



2024 TOWNSHIP ASSISTANCE STANDARDS & GUIDELINES

1905 DEECE DR. NORTH VERNON IN 47265 812-379-8701
WWW.SPENCERTOWNSHIP40.IN.GOV

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TOWNSHIP OFFICES

1.10.00 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 in section 1.10.02 of this document. Individuals desiring to apply for Township Assistance from their respective Township should call the Trustee's Office first.

1.10.01 LOCATION - The Trustee will either make arrangements to meet with the potential applicant off site or will give detailed location on how to find the Township Office.

1.10.02 LOCATION: PHONE: EMAIL: HOURS: SPENCER TOWNSHIP, JENNINGS COUNTY OFFICE
1905 Deece Dr. North Vernon, IN 47265
812-379-8701
spencertrustee@gmail.com
Monday thru Friday 8 AM – 12 PM

1.10.03 APPOINTMENT - Township Assistance Applications are accepted by appointment only and walk-ins 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 Trustee's office will be closed on County holidays and at other times when it is necessary for the Township employees to participate in educational programs or seminars.

1.10.04 STANDARDS, ELIGIBILITY, AND PROCEDURES - Assistance is administered in accordance to the standards duly adopted by the Township Board which is available at all times for review at the Township Office.

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.

1.20.07 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 to apply for assistance from the Trustee. Un-emancipated youth requesting Township Assistance will automatically be reported to the Jennings County Office of Families and Children.

1.20.08 IMMIGRANTS – Individuals in the United States without permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance. IC 12-20-8-1, 2, 3,4 &7 and IC 12-14-2.5-3

ACTION/APPEALS

1.40.00 NOTICE OF ACTION - The Township will notify the applicant of the action taken by the Trustee upon their request for Township Assistance. IC 12-20-6-8 and IC 12-20-15-2. The Township shall do the following:

1. Provide TA-1A no later than 72 hours, excluding weekends and legal holiday, after receiving the completed application.
2. The notice shall include information that notifies the applicant of their right to appeal the Trustee's decision and how to file the appeal.
3. The notice shall include one of the following: type and amount of assistance granted, type and amount of assistance denied, type and amount of assistance partially granted or 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 TA-1 on file in the Township Office.

1.40.01 APPEALS - Anytime an applicant for Township Assistance is not satisfied with all or part of the decision of the Trustee, they may appeal that decision to the Jennings County Board of Commissioners. Appeals must be filed not more than fifteen (15) days from the date of issuance of the TA-1A denial. The appeal may be filed in the Auditors office in the Jennings County Government Annex.

1.40.02 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.

1.40.03 REFERRALS - The applicant is required to comply with all referrals from the Trustee or designee to other public or private assistance programs within fifteen (15) working days of the referral date. Failure to participate or comply in a program offered by any other public or private agency may result in a denial for not more than sixty (60) days. IC 12-20-6-5 & 5.5

1.40.04 RESPONSIBLE RELATIVES - If it is ascertained that if the applicant has any relative able to assist the applicant household, the Trustee shall, before granting aid a second time, ask the relatives to help the applicant, either with monetary or 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.

1.40.05 TRUSTEE'S RESPONSIBILITY - If the Trustee determines an eligible applicant has any essential needs, the Trustee has the authority to provide and will provide in the most economical and practical manner.

1.40.06 SPECIAL CONDITIONS/TEMPORARY AID - Exceptional financial obligations, emergencies, and/or extraordinary expenses or circumstances, as may be determined, documented, and approved by the Trustee, may give justification to temporarily waive certain provisions of these guidelines and grant temporary aid.

1.40.07 EXPECTED DURATION - The length of time that the applicant may need assistance during unexpected circumstances (e.g. temporary unemployment or the primary income earner is on strike) should

1.40.08 CONCLUSION - All decisions regarding eligibility will be based on these standards and guidelines. The Trustee shall always consider whether the applicant's needs can be relieved by means other than expenditures of Township funds. The Township shall not be obligated to pay for services or cost of goods incurred by the applicant during the period the applicant had sufficient income or resources to have paid for either the goods or services. IC 12-20-17-1

1.50.06 OTHER GOVERNMENT PROGRAMS - Failure to complete and maintain monthly reporting 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. Denial up to sixty (60) days. IC 12-20-6-5 & 5.5

1.50.07 SUFFICIENT INCOME - Income above Income Guidelines (Appendix A) may be the basis for a denial. However, individual applicants may have unpredictable circumstances or unusual expenses which would, when reviewed, indicate a necessary expenditure from the Township Assistance fund. Sanctions by other governmental agencies will not be considered as a justification for waiving the Income Guidelines unless the Trustee determines that the action/inaction of the applicant was not intentionally negligent.

1.50.08 FAILURE TO COOPERATE - An applicant may be denied Township Assistance services when they or an adult member of the household fails to cooperate or provide the Township with the necessary information for determining eligibility. Failure to provide required information/documentation may be basis for a denial. IC 12-20-16-1

1.50.09 FAILURE TO PARTICIPATE - Applicant must, when referred by the Trustee or designee, participate fully in all self-help programs offered by a federal, state, or local governmental entity, or by a nonprofit agency within the county or an adjoining Township within the county.

1.50.10 FREQUENT REPORTED LOSS OR THEFT - Applicant who frequently report the loss or theft of Food Stamps or money will be denied Township Assistance benefits. Applicant claiming loss or theft must file a police report and provide documentation.

1.50.11 FAILURE TO LIQUIDATE ASSETS - With notice given by the Trustee, applicant must liquidate nonessential assets within sixty (60) days of the date of their initial application for Township Assistance before additional Township benefits can be granted, see list in Section 2.10.00. IC 12-7-2-200.5

1.50.12 ASSIGNMENT OR TRANSFER OF ASSETS - Applicant may be denied Township benefits whenever the applicant makes an assignment of or transfers assets during the six (6) month period immediately preceding the filing of an affidavit and application for Township Assistance. Assets considered must be of sufficient value to have rendered the applicant ineligible for Township Assistance.

1.50.13 REFUSING TO SIGN - Whenever it is determined that an applicant 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 inter 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. IC 12-20-27-1.5

1.50.14 FAILURE TO FILE PATERNITY ACTIONS - Applicant may be denied when necessary and appropriate, or failing to take the necessary legal action to pursue child support unless just cause can be determined. IC 12-14-2-24

1.50.15 PREVIOUS ABILITY TO PAY - The Township shall not be obligated to pay for services or the cost of goods incurred by the applicant during the period that which the applicant or a member of the household had sufficient income or resources to have paid for either the goods or service. Lump sum income (e.g. insurance

RESIDENCY

1.60.00 RESIDENCY - It is necessary for the Township to make some determination as to an applicant's living arrangements. 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, an applicant must be a resident 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 and IC 12-20-6-9

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, the landlord's housing information verification statement.
10. Where the applicant came from and how they supported themselves there (e.g. job, food stamps, TANF, Township Assistance, Subsidized Housing, Medicaid, etc.)
11. What means of transportation brought them (applicant household) to this Township and how was it 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 was the last permanent residence.

PERMANENT RESIDENCY – All applicants for Township Assistance must be residents of the Township as verified by the provisions of Section 1.60.00 sub-paragraph (1) through (15) of these standards. In case of emergency, however, the Township may provide temporary assistance to applicant who are temporarily in the Township unless the applicant is specifically in the Township for Township Assistance benefits or has come from another Jennings County Township to stay in temporary/transient shelter within the past thirty (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 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 Jennings County Township may refer individuals falling into this category to the appropriate Township. Individuals in the United States without the permission of the Immigration and Naturalization Service are ineligible to receive Township Assistance. IC 12-20-8-1,2,3,4 & 7 and IC 12-14-2.5-3

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

SHELTER

1.70.00 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. The amount paid by the Township does not exceed the amounts listed in Appendix D.

1.70.01 INFERIOR HOUSING - If the Trustee or designee determines that a housing unit on 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

1.70.02 SHELTER LIMITATIONS - Shelter assistance may not be paid to an applicant's relative who is the landlord if the applicant lives in the same household as the relative or housing separate from the relative if the housing is unencumbered by mortgage or the housing has not been previously rented by the relative to a different tenant at reasonable market rates for at least six (6) months. Nor will the Township recognize expenditures (receipts) paid to relatives when living in the same household. If shelter payment is made to a relative of an applicant on behalf of the applicant, the Trustee may file a lien against the relative's real property for the amount of Township shelter assistance granted. IC 12-20-6-10c

1.70.03 SHELTER DEPOSITS – The Township is not required to spend Township Assistance funds for a shelter damage or security deposit for 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.

1.70.04 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.

1.70.05 TEMPORARY RESIDENTS - 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 1.60.01 & 1.60.02.

1.70.06 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. IC 12-7-2-200.5

1.70.07 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. 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 (e.g.

1.70.08 LIVING WITH RELATIVES - The Township is not required to provide shelter assistance to an otherwise eligible applicant, if the applicant's most recent residence was provided by the individual's relative, guardian, or foster parent, and the applicant, 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.

1.70.09 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.

1.70.10 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.

1.70.11 SHELTER INSPECTION - The Trustee may employ the services of a housing inspector to inspect all housing units using HUD standards, local building codes and municipal ordinances in determining a housing structure's suitability for habitation. Substandard housing that does not meet a minimum standard of health, safety and construction is not eligible for the maximum level of shelter payments; or damage or security deposits paid from or encumbered by township funds. If the Trustee determines that a housing unit is substantially below minimum standards, the trustee, when necessary, shall assist the applicant in obtaining appropriate alternate shelter. IC 12-20-16-17

INCOME

1.90.00 INCOME GUIDELINES - Household income must fall within Township's income guidelines for determining Township Assistance. Eligibility shall be based upon a minimum of 130% of the Federal Poverty Level. Appendix A

1.90.01 COUNTABLE INCOME - A monetary amount either paid to the applicant not more than thirty (30) days before the date of application for Township Assistance, or accrued and legally available for withdrawal by the applicant at the time of application or not more than thirty (30) days after the date of application for Township Assistance. The term also includes: IC 12-7-2-44.7

1. Gross wages before mandatory deductions
2. Social Security benefits, including Supplemental Security Income
3. Temporary Assistance for Needy Families (TANF)
4. Unemployment Compensation
5. Workers' compensation (except compensation that is restricted for the payment of medical expenses)
6. Vacation pay
7. Sick benefits
8. Strike benefits
9. Private or public pensions
10. Taxable income from self-employment
11. The value of 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
12. Child support
13. Gifts of cash, goods, or services
14. Educational grants and loans to the extent that they are intended to cover basic living needs. If grant/loan is intended to cover more than thirty (30) days of expenses, the Township may consider the extent to which it was intended
15. Other sources of revenue or services that the Trustee may reasonably determine to be countable income.

The household's total gross monthly income in the previous month will be projected for the coming month including only income that is reasonably certain to be received within the coming month. Uncertain income will not be counted.

ASSETS

2.10.00 ASSETS - Applicant requesting assistance must also report all assets belonging to any member of the household. Assets which may affect eligibility are those which are available to the household, but are not necessary for health, safety, or decent living standard of a household that are owned wholly or in part by the applicant or a member of the applicant's household. IC 12-7-2-44.6 and IC 12-20-7-3.5

1. Assets an applicant has the legal right to sell or liquidate at the request of the Trustee include:
 - a. real property other than property that is used for the production of income or that is not the primary residence of the household
 - b. savings and checking accounts, certificates of deposit, bonds, stocks, and other intangibles that have a net cash value
 - c. boats, campers, trailers, motorcycles, other vehicles, or any other personal property used solely for recreational or entertainment purposes
 - d. tools, power equipment, etc.
 - e. jewelry (i.e. gold chains, rings, etc.)
 - f. guns and/or hunting equipment
 - g. any other item of value which the trustee may determine as a non-essential asset

2.10.01 LIQUIDATION – The Trustee may require that all liquid assets, such as; bank accounts, bonds, certificates of deposit, and etc. be liquidated immediately. Recreational equipment (boats, motors, and camping trailers), motorcycles, etc. must also be liquidated in order to receive continued assistance from the Township. All members of the household will be expected to liquidate any of the assets listed in 2.10.00, or other unnecessary items of a similar nature, as soon as possible, but no longer than sixty (60) days from the date their initial application is filed. However, non-essential assets purchased by any member of a household after having applied for Township Assistance, must be liquidated immediately before further assistance can be authorized. This would also include the applicant entering into a rental or lease agreement for non-essential household items. The Township highly recommends, or in some cases, insists the termination of any and all credit cards in the name of any adult member of an applicant's household. The following factors will be taken into consideration by the Township when it is necessary to require an applicant to liquidate assets. IC 12-7-2-44.6

2.10.02 MARKETABILITY OF THE ASSET - The true monetary value of the item to be liquidated may not be realized because of existing market conditions (e.g. sale of boat or motorcycle during cold winter months).

2.10.03 EXEMPTIONS - Assets which are exempt from liquidation will include one (1) house in which the household resides, and one (1) automobile, the value or equity of which does not preclude the household from qualifying for other state or federal assistance programs. However, a client may be required to liquidate and retrieve the equity in a house if their expected duration of needing Township Assistance exceeds a reasonable time frame as determined by Section 2.10.01. Whenever Township Assistance funds are used directly or indirectly to pay the household's mortgage payments, the Trustee may place a lien against the property in order to recover the equity value of such payments.

HOUSEHOLD ESSENTIALS

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. Refer to Appendix C. IC 12-7-2-20.5

2.30.01 LEASED/RENTED ITEMS - Determination by the Township will be made on any rented or leased items if deemed necessary for basic living. If rented or leased items are not necessary for basic living the cost of rental or lease may be deducted from any funds granted to applicant. If rented or leased items are not necessary they Township will request those items to be canceled for any future assistance.

TRANSPORTATION

2.50.00 TRANSPORTATION – If applicant has transportation limitations which may interfere with applicant's ability to seek and accept employment, the Township may assist in providing transportation needs. Transportation Assistance to public and private social agencies to which an applicant is referred by the Trustee or designee may be provided if applicant has no means of transportation and such applicable agency is not within reasonable walking distance. Transportation assistance to seek and accept employment

2.50.01 TRANSPORTATION/DEPORTATION OF NON RESIDENTS - 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

2.50.02 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 some other necessary reason determined by the Trustee. In such cases, the reasonableness of the expenditure will be considered.

MEDICAL

2.70.00 MEDICAL SERVICES - The Township will, in cases of necessity, promptly provide medical assistance for qualifying applicants who are not provided for in public institutions; have coverage under a private insurance policy; or 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 applicant: IC 12-20-16-2

1. PRESCRIPTION DRUGS - The Township will furnish prescription drugs, when prescribed by a physician, for eligible applicants, provided the applicant obtains prior authorization from the Township. IC 12-20-16-2
2. 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. 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 before such visit. IC 12-20-16-2
4. 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, by the applicant, 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 shall result in a denial.
5. 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
6. EYEGLASSES - The Township may pay the cost of eye exams, eyeglasses, eyeglass repair, or eyeglass replacement for eligible applicants provided the applicant has exhausted all other tax supported programs providing a similar service. IC 12-20-16-2
7. OTHER PRESCRIBED TREATMENTS - Other Treatments prescribed by an attending physician under IC 25-22.5 including: preoperative testing, over-the-counter drugs, x-rays and laboratory testing, visits to a medical specialist when referred, physical therapy, repair or replacement of a prosthesis not provided for by other tax supported state or federal programs.

2.80.07 OTHER WORKFARE CREDIT - As a condition of continuing eligibility, the Trustee may require the recipient to participate in an appropriate work training program that is offered to the recipient: within the county or an adjoining Township in another county under the Job Training Partnership Act (29 U.S.C. 1501 et seq.) or by a governmental entity. While attending, the recipient would receive workfare credit hours.

In the event the Trustee deems that a recipient would benefit in the search for employment by participating in employment counseling, job training and/or educational programs referred by the Trustee, the 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.

2.80.08 SUPPLEMENTAL SECURITY INCOME – An applicant must make application with Social Security Office when referred by the trustee. Applicants must sign Social Security Administration's Reimbursement Authorization form for the repayment of any Township Assistance benefits provided by the Township during the interim period. Individuals awaiting a determination from the Social Security Administration for SSI benefits will not be required to perform workfare during the initial stages of the SSI application process. Once the initial application for SSI benefits have been denied by Social Security Administration, the applicant may, at this point, be obligated to perform workfare. 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 Section 2.80.05 of these guidelines. Failure to sign Reimbursement form will result in denial of Township Assistance benefits. IC 12-20-27-1.5b

2.80.09 INTERIM PERIOD - The beginning period when a Township obtains from an applicant an agreement or authorization described in Section 2.80.08 and ending when the applicant receives the judgment, compensation or monetary benefit or leaves the household. IC 12-20-27-1.5a

APPENDICES

APPENDIX A

Household Income

| 2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA | |
|---|--------------------------------------|
| Persons in family/household | Poverty guideline (Less Than) |
| 1 | \$15,060/\$1255/mo |
| 2 | \$20,440/\$1703/mo |
| 3 | \$25,820/\$2152/mo |
| 4 | \$31,200/\$2600/mo |
| 5 | \$35,140/\$2928/mo |
| 6 | \$36,580/\$3048/mo |
| 7 | \$45,340/\$3778/mo |
| 8 | \$52,700/\$4392/mo |
| <i>For families/households with more than 8 persons, add \$5,380/\$448/mo for each additional person.</i> | |

Income guidelines for determining township assistance eligibility shall be based upon no less than 100% of the U.S. Health and Human Services Federal Poverty Level as outlined above.

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 C

Monthly Household Essentials

| Household Size | Non-Food Order |
|----------------|----------------|
| 1 | \$69 |
| 2 | \$89 |
| 3 | \$107 |
| 4 | \$127 |
| 5 | \$148 |
| 6 | \$170 |
| 7 | \$191 |
| 8 | \$217 |

For each additional member in the household, add \$21 monthly.


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.

Spencer Township Trustee Jennings County, Indiana

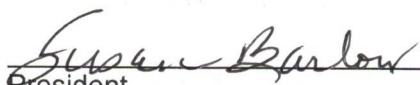
These standards and guidelines, which conform to the Indiana State Law, will be used by the Spencer Township Trustee in conducting the Trustee's daily business activities with applicants who are seeking Township Assistance.

This document, in accordance with Indiana law, is hereby approved by the Spencer Township Board, and will be filed with all appropriate governmental agencies, including the Jennings County Commissioners (12-20-5.5-1(2)). Additionally, they will be available for inspection at the Township Office, Jennings County Coordinating Council and on the Township website.



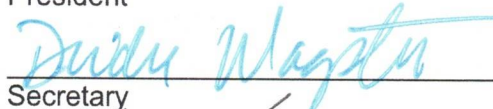
Trustee

5-23-2024
Date



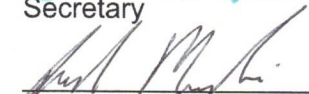
President

5/23/24
Date



Secretary

5/23/24
Date



Board Member

5/23/24
Date