



The Voice for
Grassroots Government

Ohio Township Warrick County Assistance Guidelines

OHIO TOWNSHIP LOCATION

4333 Epworth Road
Newburgh, IN 47630

OFFICE HOURS

Monday 9:00 a.m. – 12:00 p.m.; 1:00 p.m. – 4:00 p.m.
Tuesday 9:00 a.m. – 12:00 p.m.; 1:00 p.m. – 4:00 p.m.
Wednesday 9:00 a.m. – 12:00 p.m.; 1:00 p.m. – 4:00 p.m.
Thursday 9:00 a.m. – 12:00 p.m.

PHONE NUMBER

812-853-8835

FAX NUMBER

812-853-9595

When the office is closed, a message may be left on the answering machine. The trustee reserves the right to modify the office hours in conformity to the needs of the township. The office is closed all legal holidays.

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GENERAL POLICY

All applications for assistance will be processed according to uniform written standards and without consideration of the race, creed, nationality, or gender of the applicant or any member of the applicant's household. Discrimination in any aspect is prohibited by law.

SECTION I. APPLICATION FOR TOWNSHIP ASSISTANCE

ALL APPLICANTS OF A HOUSEHOLD (OVER 18) MUST BE PRESENT AT THE INTERVIEW AND FURNISH A PHOTO I.D. AND/OR OTHER FORMS OF IDENTIFICATION BEFORE ANY HELP IS GIVEN.

For purposes of township assistance, "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 residence as a domestic unit with mutual economic dependency.

The trustee may not extend aid to individuals or household unless an application and affidavit setting forth the personal condition of the household has been filed with the trustee within one hundred eighty days (180) before the date of the extension of aid. The application must be on the form prescribed by the State Board of Accounts, currently known as **TA-1 (IC 12-20-6-1)**.

Form, TA-1, is to be completed by each person who applies for township assistance. If, at a later date (within 160 days) additional help is needed, Form TA-1B must be completed before the next interview. Any person expressing a desire for assistance shall be permitted to apply, whether or not the trustee believes the person to be eligible. Each completed form must be filed in the trustee's office whether or not relief is granted on the application.

However, if before granting township assistance, the trustee determines that an applicant, or a member of an applicant's household, may be eligible for public assistance other than poor relief, the applicant or household member shall, when referred by the trustee, make an application and comply with all necessary requirements for completing the application process for public assistance administered by the Division of Family and Children and county offices or any other federal or state government entity (i.e., Food stamps, AFDC, Medicaid). An applicant or a household member who fails to file such application not more than 15 working days after the trustee's referral may be denied township assistance for not more than 60 days.

SECTION II. RESIDENCY REQUIREMENTS

Any person in need may obtain aid from the Township where they live as long as they have lived in the township for the past 30 days. The individual may also apply for township assistance where they are not a resident if they are unable to return to their township of residence for such assistance. However, a person in a township solely for assistance will be ineligible.

SECTION III. AGE

Any individual or household where the head of the household is eighteen (18) years of age or older, or where the individual or household head is legally and completely emancipated at an earlier age, will be eligible for assistance from the office of the township trustee.

SECTION IV. SERVICES AND BENEFITS

MEDICAL CARE SERVICES - IC (12-20-16-2). Medical supplies, prescriptions (except for insulin), nursing care, doctor fees and hospitalization in certain instances may not be provided to an individual under the township assistance, if the individual could qualify for medical programs. However, the trustee may provide interim medical services during the period that the individual has an application pending for medical assistance under Medicaid (**IC 12-15**) or another governmental medical program if the individual is reasonably complying with all requirements of the application process. However, assistance will not be provided for prior bills. Trustee approval is required before any expense is incurred.

BURIAL EXPENSE – If not covered by insurance or under another agency program. Application must be made prior to burial. The Trustee will provide for necessary and reasonable funeral expenses as required by (**IC 12-20-16-12**). See attached APPENDIX A for further explanation.

CLOTHING AND FOOTWEAR – Applicant will be referred to other clothing banks in the county.

HOUSEHOLD ESSENTIALS – Request for non-food items will be referred to local food banks. Vouchers may be issued by the authorization of the trustee in some cases.

It will be the duty of the trustee to be acquainted, as far as possible, with the work of all such relief societies or other organizations for charitable purposes servicing the township, and to cooperate with them in any way advisable, to the end that the unnecessary duplication of relief may be avoided and the creation of new families of paupers through misguided and useless aims may cease (**IC 12-7-2-20.5**).

SECTION V. INCOME ELIGIBILITY

Applicants may be eligible for township assistance if total monthly household income is less than the following standards: 100% of Poverty Level

Person (s) in Household	Gross Monthly Income (last 30 days)
1	1005
2	1353
3	1702
4	2050
5	2398
6	2747
7	3095
8	3443

Each additional person add \$348.33

Figures based on 100% of 2018 Federal Poverty Guidelines.

Special emergencies, extraordinary expenses or other conditions contrary to the above standards may exist that allow otherwise ineligible applicants, eligible.

Monthly income will include all income available to the household from any source available, but will exclude any value of food stamp assistance. Gross monthly income in the previous month will be considered and projected for the coming month, including income that is reasonably certain to be received in the coming month. Income not received or uncertain will not be counted.

SECTION VI. INCOME

“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 a 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:

1. Gross wages before mandatory deductions.
2. Social Security benefits, including Supplemental Security Income.
3. Temporary assistance to needy families.
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. The value of bartered goods and services provided by another individual for the payment of non-essential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonable available from that individual.
12. Child support.
13. Gifts of cash, goods, or services.
14. Educational grants and loans to the extent that they are intended to cover basic living needs.
15. The monetary value of subsidized housing, utility assistance, or any other basic necessity provided by another governmental or quasi governmental agency.
16. Other sources of revenue or services that the township trustee may reasonably determine to be countable income. (IC 12-7-2-44.7)

SECTION VII. INCOME EXCEPTIONS

1. Education grants and loans for secondary or higher education at an approved institution of higher learning as defined under IC 12-20-12-21-3 or a job if the use for expenses, include, but not limited to child care, uniforms, transportation;
2. Other income exempted by TANF, Food Stamps, or SSI regulations.
3. Assistance for basic needs provided by charitable agencies or other non-governmental organizations paid directly to a vendor.
4. Holocaust victims' settlement payments.

SECTION VIII. COUNTABLE ASSETS

Households requesting assistance are required to report all countable assets belonging to any members 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 members of the household, that the member has the legal right to sell or liquidate (IC 12-7-2-44.6).

Countable assets are savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value; and boats, other vehicles, or any other personal property used solely for recreational or entertainment purposes.

SECTION IX. NON-ESSENTIAL ASSETS

LIQUIDATION – Non-essential assets (for example, recreational equipment, boats, motors, and camping trailers, guns, other hunting equipment, motorcycles, CAM recorders, VCRs, jewelry, etc.) should be liquidated in order to receive continued assistance. All members of the household are expected to liquidate any of the aforementioned assets, or others deemed non-essential, as soon as possible, but no longer than sixty (60) days from the date their initial application is filed. Non-essentials purchased by any member of a household after having applied for township assistance must be liquidated immediately before further assistance can be authorized. The following factors will be taken into consideration by the trustee's office when it is necessary to require an applicant to liquidate non-essential assets:

IMMEDIATE – Liquid assets such as stocks, bonds, savings accounts, should be liquidated immediately and used for the household's basic necessities prior to receiving township assistance.

DELAYED – The marketability of the non-essential asset. An example might be a non-essential "fishing boat and motor". In the spring or summer this might be a marketable item, but in the dead of winter with several inches of snow on the ground the chances of selling such an item would be nil.

TIME FRAME – The length of time, approximately sixty (60) days that the applicant/household may be expected to remain on "township assistance". There will be situations which indicate that a person may be on temporary lay-off and there is every reason to believe they will be back to work within a reasonable period of time. The liquidation of assets may not be a factor in providing assistance.

SECTION X. WASTED INCOME OR RESOURCES

WASTED RESOURCES - "Wasted Resources" refers to 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 items or services that are not considered basic necessities.

Examples of wasted resources include, but are not limited to the following:

1. Voluntary termination of employment
2. Failure to seek employment
3. Failure to apply for energy assistance
4. Failure to apply for food stamps
5. Expenses for pets

6. Expenses for a pool or hot tub
7. Expenses for internet access, cable TV or satellite dish
8. Expenses for an outdoor security light
9. Expenses for more than one phone line
10. Non-use of savings, certificates of deposit, stocks, bonds, etc.
11. Possession of non-essential assets (RV, boats, motor homes, jewelry, guns, etc.)

SECTION XI. INVESTIGATION OF APPLICATION

After an application for township relief is made, the trustee will carefully investigate the circumstances of the applicant, and each member of the applicant's household, to ascertain the following:

1. Legal residence
2. Names and ages
3. Physical condition relating to sickness or health
4. Present and previous occupation
5. Ability and capacity to perform labor.
6. The cause of applicant's or a member's condition if the applicant or family member is found to be in distress and the cause can be ascertained.
7. Whether the applicant or a member of the applicant's household is entitled to income in the immediate future from any source, including the following:
 - a. Past or present employment
 - b. A pending claim or cause of action that may result in a monetary award being received by any member of the applicant's household claiming to be in need.
 - c. A pending determination for assistance from any other federal or state governmental entity.

Before granting aid a second time, the trustee will inquire as to the family relationship of the applicant and as far as possible ascertain whether the applicant has relatives able and willing to assist them.

Also, an investigation of an applicant may include a home visit and contact with other members of the applicant's family and his/her employers, both present and past, if necessary.

The trustee will determine whether an applicant is a recipient of public assistance and, if the applicant is receiving other public assistance, the trustee has no obligation to extend aid to that applicant (**IC 12-20-6-6**).

Failure to comply with any requirements set forth in these guidelines will make the applicant ineligible for township assistance. Deliberate sharing of false information also will be a basis for denial of township assistance.

SECTION XII. DETERMINATION OF APPLICATION

Once an application for township assistance is filed with the trustee office, the trustee will act on all non-emergency applications no later than seventy-two (72) hours, excluding weekends and legal holidays. However, failure to provide information or unusual circumstances may delay the decision. The trustee's office will retain a copy of each application and affidavit whether or not relief is granted (**IC 12-20-6-7**), however, the trustee will accept and promptly act upon an application from the individual requesting emergency assistance.

The trustee will notify in writing or provide personal notice to each applicant for township assistance, the action taken and state the reason for the decision on a State Board of Accounts approved form, known as TR-A.

The TR-1-A notice will advise the applicant for township assistance the type and amount of assistance granted; the type and amount of assistance denied or partially granted; specific reasons for denying all or part of the assistance requested and information advising the applicant of the procedures for appeal to the board of county commissioners.

Any appeal of a trustee decision must be made within fifteen (15) days from the date the trustee denies assistance, if the applicant has been informed of his right to appeal and the procedure for such appeal (**IC 12-20-6-8**).

SECTION XIII. WORKFARE REQUIREMENT

WORKFARE - OBLIGATED INDIVIDUAL (\$12.00 per hour) DEFINED - The trustee will obligate any adult members of a household receiving "township assistance" for workfare. The trustee will determine an applicant's suitability to perform available workfare. The township trustee may provide for medical examinations necessary to make the determination [**IC 12-20-11-1 (a), (b)**].

WORKFARE REQUIREMENTS - The trustee will obligate any adult member of a "recipient" household to do any work needed to be done within the county or an adjoining township in another county for any nonprofit agency or governmental unit, including the state, having jurisdiction in those townships.

WORKFARE EXCEPTIONS – Recipients may be excused from workfare for only the following reasons:

- The obligated individual is not physically able to perform the proposed work;
- The obligated individual is a minor or is over sixty-five (65) years of age;
- The obligated individual is needed to care for an individual as a result of the individual's age or physical condition;

- The obligated individual has full-time employment at the time the recipient receives township assistance; or
- The township trustee determines that there is no work available for any adult member of the recipient household.
- The individual(s) obligated is, at the direction of the trustee, attending educational courses or self-help classes.

SECTION XIV. REASON FOR REJECTION OF ASSISTANCE

1. Voluntary termination of gainful employment without just causes, termination by employer, or legal or illegal strike (any adult member of the household).
2. Willful sharing of false information or documentation.
3. Failure to cooperate with or to provide the trustee's office information concerning their application.
4. The use of violence or abusive language within the trustee office premises.
5. Failure to meet workfare/work-search requirements.
6. Refusal to accept free or low cost shelter arrangements provided by relatives or others.
7. Failure to complete and maintain monthly report forms as required by governmental or any other programs offering assistance for basic necessities of living, such as TANF, AFDC, and Food Stamp program (EBT), or any other program for which the applicant may be eligible.
8. Failure to participate, without good cause, in training programs offered under the Job Partnership Act.
9. Eviction from subsidized housing for violation of regulation and guidelines, or voluntarily terminating housing assistance by moving without just cause.
10. Failure to sign the township waiver authorizing release of information concerning their application.
11. Frequent report of the loss or theft of money or food stamps; a police report must be documented by this office.
12. Willful under reported income, or the transfer of assets for the purpose must be documented by the trustee office.
13. Failure to execute a written authorization for the reimbursement of interim assistance pursuant to 42 U.S.C. s1383 (g).
14. Failure to execute a subrogation agreement or other appropriate documentation with regard to repayments provided for under Section XI of this document.

An application for township assistance may be denied for reasons other than those listed above.

SECTION XV. REPAYMENT OF TOWNSHIP ASSISTANCE

If the trustee's investigation reveals that the applicant is eligible for township assistance and eligible to repay township assistance, the applicant may be required to sign forms authorizing and setting forth a means to repay the township assistance.

The applicant may be requested to repay township assistance if they have equity in real estate, or there is reasonable expectation of the receipt of assignment of funds **(IC 12-20-27-1.5)**.

The applicant may be required to sign assignment or indemnifying mortgage forms. The mortgage form clearly sets forth that repayment will occur only on the sale of the applicant's property, death of the applicant, or other specific circumstances.

If applicable, the applicant may be required to sign a Social Security Administration reimbursement authorization.

All applicants for township assistance are to act and be treated in a courteous and dignified manner. If for any reason, the applicants are not satisfied with service from the trustee office, they are to write directly to the township trustee. It is not necessary for the applicant to provide their name when writing the trustee.

APPENDIX A

TOWNSHIP BURIAL GUIDELINES

In accordance with (IC 12-20-16-12):

(A) This section does not apply if the county coroner assumes jurisdiction of an unclaimed body under (IC 36-2-14-16).

(B) If an individual dies in a township without leaving money or real or personal property of other assets that may be liquidized or other means necessary to defray funeral expenses, and if the individual is not a resident of another township in Indiana, the trustee, as administrator of township assistance, will provide a person to superintend and authorize the funeral and burial/cremation of the deceased individual.

If the trustee determines that the deceased individual is a resident of another township in Indiana, the trustee will notify the trustee of that township, who will then provide the required services for the deceased individual.

The trustee will determine the cost for the items and services required by law for the funeral and burial of an individual, including a burial plot, and for the cremation of an individual, include in the township's assistance standards the maximum funeral and burial or cremation amount to be paid from township assistance funds. The trustee may deduct from the maximum amount the following: any monetary benefits that the deceased individual is entitled to receive from a state or federal program or any money that another person provides on behalf of the deceased individual. Ohio Township will pay a total of \$3,000 towards eligible burials for individuals above the age of 3 years old. This payment amount includes cemetery costs. If funeral service expenses are issued separate from cemetery costs, the following payment schedule will be utilized:

\$3,000 to funeral home.

In cases of individuals 3 years old and under, the trustee will pay a total of \$1,500.

In cases of cremation, the trustee will pay \$1,000 to the funeral home.

Ohio Township will allow the funeral home to bill up to an additional \$1000 to the family, if there is a family member or a friend who can contribute towards the burial of the deceased. Under no circumstances will the maximum charge exceed \$2500 over the township amount.

A burial assistance application must be filed with the trustee before any funeral/burial arrangements are discussed. An authorized family member or friend must contact the trustee immediately if they believe there are no funds to bury the deceased. Failure to comply with this requirement could result in denial of burial assistance.

APPENDIX B

HOUSING ASSISTANCE POLICY

For general auditing purposes, "Housing Assistance" shall be referred to as "shelter assistance."

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 a separate living quarter where the occupant or intended occupant:

Does not live and eat with any other individual in the building and has direct access to the occupant's living quarters from the outside of the building or through a common hall.

Shelter is defined to include emergency lodging, rent and may include land contract payments and mortgage payments.

The trustee will provide aid necessary to prevent the loss of shelter and or eviction in the most economical and practical method to relieve the applicant.

Rent must be due, before application can be made to the township for rental assistance. The applicant must verify the home, or apartment, as the residence he/she is presently residing in by providing a rent due bill or mortgage due bill.

The landlord must complete and sign a rent supplement voucher before the applicant can be issued rental assistance. Also, it shall be the agreement between the township and the landlord that in the event that the township should pay client's rent, the landlord will not evict the client during the period covered by the township's payment.

Shelter assistance will not be paid to relatives (as landlord) on behalf of an applicant. Additionally, the township does not pay any type of rental deposit or first-month rent - such obligations are the responsibility of the applicant.

The trustee reserves the right to conduct housing inspections to determine habitability, safety and structural soundness. Only a township employee may conduct a shelter inspection at the residence in which the client is requesting shelter payments. The shelter inspector shall verify client's occupancy, number of rooms, physical condition of shelter, and other provisions. It is the policy of the trustee's office to make shelter payment only to landlords whose property complies with the minimum housing code, and health and safety standards.

The township may include mortgage payments in shelter standards. Mortgage payments may be considered based on the maximum rental allowances, but payment only will be made on the interest. A property lien may accompany certain mortgage assistance.

APPENDIX B-1

MAXIMUM MONTHLY RENTAL ALLOWANCE

W/O Utilities		With Utilities
1 bedroom	\$350	\$410
2 bedroom	\$415	\$540
3 bedroom	\$515	\$615
4 bedroom	\$545	\$690

RENTAL/MORTGAGE PAYMENT VERIFICATION

Ohio Township Trustee
4333 Epworth Road, Newburgh, IN 47630
PO Box 635, Newburgh, IN 47629
812-853-8835

LANDLORD OR MORTGAGE HOLDER

Please be aware of the following items concerning the applicant for township assistance:

1. A voucher payment system is used for rent and mortgage bills due.
2. Payments are not retroactive to cover previous months.
3. The client and landlord/mortgage holder must sign the voucher.
4. Vouchers returned to this office before the end of the month will be paid directly to the landlord or mortgage holder before the end of the month.
5. Compliance - If a client or member fails to comply with the trustee guidelines, the voucher may be voided and funds withheld.

LANDLORD MUST COMPLETE THIS ENTIRE FORM

This form may not be copied, faxed or emailed

PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION

Date _____ Client Name _____
Address _____
Names of other persons in the household _____
Number of bedrooms _____
Is anyone related to the landlord? YES or NO
Monthly rent _____ Total due _____ for what (*month*) _____
If applicable, Mortgage Account # _____
Is the client on Section 8 housing? YES or NO
What date did client move in? _____
What utilities are included? _____
Is partial payment from Ohio Township Trustee acceptable without evicting/foreclosing for 30 days? YES or NO

Name of Landlord/Apartments/Mortgage Holder _____
Name to appear on check _____
Address _____
Phone _____

I do solemnly affirm that the above information is true and correct to the best of my knowledge.


Landlord/Mortgage Holder Signature _____
Landlord's Printed Name _____

Client is to return completed form to trustee office at appointment time.

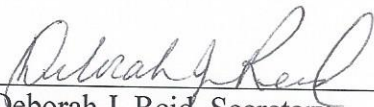
These standards and guidelines, which conform to Indiana State Law, will be used by the Ohio Township Trustee in conducting the trustee's daily business activities with applicants who are seeking township assistance.

The standards and guidelines will be displayed in the office of the trustee located at 4333 Epworth Road,

APPROVED January 2, 2018



J. Ryan Flener, President



Deborah J. Reid, Secretary



Michael W. Wilson, Member



Chad Bennett, Trustee