

**Indiana Township
Association *presents*
Township Assistance
Administration**

Trustee is to Administer Township Assistance IC 36-6-4-3

- Administer assistance under IC 12-20 & IC 12-30-4
- Trustee is the Administrator under IC 12-20-5-1

ITA Township Assistance Administration and Standards Handbook

- 1996 Committee
- Purpose to Assist Indiana Trustees in:
 - Understanding Indiana Code Requirements
 - Developing Individual Township Standards
 - Gaining Consistency

Process ALL applications according to uniform written standards which are:

- Governed by the law:
- Proposed by the trustee, adopted by the township board, & filed with the county commissioners
- Reviewed and updated annually
- Published in a single written document, including addenda
- Posted in a prominent, visible place for the public

Process all applications without consideration of:

- Race
- Creed
- Nationality
- Gender
- Marital Status

OF THE APPLICANT OR ANY MEMBER OF THE APPLICANT'S HOUSEHOLD

Use Appropriate Forms

- Do NOT make a determination without an application - TA1
- DO recertify every 30 days – TA1B
- DO give determination in writing – TA1A
- MUST inform regarding an appeal

Standards for Administration of Township Assistance **MUST** contain the following:

- Criteria for determining eligibility
- Minimum requirements of township trustee accessibility
- Other Information Including:

Other Information Including:

- Township office location, hours, and days of availability
- Initial eligibility criteria
- Continuing eligibility criteria
- Workfare Requirements
- Essential & nonessential assets
- Countable Income
- Income Exceptions
- Application Process
- Wasted Resources

Accessibility / Availability

- 10,000+ Population (exception: less than 51 h.h. per year)
 - Scheduled hours for township assistance
 - At least 14 hours per week
 - Not more than 1 weekday between the days office is open
 - After hours access via answering machine or service
 - Capable of taking messages
 - Programmed to provide information re: office hours
 - Respond to telephone inquiry not more than 24 hours
 - Post office hours and telephone numbers at the entrance to each office
- Less than 10,000
 - Minimum requirements of township trustee accessibility IC 12-20-5.5 Sec.2
 - Phone published in the name of the township
 - Sign

Initial Eligibility Criteria

- Application – IT IS UNLAWFUL to make a determination on an individual's eligibility without first requiring a signed application and affidavit
- Residency – No Length of Residency required
IC 12-20-8-1 et. seq. “a person is a resident of a township or county if the person has located in the township or county; and intends to make that township or county the person's sole place of residence. The township trustee may consider all relevant information that supports or refutes the person's intent to make the township or county the person's sole place of residence except the length of time the person has been located in the township or county. The township trustee may deny poor relief assistance to a person if the township trustee determines that the person does not intend to make the township or county the person's sole place of residence.”

Workfare Requirements IC 12-20-11-1

- Obligated Individuals Defined
 - Compensation (credit) not less than minimum wage
 - Exceptions
 - Failure to Comply (180 days)
-
- Liability and Worker's Compensation Insurance Required

Essential & Nonessential Assets

- Basic Necessities Defined
- Countable Assets – noncash property that is not necessary for the health, safety, or decent living standard of a household
 - Savings & checking accounts, certificates of deposit, bonds, stocks and other intangibles that have a net cash value; and boats, other vehicles for recreational purposes
- Liquidation
 - Immediate
 - Delayed
 - Time Frame
 - Exemptions

Countable Income & Exceptions

- Defined IC 12-7-2-44.7 (1.70.00 in handbook)
- Income Standards IC 12-20-5.5-6 (1.80.00 handbook)
- Special Conditions
- Receipts

Application Process

- Application completed with signatures of all adults in h.h.
- Documentation Required
- SSI Reimbursement Authorization

Wasted Resources Defined IC 12-7-2-200.5 (1.40.03 Handbook)

- **(1) the amount of money or resources expended by an applicant or an adult member of an applicant's household seeking poor relief during the thirty (30) days before the date of application for "township assistance" for items or services that are not considered 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 . . . unless the adult member can establish a good reason for the act.**

Denials

- Most defined by law (see 1.40.01 et. seq.)
- If you are going to make a denial – the reason should be in your standards & given in writing (TA1A)
- DO NOT limit the number of times a h.h. may request assistance
- DENIAL BASED ON INCOME – amounts must be consistent with reasonable costs of basic necessities in the trustee's particular township IC 12-20-5.5-6

Other Criteria / Limits

- Shelter Limits
 - Based on HUD-defined limits
 - Based upon survey of rentals in your township
- Utility Limits
- Food Allotments – Food Stamp table
- Other Essentials
- Burials
- Rental / Utility Deposits
- Mortgages
- Medical Services IC12-20-16-2 (5.00.00 in handbook)
- Insulin
- Appeals

Is Township Assistance temporary?

IC 12-20-17

- Sec. 1. If a township trustee determines by investigation that a township assistance applicant or a township assistance applicant's household requires assistance, the township trustee shall, after determining that an emergency exists, furnish to the applicant or household the temporary aid necessary for the relief of immediate suffering. However, before any further final or permanent relief is given, the township trustee shall consider whether the applicant's or household's need can be relieved by means other than an expenditure of township money.