

## **Benton Township Trustee**

7616 East State Rd 45

Unionville, IN 47468

(812) 339-6593

[office@bentontownshiptrustee.org](mailto:office@bentontownshiptrustee.org)

### **TOWNSHIP APPLICATION MATERIALS**

**Clients must fill out the application completely and provide all documentation at the time of appointment or the application will not be accepted. PLEASE DO NOT SIGN THE APPLICATION.** The application must come in for the appointment to sign the application in the presence of a case investigator.

#### **DOCUMENTATION AND INFORMATION NEEDED, BUT NOT LIMITED TO, AT TIME OF APPOINTMENT:**

- Picture identification card for all adults in the household (i.e. Drivers license, Indiana Identification card, Birth Certificate)
- Social Security cards for all members of the household
- Proof of ALL household income for the specified time periods (30 days), including but not limited to:
  - a) Payroll gross income (must provide all check stubs received during this period)
  - b) Social Security income or SSI
  - c) Temporary Assistance for Needy Families (TANF)
  - d) Child Support (must provide a current printout from the child support office for this period)
  - e) Gifts, Loans, etc. (must provide a statement from the source of this type of income)
  - f) Money acquired from selling plasma, personal items, property, etc.)
  - g) Unemployment checks (must provide all check stubs or current printout from Workforce Development for this period)
  - h) Workmen's Compensation Settlements or Checks (must provide all check stubs received during this period)
  - i) Retirement and/or Pension checks
  - j) Veteran's benefits
  - k) Trusts
  - l) Income from any source not specified but received by the applicant

#### **Income that must be provided for a 90 day period prior to the appointment:**

- Income Tax Returns or Documentation of Filing Status (copies of your 10-40 & IT-40, even if your refund was taken to repay taxes or some other debt)
- Student aid refunds
- Any other type of lump-sum income received by the applicant or household member

**Proof of all household expenses for the 30 day period:**

- A current copy of your lease
- All current utility bills
- Receipts and/or bill for any other expenses over \$150.00

***If you are requesting assistance with any bill that was incurred more than 60 days ago, you must provide proof of income/expenses for the period in which the bill was incurred.***

Other information that may be required for your appointment:

- Bank statements within the last 30 days for all accounts.
- Statement from person or company who has paid you in cash within the last 30 days.
- Name, location and phone number for the establishments you recently applied for employment within the last month.
- Current doctor's statement if unable to work.
- Current statement verifying the date of application and/or status for Social Security, SSI, Food Stamps, TANF, and/or Medicaid.
- Verification of child support order or verification of the status of your child support claim(s).
- Verification of your HUD or Section 8 Housing benefit from the BHA, SCCAP, Henderson Court or any other agency.
- Verification of student status and information concerning any student aid refunds you have received within the last 90 days or will be receiving in the future.
- Receipts for large expenses such as car repair, car payment, furniture, electronics, appliances, etc.
- Written prescriptions or medication bottles from the pharmacy showing that refills are available if you are requesting assistance with prescription medications.
- Statement from the doctor you intend to visit stating the reason for and cost of your visit if you are requesting assistance with a doctor visit.
- Statement signed by your landlord that verifies your address, monthly rent and balance of rent you owe. This statement must also include the landlord's contact information

**Failure to provide any of this information with your application will be considered failure to cooperate and your application may be denied.**

Please contact our office at **(812) 339-6593** for an appointment when the application is completely filled out and all required documentation has been obtained. Your application will not be accepted until this process is complete.

Michelle Bright

Benton Township Trustee

Pam Mitchell

Benton Township Caseworker