

**NOTICE TO ALL CITIZENS
OF CENTER TOWNSHIP, PORTER COUNTY, INDIANA**

**TOWNSHIP ASSISTANCE STANDARDS,
ELIGIBILITY AND PROCEDURES**

2023

1.00.00 - AVAILABILITY

1.00.01 **OFFICE HOURS & LOCATION:** The office of the Center Township Trustee is open for business Monday through Thursday (excluding holidays) from 8:00 AM to 11:30 AM. The office is located at 202 Roosevelt Road, Valparaiso, Indiana and is handicapped accessible. The telephone number is (219) 462-0810. Office hours are in accordance with state law and are sufficient to serve the volume of business conducted by the Trustee. A qualified staff will be present during these hours to schedule appointments, conduct interviews and service emergencies.

1.00.02 **AFTER HOURS PROVISIONS:** The office of the Center Township Trustee provides after hours accessibility via an answering machine with a recorded message. The message should include caller's name, contact number and nature of the request or emergency. Calls will be monitored within 24 hours (excluding Saturdays, Sundays and legal holidays). The telephone number is clearly posted at the office entry and is properly listed under "City Offices" in the Government Pages listing that precedes the white page listings of the Portage/ Valparaiso telephone directory.

IC 12-20-5.5

1.10.00 - NON-DISCRIMINATION

All applicants applying for township assistance will be processed according to written, uniform standards and without consideration of an applicant's age (excepting a minor child under the age of 18 that cannot produce evidence of emancipation), race, color, sex, religious creed, national origin, political belief, physical or mental handicap, or sexual orientation.

1.20.00 – UNDOCUMENTED INDIVIDUALS

Individuals applying for financial assistance from the Trustee's office must be a resident of Center Township. Assistance provided to undocumented individuals will be based upon the citizenship status of dependents of said individuals residing in the home/residence.

1.30.00 - PRESCRIBED FORMS

Forms, which have been prescribed and approved by the State Board of Accounts, will be used in the application process for township business. Other township forms such as, landlord affidavits, employment verification forms, workfare order forms, intake forms and any other forms required by the trustee may also be used to determine eligibility requirements for present and future township poor relief assistance.

1.40.00 - RECORDS RETENTION

Records of the Center Township Trustee will be retained in accordance with the retention schedules adopted by the County Commission of Public Records. **IC 5-15-6-2.5**

1.50.00 - APPLICATION & COOPERATION

1.50.01 **DISCLOSURE OF PERSONAL INFORMATION:** Each applicant and each adult member of the applicant's household seeking assistance must consent to a disclosure and release of information about the applicant and applicant's household before assistance may be provided by the township trustee. The consent must be made by signing a form prescribed by the State Board of Accounts. **IC 12-20-7-1**

1.50.02 **INCOMPLETE APPLICATION:** An application for township assistance is considered "not completed," as per **IC 12-20-6-7, 8** until all adult members of the requesting household have signed: (a) The assistance application; and (b) any other form, instrument or document required by law, or any other instrument or document deemed necessary for investigative purposes by the Trustee and as contained in the township trustee's adopted Standards & Guidelines.

1.50.03 **FALSE STATEMENTS and/or false information given to the Trustee (either verbally or in writing), including misrepresentation and/or the withholding of pertinent information relevant to the determination of eligible benefits approved and/or previously granted will be subject to lawful denial of township aid and/or subject to criminal prosecution.**

1.50.04 **ASSISTANCE:** The township will assist an individual with the completion of their application if the applicant has difficulty in completing the application because of: mental or physical disability, including mental retardation, cerebral palsy, blindness, paralysis; has dyslexia; or, cannot read or write the English language. **IC 12-20-6.1**

1.50.05 **INVESTIGATION:** The household will be required to cooperate with an investigation of all finances, responsibilities, and eligibility to receive other types of assistance. The applicant may be required to sign a "Consent to Release Information" form allowing the township to obtain information relative to a determination of eligibility. **An investigation may include a home visit and/or contact with relatives who may be able and willing to assist.**

- When conducting an investigation, the Township Investigator will attempt to make contact with any applicant, and/or individual currently receiving aid, a maximum of three (3) times. If no reply is made within twenty-four (24) hours of the investigator's third attempt at contact, assistance may be denied for up to ninety (90) days.

The township trustee shall carefully investigate the circumstances of an applicant and each member of applicant's household to ascertain the following:

- 1.) Residence within Center Township
- 2.) Names and ages of household members
- 3.) Physical condition relating to sickness or health
- 4.) Present and previous occupation
- 5.) Ability and capacity to perform labor
- 6.) Whether the applicant or a member of 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
- 7.) The family relationships of the applicant
- 8.) Whether the applicant or members of the applicant's household have relatives able and willing to assist the applicant or a member of the applicant's household

1.50.06 **DETERMINATION:** An applicant shall receive a prompt, written determination of eligibility in a non-emergency request within seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays) from the date the written application is received by the trustee on Township Form PR-1A.

1.60.00 - IDENTITY & VERIFICATION

**THE FOLLOWING SOURCES MUST BE VERIFIED
IN ORDER TO OBTAIN CENTER TOWNSHIP ASSISTANCE**

TWO FORMS OF IDENTIFICATION
(INCLUDING ONE PICTURE I.D. FOR EACH ADULT HOUSEHOLD MEMBER)

SOCIAL SECURITY NUMBER OF APPLICANT

MOST RECENT PERMANENT ADDRESS

EMPLOYMENT, OR LOSS OF EMPLOYMENT

INCOME AND AVAILABLE ASSETS OR RESOURCES

HOUSEHOLD COMPOSITION

APPLICATION FOR, OR EVIDENCE OF OTHER PUBLIC ASSISTANCE FOR WHICH THE APPLICANT
MAY BE ELIGIBLE FOR, OR IS CURRENTLY RECEIVING

THE TRUSTEE SHALL ALSO DETERMINE WHETHER THE RECIPIENT HAS ANY FAMILY MEMBERS
IN THE TOWNSHIP ABLE AND WILLING TO ASSIST THE RECIPIENT IN OBTAINING THE BASIC
NEED(S) REQUESTED

1.70.00 - APPLICATION FOR OTHER PUBLIC ASSISTANCE

1.70.01 The Trustee will require the applicant to file applications for other government assistance (for which the applicant may be eligible, as determined by the trustee) within 15 days of the date township assistance was granted, and may suggest other resources available within the township, county, state or nation.

1.70.02 Examples of "other government assistance" or "non-government aid" may include, but shall not be limited to:

1. FOOD STAMPS (although not counted as income)
2. AFDC or TANIF (Temporary Assistance to Needy Families)
3. MEDICAID/MEDICARE
4. SSI (Supplemental Security Income), SSD (Social Security Disability), or other types of SOCIAL SECURITY
5. HCI (Hospital Care for the Indigent)
6. UNEMPLOYMENT COMPENSATION
7. WORKER'S COMPENSATION, except for amounts used to pay outstanding medical expenses
8. OTHER SOURCES OF REVENUE or services the trustee may reasonably determine to be available

1.80.00 - INCOME

1.80.01 **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 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 (30) days after the date of application for assistance. The term includes the following:

1. GROSS WAGES before mandatory deductions
2. SOCIAL SECURITY BENEFITS, including Supplemental Security Income
3. TANIF (Temp. Assistance to Needy Families), or AFDC (Aid to Families with Dependant Children)
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. BARTERED GOODS AND SERVICES

(A). provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual

12. CHILD SUPPORT

(A). If any applicant, and/or individual currently receiving aid is entitled to child support payments and is not receiving said payments and is neither currently attempting to receive child support payments, the Trustee may require the individual to file an Application For Indiana Title IV-D Child Support Services with the Prosecutor's office. The individual will be given thirty (30) days, or any time before their next appointment with the Trustee's office, whichever comes sooner, to show proof of filing said form. If the individual fails to show proof of filing such an application, the individual may be denied assistance for a period of sixty (60) days.

13. GIFTS OF CASH, GOODS OR SERVICES

14. OTHER SOURCES OF REVENUE OR SERVICES that the township trustee may reasonably determine to be countable income as per: **(IC 12-7-2-44.7)**

1.80.02 **COUNTABLE ASSETS** – means non-cash property that is not necessary for the health, safety or decent living standard of a household that:

- (1) is owned wholly or in part by the applicant or a member of the applicant's household;
- (2) the applicant or the household member has the legal right to sell or liquidate; and
- (3) includes:
 - (A) real property other than property that is used for the production of income or that is the primary residence of the household
 - (B) savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value; and
 - (C) boats, other vehicles, or any other personal property used solely for recreational or

entertainment purposes. **IC 12-7-2-44.6**

THE TRUSTEE MAY REQUIRE THE RECIPIENT TO SELL OR LIQUIDATE COUNTABLE ASSETS AND MAKE THE PROCEEDS AVAILABLE FOR CURRENT BASIC NEEDS. OR, IF EQUITY EXISTS WITHIN THE PRIMARY RESIDENCE OF THE APPLICANT, THE TOWNSHIP MAY ATTACH A LIEN TO SAID RESIDENCE FOR AN AMOUNT EQUAL TO THE VALUE OF AID GIVEN TO THE APPLICANT, OR FOR THE AID GIVEN TO MEMBERS OF THE APPLICANT'S HOUSEHOLD.

1.80.03 **INCOME EXCEPTIONS** - The following non-countable (exempt) income shall not be included in available income for purposes of calculating eligibility for poor relief assistance:

1. Educational grants and loans for secondary or higher education at an approved institution of higher learning as defined under I.C. 20-12-21-3, or for a job training program to the extent they are used for tuition, books, fees, supplies, and other educational expenses.
2. Other income exempted by state AFDC, TANIF, or other Federal Assistance regulations
3. Assistance for basic needs provided by charitable agencies or other non-governmental organizations paid directly to a vendor on behalf of a recipient.

1.80.04 **BASIC NECESSITIES** – includes those services or items essential to meet the minimum standards of health, safety and decency, including the following:

- (1) Medical care described in IC-20-16-2
- (2) Clothing and footwear
- (3) Food
- (4) Shelter
- (5) Transportation to seek and accept employment on a reasonable basis
- (6) Household essentials
- (7) Essential utility services
- (8) Other services or items the township trustee determines are necessities **IC 12-7-2-20.5**

1.90.00 - CALCULATION OF FINANCIAL ELIGIBILITY

1.90.01 The total gross income and available resources of the applicant's household for 30 days prior to the date of the applicant's interview will be used to determine assistance eligibility. Employment and other verifications, as well as, verification of other countable resources will be required by the Trustee to determine eligibility. Extraordinary expenses paid by the applicant for the basic necessities of life within the above time frame may be taken into consideration upon the presentation of proper receipts documenting said expenditures. It shall be at the discretion of the township to either approve of or disallow for these expenditures in determining eligibility. Applicants are also required to furnish this office with written documentation regarding the exact amount(s) of township aid requested. Applicants may be required to additionally disclose and furnish the Township with paid receipts and monthly installments for nonessential household services and items such as; Telephones, pagers, cellular phones, cable television, internet service, all automobiles, RV's, motorcycles, jewelry, computers, other electronics and any other such items or services deemed as nonessential by the Trustee.

1.90.02 **CALCULATION:** The total gross monthly income (monetary & non-monetary) of an applicant, or of an applicant's household, as of the application date and for the previous thirty (30) day period, minus (-) the total of monthly payments for nonessential items or services, shall serve as the "basis" for calculating the amount of poor relief assistance available to an applicant, or to an applicant's household. The "basis" will be compared to, and subtracted from the township's income standards to determine an amount of assistance available to an applicant or to an applicant's household. The Trustee, however, may provide more than the available amount determined if, in the opinion of the Trustee, a temporary emergency exists that warrants issuing additional aid. Should the "basis" exceed the Township's income standards, the applicant may be denied assistance.

1.90.03 **PERIOD OF ELIGIBILITY:** After an application is approved, via the interview, eligibility to receive additional aid shall remain in effect for 180 days from the date of approval, and the applicant's written application and shall remain on file with the Trustee. Applicants may re-apply for additional township aid one (1) time within each thirty (30) day period following the initial date of approval. Applicants will be required to disclose and report any changes in income, benefits, household composition and any other information deemed necessary.

2.00.00 - NOTICE OF ACTION

2.00.01 **THE TRUSTEE will promptly notify in writing**, each applicant action taken upon a request for assistance.

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2.00.02 THE TRUSTEE WILL:

1. Mail notice or provide personal notice not later than seventy-two (72) hours, excluding weekends and legal holidays...after the “completed” application is received, advising the applicant of the right to appeal an adverse decision of the Trustee to the board of commissioners.
2. Include in the notice required under subdivision (1) the following:
 - (a) The type and amount of assistance granted
 - (b) The type and amount of assistance denied or partially granted
 - (c) Specific reasons for denying all or part of the assistance requested
 - (d) Information advising the applicant of the procedures for appeal to the board of commissioners. **IC 12-20-6-8**

Note: Center Township assistance is funded solely by property and other designated tax dollars collected by this township. The City of Valparaiso, State of Indiana and the Federal Government do not supplement this program. The program is intended to alleviate the immediate suffering of those residing within the township and for those unable to provide themselves with current and basic necessities of life. Township Assistance is not an “on-going” insurance program. It is a program that provides assistance to qualified individuals, or households in the most economical manner possible to the township.

2.10.00 - APPEAL PROCEDURES

2.10.01 Applicants for or recipients of township assistance who are not satisfied with all or part of the township’s decision, may appeal to the board of county commissioners in the county in which the township is located. Appeals shall be filed not more than fifteen (15) days from the date of issuance by the township trustee of adequate written notice of the denial of poor relief assistance as provided by **IC 12-20-6-8**. Appeals must be made in writing or orally as required by the board of commissioners. (**IC 12-20-15-2**)

2.10.02 The board of commissioners shall hold a hearing as soon as possible after the filing of an appeal but not more than ten (10) working days after the appeal form or other notice of appeal is received in the office of the board of commissioners. **IC 12-20-15-6 a**

2.10.03 The Trustee has the right to appeal any adverse decision of the board of commissioners to a circuit or superior court, should the Trustee deem this action necessary.

2.10.04 Whenever a reviewing court sets aside a decision of the board in favor of the Trustee, the Trustee may recover the amount of any assistance awarded as a result of the board's decision. **IC 12-20-15-9**

2.10.05 **THE BOARD OF COMMISSIONERS ARE REMINDED THAT:** “In hearing an appeal, the board of commissioners and a hearing officer shall be governed by the township’s financial assistance standards for

determining eligibility to the extent that the standards comply with existing law for the granting of poor relief. If no legally sufficient standards have been established, the board of commissioners and the hearing officer shall be guided by the circumstances in each case.” IC 12-20-15-4

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3.00.00 - INCOME STANDARDS

The income standards of Center Township, Porter County will be updated and revised periodically to reflect changes in the law and/or changes in economic conditions within the township. The current income standards are as follows (revised February 9, 2023):

<u>HOUSEHOLD SIZE</u>	<u>GROSS MONTHLY INCOME</u>
1	\$1,564
2	\$2,106
3	\$2,649
4	\$3,192
5	\$3,734
6	\$4,277
7	\$4,821
8	\$5,363

Each additional household member.....add \$543

3.10.00 - VENDOR PAYMENT PROCEDURES

3.10.01 **PURCHASE ORDERS AND CLAIM FORMS** will be issued to township assistance applicants upon approval to receive the amount of aid so designated by the township. These forms will be signed by the applicant upon approval by the township. The applicant will then be responsible to carry & submit these documents to the vendor for proper signature. The vendor will then be responsible to return these properly signed forms to the township for payment.

3.10.02 **UPON THE TOWNSHIP’S RECEIPT** of the properly signed purchase orders & claim forms, the township will issue a check, payable directly to the Vendor for services rendered to the applicant, within a time frame

established by the Trustee. Individual vendors must have on file with the township a properly signed Federal Form W-9 for IRS reporting purposes.

NOTE: ANY VOUCHER AND/OR CLAIM FORM THAT IS NOT PROPERLY SIGNED BY BOTH THE APPLICANT AND VENDOR WILL NOT BE PROCESSED FOR PAYMENT.

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4.00.00 - DENIAL OF ASSISTANCE (*automatic for one or more of the following reasons*)

4.01.00 **FALSIFYING APPLICATION/AFFIDAVIT AND/OR PROVIDING FALSE INFORMATION TO GAIN ASSISTANCE.** This includes, but is not limited to, failure to report income, or under reporting income. If the Trustee finds that an individual has obtained poor relief from any township by these actions or means of conduct described in IC 35-43-5-7 (Welfare Fraud), the Trustee may refuse to extend aid for sixty (60) days. **(IC 12-20-6-6.5)**

4.02.00 **FAILURE TO ACTIVELY SEEK EMPLOYMENT** and/or accept gainful employment when offered, whether the compensation for the work will be payable in money, house rent, or in commodities consisting of the necessities of life. The Trustee may refuse to extend aid for sixty (60) days. The Trustee will require applicants or any member of the applicant's household to furnish documented evidence that they are actively seeking employment by completing the township's "Job Search Verification" form. **Willful failure to return this form will result in denial. (IC 12-20-10-1)**

4.03.00 **VOLUNTARILY TERMINATING GAINFUL EMPLOYMENT**, or being involuntarily terminated for just cause, or failure to pass a potential employer's drug screening test. The Trustee shall not be obligated to provide poor relief benefits to or for an applicant's household for a period of sixty (60) days. **(IC 12-7-2-200.5)**

4.04.00 **ABOVE INCOME GUIDELINES** and having excess income as established by these standards.

4.05.00 **FAILURE TO COMPLETE AND MAINTAIN MONTHLY REPORT FORMS** as required by governmental programs offering assistance for the basic necessities of living; failure to make application; or not cooperating with the agency by doing everything necessary to qualify and maintain public assistance administered by: (1) The Division of Family and Children and County offices; or (2) any other federal or state governmental entity. **(IC 12-20-6-5.5)**

4.06.00 **FAILURE TO COOPERATE WITH OR PROVIDE THE TRUSTEE'S OFFICE WITH THE NECESSARY INFORMATION FOR DETERMINING ELIGIBILITY.** **(IC 12-20-6-1)**

4.07.00 **EVICTION FROM SUBSIDIZED HOUSING** for violation of regulations and/or guidelines: **voluntarily terminating housing assistance without just cause** (as established by the Township Trustee), **eviction from present living quarters** because of an act which caused verifiable damage to a rental unit by the applicant or any adult member of the applicant's household, or the applicant invites or allows other adults to use or move into their household. **(IC 12-7-2-200.5)**

4.08.00 **VIOLENCE, THREATS OF VIOLENCE, OR ABUSIVE LANGUAGE USED IN OR AROUND THE TRUSTEE OFFICE OR PREMISES.** The Trustee will also not provide assistance to an individual who at the time assistance is requested is: (1) under the influence of drugs or alcohol; or, (2) incapable of self-care. Furthermore, the Trustee may, at no cost to the Township, refer an individual described above, to an appropriate agency or facility

located in the county or in an adjoining county that has a program or charter specifically addressing the programs of substance abuse, mental illness, of self-care. (IC 12-20-7-2 (f))

4.09.00 **WASTED RESOURCES which could and should have been applied to the household's basic necessities.** "Wasted Resources" is defined as follows: (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 poor relief for items or services that are not 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 for poor relief by an adult member of an applicant's household unless the adult member can establish a good reason for the act. (IC 12-7-2-200.5)

4.10.00 **INVESTIGATION (NON-COOPERATION)**– "The township trustee shall carefully investigate the circumstances of the applicant and each member of the applicant's household." (IC 12-20-6-9)

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Any applicant that has either received or has requested Center Township Assistance may be subject to a township investigation. A township investigator may make a "home visit" to any applicant's residence. Failure to cooperate with a "home visit" may result in a DENIAL of Center Township Aid. The term, "Failure to cooperate" will include, but shall not be limited to, the following: (1) Refusing to allow a township investigator access to an applicant's premises during reasonable hours; (2) Refusing to answer a township investigator's questions during a "home visit"; (3) Giving false information to a township investigator during a "home visit"; and, (4) Failure of an applicant, or household, to produce any "paid receipt" requested by a township investigator during a "home visit."

4.11.00 **FAILURE OF AN APPLICANT OR APPLICANT'S HOUSEHOLD, WITHIN FIFTEEN (15) WORKING DAYS OF THE TRUSTEE'S REFERRAL, TO MAKE AND COMPLETE THE APPLICATION PROCESS FOR OTHER GOVERNMENTAL PROGRAMS** for which they may qualify, **or failure to participate or comply, after being referred by the township, in a program offered by another public or private agency.** Denial up to sixty (60) days. (IC 12-20-6-5) and (IC 12-20-6-5.5)

4.12.00 **REFUSING TO SIGN THE REQUIRED "REIMBURSEMENT AUTHORIZATION" FORM** for Township Assistance services received during the interim period and individual is awaiting a determination of eligibility from the Social Security Administration for Supplemental Security Income benefits. (IC 12-20-27-1.5)

4.13.00 **FAILURE OF AN APPLICANT OR APPLICANT'S HOUSEHOLD TO PARTICIPATE IN A WORK TRAINING, EDUCATIONAL OR SELF-HELP PROGRAM** offered by a federal, state, or local government entity or Act, or nonprofit agency. (IC 12-20-12-1) *The* Trustee is not obligated to an applicant or to provide assistance to adult members of an applicant's household who is a full-time student (IC 12-20-10-1)

4.14.00 **A DENIAL WILL BE GIVEN FOR SHELTER ASSISTANCE TO AN OTHERWISE ELIGIBLE INDIVIDUAL IF THE:** (1) individuals' most recent residence was provided by the individual's parent, guardian, or foster parent; and (2) the individual, without just cause (as determined by the Trustee) leaves that residence for the shelter for which the individual seeks assistance. (IC 12-20-16-17 g).

4.15.00 **FAILURE TO LIQUIDATE COUNTABLE ASSETS** within the prescribed time frame of sixty (60) days as defined in (IC 12-7-2-44.6)

4.16.00 **FAILURE TO COMPLETE ASSIGNED WORKFARE** or comply with the Workfare requirements as outlined by these standards. Denial may be for a period not to exceed one hundred eighty (180) days. (IC 12-20-11-1 h).

4.17.00 **FAILURE TO FILE PATERNITY ACTIONS WHEN NECESSARY AND APPROPRIATE**, or failing to take the necessary legal action to pursue child support. (IC 12-14-2-24)

4.18.00 **FREQUENTLY REPORTING LOSS OF FOOD STAMPS OR FOOD SUPPLY** The Trustee is not to

purchase food for food stamp eligible households unless the household meets one of the exceptions listed in **(IC 12-20-16-6)** The applicant (or household) requesting assistance must file a report with the appropriate law enforcement agency.

4.19.00 FAILURE OF THE APPLICANT OR A MEMBER OF APPLICANT'S HOUSEHOLD TO APPLY "ONE TIME" MONETARY AWARDS TOWARD THE HOUSEHOLD'S MONTHLY BASIC NEED EXPENSES. One-time monetary awards may include, but are not necessarily limited to the following: Energy Assistance, retroactive Social Security payments, Workman's Compensation, inheritances, pensions, insurance settlements, income tax returns, or any cash award. **(IC 12-7-2-200.5)**

4.20.00 ASSIGNING OR TRANSFERRING OF ASSETS by an applicant or another member of an applicant's household, to make the household eligible for poor relief during the sixty (60) days immediately prior to the date of the filing of an affidavit and application for poor relief. **(IC 12-7-2-200.5)**

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4.21.00 WELFARE/POOR RELIEF FRAUD - If a person is convicted of an offense under **IC 35-43-5-7** (Welfare Fraud), the Trustee will not extend aid to or for the benefit of the individual for the following periods: one (1) year if convicted of a misdemeanor; ten (10) years if convicted of a felony. **(IC 12-20-6-6.5)** **A person who is convicted of poor relief fraud is denied poor relief assistance for thirty (30) years. (IC 12-20-1-4D)**

4.22.00 PREVIOUS OR REAFFIRMATION OF DENIAL – The township may not extend aid to or for the benefit of an individual (or household in which the individual resides) if that aid would pay for goods or services provided to or for the benefit of the individual during a period that the individual has previously applied for and been denied township poor relief. **(IC 12-20-6-6.6)**

4.23.00 TANIF RECIPIENT HOUSEHOLDS - The township will not extend aid to a poor relief applicant or any member of an applicant's household, except for burial assistance, if any member of that household has been denied assistance or sanctioned by the local office of Indiana Division of Family and Children for non-compliance. **(IC 12-7-2-200.5)**

4.24.00 MOVING INTO OR COMING TO THE TOWNSHIP FOR THE SPECIFIC PURPOSE OF APPLYING FOR AND/OR RECEIVING TOWNSHIP ASSISTANCE SERVICES

4.25.00 THE TRUSTEE WILL NOT EXPEND TOWNSHIP ASSISTANCE FUNDS FOR THE BENEFIT OF AN INDIVIDUAL, OR OTHER INDIVIDUALS RESIDING AT AN ADDRESS THAT HAS BEEN DEEMED USED FOR ILLEGAL & UNLAWFUL ACTIVITIES.

5.00.00 - EMPLOYMENT

5.00.01 If the township assistance applicant is in good health or if any member of the applicant's household are in good health, the Trustee may refuse to furnish any assistance until the Township Trustee is satisfied that the applicant or members of the applicant's household are endeavoring to find work. Furthermore, if the applicant or household member is offered employment, regardless of whether compensation is in the form of money, rent, or other necessities, or refuses employment at a reasonable compensation offered by another individual, governmental agency, or employer; the Trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work. All able-bodied adult members of the household will, at a minimum, be required to keep their employment card updated with the Indiana Department of Workforce Development and be willing (registered) to accept employment at the federal minimum wage level. **The Trustee will also require all adult members of an applicant's household to complete the nine (9) job search verifications on the township's "Job Search Verification" Form and submit these to the Trustee on a monthly basis. (IC 12-20-10-1)**

6.00.00 - TOWNSHIP WORKFARE

6.00.01 **THE TRUSTEE SHALL OBLIGATE ANY ADULT MEMBER OF A HOUSEHOLD RECEIVING ASSISTANCE TO PARTICIPATE IN WORKFARE.** Suitability to perform available work shall be determined by the Trustee. (IC 12-20-10-3.5) and (IC 12-20-11-1) The Trustee shall require any adult member of a recipient household to do any work needed to be done within the county or an adjoining township in any other county for any non-profit agency or governmental unit, including the state, having jurisdiction in those townships. (IC 12-20-11-1)

6.00.02 **MEDICAL EXEMPTION FROM WORK** – If an applicant or a member of an applicant’s household claims an inability to work due to health, the Trustee may require a current physician’s statement indicating whether the applicant or household member is able to perform work. (IC 12-20-10-3.5)

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6.00.03 **WORKFARE CRITERIA** – Minimum criteria for satisfactory participation in the Workfare Program of Center Township is 16 hours per week, unless otherwise scheduled or excused by the Trustee. Unexcused absences for scheduled Workfare assignments, or not following through with all requirements, will result in the reduction or discontinuance of poor relief assistance for one ninety (90) days.

6.00.04 After an applicant is granted assistance, Workfare will be assigned to the applicant, or to any able-bodied member of the applicant’s household during the interview process. A written statement of the workfare order will be given to the applicant, and this order shall be submitted by the worker to the “workplace” so designated. The township will inform the workplace of the name of the worker, date and time of beginning and total number of hours required by the township for assistance already received. Any Workfare obligation incurred in another township will be carried forward to Center Township, unless the applicant or household member failed to comply with the former township’s guidelines for Workfare participation, at which point they will be denied. (IC 12-20-11-1)

6.00.05 **WORKFARE PARTICIPATION** – The recipient is required to maintain the minimum criteria necessary for the fulfillment of his/her/their workfare responsibility until such time as his/her/their obligations with the township is/are are satisfied. Recipients shall not be permitted to voluntarily work in advance of receiving poor relief assistance in order to accrue “workfare” credit. It is the sole responsibility of the recipient to meet the criteria of Workfare participation. In satisfying this obligation, only the recipient or members of the recipient household shall be allowed to perform the required work.

6.00.06 **WORKFARE COMPENSATION** – Work performed is considered a satisfaction of a condition for assistance and is not considered as services performed for remuneration or as repayment for poor relief assistance. The recipient shall be required to do an amount of work that equals the value of assistance already received by his/her household. The recipient shall receive credit for the work performed as assigned by the Trustee at a rate not less than the federal minimum wage. (IC 12-20-11-1 c.) , (IC 12-20-11-5)

6.00.07 **WORKFARE EXCEPTIONS** – Recipients may be excused from Workfare only for the following reasons: (IC 12-20-11 a.)

1. The obligated individual(s) are not physically able to perform the proposed work and provides medical evidence
2. The obligated individual is a minor or is at least sixty-five (65) years of age
3. The obligated individual has full-time employment at the time the recipient receives poor relief
4. The obligated individual is needed to care for an individual as a result of the individual’s age or physical condition
5. The Trustee determines that there is no work available for any adult member of the recipient’s household
6. The individual obligated to perform work is, at the direction of the Trustee, attending educational or self-help courses

6.00.08 **WORKFARE – NONDISPLACEMENT** – A recipient shall not be assigned to work which would result in the displacement of governmental employees or in the reduction of hours worked by those employees (**IC 12-20-11-1 g**)

6.00.09 **WORKER'S COMPENSATION** – The township will provide worker's compensation insurance for individuals participating in the township's Workfare program in accordance with the provisions of (**IC 12-20-11-5 b**).

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7.00.00 - AVAILABLE ASSISTANCE

7.10.00 - FOOD

7.10.01 **FOOD ORDER ALLOTMENTS** – Food allotments provided to an eligible household are determined by the household size and other criteria as established by these standards. Food orders can only be purchased directly from a combined grocery and meat market. The amount of the food order each household may receive is contained within these guidelines. The Trustee may administer poor relief allotments for food on a monthly, weekly or daily basis. (**IC 12-20-16-5 c**).

7.10.02 **FOOD ORDER LIMITATIONS** – **It is unlawful for the Trustee to issue a food purchase order for more that thirty (30) days unless the individual filed an application with the Trustee that includes evidence of an application for food stamps with the Division of Family and Children Services and the amount of assistance received or reason for denial of assistance.** The only conditions under which the Trustee may purchase food for an eligible food stamp family are: **IC 12-20-16-6**

1. During the interim period when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not more than five (5) days after the day the applicant or household becomes eligible to participate in the federal food stamp program.
2. Upon the verified loss of the family's food supply through spoilage
3. Upon a written statement from a physician indicating one or more members of the household needs a special diet, the cost of which is greater than can be purchased with the household's allotment of food stamps.
4. When the Trustee determines that an applicant or a household is in need of supplementary food assistance and has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances of the particular case.
 - a. Upon the verified loss of the household's food stamps or food supply by: a) fire or other natural disaster; or b) burglary or other criminal act, if the requesting applicant files a report with the appropriate law enforcement agency. Habitually reporting the theft or loss of food stamps and/or AFDC monies will result in denial.

7.20.00 - NON-FOOD ITEMS – Necessary household supplies such as paper products, soap, detergents, etc. will be administered according to the criteria established by these standards.

**FOOD AND PAPER PRODUCTS
ALLOTMENT SCHEDULE**

Household Size	Weekly Food Allotment	Weekly Paper Products Allotment	TOTAL WEEKLY Food & Paper Products	Monthly Food Allotment	Monthly Paper Products Allotment	TOTAL MONTHLY Food & Paper Products
1	20.00	5.00	25.00	80.00	20.00	100.00
2	30.00	7.50	37.50	120.00	25.00	145.00
3	40.00	10.00	50.00	160.00	30.00	190.00
4	50.00	12.50	62.50	200.00	35.00	235.00
5	60.00	15.00	75.00	240.00	40.00	280.00
6	70.00	17.50	87.50	280.00	45.00	325.00
7	80.00	20.00	100.00	320.00	50.00	370.00
8	90.00	22.50	112.50	360.00	55.00	415.00
9	100.00	25.00	125.00	400.00	60.00	460.00
10	120.00	27.50	147.50	440.00	65.00	505.00

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NOTE: The Porter County DFC will expedite food stamps within seven (7) days for those having “no income.” Others having DFC qualifying income will receive food stamps within twenty (20) to thirty (30) days. The Trustee will assess and provide for food and/or paper products in the most economical manner to relieve suffering and will require all recipients to apply for the DFC’s food stamp program.

7.30.00 - SHELTER – The township shall provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter, **but such aid will constitute the most economical and practical method of relieving the applicant and does not violate any state or federal law.** Shelter payments for safe and decent housing will be based on the fair market value in Center Township and will comply with the amounts contained in these guidelines. Applicants will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of an applicant’s mortgage or contract may not exceed the shelter allowance contained within these guidelines and must still meet the test of being the “most economical and practical” method of relieving the applicant.

7.30.01 SHELTER DEFINED – “Shelter” means a house, mobile home, an apartment, a group of rooms, or a single room that is occupied or is intended for occupancy as separate living quarters where the occupant or intended occupant: (1) does not live and eat with any other individual in the building; and (2) has direct access to the occupant’s living quarters from the outside of the building or through a common hallway. Exceptions to the definition of “shelter” may include temporary group homes and/or shelters. **(IC 12-7-2-177) and (IC 12-20-17-2).**

7.30.02 SHELTER DOCUMENTATION – Whenever an applicant requests shelter assistance from the Trustee, said applicant will be given a “Landlord Verification” statement. This statement must be completed by the landlord, signed by both landlord and tenant and returned to the Trustee’s office for the applicant’s interview. The statement will also include all pertinent information relating to the applicant’s proposed or continued tenancy. The landlord must agree not to evict the applicant during the period covered by the township’s purchase order. The lease, or tenancy agreement must be in the name of an adult member of applicant’s household and a copy of said lease will be furnished to the Trustee. The Trustee will not consider authorized shelter assistance to an otherwise eligible applicant, should that applicant not reside in the household.

7.30.03 SHELTER LIMITATIONS - The Trustee will not use township funds to pay the cost of an applicant’s shelter with a relative who is the applicant’s landlord if the applicant lives in: (1) the same household as the relative; or (2) housing separate from the relative and either housing is unencumbered by mortgage, or the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. **(IC**

12-20-6-10)

7.30.04 The Trustee will issue a denial for shelter assistance to an otherwise eligible individual if the: (1) individual's most recent residence was provided by the individual's parent, guardian or foster parent; and (2) the individual, without just cause (as determined by the Trustee), leaves that residence for the shelter for which the individual seeks assistance. (IC 12-20-16-17)

7.30.05 The Trustee will not expend funds for the benefit of individuals residing at an address that has been deemed as used for illegal activities. Applicants or clients whose residences have been deemed as sites for the use or sale of illicit narcotics or controlled substances, gambling, prostitution or used for other illegal or unlawful activities will be denied further assistance for 180 days.

7.30.06 **LIENS FOR PAYMENT OF MORTGAGES** – If shelter payments are made to a relative of an applicant on behalf of the applicant or a member of the applicant's household, the Trustee may file a lien against the relative's real property for the amount of shelter assistance granted. **(IC 12-20-6-10 d.)**

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7.30.07 **SHELTER MOVING** – Applicants moving within sixty (60) days immediately preceding their application for poor relief from shelter provided by a relative, or any form, kind or type of subsidized shelter, will be declared ineligible for poor relief assistance due to wasting resources. The burden of establishing good, just and reasonable cause for having moved shall be upon the applicant. **(IC 12-7-2-200.5)**

7.30.08 **SHELTER INSPECTION** – The Trustee may employ the services of a housing inspector to inspect all housing units. A township housing inspector shall use HUD standards, local building codes and municipal ordinances in determining a housing structure's suitability for habitation. Substandard housing that does not meet minimum standards of health, safety and construction is not eligible for shelter payments; or damage or security deposits paid from or encumbered by township funds. If the Trustee determines that a housing unit is substantially below minimum standards, the Trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. **(IC 12-20-16-17)** Upon complaint by either an applicant or the township investigator, The Trustee will contact the Valparaiso City Building Inspector for further investigation.

7.30.09 **SHELTER EXCEPTION** – **The Trustee is not required to provide shelter to an individual who at the time assistance is requested is under the influence of drugs or alcohol or is incapable of self-care.** The Trustee may, at no cost to the township, refer an individual described above to an appropriate agency or facility located in the county or in an adjoining county that has a program or charter specifically addressing the problem of substance abuse, mental illness or self-care. **(IC 12-20-17-2 f.)**

7.30.10 **MONTHLY SHELTER ALLOTMENT** – Center Township periodically conducts a survey of individuals applying for rental assistance to determine the average fair market value for various types of rental units within the township. The latest survey was conducted within the month of November 2020. The Trustee's Office will pay a maximum monthly amount of rent (subject to the above income guidelines/resources) for the following types of rental units:

<u>TYPE OF UNIT</u>	<u>AMOUNT</u>
SLEEPING ROOM (shared kitchen & bath)	450.00
EFFICIENCY (kitchen & no bedroom)	500.00

ONE (1) BEDROOM	650.00
TWO (2) BEDROOM	985.00
THREE (3) BEDROOM	1100.00
FOUR (4) BEDROOM	1300.00

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7.30.11 **SHELTER DEPOSITS** – The Trustee is not required to pay a shelter damage or security deposit for an eligible applicant or household. (IC 12-20-16-17 f.)

7.30.12 **SHELTER EMERGENCY PROGRAMS** – Emergency Shelter Assistance (shelter defined here as a facility that provides temporary emergency assistance) may be provided to an individual or household, who has spent the prior night, or with the likelihood of spending the night in the immediate future in an environment considered being unsafe or unhealthy. The township may provide shelter to a homeless individual by contracting for such service with local non-profit agencies. However, the agency providing the shelter service may not require, as a condition of eligibility, mandatory participation in religious services (Coe vs. Center Township – June 1991). **Furthermore, a township trustee is not obligated to: (1) enter into a contract with; or (2) pay shelter costs to; a shelter that is supported by federal or state funds. (IC 12-20-17-2 g.)**

7.40.00 - UTILITY SERVICE AND/OR HEATING FUELS – The Trustee may, in cases of necessity, authorize the payment of water, gas or fuels used for heating or cooking and electric services; including the payment of delinquent bills for such services, when necessary to prevent disconnection or to restore terminated services. There are, however, some limitations: (IC 12-20-16-3)

7.40.01 **THE TOWNSHIP WILL ONLY CONSIDER UTILITIES USED (taxes, deposits, late fees, trip charges or reconnection fees will not be paid).**

7.40.02 The utility service must be in the name of an adult member of the requesting household or landlord

7.40.03 The township will not pay for illegally secured utility service, such as placing the service in the name of a child or tampering with the utility meter.

7.40.04 The township will not consider the payment of utility bills if such aid requested would pay for services provided to, or for the benefit of the individual or household during a period that the individual or household had previously applied for and been denied Township poor relief. (IC 12-20-6-6.6)

7.40.05 **The township will not consider the payment of “master metered” utility service when more than one household is served by the same meter**, or for any time period when the household was not financially eligible for assistance.

7.40.06 The township will not consider the payment of estimated utility bills, or bills twelve (12) months and older.

7.40.07 The township will not pay, or consider the payment of utility bills during the period the state's energy assistance program is in effect, until after the state's energy assistance is credited to the applicant's account.

7.40.08 **ENERGY PROGRAMS** - The Trustee will inform, and applicants must seek assistance apply for the state's Energy Assistance Program during the time frame applications are accepted by the state according to **IC-12-14-11**. The trustee will not provide utility assistance for more than thirty (30) days, unless the individual files an application with the Trustee that includes evidence of the application and amount of assistance received or the reason for denial.

7.40.09 **APPLICANT ENERGY PAYMENTS DURING "ENERGY PROGRAM TERM"** – The applicant and/or member of the applicant's household must continue to make payments on their utility bills as reasonably determined by the Trustee during the time the applicant or member of applicant's household has been approved for the Energy Assistance Program. Once the Energy Assistance Program has ended, the Trustee will not authorize utility assistance if payments have not been made by the applicant or member of applicant's household unless they have evidence of other emergency payments that prohibited them from making utility payments during the "non shut-off" period.

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7.50.00 TELEPHONE SERVICES – The Trustee does recognizes the telephone as an essential utility service, and can/will authorize payment of telephone service. When deemed necessary, the Trustee will authorize a minimal service payment of approximately thirty dollars (\$30.00) to fifty dollars (\$50.00) for one party, one local service only, and payment will not be made until all unacceptable expenses and charges, including deposits, are paid and satisfied.

7.50.01 **CABLE TELEVISION & OTHER NONESSENTIAL SERVICES – The Trustee does not recognize cable television, high-speed internet access or ISP (Internet Service Provider) service as essential, and the monthly costs for such services and/or accessories will be deducted from an applicant's or a household's eligibility, if any.**

7.60.00 BURIAL & FUNERAL OR CREMATION – The Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual who resides in this township. If the Trustee determines that the deceased individual is a resident of another township in Indiana, the Trustee shall notify the Trustee of that township. Payment of benefits from any other source will be deducted from the allowable maximum. (**IC 12-20-16-12**)

7.60.01 **BURIAL "SUPERINTEND" DEFINED** – The legal definition of "superintend" means to take charge, to supervise, to manage or to direct. Therefore, the person the Trustee provides to superintend shall be responsible for "taking charge and supervising" all relevant aspects of a burial, funeral or cremation of an indigent person within the township. The Trustee is not obligated to use local cemeteries and funeral homes, however, if the Trustee is charged with the responsibility to superintend a burial or cremation, funeral homes within the boundaries of Center Township will be utilized in a fair and equitable manner.

7.60.02 **BURIAL & FUNERAL OR CREMATION REQUEST** – A surviving family member of the deceased individual, the funeral director or the County Coroner (if the coroner does not assume jurisdiction under IC 36-2-14-16) may apply for burial assistance with the Trustee. The formal request will involve the completion of the Affidavit and Application for Poor Relief, township form PR1.

7.60.03 **BURIAL EXPENSES ALLOWED** – Necessary and reasonable expenses of the funeral and burial or cremation will be paid in the same manner as other claims for assistance. 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 cremation of an individual.

7.60.04 **BURIAL EXPENSED NOT ALLOWED** – The township will not pay for the cost of transporting the remains of any deceased indigent person back to Center Township or to any place outside of Center Township, nor will the township pay for the transportation of any person attending a burial, funeral or cremation ceremony. The township will not supplement the cost of services, nor supplement other means of payment for services such as insurance policy reimbursements, monthly payments or any other costs related to any deceased indigent.

7.60.05 **REIMBURSEMENT FOR BURIAL COSTS** – A Trustee who provides funeral and burial or cremation benefits to a deceased individual is entitled to a first priority claim, to the extent of the cost of the funeral and burial or cremation benefits paid by the township: (a) against any monetary benefits that the deceased individual is entitled to receive from a state or federal program; (b) any money that another person provides on behalf of the deceased individual, and/or; (c) against any money or other personal property held by the coroner under IC 36-2-14-11. IC 12-20-16-12

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7.60.06 **BURIAL & FUNERAL OR CREMATION REQUEST DENIED** - the Trustee may deny any “after the fact” request for payment of, or reimbursement for any burial & funeral or cremation expenses by a surviving family member or funeral director without the township’s prior knowledge and ability to direct and “superintend” the burial and funeral or cremation from Center Township taxpayer monies.

7.60.07 **CREMATION** – The Trustee will not cremate a deceased individual if the deceased individual, or a surviving family member of the deceased individual has objected in writing to cremation. (IC 12-20-16-12 g)

7.60.08 **RESIDENCY REQUIREMENTS for BURIAL & FUNERAL OR CREMATION ASSISTANCE** – For purposes of consideration of township responsibility, a hospital shall not be considered as a place of residence, but a nursing home or similar facility may be considered as a place of residence.

7.70.00 MEDICAL SERVICES – The township shall, in cases of necessity, promptly provide medical assistance for qualifying poor relief applicants who are NOT provided for in public institutions, or presently receiving or qualifying for Medicaid under IC 12-16 or any other such medical program provided by government. Medicines and/or medical supplies that are prescribed by a physician will be promptly furnished, unless the medical services being sought are available through the HealthLinc clinic or other private or public community programs.

7.70.01 **MEDICAL EXEMPTIONS** – The Trustee will NOT provide to an individual medical assistance under the poor relief program, if the individual could qualify for medical assistance for the same service under IC 12-16, Medicaid, HCI, at the HealthLinc Clinic or by other governmental medical programs. (IC 12-20-16-2 b)

7.70.02 **MEDICAL SERVICES** – The township shall pay only for the following medical services for the poor of the township (IC 12-20-16-2):

- a. Prescription Drugs (exact cost) as prescribed by a local physician, provided the applicant is eligible for poor relief assistance, has obtained prior authorization from the Trustee, and cannot obtain the prescription from the HealthLinc Clinic or other programs providing prescription drug assistance.
- b. Office Calls to a physician, provided the individual could not be treated at the HealthLinc Clinic, or any other program providing a similar service, and having obtained prior authorization from the Trustee. The township cannot pay the cost of visits to a medical specialist, unless a physician approved by the township first referred the applicant to a specialist.
- c. Dental care needed to relieve pain or infection in the most economical and practical manner to the township, provided the individual could not be treated at the HealthLinc Clinic or any other program providing similar service. The Township may pay the cost of fillings and extractions only, and not covered

by other tax-supported programs. The township WILL NOT PAY for the initial cost of dentures.

- d. Emergency room treatment that is of an emergency nature, provided the request for the service is made to the township office by the applicant or a member of applicant's household within fifteen (15) working days of the time the services are rendered. However, a medical emergency does not exist in situations where the illness/injury could have been treated during a routine office call by a family doctor, and the applicant could have made contact with the township office before such visit.
- e. Preparation testing prescribed by a licensed physician.
- f. X-rays and laboratory testing as prescribed by a licensed physician.
- g. Physical therapy prescribed by a licensed physician.

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- h. Eyeglasses provided the applicant has exhausted all other public and private programs providing a similar service.
- i. Repair or replacement, NOT initial cost, of a prosthesis not provided for by other tax supported, state or federal programs.
- j. Insulin and items needed to administer insulin.

7.70.03 INTERIM MEDICAL ASSISTANCE & REIMBURSEMENT – During the application pending period for Medicaid (IC 12-15) or other governmental medical programs, the Trustee may provide interim medical services, if the individuals are reasonably complying with all requirements of the application process. Unless prohibited by law, The Township will seek reimbursement for the payment of medical services from poor relief funds, provided the individual for which the services were rendered is eligible for medical services under a state medical plan (IC 12-20-16-2 b) and (IC 12-20-16-2 e).

7.80.00 TRANSPORTATION – The Trustee may provide assistance to qualified individuals seeking employment within or outside the Township ONLY when there is reasonable evidence provided by the applicant, and verified by the Township, that employment is available. The applicant, or member of the applicant's household seeking employment must have the potential employer sign the township's "Job Search" form, and the applicant must return this signed form to the township.

7.80.01 TRANSPORTATION / NON-RESIDENTS – The township will not furnish a nonresident of this township with transportation at the cost of the township until the Trustee determines the legal residence of the individual applying for assistance. Transportation provided to a nonresident of this township must be in the direction of the nonresident's legal residence unless it is shown that the individual in need has a valid claim for support, or a means of support in some other place to which the individual asks to be sent. Citizenship and criminal records will be checked prior to any assistance for transportation. **IC 12-20-16-11**

7.80.02 NON-RESIDENT TRANSPORTATION / RE-APPLICATION – *Any individual who has been sent to a place of settlement, by court order, or is transported there at public expense (poor relief), and who again reapplies for assistance in the township from which the individual, or member of the individual's household was sent, may be denied poor relief assistance for a period of one hundred-eighty (180) days. (IC 12-20-9-6)*

7.90.00 ESTATES – A Trustee who furnishes poor relief assistance may file a claim against the estate of a poor relief recipient who: 1. dies, leaving an estate; and 1. is not survived by a spouse, disabled adult dependent, or dependent child less than eighteen (18) years of age; for the value of poor relief assistance given the recipient before the recipient’s death. The estate of a poor relief recipient includes any money or other personal property in the possession of a coroner under IC 36-2-14-11. **(IC 12-20-27-1)**

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8.00.00 FUTURE THIRD PARTY BENEFITS – If a Trustee anticipates that a poor relief applicant, or a member of the applicant’s household is likely to receive a judgment, compensation, or monetary benefits from a third party, the Trustee may require the applicant, or the affected member of the applicant’s household to enter into a subrogation agreement for repayment of any poor relief benefits provided by the township during the interim period. **Failure of an applicant, or member of an applicant’s household to sign the necessary authorizations for reimbursement to the township shall result in a denial of poor relief. (IC 12-20-27-1.5 b)**

8.00.01 **INTERIM PERIOD DEFINED** – “Interim Period” means the period beginning when a Township Trustee obtains from a poor relief applicant, or member of the applicant’s household, an agreement or authorization and ending when the applicant or household member receives the judgment, compensation or monetary benefit, or leaves the household. **(IC 12-20-27-1.5 a)**

8.10.00 SUPPLEMENTAL SECURITY INCOME – **An applicant, or member of applicant’s household, must make an application with the Social Security Office for Supplemental Security Income Benefits when referred by the Trustee.** Individuals must sign a Social Security Administration Reimbursement Authorization form for the repayment of any poor relief benefits provided by the township during the interim period. Individuals awaiting a determination from the Social Security Administration for SSI benefits will not be required to perform workfare as long as their initial SSI application remains active. Once the initial application for SSI benefits have been denied by the Social Security Administration, the applicant may, at this point, be obligated to perform workfare. The township may, at any time during the interim period, require any able-bodied adult member of the applicant’s household to perform workfare. Successful completion of the workfare obligation will be deducted from the township’s monetary reimbursement claim. **(IC 12-20-27-1.5 b)**

8.20.00 AUDIO / VIDEO RECORDING - Any and all Audio/Video Recording conducted in or around the Trustee's Office other than at public meetings is prohibited as it could potentially capture confidential information and/or inhibit the staff of the Trustee's Office in the performance of the Application process, the scheduling of interviews and the servicing of emergencies. It could also discourage the free dissemination of information from other present clientele causing an interference, denial or delay in the processing of Applications for Township Assistance."

8.30.00 COURTEOUS BEHAVIOR – We expect everyone who comes into this office to be treated in a courteous and dignified manner. If for any reason you were not satisfied with our public service, please write directly to the township trustee. It is not necessary to sign your name.

8.30.01 The Office of the Center Township Trustee is dedicated to serving the needs of the public. Abusive language

and/or disruptive or inappropriate behavior and/or sexual harassment of township employees will not be tolerated. Also, any individual suspected of being under the influence of drugs or alcohol while in the presence of a township official will be immediately asked to leave the premises or will be removed by a law enforcement officer.

8.40.00 CONCLUSION – All decisions regarding eligibility to receive assistance will be based on these standards and in accordance with the Indiana Trustee statutes. The Trustee shall always consider whether the applicant’s needs or household’s needs could be relieved by means other than an expenditure of township funds (IC 12-20-17-1), and assistance given by the township will be in the most economical manner possible to the township to relieve the pain and suffering of an individual and/or household. The township shall not be obligated to pay for services, or the cost of goods incurred, when an applicant’s household had sufficient income or resources to have paid for either of the goods and/or services requested. Copies of these standards will be furnished to the Porter County Commissioners, and any member of the public will be permitted to inspect and copy these standards at their own expense. These standards will be reviewed and updated on a timely basis to reflect changes in the law and/or changes in the cost of basic necessities in the township. (IC 12-20-5.5 b)

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8.40.00 ADOPTION

Adopted by the Center Township Trustee of Porter County, Indiana, inspected by the Center Township Attorney and approved by the Center Township Board of Porter County this ____ day of _____, 2023.

Trustee _____

Deb Fray _____

Elizabeth Gingerich _____

Steve Buck _____

