

1.30.00 DENIALS – The Township will not extend aid to or for the benefit of any member of an applicant’s household if the aid requested would pay for goods or services that were previously requested and denied by the Township (IC 12-6-6.6). Also, denials may be given to individual applicants for one or more of the following reasons:

1.30.01 – Knowingly and willingly falsifying their affidavit or by misrepresenting the facts or withholding vital information. If the Township finds that an individual has obtained “Township Assistance” from any Township by these actions or means of conduct described in IC 35-43-5-7 (Welfare Fraud), the Township will also make a criminal referral to the County Prosecutor’s Office. (IC 12-20-6-6.5)

1.30.02 – Failure to comply with the workfare requirements as outlined by these “Standards” may result in DENIAL for a period not to exceed 180 days. (IC 12-20-11-1)

1.30.03 – Voluntarily terminating gainful employment, or being involuntarily terminated for; just cause, i.e. absenteeism, theft or willful misconduct. A denial from the Indiana Office of Workforce Development may also be used as grounds for being denied assistance benefits. The Township shall not be obligated to provide “Township Assistance” benefits to or for an applicant for a period of sixty (60) days from the date of his/her application. (IC 12-7-2-200.5)

1.30.04 – Failure to actively seek or accept gainful employment when offered, whether the compensation for the work will be payable in money or in house rent, or in commodities consisting of the necessities of like may result in DENIAL of up to sixty (60) days. The Township will require ALL applicants to furnish documented evidence that they are actively seeking employment. The Township may periodically provide and require individuals to complete an Employment Search Form in order to comply with this statutory provision. (IC 12-20-10-1 & 2)

1.30.05 – Failure to accept adequate free or low cost shelter arrangements provided by relatives or others, or moving from adequate free or low cost shelter without just cause may result in a DENIAL up to sixty (60) days. (IC 12-20-10-2) & (IC 12-7-2-200.5)

1.30.06 – Violence, threats of violence, or abusive language used in or around the Township offices or premises, or under the influence of drugs or alcohol, may result in a DENIAL up to sixty (60) days. (IC 12-20-17-2)

1.30.07 – Failure to complete and maintain monthly report forms as required by Governmental programs offering assistance for the basic necessities of living; failure to cooperate with other Governmental agency programs; or failure to comply with the rules and regulations of an assisting governmental agency may result in DENIAL up to sixty (60) days. (IC 12-20-6-5 & 5.5) & (IC 12-7-2-200.5)

1.30.08 - Excess income or other financial resources as determined by these “Standards”, or failing to apply other tax supported monetary benefits toward the household’s basic needs. (IC 12-7-2-44.7) & (IC 12-7-2-200.5)

1.30.09 – Failure to cooperate with, or to provide the Township with the documentation and/or information which is necessary to determine eligibility, and that which is not readily available or cannot be secured in a timely manner by the Township. (IC 12-20-6-1)

1.30.10 – Failure of an applicant, within 15 working days of a Township 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 any other public or private agency may result in DENIAL up to sixty (60) days. (IC 12-20-6-5), (IC 12-20-6-5.5) & (IC 12-20-12-1)

1.30.11 – Frequently reporting the loss or theft of money or food stamps.

1.30.12 – Making an assignment of or transferring assets, by an applicant or another member of an applicant’s household, during the six (6) month period immediately preceding the filing of an affidavit and application for “Township Assistance” .

1.30.13 – Failure to cooperate with or provide needed information / documentation to other tax supported public assistance programs may result in a DENIAL up to sixty (60) days. (IC 12-20-6-5.5)

1.30.14 – Failure of the applicant or a member of an 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, Workmen's Compensation, Inheritances, Pensions, Insurance Settlements, Income Tax Returns or any other "one time" cash award which is available to the household and can be used for basic necessities. The Township shall consider the amount of the "cash award" when determining the duration of the denial. (IC 12-7-2-200.5)

1.30.15 – 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)

1.30.16 – Wasted Resources is defined, for the purpose of Township Assistance, as an amount of money or resources expended for items or services that are not considered "basic necessities" during the thirty (30) day period before the date of application. Or, 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 Township Assistance by an adult member of the applicant household, unless the adult can establish a good reason for the act. The Township cannot be obligated to make payments on behalf of an applicant that knowingly created debt they could not afford. (IC 12-7-2-200.5)

1.30.17 – Sufficient Income - The Township shall not be obligated to pay for services or the cost of goods incurred by an applicant or a member of an applicant's household during the period the applicant or a member of the applicant's household had "sufficient income" or resources to have paid for either the goods or service.

1.30.18 – Being evicted or forced to vacate present living quarters because of an act that violates the terms of the lease or landlord/tenant agreement, 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)

1.30.19 – Moving into or coming to the township for the specific purpose of applying for and/or receiving Township Assistance services. Applicants must have established residency on their own, with the intent to support themselves.

1.30.20 – TANF Sanctions/Denials – The Township is not obligated and will not extend aid to a Township Assistance applicant or any member of an applicant's household if any member of that household has been denied assistance or has been sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of or violations of Title 12 Article 14 of the Indiana Code. (IC 12-20-6-0.5)

1.30.22 – A person convicted of an offense under IC 35-43-5-7 (Welfare Fraud), the Township 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; and, if the Township finds that an individual has obtained Township Assistance from any Township by means of conduct described in IC 35-43-5-7, the Township may refuse to extend aid to or for the benefit of that individual for sixty (60) days. The Township will also notify other governmental agencies which provide “basic necessity” service that a fraud or possible fraud has taken place. (IC 12-20-6-6.5)

1.40.00 EMPLOYMENT - If an applicant for Township Assistance is in good health, or if any member of the household are so, the Trustee shall insist that those able to labor must seek employment, and the Trustee may refuse to furnish any aid until he/she is satisfied that the persons claiming help are endeavoring to find work for themselves. Each able-bodied adult member of the household will, at a minimum, be required to maintain an updated employment file with the Indiana Workforce Development Office, as well as provide other reasonable documentation that they are endeavoring to find employment. The township also requires all adult members of an applicant household to complete a “Township Employment Search” form prior to receiving continued Township Assistance. This form stipulates that every adult member of an applicant’s household apply, in person, for two prospective jobs per

day, Monday through Friday; and will be required on a weekly basis. (IC 12-20-10-1, 2 & 3)

1.40.01 – Medical Examination – If a Township Assistance applicant or a member of the applicant’s household claims an inability to work due to health, the Township Trustee may require and provide for any medical examination necessary for the Township Trustee to determine whether the applicant or household member is able to perform work. (IC 12-20-10-3.5)

1.50.00 - An Affidavit and Application for Township Assistance (Form TA#1) is considered an active file for 180 days from the date of initial application. The Township Trustee, however, may not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit, known as TA#1 B, with the request for assistance affirming how, if at all, the personal condition of the individual or the household has changed from that set forth in the individual or the household's most recent application. During the 180 day period, all requests for assistance will be processed on a month by month basis. (IC 12-20-6-1)

1.60.00 – Disclosure and Release of Information – Indiana Law requires all applicants for Township Assistance to sign a “Disclosure and release of Information” authorization which permits the Township to discuss your situation with other social service agencies, both public and private, utility companies, the applicant’s medical service provider, the applicant’s landlord or mortgage holder, relatives and etc.... This instrument will only be used to investigate the applicant’s circumstances in order to accurately determine eligibility and the level of assistance to be given. Each adult member of the applicant household must properly execute a “Disclosure and Release of Information” form, in the presence of a Township employee before Township Assistance can be provided. (IC 12-20-7-1)

1.70.00 – Income is defined as the total monetary amount currently available and/or that which is projected to be available to any and all members of the household from any and all sources. Income Guidelines to be used for determining the eligibility of a given household may be found on Schedule “A” #2, and must include any and all monetary benefits received by any and all members of a household, regardless of age,

during the thirty (30) day period preceding the request for “Township Assistance.” (IC 12-20-5.5) & (IC 12-7-21-44.7)

1.70.01 – Receipts – The applicant must provide the Township with proper receipts for all expended income. Receipts for expenditures not considered basic necessities shall not be recognized. Receipts should closely balance with reported income. Hand written receipts provided by friends or relatives are considered unacceptable. Receipts from expenditures for court related expenses, such as:

attorney fees, probationary fees, drug and alcohol program fees, fines, court costs, bail, user fees for an in home detention program, restitution, or any other expenditure directly or indirectly associated with the applicant or a member of the applicant's household, because of their involvement with the courts, will not be recognized as a legitimate expense. It will, however, be counted as unexpended income. (IC 12-7-2-200.5)

1.70.02 – Child support payments may be recognized as a legitimate expense, provided the support payments are processed through a County Clerk's office, and the figure to be recognized does not exceed the amount ordered by the court in the original decree. Payments made to cover child support delinquency will not be considered.

1.70.03 – One Time Awards (Settlements) – Applicants are required, when requesting Township Assistance, to report any "one time" monetary benefits, awards or settlements received by the applicant or any member of the applicant's household within ninety (90) days immediately preceding their application for Township Assistance. (See 1.30.14)

1.70.04 – Countable Income – Except as otherwise provided by law, countable income shall include, but not necessarily be limited to, the following either paid to the individual members of the household or accrued and legally available for withdrawal by an individual member of the household: (IC 12.7.2.44.7)

- Gross wages before mandatory deductions.
- Social Security benefits, including SSI.
- Aid to Families with Dependent Children (TANF)
- Unemployment Compensation
- Worker's Compensation (except money that is restricted for the payment of medical expenses).

- Vacation pay.

- Sick benefits.

- Strike benefits.

- Private or public pensions.

- Taxable income from self-employment.

- Bartered goods and services 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.

- Child support.

- Gifts of cash, goods or services.

- Educational grants and loans to the extent that they are intended to cover basic living needs.

- The monetary value of subsidized housing or utility assistance (provided by another Governmental agency).

- Other sources of revenue or services that the Township Trustee may reasonably