

NOTICE TO ALL CITIZENS OF
CHARLESTOWN TOWNSHIP, CLARK COUNTY, INDIANA
REGARDING POOR RELIEF ASSISTANCE ELIGIBILITY
STANDARDS AND PROCEDURES

- I. The office of the Charlestown Township Trustee, located at 322 Main Cross, Charlestown, Indiana, is open for business from 9 AM until 4:30 PM Monday through Friday and 9:30 AM until 12:00 PM Saturday. After hours appointments may be made by contacting Tom Kendrick, Township Trustee, at 812-256-2104 (office) or 502-544-0110 (cell).

- II. If you believe you have a need and qualify for Poor Relief assistance, you must comply with the standards and procedures set forth in these guidelines. You will be required to have an interview with the Trustee or his designee and answer questions on the application as well as cooperating with an investigation of your personal finances, family responsibility, and your eligibility to receive poor relief. This investigation may include a home visit and contact with other members of your family, relatives and employers both past and present. Any failure to comply with any requirement set forth in these guidelines, or giving false statements will make the applicant ineligible for poor relief.

If you are unable to visit the Trustee's office due to no transportation or a medical condition the Trustee or his designee will make arrangements to have the interview at your location. No transportation will be provided due to insurance regulations.

- III. **APPLICATIONS** - An individual desiring to make an initial application for assistance from the township should call the township office during regular business hours and schedule an appointment. At the time, an appointment is scheduled the applicant will be given a list of the documents and/or information needed to complete an affidavit. Failure to keep an appointment or to bring the necessary documents may cause an unnecessary delay in the applicant receiving assistance. Persons requesting township assistance are required to complete and sign necessary township forms and waivers. Each application affidavit and copies of other documents of verification shall be retained in the Trustee's office. Eligibility of a request cannot be determined without the completion of the "**Application for Township Assistance**" (Township Form TA-1). An application for Township Assistance is not considered completed until all adult members of the household have affixed their signatures to all forms, instruments, or documents required by law or determined necessary for investigative purposes by the trustee as contained in these Standards and Guidelines.

You must provide any documentation that you are asked to produce before assistance is provided. Furthermore,

- A. **ANYONE KNOWINGLY AND WILLINGLY FALSIFYING THEIR APPLICATION**, or misrepresenting the facts or withholding vital information, solely to gain township benefits shall be denied for a period not to exceed sixty (60) days, commencing on the date of the improper conduct or the date the last assistance was extended based on the improper conduct. The township may also make a criminal referral to the county prosecutor's office. Individual applicants convicted of "Welfare Fraud" shall be denied township assistance in accordance with the provisions of **IC 12-20-6-6.5**.
- B. **DISCLOSURE AND RELEASE OF INFORMATION** - Each applicant and each adult member of the applicant's household must sign a "Disclosure and Release of Information" and any other form, instrument, or document that is required by law or determined necessary for investigative purposes by the trustee and as contained in these standards. **IC 12-20-6-8 (c)**. Those documents include, but are not limited to: Social Security Reimbursement Authorization.
- C. **REFUSING TO SIGN** - Whenever it is determined that an applicant or a member of the applicant's household has applied for benefits through the Social Security Administration (SSI) or other public assistance programs and may receive a "Retro" payment, the township may require them to sign an SSI "Reimbursement Authorization" or enter into a subrogation agreement as provided by statute for the repayment of any Township Assistance granted. Failure to sign such documents will result in a denial.

IV. Any and all assistance granted must be in the name of the applicant or a secondary applicant who lives primarily in the household and assistance will only be given for a primary residence. You are not eligible for assistance if one or more of the following circumstances applies:

- A. You voluntarily terminate gainful employment, are fired for just cause or refuse gainful employment
- B. You use violence or abusive language in or around the Trustee's office or premises
- C. You fail to complete and maintain forms as required by various governmental agencies offering assistance for basic necessities or living, such as AFDC and Food Stamp programs or CASI, or any other programs for which you may be eligible
- D. You fail to accept free or low cost shelter arrangements or financial assistance provided by relatives or others

- E. You fail to sign the Township application authorizing release of information concerning you and members of your household
- V. If you are eligible for assistance, you or a household member will be required to seek employment unless one of the following circumstances exist:
 - A. You (or they) are physically unable to work
 - B. You (or they) are a minor or over 65 years of age
 - C. You (or they) are needed to care for a household member who is underage or has a physical condition
 - D. You (or they) are already fully employed
- VI. You will be required to provide current receipts for all expended funds and comply with a budget schedule and pay only approved family necessities (i.e. rent, utilities, food, medicines).
- VII. You may be required to apply and show proof of application at other sources of poor relief. These may include but are not limited to government or local agencies such as Red Cross, Salvation Army, Community Action of Southern Indiana, local churches, etc.
- VIII. You will receive a decision on the application after all forms are completed and signed, the interview with the Trustee or his designee has been conducted, verifications are provided, and investigation is complete. It may take up to 72 hours after these conditions have been met for a decision to be made. Furthermore, failure to provide information, or unusual circumstances, may delay the decision. If you are denied any assistance you will be given verbal notice of the reasons for the denial and instructions about how to file an appeal. A written notice will be given upon request.
- IV. If you believe this office has wrongly denied you assistance, you are required, within seven days (7), to furnish to the office, in writing, the specific reason(s) on which you base your opinion. If any final decision made by this office is not acceptable to you, you have the right to appeal that decision to the board of Clark County Commissioners within fifteen days of the date of the reconsideration of the decision.
- X. Beginning with the date of your interview with the Trustee or his designee, the previous 30 days will determine your eligibility. Your previous 30 days income will include all household members net pay, any child support received, or other sources of assistance such as AFDC, etc. All sources of income and assistance will be considered and may affect your eligibility.

XI. Income guidelines for determining township assistance eligibility shall be based upon 100% of the Federal Poverty Level as outlined below.

Size of Household	Monthly Income	Annual Income
1	\$ 973	\$ 11,670
2	\$ 1,311	\$ 15,730
3	\$ 1,649	\$ 19,790
4	\$ 1,988	\$ 23,850
5	\$ 2,326	\$ 27,910
6	\$ 2,665	\$ 31,970
7	\$ 3,003	\$ 36,030
8	\$ 3,341	\$ 40,090
For each additional family member, add \$4,060 annually and \$338 monthly. Figures based on 100% of 2014 Federal Income Guidelines published in the Federal Register: January 22, 2014.		

Emergencies, extraordinary expenses, illnesses, hospitalizations or other unusual conditions will be considered during Trustee or his designee interview and investigation in order to make otherwise ineligible households eligible for assistance.

XII. If the Trustee or his designee determines an eligible applicant has any of the following needs the Trustee or his designee has the authority to provide, and may provide, in the most economical and practical manner:

- A. Utilities: This includes water, gas, propane and electric assistance
- B. Shelter: This includes rent to a landlord and may include mortgage payments
- C. Medication: This includes necessary medication and does not include narcotics
- D. Funeral: This includes a cremation or burial for a deceased member of the household if they are not eligible for other assistance such as Medicare, insurance, etc. or if the family is not financially capable of burial expenses. No partial payments will be made and application must be made prior to burial or cremation.

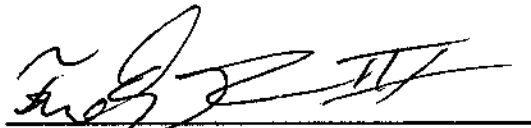
- E. Food: The office provides financial assistance to a local food pantry. Household members may be eligible to receive food from the pantry after a recommendation from the Trustee.
 - F. The office may give assistance through utility, shelter, medication, funeral and food sources. All other forms of assistance will be denied. These include, but are not limited to, gas money, transportation, loans, cash money, etc. There will be no exceptions.
- XIII. The Trustee or his designee will not pay deposits charged by utilities, landlords or other companies. It is the responsibility of the applicant to make arrangements for the payment of the required deposits before granted assistance from the Township Trustee.
- XIV. Any person in need may obtain aid from the Township where he or she lives. It is not necessary to live in a particular township for any specific length of time, so long as you live in the Township in which you apply.
- A. It shall be the policy of the Trustee to not spend poor relief funds on behalf of an applicant in order for such applicant and/or the applicant's dependents, to establish residency in the township.
 - B. It shall be the policy of the Trustee to not spend poor relief funds on behalf of an applicant at a previous residence, regardless if the residence is in the Charlestown Township. Examples include but are not limited to an old bill that has to be paid before establishing service at a new residence.
- XV. Eligible applicants may receive assistance one time during any ninety (90) day period. An interview with the Trustee, or his designee will be required for each request for assistance and the applicant's Township Form TA-1 or a PR-1B Form, and any pertinent information will be reviewed and updated with any changes that have occurred since the applicant's last request for assistance.


If an applicant returns for additional assistance, all previously discussed guidelines shall have been met, including but not limited to, proof of income, expenses, etc.

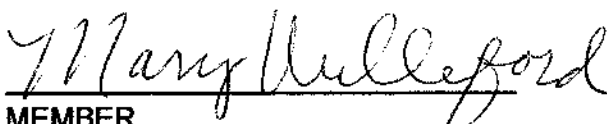
If an applicant needs emergency assistance prior to the expiration of the ninety (90) day waiting period referenced above, the Trustee, or his designee, shall have the discretion to determine if additional assistance is necessary and reasonable under the circumstances. The Trustee, or his designee, may consider extraordinary expenses, illnesses, hospitalizations, significant change in financial circumstances, or other emergent or unusual conditions in making a determination of providing assistance prior the expiration of ninety (90) days from the applicants last receipt of assistance.

- XVI. All decisions regarding eligibility will be based on the above guidelines. These guidelines will be posted at the office of the Township Trustee and any member of the public will be permitted to inspect and copy them. Copies of these guidelines will also be made available to interested public and private social welfare agencies. These guidelines will be periodically revised by the Township Advisory board to reflect changes in the budget, the law and the cost of living.
- XVII. We expect everyone who comes into this office to act and be treated in a courteous and dignified manner. If for any reason, you are not satisfied with our service, please write directly to the Township Trustee or contact the Commissioner's Office of Clark County. Any correspondence may be done anonymously.

Guidelines were respectfully submitted this 9th day of June 2017, Charlestown Township, Clark County, Indiana.


CHAIRMAN


SECRETARY


MEMBER


TRUSTEE