

Name _____ Case No _____

 (Last) (First) (Middle)

Address _____

Action taken or to be taken on your request(s) is as follows:

Your request for: _____
 (specify type(s) of relief requested: i.e., food, rent, etc.)

Has

- been:** Approved as follows without workfare (if certain requirements are met)
- Approved and in accordance with IC 12-20-10-2 to be worked off at (location):
 Hours _____ Obligated adult household member
- Partially approved as follows:

- Partially denied for the following reason(s):
- Denied for the following reason(s):

- Pending for an additional seventy-two (72) hours because:

COMMENTS: _____

Your request for: _____
 (specify type(s) of relief requested: i.e., food, rent, etc.)

Has Been:

- Approved as follows without workfare (if certain requirements are met): _____
- Approved and in accordance with IC 12-20-10-2 to be worked off at (location): _____
 Hours: _____ Obligated adult household member: _____
- Partially approved as follows: _____
- Partially denied for the following reason(s): _____
- Denied for the following reason(s): _____
- Pending for an additional seventy-two (72) hours because: _____

COMMENTS: _____

Your request for: _____
 (specify type(s) of relief requested: i.e., food, rent, etc.)

Has Been

- Approved as follows without workfare (if certain requirements are met):
- Approved and in accordance with IC 12-20-10-2 to be worked off at (location):
 Hours: _____ Obligated adult household member:
- Partially approved as follows:

- Partially denied for the following reason(s)
- Denied for the following reason(s)

- Pending for an additional seventy-two (72) hours because

COMMENTS

Date of Application: _____ Time: _____ AM/PM

Date this Notice Sent: _____ Time: _____ AM/PM

Township Trustee's Signature

APPEAL RIGHTS AND PROCEDURE

- 1 The township trustee shall act on your application within seventy-two (72) hours. (Excluding weekends and the State's legal holidays listed in IC 1-1-9) in accordance with IC 12-20-6-7
- 2 If you disagree with the action taken on your case, you have a right to appeal to the board of county commissioners. Your request for an appeal should be in writing or orally as may be required by the board of commissioners. The appeal must be made within fifteen (15) days from the date the township trustee denies assistance, if the applicant has been informed of his right to appeal and the procedure for such appeal.
- 3 The hearing on your appeal may be conducted by the board of county commissioners or by a hearing officer appointed by that board within ten (10) working days after your appeal is received. In hearing the appeal, the board shall be governed by the uniform relief standards of eligibility and need established by the township trustee, to the extent the standards comply with existing law for granting township assistance in the township.
- 4 At the hearing of your appeal you shall appear in person, may retain counsel, and may have persons speak in your behalf. This office is also entitled to be represented. However, you have the right to examine any evidence it introduces and to cross-examine its witnesses. You will be notified of the decision of the board within five (5) working days after the hearing.
- 5 If you wish to appeal the above action, fill out the appeal request form below.
- 6 You or the township trustee may appeal a decision of the board of county commissioners to a circuit or superior court in the county. In hearing an appeal, the court shall be governed by uniform relief standards of eligibility and need established by the township trustee for granting township assistance in the township. If legally sufficient standards have not established, the court shall be guided by the circumstances of the case.

APPEAL REQUEST - TOWNSHIP ASSISTANCE ACTION

_____ County Board of Commissioners Date _____

(Address)

You are hereby notified of an appeal to the action by the Township Trustee, _____
_____ Township, _____ County, Indiana, on the

township assistance case of the undersigned, and a hearing is requested for the following reason(s):

I certify that the above statements are true and correct to the best of my knowledge and belief

Name

Street Name and Number or R.R.

Telephone

_____, IN _____
City or Town Zip Code