

Wayne Township Trustee

Items commonly needed for completion of Township Assistance application

This list is not all-inclusive -- every case is processed individually and items required may vary according to the circumstances of each case. Basically, the trustee must verify all the resources that came into the household within the past 30 days and how those resources were spent.

In some cases, such as lump sum payments received, the look-back period may be longer and the forward-look period may be 30-60 days for an anticipated lump sum payment.

IDENTIFICATION

- **Social Security cards for every individual in household regardless of age.**
- State issued photo identification or Driver's License for every household member aged 18 and older

PROOF OF RESIDENCE

- Current lease, most recent rent receipt
- Piece of mail postmarked within last 30 days

INCOME VERIFICATION

- Check stubs for all income received in last 60 days based on date of your applications
- Award letter from Social Security, SSI, SSD or Veteran's Administration
- Current benefits printout showing prior 60 days from DFR showing any TANF and/or food stamps received
- Printout of child support received in the last 60 days
- Award information for all student loans, grants, or other student assistance for past 60 days and to be received in the next 60 days (total amount received and amount used for tuition, fees and books)
- Documentation for any and all other income from any source (gifts, rental income, proceeds from sold or pawned assets, check cashing establishments)
- Statement of any assistance from family or friends showing their name, address, telephone number and date of assistance given
- If there are minor children in the household and either biological parent is absent there must be proof of current TANF receipt or written proof that the applicant has filed for child support with the local prosecuting attorney's office
- Income Tax return may be requested

-OVER-

EXPENSE VERIFICATION

- Receipts for most recent rent or mortgage payments
- All current utility bills—gas, oil, electric, water, sanitation, cable, phone
- Receipts for Insurance payment – car, home, life, and health
- Receipts for payments made for medical bills or prescriptions
- Rent-To-Own contracts and receipts
- Receipts for any and all other expenses paid in the last 30 days – charge cards, car payments, child support payments, loans, court cost, fines, probation fees, repayment of loan to family and friends, etc.

RESOURCE VERIFICATION

- A 60 day detailed bank printout for all checking and/or savings accounts to which any household member has access/signing rights
- Information on any stocks or bonds owned by any household member
- Deeds of ownership to any property
- Registration of ownership to any and all motor vehicles, motorcycles, boats, campers, trailers, etc.
- Printout of all activity for any debit cards (used for receipt of benefits or other income)

Applications are taken Monday-Wednesday and Friday mornings 8:00AM-11:00AM

It is first come, first serve; we suggest that you arrive between 8:00AM and 9:30AM to be seen the same day.

Wayne Township Trustee
15 South 11th Street
Richmond, IN 47374
Phone: 765-973-9392