

Approved

2/6/19

**TRUSTEE OF HANOVER TOWNSHIP**



Township Trustee  
Kevin Toth

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

# Hanover Township Assistance Guidelines 2019

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**NOTICE TO ALL CITIZENS OF  
HANOVER TOWNSHIP,  
LAKE COUNTY, INDIANA**

**RE: Township Assistance**

**Office Location: 13330 PARRISH AVE CEDAR LAKE, IN 46303**

**Office Phone: 219-374-7443**

**Office Hours: MONDAY 9AM-4PM, TUESDAY 9AM-3PM, WEDNESDAY 9AM-3PM, THURSDAY 9AM-3PM AND FRIDAY 9AM-2PM**

Township Assistance applications are accepted by appointment and walk-in appointments are accepted in event of an emergency. The Trustee reserves the right to modify office hours in conformity to the needs of the township. In such event, the Trustee will post notice. The Township Trustee's office will be closed on special holidays and at other times when it is necessary for the Trustee's office to participate in educational programs or seminars.

**Standards, Eligibility, and Procedures** - Assistance in Hanover Township is administered in accordance to the standards duly adopted by the Township Board and available at all times for review at the township office.

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**Hanover Township Trustee**

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# TOWNSHIP ASSISTANCE STANDARDS, ELIGIBILITY, AND PROCEDURES

## INTRODUCTION

(A) In the state of Indiana, it is the legal duty of the township to provide for its poor and needy, and the Township Trustee is charged with the responsibility of assisting and servicing all the poor and needy persons within their respective township.

(B) In order to meet the legislative purpose of providing necessary and prompt relief to both the poor and needy families found within their township, the Trustee will determine eligibility for assistance based upon the applicant/recipient's total situation.

(C) All decisions regarding eligibility will be based on the following standards. The standards 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 standards will also be made available to interested public and private social welfare agencies. These standards will be periodically revised by the Township to reflect changes in the law and the cost of living.

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**1.00.00 OFFICE HOURS** - The number of hours each township is open for Township Assistance Applications will differ from one township to another. Therefore, the schedule for each township is contained on a separate page of this document as provided by each individual township. Individuals desiring to make application for Township Assistance from their respective township should call the trustee's office first. The township telephone number will be listed by the name of the township in the business section of the telephone book. An electronic answering device will also give the business schedule and detailed instructions for making Township Assistance applications.

**1.00.01 LOCATION AND DIRECTIONS** - The trustee will either make arrangements to meet with the potential applicant, or will give detailed directions over the telephone on how to find the township office. Each Hanover-Lake County Trustee will provide detailed directions on how to find the township's office location. This information will be available from the County Auditor or the County Sheriff and at other locations deemed appropriate by the trustees.

**1.10.00 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". An application for Township Assistance is not considered completed until all adult members of the household have affixed their signature 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.

**1.10.01 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.

**1.10.02 ASSISTANCE WITH COMPLETION OF THIS APPLICATION** - The township trustee will assist an applicant for Township Assistance in completing the application if the applicant has a mental or physical disability, including mental retardation, cerebral palsy, blindness or paralysis; has dyslexia; or cannot read or write the English language. **IC 12-20-6-1 (e)** If an individual who is required to sign a form as per the application process is unable to sign the form in the township trustee's office due to a physical or mental disability, or illness, the trustee shall make alternate arrangements to obtain the individual's signature.

**1.10.03 THE PERSONAL EFFORTS AND THE EXPENDITURE OF FINANCIAL RESOURCES** - The township trustee, as administrator of Township Assistance, may provide and shall extend Township Assistance only when the personal efforts of the Township Assistance applicant fails to provide one (1) or more basic necessity. This shall include expending the household's available financial resources for basic necessities in the sequence they come due or considered necessary and reasonable at the time the expenditure is made. The township, before continuing Township Assistance is provided, may require, in writing on the Form TA-1A, that the recipient expend a substantial portion of their monthly financial resource(s) on a specific recurring basic necessity. Failure to comply may result in a denial for a period **not to exceed sixty (60) days**. **(IC 12-20-16-1)**

**1.10.04 RECERTIFICATION** - The township trustee will not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit with the request for assistance affirming how, if at all, the personal conditions of the individual or the household have changed from that set forth in the most recent application (Form PR-1B). Applications for Township Assistance are considered valid for a period not to exceed 180 days. During the 180 day period all requests will be processed on a month by month basis.

**1.10.05 RESIDENCY** - It is necessary for the township to make some determination as to an applicant's living arrangements and whether they are physically living in the township, and whether or not they intend to make the township in which they are requesting assistance their permanent place of residence. The township may consider the conduct of the applicant, both active and passive, as it may reveal an intent to reside within a given household and within their respective township. Except for verified emergencies affecting applicants who are temporarily in the township for reasons other than Township Assistance, they must be residents of the township in which they apply. The following items may be used to determine residency or the person's intent to make the township their permanent place of residency. **(IC 12-20-8)**

1. Mailing address
2. Telephone listing
3. Driver's license
4. Voter registration card
5. Utility billing
6. Motor vehicle registration
7. Addresses given to former employers and others
8. U. S. Postal Service change of address notices
9. The return, in a completed fashion, of the landlord's housing information verification statement
10. Where the applicant came from and how they supported themselves there (i.e. job, food stamps, TANF, Township Assistance, Subsidized Housing, Medicaid, etc.)
11. What means of transportation brought them (applicant household) to this township and how it was paid

12. Were they invited or promised assistance by anyone such as relatives, friends, or other social service agencies
13. Any other item, documentation, or verification requested from the applicant
14. Undocumented alien or un-emancipated youth will not be eligible for Township Assistance benefits
15. If in a temporary / transient location (sleeping in car, hotel, etc.), where the last permanent residence was

**1.10.06 PERMANENT RESIDENCY** - All applicants for Township Assistance must be residents of the township as verified by the provisions of Section 1.10.05 sub-paragraph (1) through (15) of these standards. In case of emergency, however, the township may provide temporary assistance to applicants who are temporarily in the township unless the applicant is specifically in the township for Township Assistance benefits or has come from another Lake County township to stay in temporary / transient shelter within the past 30 days. This will not be interpreted or construed to mean that individuals living in adjoining townships should come to the larger urban township for shelter assistance. The township in which they presently reside or are found to be in distress is still obligated to investigate the circumstances of the distressed person(s) and render whatever assistance is necessary. Consequently, each Lake County township may refer individuals falling into this category to the appropriate township. An individual in the United States without the permission of the Immigration and Naturalization Service is ineligible to receive Township Assistance. **(IC 12-20-8-1,2,3,4 &7 & IC 12-14-2.5-3)**

**1.10.07 TEMPORARY LIVING IN ANOTHER TOWNSHIP** - Individuals temporarily living in another township when their immediate past residency was in Hanover Township will not be denied benefits on the grounds of residency. Nor will Hanover Township provide assistance, other than that which is required by law for transients, to individuals who are temporarily living in Hanover Township when their immediate past residency was outside the boundaries of Hanover Township.

**1.10.08 COOPERATION** - During the interview process, the applicant will be required to complete an Application for Township Assistance on behalf of the household and must provide the names of all household members and any information necessary for determining the household's eligibility for assistance. The household will be required to cooperate with an investigation of finances, responsibilities, and eligibility to receive governmental or quasi-governmental assistance. The investigation may include a home visit and/or contact with their relatives who may be willing and able to assist them. Except in cases of emergencies, an applicant must apply for all other forms of public assistance before being granted continuing Township Assistance.

**1.10.09 AGE** - Any individual or household where the head of the household is eighteen (18) years of age or older, or where the individual or household head is legally and completely emancipated at an earlier age, will be eligible for assistance from the office of the Township Trustee. Un-emancipated youth requesting township assistance will automatically be reported to the Lake County Office of Families and Children.

**1.20.00 "HOUSEHOLD" DEFINED** - "Household", for the purposes of these guidelines, means an individual living alone, a family related by blood, or a group of individuals living together at one (1) residence as a domestic unit with mutual economic dependency.

**1.20.01 “RELATIVES” DEFINED** - For the purposes of these Standards and Guidelines, the term “relative” shall include only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of the applicant for township assistance.

**1.20.02 “EMERGENCY” DEFINED** - The term “emergency” means an unpredictable circumstance or a series of unpredictable circumstances that : (1) place the health or safety of a household or a member of a household in jeopardy; and (2) cannot be remedied in a timely manner by means other than township assistance.

**1.30.00 APPLICATION REVIEW** - In case of emergency, the trustee will accept and promptly act upon a verified request for emergency assistance. In all other non-emergency requests, the trustee shall act on the application not later than seventy-two (72) hours after receiving the completed application. Weekends and legal holidays are excluded from the 72 hour rule. The 72 hour “time clock” commences the moment the completed application is received by the township. An action of “PENDING” permits an additional 72 hours and must include a statement from the township listing the specific reasons for the action. **(IC 12-20-6-7 & 8)**

**1.30.01 NOTICE OF ACTION /APPEALS** - The township will notify the applicant, as required by law, of the action taken by the township upon their request for Township Assistance. The township shall do the following:

1. Mail the Notice of Action (Form TA-1A) or provide personal notice not later than 72 hours, excluding weekends and legal holidays, after receiving the **completed** application.
2. The notice shall include information that notifies the applicant of their right to appeal the trustee decision and where the appeal is to be filed.
3. The notice shall include (a) the type and amount of assistance granted, (b) the type and amount of assistance denied or partially granted, and (c) the specific reasons for denying all or part of the assistance requested.
4. The township shall not render a decision on a request for Township Assistance without a completed application for township assistance (Form TA-1) on file in the office of the township. This also precludes the township trustee from rendering a decision via the telephone or any other electronic device.

**1.30.02 NON EMERGENCY REVIEW** - If, before granting Township Assistance, the trustee determines that an applicant or a member of the household may be eligible for public assistance other than Township Assistance, the applicant or household member shall, when referred by the trustee, make an application and comply with all necessary requirements for completing the application process for public assistance administered by the county office of the Division of Family Resources, or any other federal or state governmental entity.

**1.30.03 REFERRALS** - All applicants for Township Assistance and members of the applicant’s household are required to comply with all referrals from the trustee to other public or private assistance programs within fifteen (15) working days of the referral date. Failure to comply may result in a denial for not more than sixty (60) days.

**1.30.04 RESPONSIBLE RELATIVES** - If it is ascertained that the applicant/recipient has any relative able to assist him or his household, the office of the township trustee shall, before granting aid a second time, ask the relatives to help the applicant or member of the applicant’s household, either with material relief or by furnishing them with employment; but if the relatives refuse, then the Trustee may assist the household as may be otherwise provided herein.

The township may, instead of providing direct Township Assistance food assistance, refer an otherwise eligible household to a governmentally or privately funded food pantry. See **Appendix B** for food purchase order limits.

**2.30.00 NON-FOOD ITEMS (HOUSEHOLD ESSENTIALS)** Necessary supplies, such as minimal household furnishings, utensils, appliances, personal hygiene, and toiletry items. The township will request that the applicant be specific when requesting household items. The township may then include these specific items on the township purchase order or refer the client to a governmentally or privately funded pantry. See **Appendix C** for household essential purchase order limits.

**2.40.00 SHELTER** - The township will provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant. Shelter is defined for the purpose of Township Assistance as a house, a mobile home, an apartment, a group of rooms, or a single room occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters where the occupant or intended occupant does not live and eat with any other individual in the building; and has direct access to the occupant's living quarters from the outside of the building or through a common hall. Exception to the definition of "shelter" may include temporary group homes and/or shelters. The amount paid by the township does not exceed the amounts listed in **Appendix D**.

**2.40.10 INFERIOR HOUSING** - If the trustee determines that a housing unit for which payment is requested is substantially below minimum standards of health, safety, or construction, the trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. **(IC 12-20-16-17)**

**2.40.20 SHELTER LIMITATIONS** - Shelter assistance may not be paid to an applicant's relative who is the landlord if the applicant lives in:

1. the same household as the relative; or
2. housing separate from the relative and either:
  - a. the housing is unencumbered by mortgage; or
  - b. the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months.

Nor will the township recognize expenditures (receipts) paid to relatives when living in the same household. If shelter payments are made to a relative of a Township Assistance 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 township shelter assistance granted. For the purpose of this section, the term "relative" includes only the parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, stepgrandparent, grandchild, or stepgrandchild of a Township Assistance applicant. **(IC 12-20-6-10)**

**2.40.30 SHELTER DEPOSITS** - A township is not required to spend Township Assistance funds for a shelter damage or security deposit or an eligible applicant or household. However, the trustee may encumber money for a shelter damage or security deposit by making an agreement with a property owner who furnishes shelter for the recipient/household. The agreement must be in accordance with **IC 12-20-16-17**.

**2.40.40 SHELTER ENCUMBERED** - In situations where an applicant is renting from a relative with an encumbered mortgage for the housing being used, the township may pay only the maximum allowable rent or the amount of the mortgage payment, less principal, whichever is the lesser. Receipts signed by relatives for rental payments from an income source other than Township Assistance will not be recognized for more than the actual mortgage payment.

**2.40.50 TEMPORARY RESIDENTS** - The definition of residency/household shall not be construed to mean temporary living arrangements made available by friends, relatives, their acquaintances, or social service agencies, either public or private.



The residency must not be established for the primary purpose of qualifying for Township Assistance. See Sections 1.10.06 & 1.10.07.

**2.40.51 SHELTER MOVING** - Clients moving within sixty (60) days immediately preceding their application for Township Assistance, from a shelter provided by a relative, or any form, kind, or type of subsidized shelter, will be declared ineligible for Township Assistance. The burden of establishing good, just, and reasonable cause for having moved shall be upon the applicant.

**2.40.60 OTHER SHELTER** - The township shall not be obligated to pay the cost of shelter assistance to or for an applicant when an applicant's relative purchases a house or mobile home for the intended purpose of having the applicant live in the unit. The paragraph applies to real estate purchases or other property transactions made within ninety (90) days prior to making application for Township Assistance, anytime immediately following the filing of a Township Assistance application, or during the period an applicant remains otherwise eligible for Township Assistance. The township shall not be obligated to pay, directly or indirectly, the cost of mortgage payments when the property in question is part of a potential property settlement in a pending court proceeding, such as a divorce or probate.

**2.40.70 LIVING WITH RELATIVES** - The township is not required to provide shelter assistance to an otherwise eligible individual if the individual's most recent residence was provided by the individual's parent, guardian, or foster parent, and the individual, without just cause, leaves that residence for the shelter for which the individual seeks assistance. If an individual as described in this section becomes a member of another Township Assistance household, then the entire household may be denied assistance.

**2.40.80 TAX SUPPORTED SHELTER PROGRAMS** - The township is not under any obligation to enter into a contract or pay temporary shelter cost on behalf of an otherwise eligible applicant to a public or private agency which is wholly or partially funded by federal or state funds.

**2.40.90 SUBSIDIZED SHELTER ASSISTANCE** - The township will not be obligated to subsidize or otherwise provide shelter assistance from the Township Assistance fund to households living in shelter units under the control and within the power of another governmental or quasi-governmental agency or municipality.

**3.00.00 UTILITY SERVICE / HEATING FUELS** - The trustee, in cases of necessity and if the applicant otherwise qualifies, will authorize the payment of water, gas, sewer, heating and cooking fuels, an electric services. In addition, the trustee may authorize the payment of delinquent bills, only when necessary to prevent their termination or to restore terminated service. Following are the exceptions and limitations:

1. All utilities must be in the name of an adult member of the requesting household, an emancipated minor who is the head of the household, a landlord, or a former member of the household if the applicant proves that the applicant is responsible for the payment of the bill.
2. Before payment will so be authorized, the applicant/recipient must have first attempted to make reasonable arrangements with the appropriate utility company, and in the event that arrangements have been made, the trustee will only pay that part of the agreed-upon payments, which are beyond the ability of the applicant/recipient to pay.
3. The township will not pay for utility service received as a result of a fraudulent act by any adult member of a household requesting township assistance.
4. The township will not pay utility deposits.

5. Fuel oil or L.P. gas must be ordered by the Trustee. No payment on fuel bills will be made if ordered by the applicant.
6. The township will not consider the payment of estimated utility bills.
7. The township will not consider the payment of delinquent utility bills if the applicant was ineligible for Township Assistance at the time the cost was incurred, or if the delinquent bill is older than twenty-four (24) months.
8. Individual applicants for Township Assistance needing utility assistance on a continuing basis shall be informed by the township to request such assistance monthly. Failure to do so may result in a denial for failing to cooperate.

**3.10.00 ENERGY PROGRAMS** - Applicants seeking township assistance with the payment of energy bills must first utilize all available federal and state programs designed to assist indigent households with the cost of energy, and must furnish the township with written proof that an application for such assistance has been requested from other governmental sources. **(IC 12-20-16-3)**

**3.20.00 TRANSPORTATION** - Certain assistance may include transportation to seek and accept employment on a reasonable basis. Transportation assistance to public and private social agencies to which an applicant or recipient is referred by the trustee may be provided if applicant has no means of transportation and such applicable agency is not within reasonable walking distance.

**3.20.10 TRANSPORTATION / DEPORTATION OF NONRESIDENTS** - It is unlawful to furnish any nonresident of the township with transportation until after the legal residence of the person applying has been ascertained beyond a reasonable doubt. Any transportation furnished to such a person shall be in the direction of their 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. The township may, under this section, require an applicant to perform workfare prior to receiving transportation assistance. **(IC 12-20-16-11)**

**3.20.20 DEPORTATION RE-APPLICATION** - An individual may be denied township assistance for not more than one hundred and eighty (180) days whenever the individual or a member of the individual's household has been: sent by a township where the individual does not reside to a location outside the township at the individual's request or by court order; and transported to a location outside the township at public expense; and knowingly reapplies for assistance in the township from which the individual or member of the individual's household was sent. **(IC 12-20-9-6)**

**3.20.30 AUTOMOBILES** - An automobile is not, by statute, recognized as a basic necessity. Therefore, automobile payments and other related expenses may not be considered an acceptable expense, unless it is necessary to maintain current employment, seek employment, or for other necessary reason determined by the trustee. Then, the reasonableness of the expenditure will be considered.

**3.30.00 BURIAL OR CREMATION AND FUNERAL** - The trustee shall provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual. If it is determined that the deceased individual is a resident of another township in Indiana, the township shall notify the trustee of that township, who shall then provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual not leaving sufficient resources (i.e. cash, automobile, and/or real property) to defray expenses. Contributions or payment of benefits from any other source **may be** deducted from the township's allowable maximum (**see Appendix E**).

surviving member of the deceased person's family make a formal request for "Burial or Cremation and Funeral" assistance before providing a person to superintend. If there are no surviving family members, the person appointed to superintend will make the formal request for burial assistance by completing the standard Form TA-1 Application for Township Assistance. Family members of the deceased person, who are financially able, will be requested to financially contribute to the payment of the funeral and burial or cremation expense. Any amounts contributed **may be** deducted from the township's maximums.

**3.30.20 BURIAL TRANSPORTATION / EXPENSES** - The township will not pay for the cost of transporting the remains of an indigent person back to the township unless it can be determined that the deceased was, in fact, a resident of the township at the time of death and the transportation cost can be accomplished within the amount determined as most economical.

**3.40.00 MEDICAL SERVICES** - The township will, in cases of necessity, promptly provide medical assistance for qualifying Township Assistance applicants who are not provided for in public institutions; have coverage under a private insurance policy; or are receiving governmentally subsidized medical benefits, such as Medicaid or Medicare. The township shall only pay the cost of the following medical services for the eligible and qualifying poor of the township: **(IC 12-20-16-2)**

**3.40.10 PRESCRIPTION DRUGS** - The township will furnish prescription drugs, when prescribed by a duly licensed physician, provided the client has filed an Affidavit and Application for Township Assistance. Any prescription assistance shall not exceed a 30 day supply. However it is the policy of Hanover Township not to provide any assistance towards any drug deemed a "controlled substance" or narcotic based.

**3.40.20 OFFICE CALLS** - It is the responsibility of the applicant to make their own appointments for visits to medical service providers. Clients requesting authorization for a visit to a medical service provider, except in case of emergencies, must first obtain authorization from the township. The cost of visits to a medical specialist cannot be paid by the township, unless the applicant was first referred to a specialist by their attending physician. **(IC-12-20-16-2)**

**3.40.30 EMERGENCY ROOM TREATMENT** - The township may pay for necessary emergency room treatment that is of an emergency nature. However, a medical emergency does not exist in situations where the illness/injury could, and would, 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. **(IC 12-20-16-2)**

**3.40.31 REPORT OF EMERGENCY TREATMENT** - Emergency office calls, duly prescribed drugs and necessary emergency room medical treatment received in a hospital emergency room may be paid by the township, provided a proper request for the service is made to the township office, by the applicant or a member of the applicant's household, within fifteen (15) working days of the time the services are rendered. The medical service provider must indicate the services they provided on a "REPORT OF MEDICAL AID RENDERED" Form TA-4, properly executed and signed by the service provider and the applicant and submitted to the township within the prescribed time limits, or it shall result in a denial.

**3.40.40 DENTAL CARE AND TREATMENT** - The payment of dental care and/or treatment shall be limited to those costs which are medically necessary to eliminate pain and/or infection in the most economical and practical way. The township may pay the cost of denture replacements and/or repairs not covered by other tax supported programs. However, the township will not pay for the initial cost of dentures. **(IC 12-20-16-2)**

**3.40.50 EYEGLASSES** - The township may pay the cost of eye exams, eyeglasses, eyeglass repair, or eyeglass replacement for eligible Township Assistance applicants provided the applicant has exhausted all other tax supported programs providing a similar service. **(IC 12-20-16-2)**

**3.40.50 EYEGLASSES** - The township may pay the cost of eye exams, eyeglasses, eyeglass repair, or eyeglass replacement for eligible Township Assistance applicants provided the applicant has exhausted all other tax supported programs providing a similar service. **(IC 12-20-16-2)**

**3.40.60 OTHER PRESCRIBED TREATMENTS** – The township may pay for other treatments prescribed by an attending physician under **IC 25-22.5** including: *pre-operation testing, over-the-counter drugs, x-rays and laboratory testing, visits to a medical specialist when referred, physical therapy, and repair or replacement of a prosthesis* when not provided for by other tax supported state or federal programs.

**3.50.00 WORKFARE (RECIPIENT DEFINED)** - The term *recipient* as it relates to workfare means a *single person receiving Township Assistance or, when Township Assistance is received by a household with two (2) or more persons, that member of the household most suited to perform available work*. Suitability to perform available work shall be determined by the Trustee, who may provide for medical examinations necessary to make the determination. **(IC 12-20-10-3.5)**

**3.50.10 WORKFARE REQUIREMENTS** - The township shall require a recipient household to do any work needed to be done within the township, an adjoining township, any governmental unit (including the state) having jurisdiction in those townships, or for a not-for-profit social service agency. **(IC 12-20-1101)**

**3.50.20 WORKFARE OBLIGATION** - Minimum criteria for satisfactory participation in the workfare program shall be established by the township with a maximum of one shift per day or five shifts per week. Unexcused absences for scheduled workfare assignments may result in the discontinuance of township assistance. Any workfare obligations *incurred in another township will be carried forward to the gaining township*, unless the applicant failed to comply, they shall be denied for one hundred and eighty (180) days. *Failure to comply with printed instructions on a work order will not only cancel the work order, but will also constitute ineligibility for further assistance for not more than one hundred and eighty (180) days, unless the recipient shows good cause for not performing the work.*

**3.50.30 WORKFARE PARTICIPATION** - The recipient(s) is required to maintain the minimum criteria that is necessary for the fulfillment of his/her workfare responsibility until such time as his/her obligation with the township is satisfied. Recipients will not be permitted to voluntarily work in advance of receiving township assistance in order to accrue workfare credit. It is the sole responsibility of the recipient(s) to meet the criteria of workfare participation. In satisfying this obligation, only the recipient or members of the recipient's household will be allowed to perform the required work.

**3.50.40 WORKFARE COMPENSATION** - Work performed is considered "as satisfaction of a condition for Township Assistance and is not considered as services performed for remuneration." The recipient shall be required to do an amount of work that equals the value of assistance at a rate no less than the existing Federal Minimum wage. This translates into hours the recipient will owe in total workfare hours.

**3.50.50 WORKFARE EXCEPTIONS** - Recipients may be excused from workfare for only the following reasons:

1. The obligated individual is not physically able to perform the proposed work
2. The obligated individual is a minor or is over sixty-five (65) years of age
3. The obligated individual is needed to care for an individual as a result of the individual's age or physical condition
4. The obligated individual has full-time employment at the time the recipient receives Township Assistance

5. The township trustee determines that there is no work available for any adult member of the recipient household
6. The individual(s) obligated is, at the direction of the trustee, attending educational courses or self-help classes

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

**3.50.70 OTHER WORKFARE CREDIT** - As a condition of continuing eligibility, a trustee may require a recipient of Township Assistance or any member of a recipient's household to participate in an appropriate work training program that is offered to the recipient or a member of the recipient's household:

1. within the county or an adjoining township in another county under the Job Training Partnership Act (29 U.S.C. 1501 et seq.); or
2. by a governmental entity.

While attending, the recipient would receive workfare "credit hours".

In the event the Trustee deems that an applicant/recipient would benefit in his/her search for employment by participating in employment counseling, job training, and/or educational programs referred by the Trustee, the applicant/recipient's refusal to participate in the same is deemed as a refusal to actively seek employment which will be grounds for denial or termination of Township Assistance.

**3.60.00 SUPPLEMENTAL SECURITY INCOME** - Individuals awaiting a determination from the Social Security Administration for SSI benefits will not be required to perform workfare during the initial stages of the SSI application process. Once the initial application for SSI benefits has been denied by SSA, the applicant may, at this point, be obligated to perform workfare. Other members of an SSI applicant's household able to perform workfare will be required to participate and work his/her proportionate share of the workfare obligation. Example: A member of a multi-member household (three (3) members) awaiting an SSI determination shall be excused from performing workfare while the SSI determination is pending. Other adult members of the household will, however, be required to comply with the workfare obligation, but will only be required to work the remaining proportionate share. The township will obligate this particular household to two-thirds (2/3) of the assistance rendered as a workfare obligation. This holds true only if the entire household shared in the assistance, such as shelter, utilities, or food. If, however, assistance was rendered specifically for the SSI applicant, workfare will not be required, but the amount of this assistance may be recovered through the Interim Assistance Reimbursement program. Individuals currently receiving SSI monthly benefits are not automatically excused from workfare. In order to be excused, the individual SSI recipient must still meet one of the exempting reasons contained in 3.50.50 of these guidelines.

**3.70.00 INTERIM PERIOD** - "Interim period" means the period beginning when a township trustee obtains from a Township Assistance applicant or member of the applicant's household an agreement or authorization described in subsection 3.60.00 and ending when the Township Assistance applicant or member of the applicant's household receives the judgment, compensation, or monetary benefit or leaves the household.

**3.80.00 REIMBURSEMENT/REPAYMENTS OF TOWNSHIP ASSISTANCE EXPENDITURES** - The repayment of assistance or a promise to repay assistance, may not constitute a condition of eligibility for Township Assistance, except as provided in 1.40.13 & 3.90.00 of these standards. A trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult member of the recipient's household has satisfactorily completed a workfare requirement.

**3.80.10 REIMBURSEMENT FOR MEDICAL SERVICES** - During the application pending period for Medicaid (**IC 12-15**) or other governmental medical program, the trustee may provide interim medical services if the individual is reasonably complying with all requirements of the application process and, unless prohibited by law, the township will seek reimbursement for the payment of medical services from Township Assistance 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 e**)

**3.80.20 ESTATE CLAIMS / REIMBURSEMENT FROM** - A claim may be filed against the estate of a Township Assistance recipient who dies, leaving an estate, and is not survived by a: (1) spouse, (2) disabled adult dependent, or (3) dependent child less than eighteen (18) years of age for the value of Township Assistance given to the recipient before the recipient's death, subject to **IC 12-20-11-5(b)**. For the purposes of this section, the estate of a Township Assistance recipient includes any money or other personal property in the possession of a coroner under **IC 36-2-14-11**.

**3.80.30 REIMBURSEMENT EXCLUSION** - A township trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which a recipient or an adult member of the recipient's household has satisfactorily completed a workfare requirement.

**3.90.00 FUTURE THIRD PARTY BENEFITS** - If it is anticipated that a Township Assistance applicant has the potential of receiving a judgment, compensation, or monetary benefits from a third party, the trustee may require the applicant to enter into a subordination agreement or sign an authorization for the repayment of any Township Assistance benefits provided by the township during this interim period. Failure of an applicant to sign the necessary authorization for reimbursement to the township shall result in a denial of Township Assistance benefits.

**4.00.00 REPRESENTATIVE PAYEE (REPORTING)** - The township may from time to time report and recommend to other governmental agencies (TANF or Social Security Administration) the misuse of funds by a recipient. The township may officially recommend when reporting misuse that the recipient's cash "award" be placed in the hands of a "protective or designated payee." The township may refuse to extend aid to an individual or household member until such time as the applicant initiates and executes the proper instruments for obtaining a payee to handle their finances. The township may agree to serve as the payee.

**4.10.00 APPEALS** - Anytime an applicant for Township Assistance is not satisfied with all or part of the decision of the township trustee, they may appeal that decision to the board of county commissioners. Appeals must be filed not more than fifteen (15) days from the date of issuance of the township trustee's adequate notice of the denial (Notice of Action Form TA-1A). The appeal may be filed in the Auditor's office in the Lake County Courthouse.

**4.20.00 DISCRIMINATION** - At all times, the office of the Township Trustee will determine eligibility for assistance without regard to race, source of income, creed, color, sex, disability status, national origin, marital status, political beliefs, or any other arbitrary condition which operates to defeat the broad statutory purpose of providing assistance to needy families.

**4.30.00 COURTESY** - 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 Board President. It is not necessary to sign your name. We likewise expect the staff of the township to be treated in a similar manner. The office is intent on assisting the poor of the township and will endeavor to provide necessary assistance within the limits of the law and these standards and guidelines.

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**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE  
 HANOVER TOWNSHIP - 2019**

**APPENDIX A - Income**

Household Size	Monthly Net Income	Annual net Income
1	\$ 1,040	\$12,490
2	\$ 1,409	\$16,910
3	\$ 1,777	\$21,330
4	\$ 2,145	\$25,750
5	\$ 2,514	\$30,170
6	\$ 2,882	\$34,590
7	\$ 3,250	\$39,010
8	\$ 3,619	\$43,430
For each additional family member, add \$4,420 annually and \$368 monthly. Figures based on 100% of 2019 Federal Income Guidelines published in the Federal Register: January 11, 2019.		

*Income guidelines for determining township assistance eligibility shall be based upon no less than 100% of the Federal Poverty Level as outlined above.*

**HANOVER Township will use 100% of the Federal Poverty level as its guide in determining eligibility.**

**COUNTABLE INCOME** - This term 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 Township 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 thirty (30) days after the date of application for Township Assistance.

## APPENDIX B - Food (non-taxable food items only)

Household Size	Maximum Food (Per Month)	Maximum Food (Per Week)	Maximum Food (Per Day)
1	\$192	\$48	\$7
2	\$352	\$88	\$13
3	\$504	\$126	\$18
4	\$640	\$160	\$23
5	\$760	\$190	\$27
6	\$913	\$228	\$33
7	\$1,009	\$252	\$36
8	\$1,153	\$288	\$41
Each Additional	\$144	\$36	\$5

*Effective: October 1, 2018 – September 30, 2019*

*USDA – Food & Nutrition Service – Supplemental Nutrition Assistance Program (SNAP) Benefits*

## APPENDIX C - Household Essentials

### MONTHLY HOUSEHOLD SUPPLIES

Household Size	Non-Food Order
1	\$34
2	\$45
3	\$48
4	\$55
5	\$59
6	\$64
7	\$70
8	\$78

Necessary household supplies will be administered according to the table above. Other household necessities may be furnished by the township when a need is determined. The township will request that the applicant be specific when requesting household supplies. Special consideration may be given to individual households with preferential needs, i.e. diapers and/or feminine supplies.

The amounts listed above are monetary guidelines established by the township (updated 1/19) and may be prorated on a daily, weekly, or monthly basis depending upon the particular need and/or the circumstances of the requesting household. Unless unusual or extraordinary circumstances exist, as determined by the trustee, the amounts listed above will not be exceeded.

**STANDARDS & GUIDELINES FOR TOWNSHIP ASSISTANCE  
HANOVER TOWNSHIP - 2019**

## **APPENDIX D - Housing**

This addendum is adopted in addition to the guidelines adopted by the Trustees of Hanover-Lake County. Maximum rent allowances are based on the survey of available housing in Hanover Township.

The township shall provide aid in whatever form is necessary to provide shelter or prevent the loss of shelter so long as such aid constitutes the most economical and practical method of relieving the applicant. Clients will not be denied shelter assistance merely because they are buying their home. However, the amount paid on behalf of a client may not exceed the shelter allowance standards contained in the following schedule and must still meet the test of being the “most economical and practical” method of relieving the applicant.

A client may be required to liquidate and retrieve the equity in their house if their expected duration of needing township assistance exceeds a reasonable time frame as determined by the trustee (approximately sixty (60) days). Whenever township assistance funds are used directly or indirectly to pay the household’s mortgage payments, the township may place a lien against the property in order to recover the equity value of such payments.

**SHELTER DEFINED:** For the purpose of administering shelter assistance, the definition of a shelter unit is a house, a mobile home, an apartment, a group of rooms, or a single room, occupied as separate living quarters. “Separate Living Quarters” are those in which the occupants do not live and eat with any other person(s) in the building and which have direct access from the outside of the building or through a common hall.

If a lease agreement is required, then the lease must be in the name of an adult member of the applicant’s household and a copy of the lease furnished to the township.

Garage, Carport, and Fireplace charges WILL NOT be considered for payment by the trustee.

### **MAXIMUM ALLOWANCES FOR SHELTER**

Size	1BR	2BR	3BR
<i>Minimum Number of Persons</i>	1	2	4
Maximum Rent	\$575	\$650	\$700

## APPENDIX E – Burials

*approved*  
4-3-19

The trustee shall superintend or provide a person to superintend (take charge) and authorize either the funeral and burial or cremation of the deceased individual.

The next of kin or member of the decedent's household shall complete the Application for Assistance (Form TA-1) on behalf of the decedent, before finalizing any burial arrangements. In the absence of kin or other household member, the Trustee shall complete the application on their behalf.

The township will also require a "death certificate" and an itemized (invoice) statement from the funeral home before payment can be authorized.

The total cost of a burial and funeral or cremation and funeral for any deceased indigent person, including burial plot may not exceed \$1200.00 total expense for burial, funeral expense and or cremation expense.

Funeral home and burial expenses covered by the Township are for basic goods and services only, as agreed upon by the Township trustee and the Funeral Home Director (a standard package). The cost of a gravestone is not included. The deceased person's family is not allowed to upgrade the funeral/burial at their own expense if the Township has agreed to provide assistance.

Contributions or payment of benefits from any other source may be deducted from the township's allowable maximum.

Under normal circumstances, the Township will not authorize burial and funerals for weekends, holidays, or at any other times which increase the cost.

(IC 12-20-16-12)

TOWNSHIP BOARD RESOLUTION

Be it resolved that the attached document shall serve as the standards for the administration of Township Assistance in Hanover Township, Lake County, Indiana.  
Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BY:

\_\_\_\_\_  
Township Trustee

TOWNSHIP BOARD:

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_