

P.O. Box #1 13330 Parrish Ave. Cedar Lake, IN 46303 Phone (219) 374-7443 Fax (219) 374-7536

Hanover Township Board Adam Wornhoff Maralynn Echterling Richard Niemeyer

Assistance Checklist

Each box checked below, indicates information which is needed to determine your eligibility for Township Assistance. If you do not have the exact items listed below, you may bring in others that provide the same information. You must submit the requested papers by the deadline below, your benefits will be denied or discontinued. If you have any questions please contact this office at the above phone number.

Application submitted:	Deadline date:
Two forms of Identification for EACH per (examples: drivers license, state or military	son in the household. y ID, birth certificate, social security card)
Last 90 days of proof of all income receive (include: earned income and/or unearned in	ed by EACH person in the household.
All entitlement letters (Food Stamps, TANF, Medicaid, SSI, ect.)	æ
Last 90 days of proof of all household bills (included, but not limited to: lease agreement)	e, both paid and unpaid. ent, rent receipts, utility bills, ect.)
Last 3 months of bank statements (include: checking, savings, records of stoo	ks, bonds, annuities, trust funds, and other assets)
Vehicle registrations and/or titles	
Real property/Life Interest	
(Deed, Mortgage, Land contract)	
other:	
other:	
Client_	Employee



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<u>VERIFICATION ELIGIBILTY FOR STATE OR LOCAL PUBLIC BENEFIT</u> <u>REQUIRED BY INDIANA CODE 12-32-1</u>

I,, am a United States citizen or qualified alien(as defined under 8 U.S.C. 1641).
OR
(printed name), is a United States citizen or qualified alien(as defined under 8 U.S.C. 1641).
I hereby verify, under the penalty of perjury, that the foregoing statement is true.
Dated thisday of, 20
(signature)
⊕ ≶
(printed name)



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Initial Investigative Interview

Case	Number Date:
1.	Are you a citizen of the United States? YesNo
2. If Yes	Are you a resident of Hanover Township? Yes No, how long have you lived in Hanover Township?
3.	What is your current address?
4. Landl	Do you: Own Rent? ord's Name & Address:
5.	Any medical problems? Yes No If yes, name & address of physician?
6.	Are you willing to work for Hanover Township? YesNo
7.	What is the highest level of education completed by you?
8.	Are there persons in the household that are NOT immediate family? Yes No
0	
9.	Do you understand that, upon our investigation, if ANY information that you have provifalse, it can be considered fraud and WE CAN PROSECUTE? Yes No
	Signature

Application for Township Assistance

DYVO) DE LES							NOTE: Soci	al Security i	umbers a	re optione
PHONE NUMBER		APPLICATI	ON DATE		APPLI	CATION TI	ME		E NUM	
() -		/	/	31 1s		•	□ AM □ PM			
AREA ###-####		MM D	D YY		HH	MM (t	total:	offic	ce use o	only
Applicant's Full Name			Sa.			Social	Security #	Dat	te of Bi	irth
ă _s					male female	_	-	,	/ /	
LAST	FIRST		MI			or	otional	MM	DD	YY
Other Adult's Full Name						Social	Security #	Dat	e of Bi	rth
					male female	9 4 9		,	· /	,
LAST	FIRST		MI			op	otional	MM	DD	YY
Other Adult's Full Name						Social	Security #	Dat	e of Bi	rth
					male female			/	' /	
LAST	FIRST		MI			op	tional	MM	DD	YY
Current Address										
10										onths ears
Street Address / P.O. Box			Apt. #		City	y, State	Zip	Н	low Lo	
Previous Address		Y.					li .			
								-		onths
Street Address / P.O. Box		#1	Apt. #		City	y, State	Zip	Н	low Lo	
QUESTION	AP	PLICANT			THER .	ADULT	OTI	HER AD	ULT	
What is your housing status?		Own	2.	Ţ	Own	ı		Own		
		Buying			Buy	ing		Buying	r •	
		Renting						Renting	2	
66		Homeless				neless		Homel	ess	
		Other			2 Othe	er		Other		
What is your marital status?		Married			M ar	ried		Marrie	đ	
		Single			3 Sing	le		Single		
		Divorced			Divo	orced		Divorce	ed .	
		Separated			3 Sepa	ırated		Separat	ed	
ν,		Widowed) Wide	owed		Widow	ed	

This office does not discriminate on the basis of race, color, national origin, sex, religion, age or handicap status. Anyone needing special aid, readers or interpreters, please notify us at least 48 hours in advance.

In the following table, list ALL persons living within this household. For EACH person check the relationship to the applicant and circle ALL income sources for that person. Signature, affirming income, required of all household members eighteen (18) and older.

Person's Name	R	elationship		Income So		Amount (monthly)
1						(monthly)
		Yourself	/ /	No Income Social Security	Wages AFDC	
Print			Date of Birth	Unemployment	Pension	
				Veteran's	Support	
Signature			Social Sec. #	Insurance Strike Benefits	Gifts	Ψ.
			(optional)	Strike Beliefits	Other	
		Child	/ /	No Income	Wages	
Print		Spouse	Date of Birth	Social Security	AFDC	
	Ö	Relative		Unemployment Veteran's	Pension Support	
Signature		Room Mate	Social Sec. #	Insurance	Gifts	
		Other Adult	(optional)	Strike Benefits	Other	
		Child		No Income	Wages	
Print		Spouse	Date of Birth	Social Security	AFDC	
FIIII		Relative Room Mate	Date of Brui	Unemployment	Pension Support Gifts	
Signature			0 110 "	Veteran's Insurance		
Signature		Other Adult	Social Sec. # (optional)	Strike Benefits	Other	
		27		NY Y		
a a	Ü	Child	/ /	No Income Social Security	Wages AFDC	
Print		Spouse	Date of Birth	Unemployment	Pension	
		Relative Room Mate		Veteran's	Support	
Signature		Other Adult	Social Sec. # (optional)	Insurance Strike Benefits	Gifts Other	
			(Optional)	Strike Delicitis	Oulei	
		Child	/ /	No Income	Wages	
Print		Spouse	Date of Birth	Social Security Unemployment	AFDC Pension	
		Relative		Veteran's	Support	
Signature		Room Mate	Social Sec. #	Insurance	Gifts	
	ч	Other Adult	(optional)	Strike Benefits	Other	
		Child		No Income	Wages	
Print		Spouse	Date of Birth	Social Security	AFDC	
11111		Relative		Unemployment Veteran's	Pension	
Signature		Room Mate	G'-1 G "	Insurance	Support Gifts	
D.G. Mariano		Other Adult	Social Sec. # (optional)	Strike Benefits	Other	
				No Income	XX7	
		Child		No Income Social Security	Wages AFDC	
Print		Spouse Relative	Date of Birth	Unemployment	Pension	
		Room Mate	= =	Veteran's	Support	
Signature		Other Adult	Social Sec. # (optional)	Insurance Strike Benefits	Gifts Other	
			(optional)	Pariso Dononto	Outer	

Total adults in the house Total of ALL persons li Total GROSS income re	ving	in the hou	sehold: _								
Does anyone live in this If YES, who and how or								ES	NO		
List all motorized vehicle	les o	wned by A	NY pers	son in	this	s housel	nold:				
Type: (Car / Truck / Boat / Motorcycle) Year: Make:											
Type:							Year:		_ Ma	ke:	
Туре:										ke:	
QUESTION		APPLICA	ANT			OTHE	R ADU	LT		OTHER A	ADULT
				Name:				N	ame:	*	
What is your income status		Wages Sto Waiting or Receiving No Incom	opped n Income Income		0 0	Wages Waiting Receivi	Stopped on Incoming Incoming	d		Wages Sto Waiting of Receiving No Incom	opped n Income Income
What is your employment status? * answers require explanation below		Currently Laid off of Never wor Quit: * Fired: * Sick leave Maternity On strike Trying to	n: ked leave				f on: worked * ave ity leav ke	e			n: ked leave
		OTHE	R FINA	NCIA	LΠ	NFORM	[ATIO]	V			
Do you have life insurance? Do you have another type of insurance? Do you have any investment holdings?		Appl Yes Yes Yes	icant No No No			Other Yes Yes Yes	Adult No No No		Other Yes Yes Yes	Adult No No No	
(Stocks, Bonds, CD's, IRA's) Do you have any cash on hand? IF YES, give amount		Yes \$	No	<u> </u>		Yes \$	No		Yes \$	No	
Do you have a checking account? Do you have a savings account? IF YES, give name of each bank & current balance							Yes Yes	No No	n e	Yes Yes	No No
Does anyone in the house employer or government a If yes, explain:	hold genc	have any c y from whi	laims, inc	cludin they)	g la expe	wsuits, a	gainst a	a person, recovery	insui (mon	cance comp ey)? YES	any, S NO

	The state of the s	TY OWNERSHIP	
Do you own any property? IF YES, address:		Vo Yes No	O MANUAL TRANSMIT
Name of mortgage company:			
mount of mortgage payment			
Number of years owned:	Approximat	e market value of home:	
	RENTA	AL HISTORY	
Number of adults on the lease	e: Co-lessee'	s name (if any);	
Name of apartment complex of	or landlord:		
Address of complex or landlo	rd:		
Phone number of complex or	landlord:		
what date did you move into	this rental unit:	Monthly rent a	mount:
s anyone in the household rel	ated to the landlord?	YES NO If yes, state	relationship:
Are any utilities included? Y	ES NO If yes, wh	nich ones?	•
		MENT HISTORY	
	Applicant	Other Adul	t Other Adult
	~ *	Name	o their riddit
our most recent employer:			
Date you started work there:		1	
Date you last worked there:			
eason not working now:			
nd most recent employer:			
ate you started work there:			
ate you last worked there:			
eason not working now:			
		RY SERVICE	
	Applicant	Other Adult	Other Adult
erial Number:			
ranch of Service:			
and of octation			
scharge Date:	II.		
ischarge Date:			
scharge Date:	CITIZ	ENSHIP	

	÷	FAM	ILY INFORMATION	N.		
Applicant'	s Maiden Name ((if married):				
			rs, sisters, grandparents, Phone	aunts, uncles):	How have	ep" relatives they helped? ling to help?
- 19						
		C	HILD SUPPORT		MATERIAL STATE OF THE STATE OF	
If not will	e minor children you go to court lain:	to get support?	ild support ordered for	them by a cou	art?	YES NO YES NO
Are you re	ceiving child su	pport? YES	NO if YES, how many if not in household:	uch?		
		OTHER	SOURCES OF HELI)		
centers or f	riends whom you o, how much &	n have not already liwhen?	lped from any other so isted on this form?	YES NO		service
Amount	Date	RRENT DEBTS (OF ALL HOUSEHOL	D MEMBERS		
of Debt	Purchased	Creditor	Items Purchased	Value	Amount paid	Last Pay Date
			2 Descriptions			

EXPENSE INFORMATION

List below any payments made by any household member to any source in the last thirty (30) days:

Amou	nt]	Paid To	Date Paid	Amount	Paid To	Date Paid
-				20		
-						
				-		_
				-		
				-		
	М.					
What do you	owe today o	on your utilities	mortgage? \$ s?			
Electricity \$		_ Gas/Heating	g \$	_ Water \$	Cable \$ _	
Telephone \$	ogo hillo in a	_ Sewer \$	Tras	h Removal \$	Other S	\$
			name? YES			
What is your	reason for a	sking for Trust	tee help?	□ No	Income	
					Enough Income	
					ome Stolen	
Has there bee	n an emerger	ncy or extraord	inary circumstan	ee you wish the T	ergency Event	in your application
YES NO	Ü	,		oo you wish the i	rustoe to consider	m your application
If YES, explain	in: =					
Specifically, v		asking for help				
(24/4
·						

OTHER PUBLIC ASSISTANCE							
	Are you	receiv	ing or have you appl	ied for the fol	lowing:		
Subsidized Sec. 8, HUD, or			APPLICANT	,	_		
Utility Allotment	YES			Date Applied		/	
Food Stamps	YES		Date Applied: _	/		nount:	
AFDC Welfare	YES		Date Applied: _			ount:	
Other Trustee Office		NO	Date Applied: _			iount:	
Social Security (any type)	YES	NO	Date Applied: _	/	_/ An	iount:	
	YES	NO	Date Applied: _	/	<i>J</i> Am	ount:	
V.A. Benefits (any time)	YES	NO	Date Applied: _		/ Am	ount:	
EAP Utility Assistance	YES	NO	Date Applied: _	/	/ Am	ount:	
FEMA Funds	YES	NO	Date Applied: _		/ Am	ount:	
Unemployment Benefits	YES	NO	Date Applied:		/ Am	ount:	
Grants / Loans	YES	NO	Date Applied: _			ount:	
Any other type of help	YES	NO	Date Applied: _			ount:	
			OTHER ADUL	T			
Subsidized Sec. 8, HUD, or o	other publ	ic hou			/	/	
Utility Allotment	YES	NO	Date Applied:		/ Am	ount:	
Food Stamps	YES	NO	Date Applied:	/	/ Am	ount:	
AFDC Welfare	YES	NO	Date Applied:		/ Am	ount:	
Other Trustee Office	YES	NO	Date Applied:	/	/ Am	ount:	
Social Security (any type)	YES	NO	Date Applied:	/			
V.A. Benefits (any time)	YES	NO	Date Applied:	1		ount:	
EAP Utility Assistance	YES	NO	Date Applied:			ount:	
FEMA Funds	YES	NO	Date Applied:			ount:	
Unemployment Benefits	YES	NO	Date Applied:			ount:	
Grants / Loans	YES	NO	Date Applied:			ount:	
Any other type of help	YES	NO	Date Applied:		Amo	ount:	
y and special norp	110	NO	Date Applied:		Amo	ount:	
uboldinal Co. O. TITED			OTHER ADULT	[
Subsidized Sec. 8, HUD, or o Itility Allotment	ther public	c hous	ing: YES NO I	Pate Applied:	/	/	
ourly milounous	I E2	NO	Date Applied:		Amo	unt:	
Good Stamps	YES	NO	Date Applied:		Amo	unt:	
AFDC Welfare	YES	NO	Date Applied:		Amo	unt:	
Other Trustee Office	YES	NO	Date Applied:			unt:	
ocial Security (any type)	YES	NO	Date Applied:	//_		unt:	
A. Benefits (any time)	YES	NO	Date Applied:			unt:	
EAP Utility Assistance	YES	NO	Date Applied:			unt:	
EMA Funds	YES	NO	Date Applied:			unt:	
Inemployment Benefits	YES	NO	Date Applied:	1 1		unt:	
Frants / Loans		NO	Date Applied:				
any other type of help		NO	Date Applied:			ınt: ınt:	
as anyone in the household b	een termi	nated	from, refused or had			YES NO	
as anyone in the household e	ver been o	convic		under IC 35-4	3-5-7? YES	S NO	

READ CAREFULLY* NOTICE OF PUBLIC LAW

Indiana Code 12-20-6-9 requires the township trustee to investigate my circumstances, and the cause of my condition. I understand that I am required to cooperate in such investigation. I understand that Indiana Code 12-20-6-8 requires the trustee to notify me of the action taken (approval, denial, pending) on my case within 72 hours (excluding weekends and legal holidays) and that the trustee must retain a copy of each application whether or not relief is granted.

Indiana Code 12-20-16-2 prohibits the Trustee from providing medical assistance if the applicant could qualify for that assistance under the Hospital Care for the Indigent Program (IC 12-16). The township may not provide assistance for payment for more than 30 days of heating fuel or electric services assistance unless the applicant has applied for assistance as stated under IC 12-20-16-3. IC 12-20-16-5 provides that applicants, or a member of the applicant's household, granted emergency township assistance, file an application with the appropriate government agency. If the applicant, or a member of the applicant's household, failed to file within fifteen (15) working days, no further Trustee assistance may be granted for sixty (60) days following emergency Trustee assistance granted.

Applicants for food assistance may not be provided food assistance for more than thirty (30) days unless an application for food stamps is filed with the Division of Family and Children. IC 12-20-10-1 provides that if applicants applying for aid are in good health, or if any member of their household are so, the trustee shall require those able to work to seek employment and the trustee shall refuse any aid until the trustee is satisfied that the persons claiming help are endeavoring to find work for themselves. IC 12-20-11-1 requires a recipient or other adult member of the household, with certain exceptions, to do work needed to be done within the county or an adjoining township in any other county for any governmental unit having jurisdiction in those townships.

I HAVE READ THE ABOVE NOTICE OF PUBLIC LAW.

Sign	Applicant	2	ignature	of Other A	Adult	Signature of Other Adult				
Are you will	ling to v	vork for th	e township and act	ively se	ek employ	ment as a condition	ı of rece	iving trustee assistance?		
Applicant:	YES	NO	Other Adult:	YES	NO	Other Adult:	YES	NO		
If no, explai	n why n	ot:								
f-	-			*	ffidavit	d				
I certify and affirm under penalties of perjury that the information I have given on this application is true and correct to the best of my knowledge and belief in every respect as to myself and member of my family and household, and that I have not withheld any information on matters bearing upon the eligibility and need for relief from myself and members of my family and household, and that I and the members of my family and household have no other means of support than those stated in this application. I also certify that I have not been convicted under IC 35-43-5-7 (Welfare Fraud) and am eligible to receive township assistance.										
Signa	ature of	Applicant		ignature	of Other A	Adult	Sign	ature of Other Adult		

Note: All household members eighteen and older must sign where indicated for application to be complete.

CONSENT TO THE DISCLOSURE OF INFORMATION TO THE TOWNSHIP TRUSTEE

I,	, Case Number	, residing at
1		, Indiana, consent to
the disclosure of the following information		, the investigator of
		County, Indiana:
Information that will verify n		
1. Countable income,	•	
2. Countable assets.		#
3. Wasted resources.		5
4. Relatives capable of	of providing assistance.	
5. Past or present em	_	
6. Pending claims or	causes of action.	
7. A medical condition	on if relevant to work or workfare requ	irements.
8. Any other informat		
This information may be used only in	connection with:	
		nship County, IN.
(2) My application for public assistance		
Medicaid Policy and Planning.	e from the Division of Family and Ch	ndren county offices and the Office of
•		
(3) Others (if any).		
Signature of Applicant	Signature of Other Adult	Signature of Other Adult
Date Signed	Date Signed	Date Signed
This conse	nt form expires 180 days after the date o	of signing.
ACKNOWLEDGMENT AR	ND PLEDGE OF CONFIDENTIAL	YPV DV THE TOXESIGHED
	The second continue that	THE TOWNSHIP
The undersigned township trustee or enaccess to certain personal information and exchanged only with agencies related this application or as otherwise provide	nd that such information is to be treated to the undersigned employment by the	ed as confidential and is to be released
2		
Trustee or Employee		Date Signed

(THIS PAGE FOR TOWNSHIP USE ONLY)

WORK ORDER:

Given _			Amount _		Comple	eted		
		STATISTIC	CAL SUMMAI	RY OF THIS	APPLICATIO	N		
Date	# Recipients Rec'd. Benefit	Utility \$ Benefits	Housing \$ Benefits	Food \$ Benefits	Health Care \$ Benefits	Other	Total \$ Benefits	
7								
					1			
Training Program Referral		Refe	Referrals		Workfare Hours		Time Spent on Application	
	Ne							

CASE RECORD OF INVESTIGATION

NOTES:



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Authorization to Distribute Information

Ĭ	give the Henever Township Tours of all Off
(printed)	give the Hanover Township Trustee's Office
permission to release my name to	various community organizations that work with their office. By
doing so, I may receive donations	from such organizations for my family and/or myself.
Name	
Signature	
Date/	

Office of the Hanover Township Trustee



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INCOME TO EXPENSE COMPARISON

The Trustee may require verification of all income, or lack of income, by all persons residing in the household. Failure to provide requested verification, or withholding pertinent information, may result in a Denial or Discontinuance of Trustee Assistance.

Name	Case #		
Address	Total # of occupants in Household		
EXPENSES	INCOME/RESOURCES		
ITEMS:	INCOME:		
Food	Employment Earnings		
Non Food	D 1		
HOUSEHOLD:	TANTE		
Rent	Social Security		
Mortgage	S.S.I.		
NIPSCO	S.S.D.		
Heating Oil	Pensions		
Water	Medical Leave		
Sewer	Unemployment		
Telephone(home)	Roommate/Rental		
Telephone(cell)	Alimony		
Cable/Dish	Other		
Other	Other		
MEDICAL:	Other		
Expenses	RESOURCES:		
Insurance	Food Stamps		
Other	HIID		
TRANSPORTATION:	EAP		
Car Payment	Section 8		
Insurance	Church Assistance		
Gas	Church Assistance		
Other	Other		
MISCELLANEOUS	Other		
Childcare	Other		
Other			
TOTAL	TOTAL		
T 1 d dd d d a a a a a a a a a a a a a a	. 1 1 1		
I understand that the above information will be used	to help determine eligibility to receive Trustee Aid, of all the information I provide.		