

# UNDERSTANDING THE TA7

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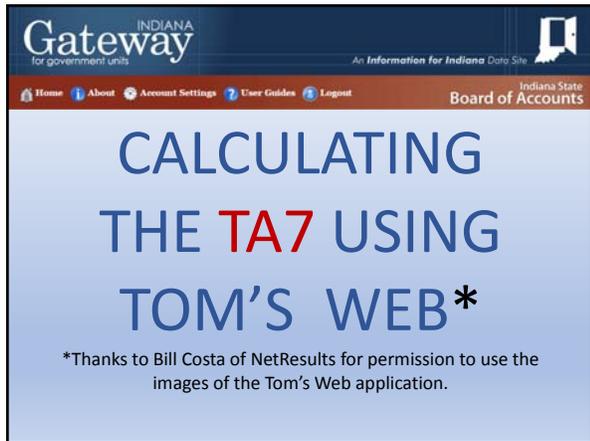
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# CALCULATING THE TA7 USING TOM'S WEB\*

\*Thanks to Bill Costa of NetResults for permission to use the images of the Tom's Web application.

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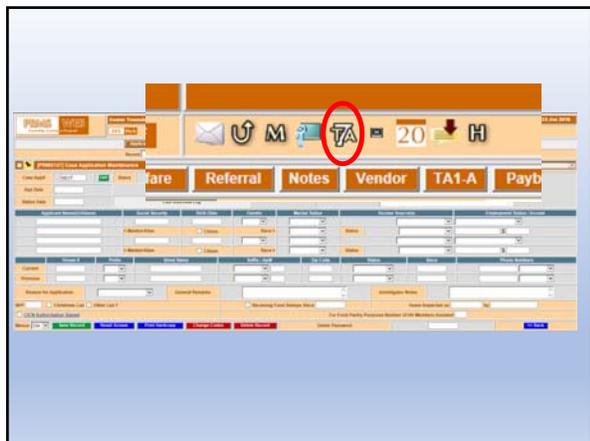
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## LINE 1 (ITEM or SECTION)

IC 12-20-28-3 Annual statistical report; statewide statistical report; filing

Sec. 3.

(e) As used in this section, "total number of requests for assistance" means the number of times an individual or a household separately requests any type of township assistance.

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## LINE 1

Item 1, Total Number Of Requests For Township Assistance. The number of times an individual or a household separately requests any type of township assistance. **An individual seeking township assistance for food and utilities would equal two requests even though only one application was filed.**

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## RECIPIENT STATS

the following line items:  
2(A), 2(C)(I), 3, 5(A), 5(B), 7(A), 7(B), 9(A), 9(B),  
11(A), 11(B), 20(A), 20(C), 24(A)(I)

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## LINE 2(A)

IC 12-20-28-3 Annual statistical report; statewide statistical report; filing

Sec. 3.

(d) As used in this section, "total number of recipients" means the number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the: (1) number of times assistance is provided; or (2) number of households in which the individual resides during a particular year.

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## LINE 2(A)

Item 2 (A) Total Number Of Recipients Of Township Assistance. The number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year **regardless of the number of times assistance is provided or the number of households in which the individual resides during a particular year.**

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## HOUSEHOLD STATS

the following line items:  
2(B), 2(C)(II), 5(A)(I), 7(A)(I), 9(A)(I), 11(A)(I),  
20(B), 24(A)(II)

IC defines a household as any of the following: (1) An individual living alone. (2) A family related by blood. (3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.

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## LINE 2(B)

IC 12-20-28-3 Annual statistical report; statewide statistical report; filing  
Sec. 3.

(c) As used in this section, "total number of households containing township assistance recipients" means the sum to be determined by counting the total number of individuals who file an application for which assistance is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance.

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## LINE 2(B)

Item 2 (B) Total Number Of Households Containing Recipients Of Township Assistance. The sum to be determined by counting the total number of individuals who file an application for which assistance is granted. **A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance.**

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The screenshot shows the top portion of a web browser. The header includes the "Gateway INDIANA for government units" logo on the left, the text "An Information for Indiana Data Site" in the center, and the "Indiana State Board of Accounts" logo on the right. Below the header is a navigation bar with links for Home, About, Account Settings, User Guides, and Logout. The main content area has a blue gradient background with the text "RULE # 2" in blue and "DOCUMENT EVERYTHING" in green.

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## LINE 2(C)(I), 2(C)(II)

IC 12-20-28-3 Annual statistical report; statewide statistical report; filing

Sec. 3.

(b) As used in this section, "case contact" means any act of service in which a township employee has reason to **enter a comment or narrative into the record of an application for township assistance under this article regardless of whether the applicant receives or does not receive township assistance funds.**

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The screenshot shows the top portion of a web page. The header includes the 'Gateway INDIANA' logo for government units, the tagline 'An Information for Indiana Data Site', and the Indiana State Board of Accounts logo. A navigation bar contains links for Home, About, Account Settings, User Guides, and Logout. The main content area features the heading 'SUBJECTIVE OR VARIABLE STATS' in large blue letters, followed by the text 'the following subjective line items: 4, 5(B), 6(II), 8(II), 10(II), 12(II), 15(C)(II), 16(B)' in orange.

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The screenshot shows the top portion of a web page, identical to the one above. The main content area features a paragraph of text: 'The use of estimates may be necessary unless actual values are available when establishing the value of some of the assistance provided by "sources other than township funds". The use of a comparable township cost for a similar benefit would be a procedure which could be used. Alternatively, an established fair market value could be documented and used such as a nonprofit annual report showing average dollar amounts for food, shelter, etc. provided.'

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## RESOURCES FOR VALUES

Fair Market Values for your Township  
can be found at  
<https://www.huduser.gov/portal/datasets/fmr.html>

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## RESOURCES FOR VALUES

Average voucher values for Section 8  
can be obtained from your local  
HUD authority.

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## RESOURCES FOR VALUES

SNAP and TANF values are available on  
the FSSA website:  
<http://in.gov/fssa>

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## RESOURCES FOR VALUES

Energy assistance values can be obtained from state website or from your local service provider. A list of LSPs can be found at <http://in.gov/ihcda>

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## RESOURCES FOR VALUES

When you send someone to another agency for a DEPOSIT, RECORD the amount of the deposit that is required.

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## RESOURCES FOR VALUES

Medical Partners are a great source for values of various medical procedures, counseling, non-prescription products, HIP costs, and the like.

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## RESOURCES FOR VALUES

Emergency housing costs, not directly provided by the township, can be obtained from the agency to which you refer.

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## RESOURCES FOR VALUES

You can estimate the value of either home phone or mobile phone service by contacting local vendors.

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## RULE # 3

# DOCUMENT EVERYTHING

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## OTHER OPPORTUNITIES

Some of the variables which can showcase the work of the township are questions 16 A&B, 17, 23 A&B, and 24 A (I)&(II) & 24 B.

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## OTHER OPPORTUNITIES

Does your township conduct training classes or other programs, or refer to agencies that do conduct them?  
 Finance & Budget Training  
 Job Search Assistance  
 Résumé Writing

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## OTHER OPPORTUNITIES

Does your township use grant funds or “other than township funds” to conduct programs? Do you know what grants are available to townships? Is it worthwhile to pursue grants to promote non-traditional programs?

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## OTHER OPPORTUNITIES

Be aware of the definition of “Case Management” for the three sections of Line 24. One key term is “investigator.”

Also note that processing the application for assistance is not considered “case management.”

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## QUESTIONS & DISCUSSION

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## Gateway Instructions for TA7

1. If the total number or value of any item required to be reported is zero (0), the township trustee shall include the notation "0". We are not aware of any definitions of "applicant" for the purposes of [IC 12-20-28-3](#). The Attorney for the Township Association has offered the following for consideration: "Applicant" means an individual who requests assistance with Basic Necessities (as defined in [IC 12-7-2-20.5](#)) from a township, where the request has been documented, whether or not the individual completes an application for township assistance.
2. Use whole dollar amounts (i.e. \$500). The use of estimates may be necessary unless actual values are available when establishing the value of some of the assistance provided by "sources other than township funds" (e.g. food pantry operated by a church, housing provided by the Red Cross, etc.). The use of a comparable township cost for a similar benefit would be a procedure which could be used (e.g. item 8 ii, if the township provides rent assistance at \$300 a similar amount could be used for the nontownship services). Alternatively, an established fair market value could be documented and used such as a nonprofit annual report showing average dollar amounts for food, shelter, etc. provided.
3. Item 1, Total Number Of Requests For Township Assistance. The number of times an individual or a household separately requests any type of township assistance. An individual seeking township assistance for food and utilities would equal two requests even though only one application was filed. ([IC 12-20-28-3\(e\)](#))
4. Item 2 (A) Total Number Of Recipients Of Township Assistance. The number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the number of times assistance is provided or the number of households in which the individual resides during a particular year. ([IC 12-20-28-3\(d\)](#))
5. Item 2 (B) Total Number Of Households Containing Recipients Of Township Assistance. The sum to be determined by counting the total number of individuals who file an application for which assistance is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance ([IC 12-20-28-3\(c\)](#)). [IC 12-7-2-110.5](#) defines a household as any of the following: (1) An individual living alone. (2) A family related by blood. (3) A group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.
6. Item 2 (C) (i) Total Number Of Case Contacts Made With Or On Behalf Of Recipients Of Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance regardless of whether the applicant receives or does not receive township assistance funds. ([IC 12-20-28-3\(b\)](#))
7. Item 2 (C) (ii) Total Number Of Case Contacts Made With Or On Behalf Of Members Of A Household Receiving Township Assistance. The number of instances in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance based on contacts made with a member of the household of the applicant regardless of whether the household receives or does not receive township assistance funds.
8. Item 3 Total Value Of Benefits Provided To Recipients Of Township Assistance. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee. Add (At a minimum) from Form TA-7, line 6 (i); 8(i); 10(i); 12 (i); 14(B) (i); 15 C (i); and enter total here. Other items could be added which are not required to be listed herein, i.e.; clothing, furniture, household supplies, transportation, donated gift cards, bus tickets, etc.
9. Item 4 Total Value Of Benefits Provided Through Efforts Of Township Staff From Sources Other Than Township Funds. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff. Township staff must have provided guidance to the applicant concerning relief available from sources other than the township. Total should be as of the last day of the calendar year that dollars were provided. **Add (at a minimum) from Form TA-7, line 6 (ii); 8 (ii); 10(ii); 12(ii); 15 (C) (ii); 23 (B) and enter total here.**
10. Item 5 (A) Total Number Receiving Utility Assistance – Recipients. Number of individuals living in households receiving utility assistance should be entered.

11. Item 5 (A) (i) Total Number Receiving Utility Assistance – Households. Number of households receiving utility assistance should be entered here.
12. Item 5 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Utility Assistance From Sources Other Than Township Funds. Total number of individuals in households which received assistance with utilities from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
13. Item 6 (i) Total Value Of Benefits Provided For Payment Of Utilities – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
14. Item 6 (ii) Total Value Of Benefits Provided For Payment Of Utilities – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the effort of township staff for utility assistance. Total should be as of the last day of the calendar year that utility assistance was provided.
15. Item 6 (iii) Total Value Of All Benefits Provided For Payment Of Utilities. Add items 6 (i) and 6 (ii).
16. Item 7 (A) Total Number Receiving Housing Assistance – Recipients. Total number of people living in households benefiting from housing assistance.
17. Item 7 (A) (i) Total Number Receiving Housing Assistance – Households. Number of households receiving housing assistance should be entered here.
18. Item 7 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Housing Assistance From Sources Other Than Township Funds. Total number of individuals in households which received housing assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff.
19. Item 8 (i) Total Value Of Benefits Provided For Housing Assistance – Township. Generally, dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
20. Item 8 (ii) Total Value Of Benefits Provided For Housing Assistance – Nontownship Sources. Generally, dollars spent (or use estimates as outlined in number 2 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for housing assistance. Total should be as of the last day of the calendar year that housing assistance was provided.
21. Item 8 (iii) Total Value Of All Benefits Provided For Payment of Housing Assistance. Add items 8 (i) and 8 (ii).
22. Item 9 (A) Total Number Receiving Food Assistance – Recipients. Total number of people living in households benefiting from food assistance.
23. Item 9 (A) (i) Total Number Receiving Food Assistance – Households. Number of households receiving food assistance should be entered here.
24. Item 9 (B) Total Number Of Recipients Assisted By Township Staff In Receiving Food Assistance From Sources Other Than Township Funds. Total number of individuals who received food assistance from sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of the township staff. Examples could be a referral to a non township food pantry or referrals of an applicant to acquire food stamps.
25. Item 10 (i) Total Value Provided For Food Assistance – Township. Generally, dollars spent. However, if the township operates a food pantry, could include the market value of items donated to a township operated food pantry. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
26. Item 10 (ii) Total Value Provided For Food Assistance – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for food assistance. Total should be as of the last day of the calendar year that food assistance was provided.
27. Item 10 (iii) Total Value Of All Food Assistance Provided. Add items 10 (i) and 10 (ii).
28. Item 11 (A) Total Number Provided Health Care – Recipients. Total number of people actually provided health care.
29. Item 11(A) (i) Total Number Provided Health Care – Households. Number of households provided health care should be entered here.
30. Item 11 (B) Number Of Recipients Assisted By Township Staff In Receiving Health Care Assistance From Sources Other Than Township Funds. Total number of individuals who received health care assistance from agencies other than the township through the efforts of the township staff.

31. Item 12 (i) Total Value Of Health Care Provided – Township. Generally dollars spent. Totals should be as of the last day of the calendar year township assistance was paid by the trustee.
32. Item 12 (ii) Total Value Of Health Care Provided – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for health care assistance. Total should be as of the last day of the calendar year that health care assistance was provided. Examples could include the rental value of donated wheelchairs, walkers, and referrals to Hoosier RX and drug company prescription programs, etc.
33. Item 12 (iii) Total Value Of All Health Care Provided. Add items 12 (i) and 12 (ii).
34. Item 13 Total Number Of Funerals, Burials, And Cremations. Self-explanatory.
35. Item 14 (A) Actual Value Of Funerals, Burials, And Cremations. Total value of funerals, burials, and cremations from all sources.
36. Item 14 (B) (i) Total Paid By Township Funds For Funerals, Burials, And Cremations. Generally dollars spent on funerals, burials and cremations.
37. Item 14 (B) (ii) Difference Between Actual Value And Amount Paid By Township Funds For Funerals, Burials, And Cremations. Subtract item 14 (B) (i) from 14 (A). Example: Total value of funeral and burial per the funeral home was \$2000 (line 14 (A)). Township paid (in accordance with [IC 12-20-16-12](#), not more than the cost of the least expensive funeral) \$1600 (line 14 (B) (i)). Difference is \$400 (line 14 (B) (ii)).
38. Item 15 (A) Total Number Of Nights Of Emergency Shelter Provided To The Homeless. An example could be ten townships assistance recipients are each provided one night of shelter which would equal ten nights of emergency shelter provided.
39. Item 15 (B) Total Number Of Nights Of Emergency Shelter Provided To The Homeless Through Efforts Of Township Staff From Sources Other than Township Funds. Total number of nights of emergency shelter provided to the homeless by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through efforts of the township staff.
40. Item 15 (C) (i) Total Value Of Emergency Shelter For Homeless Individuals – Township. Generally, dollars spent. Total should be as of the last day of the calendar year township assistance was paid by the trustee. An example could be the value of a night's stay at a local motel.
41. Item 15 (C) (ii) Total Value Of Emergency Shelter For Homeless Individuals – Nontownship Sources. Generally dollars spent (or use estimates as outlined in number 3 above) by sources (government agencies, nonprofit agencies, churches, charities, etc.) other than the township through the efforts of township staff for emergency shelter assistance. Total should be as of the last day of the calendar year that emergency shelter assistance was provided. An example could be the value of a night's stay at a local motel or the average value as shown on the most recent annual report of a county shelter.
42. Item 15 (C) (iii) Total Value Of All Emergency Shelter Provided For Homeless Individuals. Add items 15 (C) (i) and 15 (C) (ii).
43. Item 16 (A) Total Number Of Referrals Of Township Assistance Applicants To Other Programs. Any assistance programs that Township Assistance applicants are sent to by the township should be counted (i.e. Project S.A.F.E., local charities, food stamps, etc.). If one applicant is sent to two (2) of the aforementioned type of programs and one (1) applicant is sent to one (1) of the aforementioned programs, then the total number of referrals would equal three (3). An example is if a township does not have a representative payee program and the township makes a referral to an adult protective program through a health department.
44. Item 16 (B) Total Value Of Township Services In Making Referrals To Other Programs. Generally, the salaries, wages, and benefits of the township for time spent in contacting and referring applicants to other sources (government agencies, nonprofit agencies, churches, charities, etc.).
45. Item 17 Total Number Of Training Programs Or Job Placements Found For Township Assistance Recipients With Assistance Of Township Trustee. Indicate the number of training programs or job placements found by a township assistance recipient as a result of the efforts of the trustee.
46. Item 18 Number Of Hours Spent By Township Assistance Recipients At Workfare. Include both work for the township and for other agencies.
47. Item 19 (i) Total Value Of Services Provided By Workfare To The Township. The value would be not less than hours worked times the federal minimum wage in accordance with [IC 12-20-11-1](#).

48. Item 19 (ii) Total Value Of Services Provided By Workfare To Other Agencies. The value would be not less than hours worked times the federal minimum wage in accordance with [IC 12-20-11-1](#).
49. Item 19 (iii) Total Value Of All Services Provided By Workfare. Add items 19 (i) and 19 (ii).  
Note: Reimbursements shown on lines 20 (A), 20 (B), and 20 (C) include receipts from a lien filed in accordance with [IC 12-20-6-10](#); a claim filed against the estate of a recipient ([IC 12-20-27-1](#)); and from a subrogation agreement or Social Security Administration reimbursement authorization ([IC 12-20-27-1.5](#))
50. Item 20 (A) Total Amount Of Reimbursement For Assistance From Recipients. Generally, dollars received from recipients. (See note above)
51. Item 20 (B) Total Amount Of Reimbursement For Assistance Received From Members of Recipients' Households. Generally, dollars received from members of the recipients' households. (See note above)
52. Item 20 (C) Total Amount Of Reimbursement For Assistance Received From Recipients' Estates. Generally, dollars received from a recipient's estate. (See note above)
53. Item 21 Total Amount Of Reimbursement For Assistance Received From Medical Programs Under [IC 12-20-16-2\(e\)](#). Generally dollars received.
54. Item 22 (A) Total Number Of Individuals Assisted Through A Representative Payee Program. Self-explanatory.
55. Item 22 (B) Total Amount Of Funds Processed Through The Representative Payee Program That Are Not Township Funds. Total amount of receipts for individuals participating in a representative payee program.
56. Item 23 (A) Total Number Of Individuals Assisted Through Special Nontraditional Programs Provided Through The Township Without The Expenditure Of Township Funds. An example would be that the township owns a community building and allows the United Way to conduct a holiday banquet. Total number of individuals attending the banquet would be entered here. Other examples could include programs through the township without the expenditure of township funds such as donated fans for indigents without air conditioning, homeless packets, school supplies, fire detectors, gift certificates as part of Christmas drives, chicken, ham, turkeys, food baskets, toys for tots, legal services, tax services, accounting services, flu shot programs and other programs, all of which benefit indigent families. These programs are typically coordinated through the township but operated by other groups or service organizations.
57. Item 23 (B) Total Amount Of Nontownship Funds Used To Provide The Special Nontraditional Programs. An estimate could be used that the United Way promised to provide \$20 of food and clothing to the banquet attendees. 100 people attending would be a value of \$2000. Other examples include donated gift certificates, legal services, food baskets, toys, clothing all of which benefit indigents.
58. Item 24 (A) (i) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Recipients. Total hours township investigators provide services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a recipient. Case management services could include functions such as counseling recipients on money management, budgeting, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.
59. Item 24 (A) (ii) Total Number Of Hours An Investigator Of Township Assistance Spends On Case Management Services – Household. Total hours township investigators provides services by entering comments or narratives into the record of application for township assistance (Form TA-1) for a member of a household receiving township assistance. Case management services could include functions such as counseling recipients on money management, budgeting, how to interview for a job including appropriate appearance, etc.; follow up visits to recipients; and similar items. Processing a Township Assistance application (Form TA-1) would be an administrative function, not case management.
60. Item 24 (B) Total Value Of Case Management Services Provided. Generally, the personnel costs (salaries, wages, and benefits) of the township in providing case management services.
61. Item 25 Total Number Of Housing Inspections Performed By The Township. An example would be the number of times a township inspects a housing facility to determine if the housing is habitable, consideration of housing codes, HUD standards, etc.

## Indiana Code for TA7

IC 12-20-28-3 Annual statistical report; statewide statistical report; filing  
Sec. 3.

- (a) The definitions in this section apply to a report that is required to be filed under this section.
- (b) As used in this section, "case contact" means any act of service in which a township employee has reason to enter a comment or narrative into the record of an application for township assistance under this article regardless of whether the applicant receives or does not receive township assistance funds.
- (c) As used in this section, "total number of households containing township assistance recipients" means the sum to be determined by counting the total number of individuals who file an application for which assistance is granted. A household may be counted only once during a calendar year regardless of the number of times assistance is provided if the same individual makes the application for assistance.
- (d) As used in this section, "total number of recipients" means the number of individuals who are members of a household that receives assistance on at least one (1) occasion during the calendar year. An individual may be counted only one (1) time during a calendar year regardless of the: (1) number of times assistance is provided; or (2) number of households in which the individual resides during a particular year.
- (e) As used in this section, "total number of requests for assistance" means the number of times an individual or a household separately requests any type of township assistance.
- (f) The township trustee shall file an annual statistical report on township housing, medical care, utility assistance, food assistance, burial assistance, food pantry assistance, services related to representative payee programs, services related to special nontraditional programs, and case management services with the state board of accounts. The township trustee shall provide a copy of the annual statistical report to the county auditor. The county auditor shall keep the copy of the report in the county auditor's office. Except as provided in subsection (k), the report must be made on a form provided by the state board of accounts. The report must contain the Indiana Code 2015 following information:
  - (1) The total number of requests for assistance.
  - (2) The total number of each of the following:
    - (A) Recipients of township assistance.
    - (B) Households containing recipients of township assistance.
    - (C) Case contacts made with or on behalf of:
      - (i) recipients of township assistance; or
      - (ii) members of a household receiving township assistance.
  - (3) The total value of benefits provided to recipients of township assistance.
  - (4) The total value of benefits provided through the efforts of township staff from sources other than township funds.
  - (5) The total number of each of the following:
    - (A) Recipients of township assistance and households receiving utility assistance.
    - (B) Recipients assisted by township staff in receiving utility assistance from sources other than township funds.
  - (6) The total value of benefits provided for the payment of utilities, including the value of benefits of utility assistance provided through the efforts of township staff from sources other than township funds.
  - (7) The total number of each of the following:
    - (A) Recipients of township assistance and households receiving housing assistance.
    - (B) Recipients assisted by township staff in receiving housing assistance from sources other than township funds.
  - (8) The total value of benefits provided for housing assistance, including the value of benefits of housing assistance provided through the efforts of township staff from sources other than township funds.
  - (9) The total number of each of the following:
    - (A) Recipients of township assistance and households receiving food assistance.
    - (B) Recipients assisted by township staff in receiving food assistance from sources other than township funds.

- (10) The total value of food assistance provided, including the value of food assistance provided through the efforts of township staff from sources other than township funds.
- (11) The total number of each of the following:
- (A) Recipients of township assistance and households provided health care.
  - (B) Recipients assisted by township staff in receiving health care assistance from sources other than township funds.
- (12) The total value of health care provided, including the value of health care assistance provided through the efforts of township staff from sources other than township funds.
- (13) The total number of funerals, burials, and cremations.
- (14) The total value of funerals, burials, and cremations, including the difference between the: Indiana Code 2015
- (A) actual value of the funerals, burials, and cremations; and
  - (B) amount paid by the township for the funerals, burials, and cremations.
- (15) The total of each of the following:
- (A) Number of nights of emergency shelter provided to the homeless.
  - (B) Number of nights of emergency shelter provided to homeless individuals through the efforts of township staff from sources other than township funds.
  - (C) Value of the nights of emergency shelter provided to homeless individuals by the township and the value of the nights of emergency shelter provided through the efforts of the township staff from sources other than township funds.
- (16) The total of each of the following:
- (A) Number of referrals of township assistance applicants to other programs.
  - (B) Value of the services provided by the township in making referrals to other programs.
- (17) The total number of training programs or job placements found for recipients of township assistance with the assistance of the township trustee.
- (18) The number of hours spent by recipients of township assistance at workfare.
- (19) The total value of the services provided by workfare to the township and other agencies.
- (20) The total amount of reimbursement for assistance received from:
- (A) recipients;
  - (B) members of recipients' households; or
  - (C) recipients' estates; under IC 12-20-6-10, IC 12-20-27-1, or IC 12-20-27-1.5.
- (21) The total amount of reimbursement for assistance received from medical programs under IC 12-20-16-2(e).
- (22) The total of each of the following:
- (A) Number of individuals assisted through a representative payee program.
  - (B) Amount of funds processed through the representative payee program that are not township funds.
- (23) The total of each of the following:
- (A) Number of individuals assisted through special nontraditional programs provided through the township without the expenditure of township funds.
  - (B) Amount of funds used to provide the special nontraditional programs that are not township funds.
- (24) The total of each of the following:
- (A) Number of hours an investigator of township assistance spends providing case management services to a recipient of township assistance or a member of a household receiving township assistance. Indiana Code 2015
  - (B) Value of the case management services provided.
- (25) The total number of housing inspections performed by the township. If the total number or value of any item required to be reported under this subsection is zero (0), the township trustee shall include the notation "0" in the report where the total number or value is required to be reported.
- (g) The state board of accounts shall compare and compile all data reported under subsection (f) into a statewide statistical report. The department shall summarize the data compiled by the state board of accounts that relate to the fixing of township budgets, levies, and tax rates and shall include the department's summary

within the statewide statistical report prepared under this subsection. Before July 1 of each year, the state board of accounts shall file the statewide statistical report prepared under this subsection with the executive director of the legislative services agency in an electronic format under IC 5-14-6.

(h) The state board of accounts shall forward a copy of:

- (1) each annual report forwarded to the board under subsection (f); and
- (2) the statewide statistical report under subsection (g); to the department and the division of family resources.

(i) The division of family resources shall include in the division's periodic reports made to the United States Department of Health and Human Services concerning the Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) programs information forwarded to the division under subsection (h) concerning the total number of recipients of township assistance and the total dollar amount of benefits provided.

(j) The department may not approve the budget of a township trustee who fails to file an annual report under subsection (f) in the preceding calendar year.

(k) This section does not prevent the electronic transfer of data required to be reported under IC 12-2-1-40 (before its repeal) or this section if the following conditions are met:

- (1) The method of reporting is acceptable to both the township trustee reporting the information and the governmental entity to which the information is reported.
- (2) A written copy of information reported by electronic transfer is on file with the township trustee reporting information by electronic means.

(l) The information required to be reported by the township trustee under this section shall be maintained by the township trustee in accordance with IC 5-15-6.

As added by P.L.2-1992, SEC.14. Amended by P.L.51-1996, SEC.73; P.L.90-2002, SEC.364; P.L.262-2003, SEC.7; P.L.28-2004, SEC.111; P.L.73-2005, SEC.152 and P.L.73-2005, SEC.153; P.L.180-2005, SEC.6; P.L.145-2006, SEC.122; P.L.1-2009, SEC.106

Prescribed by the State Board of Accounts Form TA-7 (Revised 2005)  
**Center Township, Howard County, Indiana**  
TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)  
FOR THE PERIOD ENDING DECEMBER 31, 2017

1. Total number of requests for Township Assistance	
2.(A) Total number of recipients of Township Assistance	
2.(B) Total number of households containing recipients of Township Assistance	
2.(C)(i) Total number of case contacts made with or on behalf of recipients of Township Assistance	
2.(C)(ii) Total number of case contacts made with or on behalf of members of a household receiving Township Assistance	
3. Total Value of benefits provided to recipients of Township Assistance	
4. Total value of benefits provided through efforts of township staff from sources other than township funds	
5.(A) Total number receiving utility assistance - recipients	
5.(A)(i) Total number receiving utility assistance - households	
5.(B) Total number of recipients assisted by township staff in receiving utility assistance from sources other than township funds	
6.(i) Total value of benefits provided for payment of utilities - township	
6.(ii) Total value of benefits provided for payment of utilities - nontownship sources	
6.(iii) Total value of all benefits provided for payment of utilities	\$
7.(A) Total number receiving housing assistance - recipients	
7.(A)(i) Total number receiving housing assistance - households	
7.(B) Total number of recipients assisted by township staff in receiving housing assistance from sources other than township funds	
8.(i) Total value of benefits provided for housing assistance - township	
8.(ii) Total value of benefits provided for housing assistance - nontownship sources	
8.(iii) Total value of all benefits provided for payment of housing assistance	\$
9.(A) Total number receiving food assistance - recipients	
9.(A)(i) Total number receiving food assistance - households	
9.(B) Total number of recipients assisted by township staff in receiving food assistance from sources other than township funds	
10.(i) Total value provided for food assistance - township	
10.(ii) Total value provided for food assistance - nontownship sources	
10.(iii) Total value of all food assistance provided	\$
11.(A) Total number provided health care - recipients	
11.(A)(i) Total number provided health care - households	
11.(B) Number of recipients assisted by township staff in receiving health care assistance from sources other than township funds	
12.(i) Total value of health care provided - township	
12.(ii) Total value of health care provided - nontownship sources	
12.(iii) Total value of all health care provided	\$

Prescribed by the State Board of Accounts Form TA-7 (Revised 2005)  
**Center Township, Howard County, Indiana**  
TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)  
FOR THE PERIOD ENDING DECEMBER 31, 2016

13. Total number of funerals, burials and cremations	
14.(A) Total actual value of funerals, burials and cremations	
14.(B)(i) Total paid by township funds for funerals, burials and cremations	
14.(B)(ii) Difference between actual value and amount paid by township funds for funerals, burials and cremations	\$
15.(A) Total number of nights of emergency shelter provided to the homeless	
15.(B) Total number of nights of emergency shelter provided to the homeless through efforts of township staff from sources other than township funds	
15.(C)(i) Total value of emergency shelter for homeless individuals - township	
15.(C)(ii) Total value of emergency shelter for homeless individuals - nontownship sources	
15.(C)(iii) Total value of all emergency shelter provided for homeless individuals	
16.(A) Total number of referrals of township assistance applicants to other programs	
16.(B) Total value of township services in making referrals to other programs	\$
17. Total number of training programs or job placements found for township assistance recipients with assistance of township trustee	
18. Number of hours spent by township assistance recipients at workfare	
19.(i) Total value of services provided by workfare to the township	
19.(ii) Total value of services provided by workfare to other agencies	
19.(iii) Total value of all services provided by workfare	\$
20.(A) Total amount of reimbursement for assistance received from recipients	
20.(B) Total amount of reimbursement for assistance received from members of recipients' households	
20.(C) Total amount of reimbursement for assistance received from recipients' estates	
21. Total amount of reimbursement for assistance received from medical programs under IC 12-20-16-2(e)	
22.(A) Total number of individuals assisted through a representative payee program	
22.(B) Total amount of funds processed through the representative payee program that are not township funds	
23.(A) Total number of individuals assisted through special nontraditional programs provided through the township without the expenditure of township funds	
23.(B) Total amount of nontownship funds used to provide the special nontraditional programs	
24.(A)(i) Total number of hours an investigator of Township Assistance spends on case management services - recipients	
24.(A)(ii) Total number of hours an investigator of Township Assistance spends on case management services - households	
24.(B) Total value of case management services provided	
25. Total number of housing inspections performed by the township	

**Center Township, Howard County, Indiana**

TOWNSHIP ASSISTANCE STATISTICAL REPORT (IC 12-20-28-3)

FOR THE PERIOD ENDING DECEMBER 31, 2016

DATE \_\_\_\_\_ TRUSTEE'S SIGNATURE \_\_\_\_\_

The State Board of Accounts is of the audit position, with the concurrence of the Attorney for the Township Trustees Association, the following procedures should be followed for a consistent compilation and completion of Township Assistance Form TA-7.

When completing the form please keep in mind reconciliation or cross-checking cannot, necessarily, be achieved; i.e., Total Value of Benefits Provided TOWNSHIP ASSISTANCE Recipients (Item 3), will not necessarily be the summation of Total Value of Benefits Provided for Utilities (Item 6 (i)); Total Value of Benefits Provided for Housing Assistance (Item 8 (i)); Total Value of Food Assistance Provided (Item 10 (i)); and, Total Value of Health Care Provided (Item 12 (i)); because IC 12-20-28-3 does not specifically require separate reporting of certain Township Assistance provided by townships; i.e., clothing, household supplies, transportation, etc.