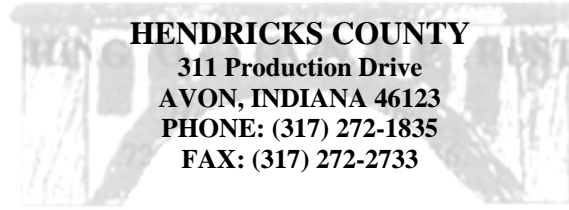


# WASHINGTON TOWNSHIP TRUSTEE

TRUSTEE  
Don Hodson



TOWNSHIP BOARD  
Suzanne X. Conger  
Doug Elmore  
Fred Palmer

## Township assistance - application process

### **READ ALL INSTRUCTIONS THOROUGHLY!**

*Regardless of the request, or date payment is due, the application process must be followed. Be mindful of your due dates on utilities/rent!*

### **COME TO YOUR INTERVIEW PREPARED! INCOMPLETE APPLICATIONS WILL BE DENIED!**

#### **Information needed for Public Assistance**

There are several items that are needed for your application process. These items are needed to determine your eligibility for Township Assistance. You must submit the requested papers with your application. If the proper paperwork is not submitted with your application your request for assistance will be denied.

- **Birth certificates of all living in residence**
- **Any pertinent Court records**
- **Social Security numbers of all in residence**
- **W-2 forms of all in residence**
- **Lease agreements**
- **Drivers license of all in residence**
- **Bank account statements of all in residence ( past 60 days )**
- **Vehicle registration or payment book**
- **Unearned income statements**
- **Earned income, statement of earnings (copies of pay checks )**
- **Any child support payments, records**
- **Any medical statements, documentation of any disability**
- **Answer ALL questions on application and sign page 8 and 9 of the application form**
- **Please bring copies of all of your bills**

Your eligibility for township assistance must meet criteria in order to receive township assistance. You must actively seek and or accept gainful employment. The Discloser and Release of Information form must be signed by all parties involved. This permits the township to discuss situation with other social service agencies both public and private, utility companies, medical services, landlords, etc. It is my job as an investigator to investigate your application to see if you qualify for assistance. The investigation will follow the laws of the State of Indiana and the guidelines of the Washington Township Trustee's office. **NO DECISION WILL BE MADE IN INTERVIEW, IT WILL TAKE UP TO 72 HOURS.**

If your application is approved, all checks will be made out to the billing party. Applicants must sign the receipt within 5 working days or assistance will be denied.