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CHAPTER I
DEFINITIONS

SECTION I-1, DEFINITIONS OF TERMS. These are definitions of words and terms used in the township 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 his/her representative. An incompetent or incapacitated individual becomes the APPLICANT when someone acting responsibly for him/her makes his/her/their need known to the Trustee's Office and requests assistance from the Township, a home visit and/or institutional visit. In all cases, the applicant and/or his/her representative will provide information to the Trustee subject to the penalties of perjury.

APPLICATION PROCESS means the formal application requirements prescribed by Indiana Code (IC) and the Trustee's Office.

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

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

COUNTABLE ASSET means noncash property that is not necessary for the health, safety, and/or decent living standards of a household.

COUNTABLE INCOME means a monetary amount either paid to an applicant and/or a member of an applicant's household, including, but not limited to, non-monetary and/or in-kind benefits received from any source, except resources specifically exempted 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 and/or a series of unpredictable circumstances that: 1) place the health and/or safety of a household or member of a household in jeopardy; and/or 2) cannot be remedied in a timely manner by means other than assistance from the Township.

EQUITABLY means dealing fairly and equally with all concerned.

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

FULL TIME EMPLOYMENT means gainful employment of 30, or more, hours each week.

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 and/or household member an agreement or authorization and ending when the applicant or household member receives the judgement, compensation, and/or monetary benefit or leaves the household.

INCOME means all source of monetary gain and/or benefit available at the time of application and the monetary gain and/or benefit projected to be made available to any and all members of the household from any source, including non-monetary and/or in-kind benefits received from any source except food stamps and/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 of the employer. 6; Reporting to work under the influence of alcohol and/or drugs and/or consuming alcohol and/or drugs on employer's premises during work hours; 7. Endangering safety of anyone, including but not limited to, self and/or co-workers. 8; Incarceration in jail following conviction of a misdemeanor and/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 and/or others under the provisions of the applicable Township Assistance statutes.

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

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

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

SEASONAL EMPLOYMENT means any established or customary employed period of the year characterized or associated with some phase of work activity characteristically limited. A reasonable assurance that the individual will be employed again doing the same service after the established or customary off season of work must exist (such as, but not limited to, 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. (Also, see: SECTION IV-6. SHELTER DEFINED)

TANF is defined as Temporary Assistance for Needy Families

TEMPORARY means lasting for a limited time.

TOWNSHIP unless otherwise noted, means Decatur Township, Marion County, Indiana

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 and/or services provided to a recipient.

VERIFY or VERIFICATION means making 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 and/or resources expended by an applicant and/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 and/or services that are not basic necessities; 2) income, resources, and/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; and/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 and/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 regards to "Emergency Assistance" and/or "Township Assistance", will be geared to service as the prime goal. As overseer of Township Assistance, the Trustee will attempt to meet the needs of those needing Township Assistance as economically and efficiently as possible, including, but not limited to, providing assistance only for the current month as well as not paying late, reconnect and/or similar types of fees. (IC-12-20-5-1) (IC-12-20-5-2)

SECTION II-2. TOWNSHIP ASSISTANCE STATUTES.

All assistance will be administered by this office in conformity with all relevant Township 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, 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 of Indiana may so vest in him/her. 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 (5)-member Township Board which functions both as a legislative and advisory body regarding 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 citizens of the 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:

5410 S. High School Road
Indianapolis, Indiana 46221
317-856-6600

SECTION II-8. OFFICE and BUSINESS HOURS.

The Township Trustee will maintain such office facilities for Township assistance as may be deemed necessary and will be open to the public for business between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday excluding holidays (see holiday listing addendum). Applications will be accepted from 9:00 a.m. to 3:00 p.m., *by appointment only*. The Trustee reserves the right to modify office hours in conformity to the needs of the Township. In such an event, the Trustee will provide public notice as is reasonably possible.

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 Trustee's Office. At that time an appointment is scheduled, by way of an intake process, and the applicant will be given a list of the documents and/or information needed to complete an affidavit. The Applicant/s will be informed of the services available and the criteria used in determining eligibility. Failure to keep an appointment or to bring all of the required documents may cause an unnecessary delay in the client receiving assistance. Individuals who for legitimate reasons, are unable to visit the Township Trustee's Office should call to make other arrangements. Applicants will also be required to complete the application in their own hands. If the individual Applicant cannot read or has difficulty completing the process, he/she may have a friend and/or relative assist him/her. The Application as well as all other submitted documentation shall become the property of the Trustee and shall be retained in the office of the Trustee whether or not aid is granted. (IC 12-20-6-1) (IC 12-20-6-7)

SECTION III-2. COOPERATION

During the application process, all Applicant/s will be required to complete the State of Indiana Statutory mandated "APPLICATION FOR TOWNSHIP ASSISTANCE - FORM TA-1". The Applicant 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 his/her/their relatives who may be able and willing to assist the applicant. The Township requires, except in cases of emergencies, that an applicant for Township Assistance make an application for, and utilize, all other forms of public assistance before being granted Township Assistance. All adult members of the household will be required to sign all necessary documents, including the "APPLICATION FOR TOWNSHIP ASSISTANCE FORM TA-1" (capitalized) 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

All components of the application will be reviewed. Then, an investigation and verification will be completed 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 Trustee's 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) (IC 12-20-6-8)

SECTION III-4. REFERRALS

If the Township authorizes Township Assistance on "Any" 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 source. 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/Applicants 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/Applicants to furnish all necessary documentation. (IC-12-20-6-9)

SECTION III-6. INITIAL ELIGIBILITY

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

1. An Applicant for Township Assistance must furnish the Township with an acceptable means of Identification 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-8 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 33. (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 by 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/Applicants 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 his/her/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 and/or e-mail. (IC 12-20-6-8)

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)

DENIALS

Denials may be given to 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 Department of Workforce Development 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 the 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. The Township may periodically provide and 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. (Denial up to 60 days) (IC 12-20-10-1) (IC 12-20-10-2)

5. Failure to accept adequate free, or low-cost shelter arrangements provided by relatives or others, or moving from adequate free or low cost shelter, without just cause (denial up to 60 days). (IC 12-7-2-200.5) (IC 12-20-16-17 (g))
6. Violence, threats of violence, or abusive language used in or around the Township Offices or Premises, and/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; and/or failure to comply with the rules and regulations of an assisting governmental agency. (Denial up to 60 days) (IC 12-20-6-5) (IC 12-7-2-200.5)
8. Having excess income and/or other financial resources as determined by these standards and/or failing to apply other tax supported monetary benefits toward the household's basic needs. (IC 12-7-2-44.7) (IC 12-7-2-200.5)
9. Failure to cooperate with, or provide to, the Township the documentation/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 any applicant, within 15 working days of the Township's 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 or food stamps.
12. Making an assignment of, and/or transferring assets, by an applicant and/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, and/or provide needed information/documentation to any other tax supported public assistance program. (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 and/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 and/or a member of an applicant's household to apply any "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 and/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 and/or services that are not basic necessities; (2) income, resources, and/or tax supported services lost and/or reduced as a result of a voluntary act during the sixty (60) days before the date of application for Township Assistance by any adult member of an applicant's household unless the adult member can establish a good reason for the act; and/or (3) lump sum amounts of money and/or resources from tax refunds, lawsuits, inheritances, and/or pension payments of at least four hundred dollars (\$400) that are expended by: (A) an Applicant seeking Township Assistance; and/or (B) any 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 and/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 and/or the cost of goods incurred by an applicant or a member of an Applicant's household who had sufficient income and/or resources to have paid for either the goods or services. (IC 12-20-16-1)
18. Being evicted and/or forced to vacate present living quarters because of an act which caused verifiable damage, to the rental unit, by the applicant and/or any adult member of the Applicant's household; and/or, the applicant invites and/or allows other adults to use and/or move into his/her household. (IC 12-7-2-200.5)
19. Moving into, and/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 and/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 and/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 Family & Social Services Administration (FSSA) 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)
24. Failure, by the Applicant/s, to complete and submit all necessary paperwork i.e.: Landlord agreement,

signed by landlord vouchers, and receipt for tenant portion of the rent to the Township by the close of business, the last business day of the month.

25. When any Applicant and/or member of the Applicant's household is evicted and/or forced to vacate the present and/or most recent previous living quarters because of any act which resulted in such an order being issued by any legally authorized entity. A legally authorized entity includes, but is not limited to, a police agency and/or its representative as well as a court of law.

SECTION III-10. EMPLOYMENT

If an Applicant for Township Assistance is in good health, and/or if any member of the household is 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 Workforce Development, 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 any continued Township Assistance. (IC 12-20-10-1)

SECTION III-11. MEDICAL EXAMINATION

If a Township Assistance Applicant and/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 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

The "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 as well as 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 that would include, but not be limited to: both public and private utility companies, the Applicants' medical service provider, the Applicants' landlord or mortgage holder, relatives, and any other entity/ies necessary for the Township to make a decision about providing Township Assistance. This instrument will only be used to investigate the Applicants' 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. (IC 12-20-7-1)

SECTION III-14. INCOME

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 Schedule "A", ~~page 33~~ 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. (IC 12-20-5.5) (IC 12-7-2-44.7)

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: (IC 12-7-2-44.7)

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 and/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, and/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 and/or utility assistance (provided by another governmental agency).
16. The Township reserves the right to inquire about, review, and/or react to lump sum payments and/or expectations received and/or to be received by the Applicant and/or member of the Applicant's household which could have an impact on the Applicant's and/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. Handwritten receipts provided by friends and/or relatives are considered unacceptable. Receipts from expenditures for court related expenses, such as, but not limited to, attorney fees, probationary fees, drug and/or alcohol program fees, fines, court costs, bail, user fees for an in home detention program, restitution, and/or any other expenditure directly and/or indirectly associated with the applicant and/or a member of the applicant's household because of their involvement with the courts, will not be recognized as a legitimate expense. (IC 12-7-2-200.5)
3. The Trustee considers the payment of cost of shelter, food, lights, water, fuel for heating and cooking, as PRIORITY basic necessities

SECTION III-17. ONE TIME AWARDS/SETTLEMENTS

Applicants households are required, when requesting Township Assistance, to report any lump sum amounts of money or resources from tax refunds, lawsuits, inheritances, and/or pension payments of at least four hundred dollars (\$400) that are expended by: (A) an Applicant seeking Township Assistance; or (B) any 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 and/or circumstances, as may be determined, documented, and approved by the Trustee, may give justification to temporarily waive the income guidelines. Extraordinary circumstances are a one-time waiver for an over income applicant/household. A police report must be filed within 24 hours of any incident involving theft and/or other violations of the law.

SECTION III-19. EMERGENCY

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

SECTION III-20. BASIC NECESSITIES

Basic necessities are defined, for the purpose of Township Assistance Administration, as those services and/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. (IC 12-7-2-20.5)

SECTION III-21. ASSETS

Households requesting assistance must also report all assets belonging to any and all members of the household. Upon request of the 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 and/or decent living standard of the household. That the assets are owned wholly or in part by the Applicant or a member of the Applicant's household; that the applicant and/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 limited to, the following (IC 12-7-2-44.6) (IC 12-20-7-3.5):

1. Motorcycles and/or similar modes of transportation, unless this mode is the only mode of transportation
2. Boats, boat motors, and/or boat trailers
3. VCRs, Cam Recorders, and/or Answering Machines
4. Microwaves
5. Guns and/or Hunting Equipment
6. Camping Trailers and/or Recreational Vehicles
7. Non-essential telephone accessories
8. Jewelry, such as, but not limited to, gold chains, rings, etc.
9. Televisions, Entertainment Centers, Cable and/or Satellite TV
10. Computers, Fax Machines, Pagers and/or Cellular Telephones
11. Any other item of value which the Trustee may determine as a non-essential asset

SECTION III-22. LIQUIDATION

All liquid assets, such as, but limited to, bank accounts, bonds, and certificates of deposit, must be liquidated immediately. Recreational equipment, including, but not limited to, boats, motors, camping trailers, and/or motorcycles 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 10), 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 Township Assistance relief in any case is given, the overseer shall consider whether distress can be relieved by other means than an expenditure of the Township's 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 allotments each household may receive are contained in Table "C". The Township may administer Township Assistance food allotments on a weekly basis or less, depending on the circumstances of the requesting household. The Township may, instead of providing direct Township food assistance, refer an eligible household to a local governmentally or privately funded food pantry, and/or other resources. (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 food stamp program. The Township may purchase food for an eligible food stamp applicant or household only under any of the following conditions: (IC 12-20-16-6)

1. During the interim period when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not later than five days after the day the applicant and/or household becomes eligible to participate in the food stamp program.
2. Upon loss of the food supply through unavoidable spoilage, fire and/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 food stamps. An expenditure of Township Assistance Funds, for compliance with this section, should not occur until later in the monthly food stamp issuance cycle.
4. When the Trustee determines that a household, including a one-member household, needs supplementary food assistance, provided, however, that the household has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case.
5. Households reporting the theft of food stamps must first, and within 24 hours of the theft, file a "theft report" with the local police department before any assistance will be given. Habitually reporting the theft or loss of food stamps and/or tax supported cash awards will result in a denial.

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" of these guidelines.

SECTION IV-5. SHELTER ASSISTANCE

The Township shall provide aid, in whatever form 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. Applicants will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of an Applicant may not exceed the shelter allowance standards contained in Table "B" and must still meet the test of being the "most economical and practical" method of relieving the applicant.

SECTION IV-6. SHELTER DEFINED

For the purpose of administering shelter assistance, the definition of a shelter unit is a house, a mobile home, an apartment, a group of rooms, or a single room, occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters. "Separate Living Quarters" are those in which the occupants do not live and eat with any other person(s) in the building, and which have direct access from the outside of the building or through a common hall. If a housing unit is vacant, the criteria of separateness and direct access apply to the intended occupants. Exception to the definition of "Shelter" may include; temporary group homes and/or shelters. (IC 12-7-2-177).

SECTION IV-7. RESIDENCY/SHELTER VERIFICATION

It is necessary for the Township to make some determination as to the Applicants living arrangements and whether the Applicant/s is/are physically living in the township, and whether or not the Applicant/s intend/s to make Decatur Township of Marion County his/her/their permanent place of residence. Therefore, in order to verify an applicants' residency and 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 Identification
3. Voter's Registration
4. Current Motor Vehicle Registration
5. Addresses given to current and/or former employers
6. U.S. Postal Services "change of address" notices
7. Where the applicant/s came from and supported themselves (i.e., job, food stamps, AFDC, Township Assistance, subsidized housing)

8. What means of transportation brought the applicant (household) to this township and how it was paid
9. Was/were the Applicant/s invited by and/or promised assistance by anyone, such as, but not limited to, relatives, friends, or other social service agencies
10. Any other item, documentation, and/or verification requested from the applicant
11. Undocumented aliens and/or unemancipated youth will not be eligible for Township Assistance Benefits [** 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)]

The Township shall require no less than three (3) of these documents to be presented for varication of residency and intent to live permanently in the Township.

SECTION IV-8. 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. [P.L.2-1992]

The boundaries of Decatur Township are located in the center of the following markers:
 North: Troy Avenue.; East: White River; South: County Line Road.; West: County Line Road.

SECTION IV-9. 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-7 sub-paragraphs (1) through (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, the Township will refer individuals falling into this category to the appropriate township.

SECTION IV-10. 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 Dept.; The Code Chapter 10-1996)

1. Shelter payment amounts are based on current documented shelter survey of shelter costs in Decatur Township. See Chapter 5; Table "B" for current shelter payment amounts.

2. The Trustee reserves the right to select, determine and/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 anyone to this, and/or 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 Applicants 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 and/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 Applicants or a member of the Applicants 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 cover, and/or would have covered, the cost of requested rental payment without loss of housing to the Applicant/Applicants or a member of the applicants household;
 - 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 and/or proof of domestic violence against the applicant or the Applicants' dependent/s).
 - g. Request for nonemergency relocation;
 - h. Is subleasing.
 - i. When the applicant's lease, mortgage, and/or land contract has a co-signer/ guarantor;
 - i. 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.
4. A Township Trustee may not use Township Assistance Funds to pay the cost of an applicant's shelter with a relative who is the Applicant's landlord if the Applicant lives in:
 - a. The same household as the relative; or
 - b. Housing separate from the relative and either:
 - 1) The housing is unencumbered by mortgage (property which is clear and free of any mortgages, liens, and/or debts); or
 - 2) 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 (c))
5. If shelter payments are made to a relative of a Township Assistance Applicant on behalf of the

applicant and/or a member of the Applicant's household, the Trustee may file a lien against the relative's real property for the amount of Township Assistance shelter assistance granted.

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 Township's 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 and/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 and/or security and/or damage deposits or any form of advance rent.

SECTION IV-11. 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. Individual's 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-12. 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 and/or member of the applicant's household, either on mortgage and/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 his/her 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 and/or member of the applicant's household;
 - b. The purchase amount;
 - c. The total amount owed on the residence;
 - d. The amount of monthly payment;
 - e. The amount of delinquent payment, if any, owed by the applicant or member of the applicant's household to either the seller or the mortgagor;
 - f. The age and/or condition of the residence;

- g. The size of the residence;
 - h. The applicant and members of the applicant's household's age, health and/or 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 and/or member of the applicant's household to, in fact remain in the residence.
2. In the event that the Trustee, after considering the above factors, 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: second mortgages, late charges, sick and accident charges, mortgage or contract payment in arrears, taxes, and/or insurance.
 5. The Applicant and/or member of the Applicants household is responsible for signing and returning all necessary payments and vouchers to affect payment. Additionally, further shelter assistance may be denied if an applicant and/or member of the Applicants 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 or insure further the health, safety, and welfare of the Applicant, recipient.
 6. 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 and/or land contract holder on behalf of the Applicant and/or member of the Applicants household where it has been determined that the landlord is an immediate relative, such as father, mother, brother, sister, daughter, son, grandmother, grandfather, and/or current in- laws.
 7. The Applicant and/or member of the Applicants household is responsible for procuring and signing all necessary papers and vouchers to effect payment for shelter assistance and failure to do so shall result in the denial and/or termination of assistance.

SECTION IV-13. OTHER SHELTER

The Township shall not be obligated to pay the cost of shelter assistance to, or for, an Applicant when the intended purpose is having the Applicant live in the unit. This paragraph applies to real estate purchases and/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, and/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 question is part of a potential property settlement in a pending court proceeding, such as, but not limited to, a divorce or inheritance.

SECTION IV-14. 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 and/or alcohol; and/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 and/or facility located in the county and/or in an adjoining county that has a program and/or charter specifically addressing the problems of substance abuse, mental illness, and/or self-care. (IC 12-20-17-2)

SECTION IV-15. SHELTER ENCUMBERED

In situations where an Applicant is renting from a relative with an encumbered mortgage for the housing being used, the Township will pay only the maximum allowed in Table "B" or the amount of the mortgage payment, less taxes and insurance, whichever is the lesser. Receipts signed by relatives for rental payments from an income source other than "township assistance" will not be recognized for more than the actual mortgage payment.

SECTION IV-16. TAX SUPPORTED SHELTER PROGRAMS

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

SECTION IV-17. 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. (IC 12-7-2-200.5)

SECTION IV-18. SHELTER INSPECTION

The amount the Township will allow for shelter assistance is contained in Table "B". Shelter payment amounts are based on current documented survey of shelter cost in Decatur Township and/or a formula/process as used and determined by the U. S. Department of Housing and Urban Development (HUD). This may include inspecting the proposed shelter in order to determine the Fair Market Rents (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 "FMR". Housing which does not meet the minimum requirements of health, safety, and construction will not be certified as being eligible for FMR. 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 presents a threat to the health and/or safety of the occupants to the proper authorities. (IC 12-20-16-17)

SECTION IV-19. CLOTHING

The office of the Township Trustee may provide such ordinary clothing as may be necessary for employment, health

and/or decency together with such clothing as may be required for medical reasons upon a doctor's prescription.

SECTION IV-20. SCHOOL CLOTHING

- A. The Trustee may provide school clothing at the beginning of each full academic year. Application must be made no sooner than seven (7) days before, or later than fourteen (14) days after, the first day of school. At the discretion of the Trustee, exceptions may be made to this section with certain verification and compliance with Section IV-19.
- B. The Trustee will only provide school clothing for children that are residents of the Township and enrolled in grades one (1) through twelve (12) in a M.S.D.-Decatur School.
- C. Applicants for school clothing shall complete all Township Assistance Application paperwork, and the Trustee shall require certain verification of eligibility for school clothing for each applicant/recipient such as, but not limited to, birth certificates, enrollment in public school and/or the school corporation's social service department may be needed for further verification.

SECTION IV-21. TRANSPORTATION

The office of the Township Trustee may provide transportation assistance, if necessary, to verified job interviews, to keep medical appointments, to accept (and/or maintain) employment, and/or to attend job training and/or programs within Marion County. Transportation assistance that is provided may be in the form of one rider's pass acquired from Marion County's mass transit provider (IndyGo) or other form as determined by the Trustee and shall not exceed that amount which is equal to the maximum of one (1) month of transportation, via the referenced mass transit provider.

SECTION IV-22. 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-23. UTILITIES (IC 12-20-16-3)

- A. The Township Trustee may, in cases of necessity, authorize the payment from Township Assistance Funds for essential utility services, including the following:
 1. Water services
 2. Gas services
 3. Electric services
 4. Fuel oil services for fuel oil used for heating and/or cooking
 5. Coal, wood, or liquid propane used for heating and/or cooking
- B. The Township Trustee may authorize the payment of delinquent bills for the services listed in subsection (A) (1) through (A) (5) when necessary to prevent the termination of the services and/or to restore terminated service if the delinquency has lasted not longer than twenty-four (24) months. The Township

Trustee has no obligation to pay a delinquent bill for the services or materials listed in subsection (A) (1) through (A) (5) if the delinquency has lasted longer than twenty-four (24) months.

- C. The Township Trustee is not required to pay for any utility service:
1. That is not properly charged to:
 - a. an adult member of a household;
 - b. an emancipated minor who is head of the household: and/or
 - c. a landlord and/or former member of the household if the Applicant proves that the Applicant:
 - (i) received the services as a tenant residing at the service address at the time the cost was incurred; and
 - (ii) is responsible for payment of the bill;
- D. Received as a result of a fraudulent act by any adult member of a household requesting Township Assistance.
- E. The Trustee does not pay: taxes/sewer taxes, transfer amounts from another township, service charges, deposits, fuel charges, repairs, business and/or commercial enterprises and/or bills for residences which are not in compliance with housing codes for safe and decent housing and/or bills for residence which are not in compliance with Code Chapter 10, as interpreted by the Health and Hospital Corporation of Marion County, and/or cost resulting from leaks or faulty installations.
- F. 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.
- G. 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, and/or for, the purpose of seeking and obtaining Trustee assistance on the bill.
- H. 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:
1. Evidence of application for assistance for heating fuel or electric services from the division under IC 12-14-11.
 2. The amount of assistance received or the reason for denial of assistance. The Township Trustee shall inform an Applicant for assistance for heating fuel and/or electric services that assistance for heating fuel and/or electric services may be available from the division under IC 12-14-11.
- I. 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 (SBoA). The Township will neither certify nor process Energy Assistance applications for non-Township Assistance Applicants. (IC 12-20-16-3)
- J. 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 SBoA 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.

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

SECTION IV-24. CREMATION / BURIAL (IC 12-20-16-12)

- A. This section does not apply if the county coroner assumes jurisdiction of an unclaimed body under IC 36-2-14-16.
- B. If:
 - 1. An individual dies in a township without leaving:
 - a. Money;
 - b. Real and/or personal property;
 - c. Other assets that may be liquidated; and/or
 - d. Other means necessary to defray burial expenses; and
 - 2. 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 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 burial or cremation of the deceased individual.
- C. 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 burial or cremation amount to be paid, to the Township's selected vendor. The current amounts payable by the Trustee are listed in Table "E" of these guidelines. The Trustee may deduct from the maximum amount; the following:
 - 1. Any monetary benefits that the deceased individual is entitled to receive from a state or federal program.
 - 2. Any money that another person provides on behalf of the deceased individual.
- D. 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.
- E. The Township Trustee may not cremate a deceased individual if:

The deceased individual; and/or a surviving family member of the deceased individual has objected, in writing, to cremation.

- F. Applicants are responsible to make arrangements for payment with the Trustee prior to burial or cremation services for the deceased.
- G. The Trustee does not supplement the cost of services beyond those required by Indiana Law; nor supplement other means of payment for services.
- H. The Trustee will not pay for the cost of transporting the remains of any deceased indigent person back to the Township and/or to any place outside of the Township.
- I. The next of kin of the deceased, or the funeral director, may apply for burial or cremation 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.
- J. The person applying for burial or cremation assistance must first seek all other means for burial or cremation assistance before applying.
- K. Each Township will consider each request for assistance with burial or cremation on-a-case by case basis.
- L. 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.
- M. Each township shall continue to independently conduct township burials or cremations with the vendors of their respective choice as is most economical and efficient for that township.

SECTION IV-25. 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/household 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)

- A. 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, that the legal residence of the individual applying for assistance. Transportation provided to 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 and has some valid claim for support, or some means of support, in some other place to which the individual asks to be sent. **Any transportation provided will be by the most economical mode (such as, a one-way bus pass) to the above referenced destination.** (IC 12-20-16-11)
- B. An individual may be denied Township Assistance for not more than one hundred eighty (180) days whenever the individual and/or member of the individual's household has been:
 - a. Sent by a township, where the individual does not reside, to a location outside of the township at the individual's request and/or by court order; and
 - b. Transported to a location outside the township at public expense; and
- 2. 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)
- C. The Trustee shall attempt to find work for able-bodied non-residents who make application for (emergency) assistance with the Trustee. A physically and/or mentally disabled non-resident, found to be in (emergency) need, may be assisted by the Trustee until he/she can be returned to his/her place of legal residence, if that

place can be determined. (IC 12-20-9-2)

- D. Medical assistance must be sought through IC 12-16, hospital care for the indigent, and in Marion County, through Sidney & Lois Eskenazi Hospital. (IC 12-20-16-2)

SECTION IV-26. TEMPORARY RELIEF

Whenever an overseer shall ascertain, by investigation, that any poor person and/or persons and/or family/household requires assistance, the overseer shall furnish to him/her/them such temporary aid as may be necessary for the relief of immediate and pressing suffering; before any further final or permanent relief in any case is given, the overseer shall consider whether distress can be relieved by other means than an expenditure of township funds. It shall be the duty of the overseer of the poor, on complaint made to him/her, that any person within his/her township is living sick therein and/or in distress, without friends /and/or money, so that he/she is 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-27. 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-28. 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-29. WORKFARE REQUIREMENTS

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

SECTION IV-30. 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 and/or excused by the Township. Unexcused absences for scheduled workfare assignments may result in the reduction and/or discontinuance of Township Assistance. Scheduling consideration will be given to recipients obligated to the Township for workfare 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/s failed to comply with the former township's guidelines for workfare participation. If any Applicant/s failed to comply, then he/she/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-31. WORKFARE PARTICIPATION

The recipient/s is/are required to maintain the minimum criteria that is necessary for the fulfillment of his/her/their workfare responsibility until such time as his/her/their obligation/s with the Township is/are 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/s and/or members of the recipient household will be allowed to perform the required work.

SECTION IV-32. 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/s shall be required to do an amount of work which equals the value of assistance already received by him/her/their and/or 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-33. WORKFARE EXCEPTIONS

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

- A. The individual/s obligated is/are not physically able to perform work and provides medical evidence that he/she/they is/are unable to perform the work.
- B. The individual(s) obligated is a minor or is over 65 years of age:
- C. All obligated member/s of the household have full-time employment at the time he/she/they received Township Assistance;
- D. The individual/s obligated is/are needed to care for a person as a result of that person's age and/or physical condition; the recipient/s MUST provide current medical evidence of the person's physical condition.
- E. There is no work available, as determined by the Trustee.
- F. The individual/s obligated is/are, at the direction of the Trustee, attending educational or self-help courses.

SECTION IV-34. 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-35. 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. Individual/s must present proper documentation of attendance to the Township each week.
- 4. Individual/s 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 and/or educational program/s must continue to participate, even when his/her/their total obligation to the workfare program is completed.

SECTION IV-36. 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 his/her/their initial SSI application remains active. Once 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 applicants' household, able to perform workfare, will be required to participate and work his/her/their proportionate share of the workfare obligation. For 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, and/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 contained in Section IV-33 of these standards. (IC 12-20-11-5)

SECTION IV-37. REPAYMENTS

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

SECTION IV-38. THIRD PARTY BENEFITS

If it is anticipated that a Township Assistance Applicant has the potential of receiving a judgement, compensation, and/or monetary benefits from a third party, the Township will withhold and/or delay payment until the litigation and/or eligibility process is resolved and/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 and/or sign an authorization for the repayment of any Township Assistance Benefit/s 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-39. 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; and/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 and/or other personal property in the possession of a coroner under IC 36-2-14-11. (IC12-20-27-1)

SECTION IV-40. CONCLUSION

All decisions regarding eligibility will be based on the above mentioned standards and guidelines. These standards and guidelines will be posted at the Township Assistance Office. Additional copies will be furnished to the County Commissioners. 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-41. REPORTING (Payee)

The Township may, from time to time, report and recommend to other governmental agencies (AFDC, TANF, and/or Social Security Administration) the misuse of funds by any 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 and/or household member until such time as the Applicant initiates and executes the proper instruments for obtaining a payee to handle his/her/their finances. The Township may agree to serve as the payee.

SECTION IV-42. REPORTING (Abuse and/or Neglect)

The Township shall report all suspected cases of abuse and/or neglect to the proper authorities. Unemancipated youth requesting Township Assistance will automatically be reported to the Marion County Office of Family and Children Services.

SECTION IV-43. VENDOR FRAUD

It is a class D Felony for a vendor to receive payment from a Trustee for goods or services that the vendor 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-44. PAYMENT OF TOWNSHIP ASSISTANCE CLAIMS

The 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
TOWNSHIP ASSISTANCE GUIDELINE TABLES**

**TABLE A
INCOME**

Number in Household Maximum	Monthly Income (Less Than)
1	\$1,800.00
2	\$2,058.00
3	\$2,316.00
4	\$2,570.00
5	\$2,779.00
6	\$2,983.00
7.	\$3,191.00
8.	\$3,395.00

In utilizing this table for number of household members more than those listed above, a sum of \$227.00 will be added for each additional household member, over eight (8) members.

**TABLE B
SHELTER ASSISTANCE**

Based upon rent surveys and in accordance with H.U.D. formulas, paid at 60% of actual base monthly rent subject to the below listed maximums/caps, **(includes, as applicable, mobile home lot rent)**

Unit type	Monthly Allotment
1 Bedroom	\$634.00
2 Bedroom	\$757.00
3 Bedroom	\$860.00
4 Bedroom	\$1,018.00
Mobile Home Lot Rent, <u>only</u>	\$371.00

**TABLE C
FOOD ASSISTANCE**

Number of Persons	Maximum Weekly Allotment/Amount
1	\$68.00
2	\$121.00
3	\$174.00
4	\$220.00
5	\$260.00
6	\$312.00
7	\$345.00
Each additional person	\$52.00

TABLE D

HOUSEHOLD SUPPLIES ASSISTANCE

Number of Persons	Maximum Weekly Allotment/Amount
1	\$13.00
2	\$16.00
3	\$24.00
4	\$26.00
5	\$30.00
6	\$41.00
7	\$46.00
Each additional person	\$6.00

TABLE E
BURIAL/CREMATION ASSISTANCE
(Maximum Amounts; at Township's Vendor)

- Cremation: \$800.00
- Burial: \$1,000.00
- Cemetery: \$1,000.00

TABLE F
UTILITIES

The maximum amount per month is \$210.00

TABLE G
SCHOOL CLOTHING

The maximum amount of assistance is determined by grade level of the student attending a Decatur Township School

- High School: \$175.00
- Middle School: \$150.00
- Elementary School: \$125.00

The Trustee will only provide school clothing for children that are residents of the Township and enrolled in grades one (1) through twelve (12) in a M.S.D.-Decatur School if the household qualifies for Township Assistance.

ADDENDUM 1

Recognized holidays are: New Year's Day; Dr. Martin Luther King Jr. Day; President's Day; Good Friday; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Eve, close at noon; Thanksgiving Day; the day after Thanksgiving; the day before Christmas Eve, close at noon; Christmas Eve; Christmas Day; and New Year's Eve. Holidays are subject to change at the discretion of the Trustee. The Township offices are closed for Primary, General, as well as Special election days (these days shall be considered as holidays as it relates to IC-12-20-6-7 and IC-12-20-6-8). Note: the Trustee reserves the right to, and may close the office, when weather, road, and/or other conditions justify the closing (these days shall be considered as holidays as it relates to IC-12-20-6-7 and IC-12-20-6-8).

ADDENDUM 2

Policy adoption for community empowerment and supplementation to Township Assistance

WHEREAS IC 12-20-5.5-1 Sec. 1. (b) The township's standards for the issuance of township assistance and the processing of applications must be:

(2) proposed by the township trustee, adopted by the township board, and filed with the board of county commissioners

This supplemental policy is adopted as an addendum to the 2025 Township Assistance Guidelines adopted the Decatur Township, Marion County, Indiana Board on January 7, 2025

This policy guides the office of the Decatur Township Trustee, and its employees involved in providing township assistance, to communicate with and facilitate a partnership with public and private charitable organizations in order to supplement the provision of the Township's funds when possible, and provide assistance by the most economical means possible.

Decatur Township, Marion County, Indiana recognizes faith-based entities, community organizations, private residents and community action agencies have tremendous ability to serve individuals, families, and communities through effective means that often exceed that of government. These organizations lift people up, strengthen families, and less burdensomely assist in solving problems at the local level. These efforts are essential to reducing poverty, revitalizing communities and the township government.

The office and operations of the Township Trustee, with regards to Emergency Assistance and/or Township assistance, will be geared to service as the prime goal. As overseer of Township Assistance, the Trustee's office and Township assistance overseers will attempt to meet the needs of those needing township assistance, in any case given, by encouraging Township Assistance Applicants to seek if other available assistance voluntarily provided by any of the local community service providers listed on a pre-prescribed list provided by the Township

A trustee may enter into Memorandums of Understanding (MOU) with a private agency or organization, to provide primary and supplemental township assistance services, if the applicant's household is not mandated to participate, as a condition of eligibility, in religious services.

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 by Township Assistance (IC 12-7-2-76.5)

The following procedures will be implemented by the office of the trustee, consistent with the mission of Decatur Township, and Indiana law:

- (a) A list of public and private charitable organizations, faith-based entities, community action agencies and community service providers, along with their contact information, will be posted for the benefit of the public at both the entrance of the Decatur Township Trustee's office and on the Decatur Township web page online.
- (b) The township assistance overseer must document communication with, or attempts to communicate with local community service providers and whether assistance by other means is confirmed to be available and place this information in the township assistance Applicant's record.
- (c) Consideration for appropriate provision of township assistance will be made by the office of the Trustee, in accordance with Indiana Statutes that include, but are not limited to (12-7-2-44.7; 12-20-16-6; and 12-20-17-1).
- (d) The Decatur Township Board shall review this policy annually.
- (e) Applicant/s for township assistance will be informed of the services available and the criteria used in determining eligibility.
- (f) The overseer shall consider whether distress can be relieved by other means than an expenditure of the Township's Funds and will direct applicants to other service providers if assistance can be provided by available resources.
- (g) The Township may, instead of providing direct Township food assistance, refer an eligible household to a local governmentally or privately funded food pantry.
- (h) The Trustee may provide school clothing at the beginning of each full academic year and make referrals to other means of community assistance if unavailable.
- (i) The office of the Township Trustee may provide transportation, if necessary, to verified job interviews and make referral to other community means that are available.
- (j) 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 and make referrals to other means of community assistance when known and available.
- (k) The Township Trustee may, in cases of necessity, authorize payment from Township Assistance Funds for essential utility services.
- (l) Whenever an overseer shall ascertain, by investigation, that any poor person and/or persons and/or family/household requires assistance, the overseer shall furnish him/her/them such temporary aid as may be necessary, for the relief of

immediate and pressing suffering;" and after the immediate and pressing suffering has been addressed, provide referral to other means of community assistance.

- (m) 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.

The Decatur Township Trustee and Decatur Township Board shall have responsibility to empower community organizations to service families and communities.

- (a) Responsibility for operation of and continuous improvement to township assistance, will be headed by the Decatur Township Trustee, and supported by other positions as the Trustee considers appropriate.

This policy improves communication with and empowers public and private community service providers to assist residents of the township voluntarily, while simultaneously aiming to supplement the expenditure of township funds.

The office of the Trustee, to the extent permitted by law, shall:

- (i) Consult with experts and various faith and community organizations leaders identified by the office, including those from outside the township government. These experts and leaders shall be identified by the Decatur Township Trustee in a broad range of areas in which faith-based entities, community organizations, and community action agencies perform such duties as providing food assistance, shelter assistance, financial assistance, family counseling, and promoting self-sufficiency.
- (ii) Consult with public and private businesses regarding their policies for employee volunteerism and charity.

Nothing in this resolution shall be construed to impair or otherwise affect:

- (i) The authority granted by law to the Decatur Township Trustee.
- (ii) This policy shall be implemented by the office of the Trustee consistently with applicable law.