	\$250
FUNERAL WITH CREMATION	\$1,600	\$1,900	
SIMPLE BURIAL	\$1,500	\$2,000	
BURIAL SERVICE WITH VISITATION	\$2,150	\$2,450	

These standards are hereby adopted for use in the administration of Emergency Assistance in Wayne Township of Marion County, Indiana on the 14th day of March, 2024 and will be in full force and effect on the 1st day of April 2024.

Jeb Bardon, Trustee
Wayne Township, Marion County, Indiana

Bryan Chatfield, Township Board Member

Doris Minton-McNeill, Township Board Member

Charlotte Scott, Township Board Member

Ramona Ward, Township Board Member

Gary Woodruff, Township Board Member