

## THINGS THAT WOULD TYPICALLY MAKE YOU INELIGIBLE FOR TRUSTEE ASSISTANCE

The following will typically make you ineligible for Township Assistance. However, each case is considered on its own merit:

- Sanctioned by the Food Stamp Office
- Sanctioned by TANF
- Termination of Section 8
- Conviction of welfare fraud
- Previous workfare assignment not completed
- Fired from job for just cause in the last 60 days
- Quit job without just cause in the last 60 days
- Failure to apply for child support or TANF
- Wasted resources (paying for non-necessities when necessities are not/have not been paid for)
- Abusive client behavior
- Unemployment claim denied

THIS IS A NON-EXCLUSIVE LIST.

## CENTER TOWNSHIP TRUSTEE

The Center Township Trustee will not prohibit anyone from making an application for Township Assistance, even if an individual falls within one of the "ineligible" categories above. All decisions concerning township assistance are made on a case-by-case basis, and are based on the Township's published Township Assistance Manual. This brochure has been developed for informational purposes, and is not a legally binding document. The Center Township Trustee has attempted to verify that all the information contained in this document is accurate and up to date. However, the Trustee is not responsible for any printing errors or inaccurate information. Any errors in this document will be corrected immediately.



Revised: May 1st. 2019

## CHECKLIST OF ITEMS NEEDED TO APPLY FOR TRUSTEE ASSISTANCE

The following is a list of items you will need to provide for the intake and interview process:

- \_\_Picture ID for all adults in the household
- \_\_Social Security cards for **ALL MEMBERS** of the household
- \_\_Birth Certificates for **ALL MEMBERS** of the household
- \_\_Copy of current lease and rent receipts or mortgage payment book
- \_\_All current utility bills (even if assistance for the bill is not requested)
- Support Payment records
- Check Stubs and proof of income
- Deeds and Mortgages
- Signed statement from childcare giver and receipts of payment
- Paid receipts for food, clothing, cleaning supplies, utilities, and any other purchases
- If requesting prescriptions, a new prescription written within the last 2 weeks or the prescription bottle with refills

### OTHER ITEMS THAT MAY BE REQUIRED

- Vehicle registration or title
- Insurance policies and ID Cards including Hoosier Healthwise and Medicaid
- Signed doctor's statement and medical records (if applicable)

## CONTACT US



Phone : 765-288-8876  
Fax: 765-289-4324



Website : [www.centertownshiptrustee.com](http://www.centertownshiptrustee.com)



1200 East Main Street  
Muncie, IN. 47305

Office Hours: 8:00am - 4:00pm  
Monday-Friday  
Applications taken until 3:00pm



## WHAT YOU NEED TO KNOW TO APPLY FOR TOWNSHIP ASSISTANCE

# CENTER TOWNSHIP TRUSTEE'S OFFICE

DELAWARE COUNTY, INDIANA

MARILYN KAY WALKER, TRUSTEE  
Center Township, Delaware County

## ITEMS THE TRUSTEE CAN HELP PROVIDE

- Current Rent
- Mortgage Payment (1st Mortgage Only)
- Utility Bills (MUST be in the name of an adult member of the household).
- Food
- Household Items
- Prescriptions
- Office Calls to Open Door Clinic
- Laundry Vouchers
- Bus Passes



## ITEMS THE TRUSTEE CAN NOT PROVIDE

- Deposit for Rent
- Back Rent
- Second Mortgage
- Deposits and Re-Connects on Utilities
- Budget amounts on Utilities
- Utilities not in the name of an adult member of the household
- Prescriptions older than 2 weeks
- Rent to Relatives
- Food if currently receiving food stamps
- Any assistance if sanctioned
- Remaining rent for those receiving Section 8 or any Governmentally subsidized housing

### INCOME GUIDELINE GENERAL ASSISTANCE

### INCOME GUIDELINE MEDICAL ASSISTANCE

Persons in Household	Total Monthly Income	Total Amount Yearly	Persons in Household	Total Monthly Income	Total Amount Yearly
1	\$1,041.00	\$12,490.00	1	\$1,249.00	\$14,988.00
2	\$1,409.00	\$16,910.00	2	\$1,691.00	\$20,292.00
3	\$1,778.00	\$21,330.00	3	\$2,133.00	\$25,596.00
4	\$2,146.00	\$25,750.00	4	\$2,575.00	\$30,900.00
5	\$2,514.00	\$30,170.00	5	\$3,017.00	\$36,204.00
6	\$2,883.00	\$34,590.00	6	\$3,349.00	\$41,508.00
7	\$3,251.00	\$39,010.00	7	\$3,901.00	\$46,812.00
8	\$3,619.00	\$43,430.00	8	\$4,343.00	\$52,116.00

## IF APPROVED

**RENT:** The landlord must show proof of ownership for that property. The voucher will be for the amount of rent approved only. You and the landlord must sign the voucher.

**UTILITIES:** Bring your original utility bills with you when you come in to sign the vouchers. The Trustee's Office will mail in the utility bills.

**HOUSEHOLD:** Pick up the voucher and take it to the designated store. Pick out the items that are allowed with the voucher. Make sure not to go over the amount of the voucher. Present the voucher to the cashier at time of check out with your ID.

**PRESCRIPTIONS:** Pick up the voucher and take it to the designated pharmacy with your written prescription or bottle. Present the voucher to the pharmacist.

**FOOD:** Come into office to sign voucher. Staff member will meet you at specified time and location to pay for items selected.

## APPLICATION PROCESS

- ✓ All adults in the household must be present at the time of application.
- ✓ Once the application is completed, a Township Assistance Clerk will take you through the intake process, which involves information making copies of information, (refer to checklist on the back of this pamphlet) and signing necessary documents. A home inspection and interview may also be scheduled for the next business day.
- ✓ A decision of approval, denial, or pending will be made within 72 (business) hours after the application is completed. If additional information is required, the case may be pended an additional 72 hours.

## MISCELLANEOUS INFORMATION

- ✓ A full intake and home inspection will be conducted at least every six months or as needed and may be conducted at any time. A new application is valid for a maximum of six months.
- ✓ You may only request shelter assistance for the current month. The Trustee's Office cannot require a landlord to accept a Trustee voucher.
- ✓ Workfare will be assigned to every client that receives assistance that is not working full time and is medically able. Failure to perform workfare will be a reason for denial of further assistance.
- ✓ Township Assistance fraud is a crime. Any attempt to withhold information or intentionally defraud this office will result in prosecution for Welfare Fraud. **THIS OFFICE DOES PROSECUTE INDIVIDUALS WHO ATTEMPT FRAUD.**

## CENTER TOWNSHIP DELAWARE COUNTY MISSION STATEMENT

"Our work is important and makes the world a better place. Everything we do makes a difference for our community."