

**TOWNSHIP ASSISTANCE  
STANDARDS, ELIGIBILITY AND  
PROCEDURES**

**ST. JOSEPH TOWNSHIP**

**ALLEN COUNTY**

**Adopted by the St. Joseph Township Advisory Board July 1, 1996  
Amended yearly - Current Revision February 1, 2019**

**NOTICE TO ALL CITIZENS OF ST. JOSEPH TOWNSHIP, ALLEN COUNTY,  
INDIANA REGARDING TOWNSHIP ASSISTANCE STANDARDS,  
ELIGIBILITY, AND PROCEDURES**

1.00.00 OFFICE HOURS - The St. Joseph Township Trustee's Office is open for business Monday, and Wednesday from 8:00 A.M.-1:00 P.M., and Friday from 8:00 A.M.-12:00 noon, and is located at 6033 Maplecrest Road, Ft. Wayne, Indiana, 46835. The office is closed on special holidays and at other times when it is necessary for the township staff to participate in educational programs or seminars conducted by the Indiana Township Association or other State governmental agencies. A twenty-four hour notice will be posted prior to closing the office for holidays and other above mentioned occasions. (IC 12-20-5.5)

1.00.01 TELEPHONE LISTINGS - The township telephone number is listed in the "Yellow Pages" under the government section, and also, in the "White Pages", under St. Joseph Township. A telephone answering machine receives township calls if all lines are busy during regular business hours and also after regular office hours, holidays, and weekend. A second number is given for those calls that are of an emergency nature after regular office hours. (IC 12-20-5.5)

1.10.00 APPLICATIONS - An individual desiring to make an initial application for assistance from the township should come to the township office during the hours and on one of the days the township is open. If this is not possible, the individual should call to make other arrangements. Individuals will be informed of the services available and the criteria used in determining eligibility. They will be given a list of the documents and or information needed to complete an application and affidavit (see Schedule A"). It is the ultimate responsibility of the applicant and / or member(s) of applicant's household, to furnish all necessary documentation. Except under special emergency conditions, no Township Assistance will be granted at any time except by a personal request at the Trustee's Office.

1.10.01 RECERTIFICATION - During the 180 day period that the application is in effect there may be several different requests for assistance and eligibility may change during that time, therefore, the township trustee may not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit (see Schedule "A") 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(d)]

1.20.00 COOPERATION - All household members 18 years of age and older will be required to complete an "APPLICATION FOR TOWNSHIP ASSISTANCE - FORM PR-1" (IC 12-20-6-1). Individuals pending a determination for Supplemental Security Income benefits will be required to sign a Social Security Reimbursement Authorization form (see Schedule "A") for interim assistance reimbursement. They must also consent to a disclosure and release of information about the applicant and the applicant's household before township assistance may be provided (IC 12-20-7-1). This application is effective for 180 days. Applicants will be required to complete the application in their own hand. If the individual applicant cannot read or has difficulty completing the process, they may have a friend or relative assist them. The household will be required to cooperate with an investigation of all finances, family responsibilities, and their eligibility to receive other types of governmental assistance. The investigation may include a home visit and/or contact with their relatives who may be able and willing to assist them. [IC 12-20-6-9(9)] and [IC 12-20-6-10(b)]

1.20.01 RELATIVE DEFINED - "Relative" includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, step grandparent, grandchild, or step grandchild of a township assistance applicant. [IC 12-20-6-10(a)]

1.20.02 EMERGENCY ASSISTANCE DEFINED - "Emergency" means an unpredictable circumstance or a series of unpredictable circumstances that : {1} place the health or safety of a household or a member of a household in jeopardy; and {2} cannot be remedied in a timely manner by means other than township assistance. (IC 12-7-2-76.5)

1.20.03 HOUSEHOLD DEFINED - "household" means any of the following: {1} an individual living alone; {2} a family related by blood; {3} a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency. (IC 12-7-2-110.5)

1.30.00 APPLICATION REVIEW - In a case of emergency, the trustee shall accept and promptly act upon an application from an individual requesting assistance. In a nonemergency request for trustee assistance, the trustee shall act on the application not later than seventy-two (72) hours after receiving the application, excluding weekends and legal holidays. Unusual circumstances concerning the household may necessitate an additional seventy (72) hour period, which will be called "pending" and reasons will be given that assistance was "pending". The trustee may also grant assistance or deny assistance. (IC 12-20-6-7)

1.30.01 REFERRALS - If the trustee authorizes township assistance on an "emergency" basis and refers the applicant or a member of the applicant's household to make application for another governmental program, the client has fifteen (15) working days, after the date that township assistance is authorized, to make an application for public assistance and comply with all the requirements necessary for completing the application process. An applicant or member of the household who fails to file an application will NOT be granted township assistance for sixty (60) days following the grant of township assistance on an emergency basis. (IC 12-20-6-5)

1.30.02 NONEMERGENCY REFERRALS - If, before granting township assistance (not on an emergency basis), the township determines that an applicant or a member of an applicant's household may be eligible for public assistance other than township, the applicant or household member shall make an application and comply with all necessary requirements for completing the application process for public assistance administered by: {1} the division of family and children and county offices; {2} any other federal or state governmental entity, within fifteen (15) working days after the township's referral, or trustee assistance will be denied for sixty (60) days. (IC 12-20-6-5.5)

1.30.03 NOTICE OF ACTION - The applicant will be given a written notice of the township's decision, and if assistance is denied, the reasons for the denial will be stated along with the type and amount of assistance denied. If assistance is granted, the type and amount of assistance will be in writing; and the type and amount of assistance partially granted will also be noted. The denial notice will be on FORM PR 1A (see Schedule "B"). This will inform the applicant of their right to appeal the trustee's decision not more than fifteen (15) days from the date of issuance by the trustee. This appeal must be made in writing or orally to the Office of the Allen County Commissioner's Citizens Square, 200 E. Berry Street Suite 410 Fort Wayne, Indiana) The PR 1A may be presented to the applicant or sent to them, at their last known address. (IC 12-20-6-8) and (IC 12-20-15-2)

1.40.00 DENIALS - Denial of assistance is automatic for one or more of the following reasons:

1.40.01 Falsifying application/affidavit and/or providing false information to gain assistance. This includes, but is not limited to, failure to report income, or under reporting income. If the trustee 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 trustee may refuse to extend aid for sixty (60) days. (IC 12-20-6-6.5)

1.40.02 Failure to actively seek employment and/or accept gainful employment when offered, whether the compensation for the work will be payable in money, house rent, or in commodities consisting of the necessities of life. The trustee may refuse to extend aid for sixty (60) days. The trustee will require applicants or any member of the applicant's household to furnish documented evidence that they are actively seeking employment by completing an Employment Form (see schedule "C"). Willful failure to return the Employment forms will result in denial. (IC 12-20-10-1) and (IC 12-20-10-2)

1.40.03 An applicant or an adult member of an applicant's household, voluntarily terminating gainful employment, or being involuntarily terminated for just cause. The trustee shall not be obligated to provide township assistance to or for an applicant or applicant's household for a period of sixty (60) days commencing on the date his/her employment is terminated. (IC 12-7-2-200.5)

1.40.04 Failure to accept adequate free or low cost shelter arrangements provided by relatives or others. Denial will be up to sixty (60) days. (IC 12-7-2-200.5)

1.40.05 A denial will be given for 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, without just cause, leaves that residence for the shelter for which the individual seeks assistance. [IC 12-20-16-17(g)]

1.40.06 Excess income as established by these guidelines. (see schedule "D")

1.40.07 Failure of an applicant or applicant's household to participate in a work training program offered under the Workforce Investment Act or by a governmental entity. (IC 12-20-12-1)

1.40.08 Failure of an applicant or applicant's household, within fifteen (15) working days of the trustee referral, to make and complete the application process for other governmental programs for which they may 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 sixty (60) days. (IC 12-20-6-5) and (IC 12-20-6-5.5)

1.40.09 Violence, threats of violence, or abusive language used in or around the trustee office or premises, or any other improper conduct. The trustee will also not provide shelter assistance to an individual who at the time assistance is requested is : {1} under the influence of drugs or alcohol; or {2} incapable of self-

care. Furthermore, the trustee may at no cost to the township refer an individual described above, to an appropriate agency or facility located in the county or in an adjoining county that has a program or charter specifically addressing the problems of substance abuse, mental illness, or self-care. [ IC 12-20-17-2 (f)]

1.40.10 Wasting resources which could and should have been applied to the household's basic necessities. "Wasted Resources" is defined as follows: {1} the amount of money or resources expended by an applicant or an adult member of an applicant's household seeking township assistance during the thirty (30) days before the date of application for township assistance for items or services that are not basic necessities; or {2} income, resources, or tax supported services lost or reduced as a result of a voluntary act during the sixty (60) days before the date of application for township assistance by an adult member of an applicant's household unless the adult member can establish a good reason for the act. (IC 12-7-2-200.5) (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 one hundred eighty (180) days immediately preceding the date of application for township assistance for items or services that are not basic necessities if, at the time of the expenditure, there were amounts due and owing for items constituting basic necessities.

1.40.11 Being evicted from subsidized housing for violation of regulations and guidelines; voluntarily terminating housing assistance without just cause; eviction from present living quarters because of an act which caused verifiable damage to the rental unit by the applicant or any adult member of the applicant's household, or the applicant invites or allows other adult to use or move into their household. (IC 12-7-2-200.5)

1.40.12 Failure to liquidate non-essential assets within the prescribed time frame.

1.40.13 Refusing to sign the required "Reimbursement Authorization" form for township services received during the interim period an individual is awaiting a determination of eligibility from the Social Security Administration for Supplemental Security Income benefits. (IC 12-20-27-1.5)

1.40.14 Failure to complete assigned workfare or to comply with the workfare requirements as outlined by these standards. Denial may be for a period not to exceed one hundred eighty (180) days. [IC 12-20-11-1(h)]

1.40.15 Failure to complete and maintain monthly report forms as required by governmental programs offering assistance for the basic necessities of living; failure to make application; or not cooperating with the agency by doing everything necessary to qualify and maintain public assistance. Denial up to sixty (60) days. (IC 12-20-6-5.5)

1.40.16 Failure to cooperate with, or to provide the trustee's office with necessary information for determining eligibility. (IC 12-20-16-1) The township trustee may provide and shall extend Township Assistance only when the personal efforts of the applicant fails to provide one or more basic necessities in the sequence they come due or are considered necessary at the time of the expenditure. This shall include expending the household's available financial resources for basic necessities in the sequence they come due or are considered necessary at the time of the expenditure.

1.40.17 Making an assignment of or transferring assets, by an applicant or another member of an applicant's household, to make a household eligible for township assistance during the sixty (60) days immediately prior to the date of the filing of an affidavit and application for township assistance. (IC 12-7-2-200.5)

1.40.18 Frequently reporting the loss or theft of money or food stamps.

1.40.19 Failure to file paternity actions when necessary and appropriate, or failing to take the necessary legal action to pursue child support. (IC 12-14-2-24)

1.40.20 Failure of the applicant or a member of an applicant's household to apply "one time" monetary awards toward the household's monthly basic need expenses. One time monetary awards may include, but are not necessarily limited to the following: Energy Assistance, Retroactive Social Security Payments, Workmen's Compensation, Inheritances, Pensions, Insurance Settlements, Income tax Returns, or any other "one time" cash award. The township will look at the last 180 days regarding this "one time" cash award. (IC 12-7-2-200.5)

1.40.21 Moving into or coming to the township for the specific purpose of applying for and/or receiving township assistance.

1.40.22 The township will not extend aid to a township assistance applicant or any member of an applicant's household, except for burial assistance, if any member of that household has been denied assistance or sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of/or violations of Title 12 Article 14 of the Indiana Code. (IC 12-20-6-0.5) The township may continue to refuse Township Assistance until the sanction or denial has been lifted or rectified.

1.40.23 If a person is convicted of an offense under IC 35-43-5-7 (Welfare Fraud), the trustee 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. (IC 12-20-6-6.5)

1.40.24 Payment for Cable TV, Internet and payment over \$30.00 telephone service in the residence of an applicant (regardless of who has made the payment) are considered a wasted resource as defined in IC 12-7-2-200.5.

1.40.25 A trustee may not extend aid to or for the benefit of an individual if that aid would pay for goods or services provided to or for the benefit of the individual during a period that the individual has previously applied for and been denied township assistance. (IC 12-20-6-6.6)

1.40.26 Individuals in the United States without the permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance (IC 12-20-8-1,2,3,4, & 7 and IC 12-14-2.5-3)

1.50.00 INCOME DEFINED - "Countable income" means a monetary amount either paid to an applicant or a member of an applicant's household not more than thirty (30) days before the date of application for township assistance, or accrued and legally available for withdrawal by an applicant or member of an applicant's household at the time of application or not more than thirty (30) days after the date of application for township assistance. The term includes the following: (IC 12-7-2-44.7)

- (1) Gross wages before mandatory deductions.
- (2) Social Security benefits, including Supplemental Security Income.
- (3) Temporary Assistance to 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) Bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual.
- (12) Child support.
- (13) Gifts of cash, goods, or services.
- (14) Other sources of revenue or services that the trustee may reasonably determine to be countable income. Such as, but not limited to, tax refunds and any "one time" monetary award(s) or settlements.

1.60.00 ELIGIBILITY - An applicant's and members of an applicant's household's "countable income" will be used to determine eligibility. Income guidelines to be used for determining the eligibility of a given household may be found on Schedule "D". Any applicant or household seeking assistance must comply with the "action" plan and budget outlined for them by the investigator. The "action" plan, referred to as Supplement to Action Form, (see Schedule "B") and budget will be mutually agreed upon by the applicant and the investigator.

1.60.01 SPECIAL CONDITIONS - A household may have unpredictable circumstances or emergency expenses in the past thirty (30) days which would, when properly documented and reviewed, be deducted from "countable income" in determining eligibility. The township will not pay for services or the cost of goods incurred by an applicant or member of an applicant's household during the period the applicant or a member of the applicant's household had sufficient income or resources to have paid for either the goods or service.

1.60.02 TANF ELIGIBILITY - The trustee has no obligation to extend aid to a recipient of assistance under IC 12-14-1 through IC 12-14-9 (AFDC), however the trustee will first determine if the TANF recipient, who is applying for township assistance, has used TANF for basic necessities as defined in these Standards when determining eligibility. (IC 12-20-6-6)

1.70.00 RECEIPTS - When an applicant applies for township assistance, both initially and on a continuing month by month basis, all members of the household must verify how their income was expended. Hand written receipts provided by friends or relatives are considered unacceptable unless notarized. Only receipts for the basic necessities of living will be recognized. Expenditures for items not considered "basic necessities" will be considered as "wasted resources". Expenditures undocumented by receipts will be counted as unexpended income. Each household will be required to submit a monthly Household Budget Form (see schedule "E" ). (IC 12-7-2-200.5)

1.70.01 BASIC NECESSITIES DEFINED - "Basic necessities" includes those services or items essential to meet the minimum standards of health, safety, and decency, including the following: {1} medical care described in IC 12-20-16-2; {2} clothing and footwear; {3} food; {4} shelter; {5} transportation to seek and accept employment; {6} household essentials; {7} essential utility services; {8} other services or items the trustee determines are necessities. (IC 12-7-2-20.5)

1.80.00 COUNTABLE ASSETS - Households requesting assistance must also report all assets belonging to any member of the household. Countable assets are noncash property that is not necessary for the health, safety, or decent living standard of a household; which are owned wholly or in part by the applicant or a member of the applicant's household, and the applicant or the household member has the legal right to sell or liquidate. Countable assets include; real property other than property that is used for the production of income or that is the primary residence of the household, savings and checking accounts, certificates of deposit, bonds, stocks, or other intangibles that have a net cash value, boats, other vehicles, or any other personal property used solely for recreational or entertainment purposes. (IC 12-7-2-44.6) and (IC 12-20-7-3.5)

1.90.00 LIQUIDATION - All members of the household will be expected to liquidate any of the "countable assets" listed in 1.80.00, or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date that their initial application is filed. However, nonessential assets purchased by any member of a household after having applied for township assistance, must be liquidated immediately before further assistance can be authorized.

1.90.01 EXEMPTIONS - Assets which are exempt from liquidation will include one house OR mobile home in which the household resides, and one automobile, so long as the equity does not jeopardize the household from qualifying for other state or federal assistance programs. However, an applicant or household member, may be required to liquidate and retrieve 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 the township assistance funds are used directly or indirectly to pay the household's mortgage payments, the township may place a lien (see Schedule "F") against the property in order to recover the equity value of such payments. (State, ex rel., Van Burskirk v. Wayne Township)

2.00.00 EMPLOYMENT - If an applicant and/or any member of the applicant's household is in good health, the trustee shall require that those able to labor shall seek employment. The trustee shall refuse to furnish any township assistance until the trustee is satisfied that the township assistance applicant or members of the applicant's household are endeavoring to find work. Furthermore, if the applicant or household member is offered employment, regardless of whether the compensation is in the form of money, rent, or other necessities; or refuses employment at a reasonable compensation offered by any other individual, governmental agency, or employer; the trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work. All able-bodied adult members of the household will, at a minimum, be required to keep their employment card updated with the Indiana Department of Workforce Development, and be willing (registered) to accept employment at the federal minimum wage level. The trustee will also require all adult members of an applicant's household to complete eight (8) Employment Forms to submit to the trustee on a weekly basis. (IC 12-20-10-1) and (IC 12-20-10-2)

2.00.01 MEDICAL EXEMPTION FROM WORK - If an applicant or a member of an applicant's household claims an inability to work due to health, the 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)

2.10.00 WORKFARE - The trustee shall obligate any adult member of a household receiving trustee assistance to perform workfare. Suitability to perform available work shall be determined by the trustee, and the trustee may provide for medical examinations necessary to make such determinations. (IC 12-20-10-3.5) and (IC 12-20-11-1)

2.10.01 WORKFARE REQUIREMENTS - The trustee shall require any adult member of a recipient household to do any work needed to be done within the county or an adjoining township in any other county for any nonprofit agency or governmental unit, including the state, having jurisdiction in those townships. (IC 12-20-11-1)

2.10.02 WORKFARE CRITERIA - Minimum criteria for satisfactory participation in the workfare program could be one (1) shift per day for three (3) hours, or three (3) shifts per week, unless otherwise scheduled or excused by the trustee. Unexcused absences for scheduled workfare assignments, or not following through with all requirements, will result in the reduction or discontinuance of township assistance for one hundred eighty (180) days. Workfare guidelines (see Schedule "G") will be discussed with each workfare recipient which they will sign and receive a copy. Any workfare obligations incurred in another township will be carried forward to the gaining township, unless the applicant or household member failed to comply with the former township's guidelines for workfare participation, at which point they will be denied. (IC 12-20-11-1) and (IC 12-20-11-4)

2.10.03 WORKFARE PARTICIPATION - The recipient is required to maintain the minimum criteria that is necessary for the fulfillment of his/her work detail responsibility until such time as his/her obligation with the township is satisfied. Recipients shall not be permitted to voluntarily work in advance of receiving township assistance in order to accrue work detail credit. It is the sole responsibility of the recipient to meet the criteria of workfare participation. In satisfying this obligation, only the recipient or members of the recipient household shall be allowed to perform the required work.

2.10.04 WORKFARE COMPENSATION - Work performed is considered as satisfaction of a condition for township assistance and is not considered as services performed for remuneration or as repayment for township assistance. The recipient shall be required to do an amount of work which equals the value of assistance already received by his/her household. The recipient shall receive credit for the work performed as assigned by the trustee at a rate not less than the federal minimum wage. [IC 12-20-11-1(c)] and (IC 12-20-11-5)

2.10.05 WORKFARE EXCEPTIONS - Recipients may be excused from workfare only for the following reasons: [IC 12-20-11-1(a)]

a. The obligated individual (s) is not physically able to perform the proposed work and provides medical evidence.

- b. The obligated individual is a minor or is at least sixty-five (65) years of age.
- c. The obligated individual has full-time employment at the time the recipient receives township assistance.
- d. The obligated individual is needed to care for an individual as a result of the individual's age or physical condition.
- e. The trustee determines that there is no work available for any adult member of the recipient's household.
- f. The individual obligated to perform the work is, **at the direction of the trustee**, attending educational or self-help courses.

2.10.06 WORKFARE RESTRICTIONS - A recipient shall not be assigned to work which would result in the displacement of governmental employees or in the reduction of hours worked by those employees. [IC 12-20-11-1(g)]

2.10.07 WORKFARE WORKER'S COMPENSATION - The township will carry medical and burial coverage on all individuals performing work under the provisions of IC 22-3-2 and IC 22-3-6. [IC 12-20-11-5(a)]

2.10.08 WORKFARE REIMBURSEMENT - The trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult member of the recipient's household has satisfactorily completed a workfare requirement. [IC 12-20-11-5(b)]

2.20.00 FOOD ORDER ALLOTMENTS - Food allotments provided to an eligible household, are determined by the household size and other criteria as established by these standards. Food orders can only be purchased directly from a combined grocery and meat market. The food allotments each household may receive is contained in Schedule "H". The trustee will administer township assistance allotments on a weekly basis. (IC 12-20-16-5)

2.20.01 FOOD ORDER LIMITATIONS - It shall be unlawful for the trustee to issue a food purchase order for more than thirty (30) days unless the individual filed an application with the trustee that includes evidence of an application for food stamps from the Department of Public Welfare and the amount of assistance received or reason for denial of assistance. The only conditions under which the trustee may purchase food for an eligible food stamp family are: (IC 12-20-16-6)

- a. During the interim period when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not more than five (5) days after the day the applicant or household becomes eligible to participate in the federal food stamp program.
- b. Upon loss of the family's food stamps and/or food supply by spoilage, fire or other act(s) of nature.
- c. Upon a household's verified loss of food stamps by theft. However the requesting applicant or household must file a report with the local police department before any assistance will be given.

The trustee will not replace food stamps lost or as a result of theft more than once in a period of sixty (60) days.

d. Upon a written statement from a physician indicating that at least one (1) member 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.

e. When the trustee determines that an applicant or a household is in need of 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.

2.20.02 FOOD ORDER ISSUED IN ANOTHER NAME - If the trustee determines that an applicant or a household is considered to be incompetent or irresponsible to select food or make proper use of food stamps, the trustee shall issue the food purchase order in the name of another adult member of the household, another relative living in another household, or another individual . (IC 12-20-16-8)

2.20.03 NON-FOOD ITEMS - Necessary household supplies which is referred to as "paper products" will be administered according to the table found in Schedule "H". Other household necessities may be furnished by the township when a need is determined. (IC 12-7-2-20.5)

2.30.00 SHELTER - The township shall provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant and does not violate any state or federal law. Shelter payments for safe and decent housing will be based on the fair market value in St. Joseph Township and will comply with the amounts contained in Schedule "I". Clients will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of a client may not exceed the shelter allowance standards contained in Schedule "I", and must still meet the test of being the "most economical and practical" method of relieving the applicant.

2.30.01 SHELTER DEFINED - "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 individual 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. Exceptions to the definition of "shelter" may include temporary group homes and/or shelters. (IC 12-7-2-177) and (IC 12-20-17-2)

2.30.02 SHELTER DOCUMENTATION - Whenever an applicant requests assistance from the trustee's office, a written information statement from the landlord (called a Landlord Form, see Schedule "J") will be required. This statement will include the full name of the landlord (and the landlord's agent if applicable), and a mailing address and telephone number for the landlord, as well as other data necessary to determine the eligibility of the household for township assistance. The statement will indicate whether the landlord will (or will not) accept payment from the trustee's office for shelter, the amount of rent to be charged, the due date, what appliances are furnished, what utilities are provided, and the number of individuals residing in the household. The landlord must agree not to evict the applicant during the period covered by the township's purchase order.

The township will only pay the current month rent not to exceed the shelter allowance in Schedule "I". The lease must be in the name of an adult member of the applicant's household and a copy of the lease furnished to the trustee.

2.30.03 SHELTER RESIDENCY - It is necessary for the trustee to make some determination as to the applicant's living arrangements and whether they are physically living in the township, or whether they intend to make St. Joseph Township of Allen County their permanent place of residence. In cases of emergency, however, the trustee 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 the adjoining townships may come to St. Joseph Township for emergency shelter assistance or for help to move into St. Joseph Township. 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. [IC 12-20-6-9(1)]

2.30.04 SHELTER LIMITATIONS - The trustee will not use township funds to pay the cost of an applicant's shelter with a relative who is the applicant's landlord if the applicant lives in: { 1 } the same household as the relative; or { 2 } housing separate from the relative and either housing is unencumbered by mortgage, or the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. The trustee will also not pay for shelter assistance for circumstances listed in 1.40.05 of these standards. [12-20-6-10-(C)]

2.30.05 SHELTER LIEN (RELATIVE) - If shelter payments are made to a relative of a township assistance applicant on behalf of the applicant or a member of the applicant's household, that are not in conflict with 2.30.04 of these Standards, the trustee may file a lien against the relative's real property for the amount of township shelter assistance granted. [IC12-20-6-10(d)]

2.30.06 SHELTER LIEN (APPLICANT) - Applicants will not be denied shelter merely because they are buying their home. However, the decision to provide a house payment will be based on whether it is the most economical and practical method of relieving the applicant. In addition, if the applicant has equity in his/her real estate that could provide a means of repayment, the trustee shall require the applicant to execute documents granting a lien against the real estate and have mortgage company fill out a "Mortgage Form". (See Schedule "F" and "J" )

2.30.07 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 due to wasting resources. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant. (IC 12-7-2-200.5)

2.30.08 SHELTER EMERGENCY PROGRAMS - Emergency shelter assistance (shelter defined here as a facility that provides temporary emergency assistance) may be provided to an individual or household which has spent the prior night, or with the likelihood of spending the night in the immediate future, in an environment considered to be unsafe or unhealthy. However, the trustee is not obligated to enter into a contract with or to pay shelter costs to a shelter that is supported by federal or state funds. (IC 12-20-17-2)

2.30.09 SHELTER INSPECTION - The trustee may employ the services of a housing inspector to inspect all housing units. A township housing inspector shall use HUD standards, local building codes, and municipal ordinances in determining a housing structure's suitability for habitation. Substandard housing that does not meet minimum standards of health, safety, and construction is not eligible for the maximum level of shelter payments; or damage or security deposits paid from or encumbered by township funds. If the trustee determines that a housing unit is substantially below minimum standards, the trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. [IC 12-20-16-17)

2.30.10 SHELTER DEPOSITS - The trustee is not required to spend township assistance funds for a shelter damage or security deposit for an eligible township assistance applicant or household. However, the trustee may encumber money for a shelter damage or security deposit by making an agreement with a property owner who furnishes shelter for a township assistance recipient or household. If the trustee would assist with a security deposit, it will not exceed one hundred fifty dollars (\$150) (see Schedule "K"). The trustee will not obligate township assistance funds for the payment of a damage or security deposit a second time after the township has financially paid for damages caused by the applicant to the same or another landlord. The trustee will also not obligate or encumber township assistance funds for the payment of shelter damage or security deposits for applicants already occupying a shelter unit. The agreement will include, but not be limited to the following: [IC 12-20-16-17(f)]

- a. The agreement's duration, not to exceed one hundred eighty (180) days.
- b. A statement that the agreement may be renewed if both parties agree.
- c. The total value of the encumbered money, not to exceed the value of one (1) month's rental payment. The total amount the township will encumber will be one hundred fifty dollars (\$150).
- d. A statement signed by both the trustee and the property owner attesting to the condition of the property at the time the agreement is made.
- e. A statement that encumbered money may be used to pay the cost of: {a} verified damages, normal wear excluded, caused by the tenant township assistance recipient during the duration of the agreement (the township shall not be responsible for damages caused by pets, or damages caused by individuals not listed as members of the applicant's household as contained on the Affidavit/Application for Township Assistance PR 1); and {b} any unpaid rental payments for which the tenant township assistance recipient is obligated.
- f. A statement that the total amount to be paid from the encumbered money may not exceed one (1) months rental payment for the unit in question.

2.40.00 UTILITY SERVICE AND / OR HEATING FUELS - The trustee may, in cases of necessity, authorize the payment of water, gas, other fuels used for heating or cooking, and electric services; including the payment of delinquent bills for such services, when necessary to prevent disconnection or to restore terminated services. The township will not be obligated to pay more than \$500.00 per utility. There are however, some limitations: (IC 12-20-16-3)

- a. The township will not pay utility deposits.

- b. The utility service must be in the name of an adult member of the requesting household, or the applicant provides verifiable evidence which justifies having the utility service in the name of another person.
- c. The township will not pay for illegally secured utility service, such as placing the service in the name of a child or tampering with a utility meter.
- d. The township will not consider the payment of utility bills if such aid requested would pay for Services provided to or for the benefit of the individual or household during a period that the individual or household had previously applied for and been denied township assistance. (IC 12-20-6-6.6)
- e. The township will not consider the payment of "master metered" utility service when more than one household is served by the same meter.
- f. The township will not consider the payment of estimated utility bills.
- g. The township will not pay or consider the payment of utility bills, during the period the state's energy assistance program is in effect, until after the state's energy assistance is credited to the applicant's account.
- h. The township has no obligation to pay a delinquent bill for services if the delinquency has lasted more than twenty-four (24) months. (12-20-16-3)

2.40.01 ENERGY PROGRAMS - During that part of the year when applications for assistance are accepted by the state's Energy Assistance Program, the township will not provide assistance or make any part of a payment for heating fuel or electric services for more than thirty (30) days unless the individual files an application for assistance, and shows evidence of this application, for heating fuel or electric services . The trustee will either refer the applicant to the state's Energy Assistance Program, or the trustee may certify the township assistance applicant as eligible using the criteria established for this purpose by the state. The certification shall be on an application form prescribed by the Indiana State Board of Accounts. The trustee will neither certify nor process Energy Assistance applications for non trustee assistance applicants. [IC 12-20-16-3(d)]

2.40.02 ENERGY PROGRAMS / APPLICANT'S RESPONSIBILITY - During the time the applicant or member of the applicant's household has been approved for the Energy Assistance Program, the applicant and/or member of the applicant's household must continue to make payments on their utility bills as reasonably determined by the trustee. Once the Energy Program has ended, the trustee will not authorize utility assistance if payments have not been made by the applicant or member of the applicant's household unless they have evidence of other emergency payments that prohibited them from making utility payments.

2.50.00 TELEPHONE SERVICES - The trustee does not recognize the telephone as an essential utility service, and will not authorize payment of telephone service unless such service has been ordered by a licensed physician and is deemed medically necessary to prevent a life threatening situation. When deemed necessary, the trustee will authorize payment for basic service not to exceed \$30.00. Long distance calls, pagers, voice mail, call waiting, cell phones or other services or accessories will not be recognized by the trustee as a necessity. Unless phone service is ordered

by a licensed physician, all phone payments over \$30.00 will be deducted from eligible assistance regardless of who has made this payment.

2.60.00 BURIAL AND FUNERALS OR CREMATIONS - The trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual who resides in St. Joseph Township. If the trustee determines that the deceased individual is a resident of another township in Indiana, the trustee shall notify the trustee of that township. Payment of benefits from any other source will be deducted from the allowable maximum. (IC 12-20-16-12)

2.60.01 BURIAL "SUPERINTEND" DEFINED - The legal definition of "superintend" means to take charge, to supervise, to manage, or to direct. Therefore, the person the trustee provides to superintend shall be responsible for "taking charge and supervising", among other things, both the selection of the funeral home and if necessary, the cemetery for the deceased individual.

2.60.02 BURIAL AND FUNERAL OR CREMATION REQUEST - A surviving family member of the deceased individual or the funeral director shall apply for burial assistance. The formal request will involve the completion of the Affidavit and Application for Township Assistance PR1, which will include a special "Burial Supplement" form (see Schedule "L").

2.60.03 BURIAL EXPENSES ALLOWED - The trustee will utilize Schedule "L" when providing burial and funeral or cremation assistance. The township will not pay for the cost of transporting the remains of any deceased indigent person back to St. Joseph Township or to any place outside of St. Joseph Township, nor will the township pay for the transportation to attend funerals. The township will not supplement the cost of services nor supplement other means of payment for services such as insurance policies. [IC 12-20-16-12(c)]

2.60.04 REIMBURSEMENT FOR BURIAL COSTS - A trustee who provides funeral and burial 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, against any money or other personal property held by the coroner under IC 36-2-14-11. [IC 12-20-16-12(f)]

2.60.05 CREMATION - The trustee will not cremate a deceased individual if the deceased individual, or a surviving family member of the deceased individual, has objected in writing to cremation. [IC 12-20-16-12(g)]

2.70.00 MEDICAL SERVICES - The township shall, in cases of necessity, promptly provide medical assistance for qualifying township assistance applicants who are NOT provided for in public institutions, or presently receiving or qualifying for Medicaid. Medicines and/ or medical supplies which are prescribed by a physician will be properly furnished, unless the medical services being sought are available through another governmental, insurance, or private program, such as Matthew 25 Health Clinic. All applicants will be required to make an application with Medicaid, HCI, or any other program. The township shall not be responsible for the payment of "Co-payments". (IC 12-20-16-2)

2.70.01 MEDICAL EXEMPTIONS - The trustee will 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, Medicaid, or other governmental medical programs. [IC 12-20-16-2(b)]

2.70.02 MEDICAL SERVICES PROVIDED - The township shall pay only for the following medical services for the eligible and qualifying township assistance applicant: [IC 12-20-16-2(c)]

a. Prescription drugs or over the counter drugs as prescribed by a physician, provided the applicant is eligible for township assistance, has obtained prior authorization from the trustee, and can not obtain the prescription or over the counter drug through Matthew 25 Health Clinic, or any other program providing a similar service.

b. Office calls to a physician, provided the individual could not be treated at Matthew 25 Health Clinic, or any other program providing a similar service, and having obtained prior authorization from the trustee. The cost of visits to a medical specialist cannot be paid by the township, unless the applicant was first referred to a specialist by their attending physician.

c. Dental care needed to relieve pain or infection or to repair cavities, provided the individual could not be treated at Matthew 25 Health Clinic, or any other program providing a similar service. The township may pay the cost of denture replacements and / or repair not covered by other tax supported programs. However, the township will NOT pay the initial cost of dentures.

d. Emergency room treatment that is of an emergency nature, provided a proper request for the service is made to the township office, by the applicant or a member of the applicant's household, within fifteen (15) working days of the time the services are rendered. However, a medical emergency does not exist in situations where the illness/injury could have been treated during a routine office call by a family doctor, and the applicant could have made contact with the township office before such visit.

e. Preoperation testing prescribed by a licensed physician.

f. X-rays and laboratory testing as prescribed by a licensed physician.

g. Physical therapy prescribed by a licensed physician.

h. Eyeglasses, provided the applicant has exhausted all other programs providing a similar service.

i. Repair or replacement, NOT initial cost, of a prosthesis not provided for by other tax supported state or federal programs.

j. Insulin and items needed to administer insulin. A Township is not responsible to pay if the township trustee has evidence that the individual has the financial ability to pay for the biologicals. When a township trustee is presented with a legal claim for insulin being furnished to an individual, the township trustee may require the individual to complete and file a standard application for township assistance in order to investigate the financial condition of the individual claiming to be indigent. For purposes of this section, the township shall consider an adult individual needing insulin as an individual and not as a member of a household requesting township assistance.  
(16-41-19-7)

2.70.03 MEDICAL PAYMENT SCHEDULE - In accordance with the provisions of IC 12-20-16, the township shall utilize the Indiana Medicaid Payment Schedule for determining the amount to be paid by the township for medical services rendered. The township is under no obligation to provide for medical services and/or prescription drugs that are excluded for payment by the Indiana Medicaid Program. [IC 12-20-16-2(d)]

2.70.04 INTERIM MEDICAL ASSISTANCE AND REIMBURSEMENT - During the application pending period for Medicaid (IC 12-15) or other governmental medical program, the trustee may provide interim medical services, if the individuals is reasonably complying with all requirements of the application process. Unless prohibited by law, the township will seek reimbursement for the payment of medical services from township assistance funds, provided the individual for which the services were rendered is eligible for medical services under a state medical plan. [IC 12-20-16-2(b)] and [IC 12-20-16-2(e)]

2.80.00 TRANSPORTATION - The township may provide transportation to individuals seeking employment within or outside the township only when there is reasonable evidence provided by the applicant and verified by the township that employment is available. The applicant or household seeking employment must submit employment forms as outlined in 2.00.00 of these standards.

2.80.01 TRANSPORTATION / NON-RESIDENTS - The township will not furnish a nonresident of St. Joseph Township with transportation at the cost of the township until the trustee determines the legal residence of the individual applying for assistance. Transportation provided to a nonresident of St. Joseph Township must be in the direction of the nonresident's legal residence unless it is shown that the individual in need has a valid claim for support or a means of support in some other place to which the individual asks to be sent. Citizenship and criminal records will be checked prior to any assistance for transportation. (IC 12-20-16-11)

2.80.02 TRANSPORTATION AND RE-APPLICATION - Any individual who has been sent to a place of settlement, by court order, or is transported there at public expense (township assistance), and who again reapplies for assistance in the township from which the individual or member of the individual's household was sent, may be denied township assistance for a period of one hundred eighty (180) days. (IC 12-20-9-6)

2.90.00 ESTATES - Subject to IC 12-20-11-5(b) (workfare assignment and satisfaction , see 2.10.08 of these Standards), a trustee who furnishes township assistance, may file a claim against the estate of a trustee assistance recipient who: {1} dies, leaving an estate; and {2} is not survived by a spouse, disabled adult dependent, or dependent child less than eighteen (18) years of age; for the value of township assistance given the recipient before the recipient's death. The estate of a township assistance recipient includes any money or other personal property in the possession of a coroner under IC 36-2-14-11. (IC 12-20-27-1)

3.00.00 FUTURE THIRD PARTY BENEFITS - If a trustee anticipates that a trustee assistance applicant or a member of the applicant's household is likely to receive a judgment, compensation, or a monetary benefit from a third party, the trustee may require the applicant or the affected member of the applicant's household to enter into a subrogation agreement for repayment of any township assistance benefits provided by the township during the interim period. Failure of an applicant or member of an applicant's household to sign the necessary authorizations for reimbursement to the township shall result in a denial of township assistance. [IC 12-20-27-1.5(b)]

3.00.01 INTERIM PERIOD DEFINED - "Interim period" means the period beginning when a township trustee obtains from a township assistance applicant or member of the applicant's household an agreement or authorization and ending when the applicant or household member receives the judgment, compensation, or monetary benefit or leaves the household. [IC 12-20-27-1.5(a)]

3.10.00 SUPPLEMENT SECURITY INCOME - An applicant or member of an applicant's household must make an application with the Social Security Office when referred by the trustee. Individuals must sign a Social Security Administration's Reimbursement Authorization form (see Schedule "A") for the repayment of any township assistance benefits provided by the township during the interim period. Individuals awaiting a determination from the Social Security Administration for SSI benefits will not be required to perform workfare as long as their initial SSI application remains active. Once the initial application for SSI benefits have been denied by the Social Security Administration, a determination will be made for the individual to perform workfare. Failure to sign the Reimbursement Form will result in denial of township assistance benefits. [IC 12-20-27-1.5(b)]

3.20.00 CONCLUSION - All decisions regarding eligibility will be based on these standards. The trustee shall always consider whether the applicant's or household's needs can be relieved by means other than an expenditure of township money (IC 12-20-17-1). The township shall not be obligated to pay for services or the cost of goods incurred by an applicant or a member of an applicant's household during the period the applicant or a member of the applicant's household had sufficient income or resources to have paid for either the goods or services. These standards will be adopted by the St. Joseph Township Board and posted at the St. Joseph Township Trustee's office. Additional copies will be furnished to the County Commissioners, and recorded in the Office of the County Recorder. Any member of the public will be permitted to inspect and copy these standards at their own expense. The standards will be reviewed and updated annually to reflect changes in the cost of basic necessities in the township and changes in law. [IC 12-20-5.5(b)]

3.30.00 COURTESY - We expect everyone who comes into the St. Joseph Township 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 St. Joseph Township office is intent on assisting the poor of St. Joseph Township and will endeavor to provide necessary assistance within the limits of the law and these standards.

3.40.00 CLOSING - If for any reason a member of this community is dissatisfied with our service, please write directly to :

Sarah Gnagy, Trustee  
P.O. Box 15337  
Fort Wayne, IN 46885-5337

## **SCHEDULE "A"**

### **APPLICATIONS/COOPERATION**

1. Application TA-1
2. Affidavit (TA-1B)
3. Requirement for Help Form
4. Authorization to Release Information
5. SSI Reimbursement Form

**SCHEDULE "B"**

NOTICE OF ACTION

1. Notice of Township Assistance PR-1A
2. Supplemental Action Form

**SCHEDULE "C"**

**EMPLOYMENT**

1. Employment Form

**SCHEDULE "D"**

**INCOME ELIGIBILITY**

100% of Federal Poverty Guidelines

<b>PERSONS IN HOUSEHOLD</b>	<b>MONTHLY GROSS INCOME</b>
<b>1</b>	<b>\$1041</b>
<b>2</b>	<b>\$1409</b>
<b>3</b>	<b>\$1778</b>
<b>4</b>	<b>\$2146</b>
<b>5</b>	<b>\$2514</b>
<b>6</b>	<b>\$2883</b>
<b>7</b>	<b>\$3251</b>
<b>8</b>	<b>\$3619</b>

Each additional person add \$368

Amended February 1, 2019

**SCHEDULE "E"**

**RECEIPTS**

1. Household Budget Form

**SCHEDULE "F"**

**EXEMPTIONS (ASSETS)**

1. Mortgage Lien

## **SCHEDULE "G"**

### **WORKFARE CRITERIA**

1. Workfare Policies
2. Assignment Sheet
3. Workfare Recipient Work Schedule

**SCHEDULE "H"**

**FOOD ORDER ALLOTMENTS AND PAPER PRODUCTS**

<b># IN HOUSEHOLD</b>	<b>FOOD - ONE WEEK</b>	<b>SOAP/PAPER MONTHLY</b>
<b>1</b>	<b>\$50</b>	<b>\$30</b>
<b>2</b>	<b>\$92</b>	<b>\$35</b>
<b>3</b>	<b>\$132</b>	<b>\$40</b>
<b>4</b>	<b>\$167</b>	<b>\$45</b>
<b>5</b>	<b>\$198</b>	<b>\$50</b>
<b>6</b>	<b>\$238</b>	<b>\$55</b>
<b>7</b>	<b>\$263</b>	<b>\$60</b>
<b>8</b>	<b>\$301</b>	<b>\$65</b>

Amended November 1, 2018

**SCHEDULE "I"**

**SHELTER PAYMENTS**

The Following Shelter Payments Are **Maximum** Amounts

<b># OF BEDROOMS</b>	<b>MONTHLY AMOUNT</b>
<b>One Bedroom</b>	<b>\$450</b>
<b>Two Bedroom</b>	<b>\$500</b>
<b>Three Bedroom</b>	<b>\$550</b>
<b>Four Bedroom</b>	<b>\$600</b>
<b>Five Bedroom</b>	<b>\$650</b>

Additional \$50 will be added if the utilities are included in the rent.

Amended November 1, 2018

**SCHEDULE "J"**

**SHELTER DOCUMENTATION**

1. Landlord Form
2. Mortgage Form

**SCHEDULE "K"**

**SHELTER DEPOSIT**

1. Shelter Security Deposit Form

**SCHEDULE "L"**

**BURIAL ASSISTANCE**

1. Burial Supplement Form
2. Burial Expenses

The Trustee Will Utilize the Following Schedule When Providing  
Burial/Funeral/Cremation Assistance

<b>PERSON</b>	<b>EXPENSE/ FUNERAL HOME</b>	<b>EXPENSE/ CEMETERY</b>	<b>TOTAL</b>
<b>Adult</b>	<b>\$750</b>	<b>\$700</b>	<b>\$1450</b>
<b>Child</b>	<b>\$750</b>	<b>\$700</b>	<b>\$1450</b>
<b>Infant*</b>	<b>\$75</b>	<b>\$135</b>	<b>\$210</b>
<b>Cremation</b>	<b>\$750</b>	<b>\$175 Crematory</b>	<b>\$925</b>

Amended February 1, 2019