

ASSISTANCE APPLICATION CHECKLIST

The Wayne Township Trustee provides emergency assistance to individuals who meet eligibility requirements. The Trustee's Office accepts walk-in visits and serves clients on a first-come, first-served basis. Applicants are encouraged to arrive as early as possible to increase the likelihood of meeting with a caseworker the same day. Due to high demand and a limited number of caseworkers, some individuals may be asked to return on the next business day if all slots are filled.

APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS:

(Additional information may be requested. If a determination cannot be made, you may be required to return with the requested documentation.)

- ☐ **Identification for all adults (18 and older) in the household.** Acceptable forms include a current Driver's License, State ID, or School ID. Individuals who have lived in Indiana for more than 30 days must obtain Indiana credentials.
- ☐ **Social Security cards for all household members.** If any are missing, you may still be seen and will have 30 days to provide them.
- ☐ **Non-U.S. citizens:** Permanent Resident Card (Green Card).
- ☐ **Naturalized U.S. citizens:** Naturalization certificate or a current U.S. passport.
- ☐ **Proof of current residence within Wayne Township,** such as a lease and ledger, a current mortgage statement, or a current property tax statement.
- ☐ **Current utility bills,** either printed or original, issued within the last 30 days.
- ☐ **All adults (18 and older) must sign the application.**
- ☐ **Proof of income for all adults in the household for the past 30 days,** including pay stubs, Social Security, TANF, SNAP, child support, unemployment, gifts, loans, statements from anyone providing support, or app-based work.
- ☐ **Proof of how income was spent during the past 30 days,** such as receipts, money orders, itemized bank transactions, prepaid cards, online app records (Zelle, CashApp, Apple Pay, Chime, Venmo), Way2Go (child support), Hoosier Works (TANF), or utility allotment cards.
- ☐ If any adult is under a doctor's care or has a medical condition that limits their ability to work, **a current doctor's statement outlining restrictions** is required.
- ☐ **January through July requirement:** Proof of filing and status of federal and state income tax returns. If returns were not filed or an extension was requested, proof must be provided. If a refund was received, documentation showing how it was spent is required.



WAYNE TOWNSHIP
of Marion County
Jeb Bardon, Trustee

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Weekdays 8:30 a.m. to 4:00 p.m.

