

Ervin Township, Howard County, Indiana
Township Assistance Program
Client Document Requirements

◆ Required for All Applicants

- Government-issued photo ID (all adults)
- Social Security cards or documentation (all household members)
- Birth certificates (minors, if available)
- Current lease or rental agreement
- Most recent utility bills
- Last 60 days of bank statements (all accounts)

◆ Proof of Income (Past 30 Days)

Income Source	Examples
Employment	Pay stubs, employer letter, or termination notice
Assistance Programs	TANF, SSI, SSDI, VA, Railroad, Housing assistance
Informal Income	Rental, babysitting, odd jobs (notarized letters)
Self-Employment	Profit & loss or balance sheet
Tax Returns	Federal and State tax return & W-2s

◆ Monthly Expenses (Paid or Unpaid)

Submit recent bills such as:

- Rent/mortgage, property taxes, utilities
- Insurance (health, auto, home, life)
- Car payments, gas, bus pass
- Loans, credit card payments
- Childcare, school tuition/books/lunches
- Medical bills, prescriptions
- Phone, cable, internet
- Clothing receipts

◆ Applicant Rights & Program Standards

This program is governed by Indiana Code 12-20-5 and 12-20-5.5, which ensure that:

- All applications are reviewed under consistent, written standards
- No applicant is denied assistance due to personal bias or discrimination
- Eligibility is based on actual need and verifiable documentation

Please be advised that **incomplete documentation may delay or result in denial** of your request. For help or questions about specific documents, contact our office before your appointment.

Contact: Trustee: Andrew Cook. 765-210-8033, trustee@ervintownship34.in.gov, Office Hours: By appointment