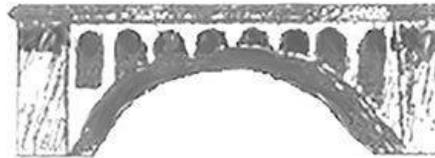


A public service of. . .
Washington Township Trustee
Hendricks County, Indiana

**How do I find out more about my township's
application standards and eligibility for
assistance?**

Each township is required to adopt a set of standards, based on Indiana law. This is available for anyone to see at the township trustee's office. The laws governing township assistance administration can be found in Indiana Code Title 12, Article 20 (IC 12-20).



**“Serving Your
Needs With Dignity
and Respect”**

Kelsey Hambleton
Township Assistance Director

311 Production Dr.
Avon, IN 46123
(317) 272-1835

Don Hodson
Washington Township Trustee

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Why do I see the Trustee if I need help?

The township trustee is an elected official who, in addition to other duties, is designated as the administrator of township assistance. It is the trustee's responsibility to see that township residents are properly assisted in the manner required by law.

What assistance can the township trustee provide?

Specifically, the trustee may provide assistance to meet the following basic needs:

1. Shelter: We will not pay for housing that is unsafe.
2. Utilities: bills in the current name of the applicant for the current residence.
3. Medical Assistance: not otherwise provided by insurance, clinics, and/or other government subsidized programs.
4. Clothing: that is not provided by other agencies.
5. Food: for households not receiving food stamps. The trustee will not supplement food stamps except in specific emergencies such as theft, spoilage or health needs.
6. Household Supplies: cleaning and hygiene items.
7. Burial assistance: not covered by Medicaid, Medicare or other means.

Who is eligible for township assistance?

There are three (3) general rules that establish your eligibility:

1. Apply to the township where you live;
2. Be in need of the essentials of life; and
3. Be willing to help yourself as much as possible.

How do I apply for township trustee assistance?

An individual seeking township assistance will be given an application and a list of other documents or information needed to complete the application. Generally, an appointment will be scheduled at this time for an interview with the investigator. During the interview, the completed application and all requested information will be required. An application is not considered completed until all adult members of the household have signed all forms and documents, including the *Disclosure and Release of Information*.



What should I bring in when I come to apply?

Some of the most important information to bring with you are:

1. Identification and proof of residence for all residents in the household. (Picture ID, social security cards, birth certificates, etc)
2. household bills (most recent)
3. Bank statement (prepaid card ledger) of last 30 days showing how you have spent your money.
4. Proof of income, including paystubs, payroll statement from employer, Approval letter (if receiving TANF and/or Food Stamps), court order for child support, self-employment records, letters of gifts, etc.
5. Any additional documentation deemed necessary to processing your application.

What is expected of me as an applicant?

There are three major requirements to be met before a determination of eligibility can be made:

1. Work Requirement

By law, the trustee must require any unemployed member of an applicant's household to seek and accept employment, unless:

- a. Disabled;
- b. Under age 18, or over age 65;
- c. Needed to care for another person;
- d. Employment would violate fair labor standards or the law

We require proof of your inability to work, such as a doctor's statement. If you are granted assistance and are unemployed but able to work, you may be assigned to job search requirements.

2. Other Self-Help Requirements

All members of an applicant's household are required to apply for other forms of aid if it might help the household meet basic needs.

3. Cooperation

Applicants for township assistance must cooperate with the trustee's office in providing necessary information, documents and signatures. Failure to cooperate with requirements and/or referrals will result in denial or termination of assistance.

What happens after the application?

Once an interview has been conducted and all necessary verifications are received, the trustee and/or staff will review. You will receive written notice of the decision.

How does the township trustee provide aid?

The trustee issues vouchers, never cash, to pay for the goods and services which they provide for eligible applicants. A voucher is not money, but is a written promise that the trustee will pay money to the Vendor. After the Vendor turns the voucher back in to the trustee, we are required to pay within 45 days. You will receive no change if you use less than the full amount of your voucher.