



2025 TOWNSHIP ASSISTANCE STANDARDS & GUIDELINES

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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

SPENCER TOWNSHIP, JENNINGS COUNTY OFFICE

LOCATION:	1905 Deece Dr. North Vernon, IN 47265
PHONE:	812-379-8701
EMAIL:	spencertrustee@gmail.com
HOURS:	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 not

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 - Applicants who frequently report the loss or theft of Food Stamps or money will be denied Township Assistance benefits. Applicants 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.

settlements, tax refunds, grants/loans, etc.) will be examined for ability to pay for basic necessities exceeding a thirty (30) day period.

1.50.16 MOVING INTO OR COMING TO THE TOWNSHIP for the specific purpose of applying for and/or receiving Township Assistance services as stated in Section 1.60.01 & 1.60.02.

1.50.17 AFFIRMATION OF DENIAL - Notwithstanding any other provision of these guidelines, the Township will not extend aid to or for the benefit of an individual if that aid would pay for goods or services provided to or for the benefit of the individual during a period that the applicant has previously applied for and been denied Township Assistance, nor will the Township be obligated for the cost of basic necessities incurred on behalf of the household in which the applicant (who was previously denied) resides during the duration period of the denial.

1.50.18 TANF RECIPIENT HOUSEHOLDS - The Township is not obligated to extend aid to applicant that has been denied assistance or sanctioned by the local office of the Indiana Division of Family and Children for non-compliance of or violations of Title 12 Article 14 of the Indiana Code. The Township may continue to refuse Township Assistance until the sanction or denial by the Indiana Division of Family and Children has been lifted or rectified. IC 12-14-1 through IC 12-14-9, IC 12-20-6-6 and IC 12-20-6-0.5

1.50.19 DEPORTATION RE-APPLICATION – The applicant may be denied Township Assistance for not more than one hundred and eighty (180) days whenever the applicant 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 applicant was sent. IC 12-20-9-6

1.50.20 RESPONSIBLE COSIGNER – An applicant may be denied Township Assistance, if it is ascertained that the applicant/recipient's lease or loan that he is seeking assistance for was cosigned by an individual, who does not have permanent residency in the township, as provided in 1.60.01.

immediate past residency was outside the boundaries of Spencer Township, Jennings County. Individuals living or spending time in a charitable or benevolent institution or in a hospital located within Township will not be considered Spencer Township, Jennings County resident unless their immediate past residency was within the boundaries of Spencer Township Jennings County. IC 12-20-8-5

divorce or probate).

EMPLOYMENT

1.80.00 EMPLOYMENT - If an applicant for Township Assistance is in good health the Trustee shall insist that those able to labor seek employment, and the Trustee shall refuse to furnish any aid until applicant is satisfied that the persons claiming help are endeavoring to find work for themselves. Each able-bodied adult member of the household will, at a minimum, be required to maintain an updated employment file with the Indiana Department of Workforce Development, as well as provide other reasonable documentation that they are endeavoring to find employment. The Township may also require the applicant to complete a minimum number of employment applications prior to receiving continued Township Assistance. These forms may be required on a monthly basis. The recipient is required to dress and conduct his or herself appropriately to increase every opportunity for employment. Willful failure to return the employment forms will result in denial. IC 12-20-10-1 and IC 12-20-10-2

1.80.01 TERMINATION – The Trustee shall not be obligated to provide Township Assistance if an applicant voluntarily terminates gainful employment or is being involuntarily terminated for just cause for a period of sixty (60) days commencing on the date his/her employment is terminated. IC 12-7-2-200.5

1.80.02 MEDICAL EXAMINATION - An applicant who claims a physical and/or mental inability to seek and/or accept employment, must provide the Trustee with a current doctor's statement or accept a referral to obtain a current medical evaluation verifying such condition. Similarly, ongoing recipients may be required periodically to present an updated doctor's statement for their file. In addition thereto, the applicant shall provide a medical release to the Trustee upon request for the purpose of obtaining medical records. The Trustee may provide for medical examinations where such an examination is necessary to determine an applicant's ability to work for assistance. IC 12-20-10-3.5

1.80.03 REFUSAL TO WORK - If the applicant is offered employment by the Trustee, regardless of whether the compensation is in the form of money, rent, or other necessities; or refuses employment at a reasonable compensation offered by any other individual, governmental agency, or employer; the Trustee shall not furnish assistance to the applicant until they perform the work or show just cause for not performing the work.

EXPENDITURES

2.00.00 RECEIPTS - When an applicant applies for Township Assistance, both initially and on a continuing month by month basis, the applicant must verify to the Trustee how their income was expended.

2.00.01 COURTS - Expenditures for court related expenses, such as: attorney fees, probationary fees, Drug and Alcohol program fees, fines, court costs, bail, user fees for an In Home Detention program, restitution, or any other expenditure directly or indirectly associated with the applicant or a member of the applicant's household, because of their involvement with the courts, will not be recognized as a legitimate expense. It will, however, be counted as income available for the household's basic necessities.

2.00.02 EXPENDITURES - Only receipts for the basic necessities of living will be recognized as an acceptable expenditure. The Township will require receipts for all expenditures of income/benefits received by any and all members of the household. Hand written receipts provided by friends or relatives are considered unacceptable. Undocumented expenditures will be counted as income available for the household's basic necessities. Expenditures for items not considered basic necessities will not be recognized. Receipts should closely balance with reported income. At a minimum, applicants must provide a print out for the last thirty (30) days of expenditures when using a bank account or other debit card (e.g. unemployment benefits, Social Security income, payee card, etc.). IC 12-7-2-200.5

2.00.03 CHILD SUPPORT PAYMENTS - Child support payments may be recognized as a legitimate expense, provided the support payments are verified by the Trustee as such. At the discretion of the Trustee, child support payments may be required to be processed through a county clerk's office and the figure to be recognized may not exceed the amount originally ordered by the court. Payments made to cover child support delinquency may not be considered.

2.00.04 TAXES - Documentation of mandatory state, local and federal taxes will be recognized by the Trustee as necessary expenditures.

FOOD ASSISTANCE

2.20.00 FOOD ORDER LIMITATIONS - It shall be unlawful for the Township to purchase out of the Township Assistance fund food for an applicant that is eligible to participate in the Federal Food Stamp program. (IC 12-20-16-6) The Township may purchase food for an eligible food stamp applicant or household only under the conditions:

1. During the interim when an applicant or a household is awaiting a determination of eligibility from the food stamp office and ending not later than five (5) days after the day the applicant or household becomes eligible to participate in the food stamp program.
2. Upon the loss of the food supply through unavoidable spoilage, fire, or other acts of nature.
3. Upon a written statement from a physician indicating that one or more members of the household needs a special diet, the cost of which is greater than can be purchased with the household's allotment of food stamps. An expenditure of Township Assistance funds, for compliance with this section, should not occur until later in the monthly food stamp issuance cycle.
4. When the Trustee determines that a household including a one-member household is in need of supplementary food assistance, provided, however, that the household has participated in the food stamp program to the fullest extent allowable and that such supplementary food assistance is given solely upon the circumstances in each individual case.
5. Households reporting the theft of food stamps must first file a "theft report" with the appropriate law enforcement agency before any assistance will be given. Habitually reporting the theft or loss of food stamps and/or tax supported cash awards will result in a denial.

2.20.01 FOOD ORDER ALLOTMENTS - Food allotments provided to an eligible household are determined by the household's size and other criteria as established by these standards in Appendix B. Food orders can only be purchased directly from a combined grocery and meat market. The Township may administer Township Assistance food allotment on a weekly basis or less, depending on the circumstances of the requesting household. IC 12-20-16-5

The Township may, instead of providing direct Township Assistance food assistance, refer an otherwise eligible household to a local governmental or privately funded food pantry.

UTILITIES

2.40.00 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, 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: IC 12-20-16-3

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 be authorized, the applicant 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 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 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.

2.40.01 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

2.40.02 RESPONSIBILITY - During the time applicant has been approved for the Energy Assistance Program, the applicant must continue to make payments on their utility bills as reasonably determined by the Trustee. Once the Energy Assistance Program has ended, the Trustee will not authorize utility assistance if payments have not been made by the applicant unless they have evidence of other emergency payments that prohibited them from making utility payments. IC 12-20-16-3

BURIAL

2.60.00 BURIAL AND FUNERALS OR CREMATIONS - The Trustee shall provide a person to superintend and authorize either the funeral and burial or cremation of the deceased individual that has no family who resides within Township not leaving sufficient resources to defray expenses and qualifies under the income guidelines. 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. Contributions or payment of benefits from any other source may be deducted from the Township's allowable maximum in Appendix E. IC 12-20-16-12

The Township will also require a death certificate and an itemized (invoice) statement from the funeral home before payment can be authorized. IC 12-20-16-12

2.60.01 REQUEST FOR FUNERAL AND BURIAL OR CREMATION - The Township requires that a surviving member of the deceased person's family make a formal request for Funeral and Burial or Cremation 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 TA-1. A statement of funeral goods and services must be provided to Township for review before superintend signs agreement. 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.

2.60.02 TRANSPORTATION BURIAL - The Township will not pay for the cost of transporting the remains of an indigent person back to the Township or to any place outside of the Township, nor will the Township pay for the transportation to attend funerals. IC 12-20-16-12

WORKFARE

2.80.00 WORKFARE RECIPIENT - 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

2.80.01 WORKFARE REQUIREMENTS - The Township shall require the recipient to do any work needed to be done within the Township or an adjoining Township or for any governmental unit (including the state) having jurisdiction in those Townships, or for a not-for-profit social service agency. IC 12-20-11-1

2.80.02 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. IC 12-20-11-1 and IC 12-20-11-4

2.80.03 WORKFARE PARTICIPATION - The recipient is required to maintain the minimum criteria that is necessary for the fulfillment of their workfare responsibility until such time their 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 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.

2.80.04 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. IC 12-20-11-1c and IC 12-20-11-5

2.80.05 WORKFARE EXCEPTIONS - Recipients may be excused from workfare for only the following reasons: IC 12-20-11-1a

1. not physically able to perform the proposed work
2. minor or is over sixty-five (65) years of age
3. care is needed for an individual as a result of the individual's age or physical condition
4. they are currently employed full-time at the time the recipient receives Township Assistance
5. no work available determined by the Trustee for any adult member of the recipient household
6. to attend educational courses or self-help classes at the Trustees direction

2.80.06 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 12-20-11-1g

REIMBURSEMENT

2.90.00 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 Section 1.50.13 & 2.90.04 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 has satisfactorily complete a workfare requirement. IC 12-20-11-5b

2.90.01 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 applicant 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 12-20-16-2e

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

2.90.03 REIMBURSEMENT EXCLUSION – The Trustee may not seek federal or state reimbursement, foreclose a lien, or otherwise seek repayment of assistance for which the recipient has satisfactorily completed a workfare requirement.

2.90.04 FUTURE THIRD PARTY BENEFITS - If it is anticipated that an 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.

APPENDIX B

Maximum Food Allowance (non-taxable food items only)

Household Size	Per Month
1	\$292
2	\$536
3	\$768
4	\$975
5	\$1,158
6	\$1,390
7	\$1,536
8	\$1,756
Each Additional	\$220

Effective: SNAP - Fiscal Year 2025 Costing of Living Adjustments

APPENDIX D

Maximum Allowance for Housing

Maximum rent allowances are determined by the HUD FY 2024 Jennings County, IN FMRs for all bedroom sizes.

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.

Unit Type	Max Rent Allotted (Up to)
Efficiency	\$ 678.00
1 Bedroom	\$ 707.00
2 Bedroom	\$ 928.00
3 Bedroom	\$ 1,300.00
4 Bedroom	\$ 1,538.00

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.

Janet M. Rasch
Trustee

2-10-2025
Date

Susan Barber
President

2/10/2025
Date

Debra Wapler
Secretary

2/10/2025
Date

Paul M. C.
Board Member

2/10/25
Date