

Sarah Gnagy, Trustee
ST. JOSEPH TOWNSHIP • ALLEN COUNTY

POST OFFICE BOX 15337
FORT WAYNE, INDIANA 46885



PHONE: (260) 485-5993

FAX: (260) 492-2779

*******IMPORTANT: SAVE THIS INFO FOR YOUR RECORDS/REFERENCE*******

- Be VERY thorough in filling out the application. Avoid using "NA": If something does not apply, leave it blank. **Make sure you are filling Social Security #'s, signatures, income, etc. for ALL members of the Household.**
- Once you have collected as much of the required paperwork listed on the blue sheet, return the paperwork and your completed application to our office using the mail slot that is in the door (Door #12). Note: ***This is NOT a Postal Service mail slot and does not require postage.***
 - DO NOT include your **actual** Driver's License, Social Security cards or Birth Certificates if you are dropping off information when the office is not open. You may send a copy of these documents either by fax (260) 492-2779 or email: **info@sjtwp.com**
 - If you need copies of your documents made, you may arrange for them to be copied in the office during our normal business hours.
- If you have not applied for Food Stamps (SNAP), you will need to apply for that benefit: **fssabenefits.in.gov** and screen shot the confirmation page to: **info@sjtwp.com**
- You may drop off your information 24/7. It will be processed during normal business hours and days. Please take note of our Office Hours:

~~Mondays and Wednesdays 8:00a-1:00p and Fridays 8:00a-noon~~

~~September thru Memorial Day~~

Mondays, Wednesdays and Thursdays 8:00a-1:00p

June-Labor Day

Please help yourself by being as thorough and specific as you can when filling out the application (ex: MARCH rent, electric, etc.) and providing all the supporting documentation. If you have another emergency need, let us know and we will do our best to connect you with other services that are offered in the community.

You may also call our office with any questions you may have.