



OFFICE OF THE PERRY TOWNSHIP TRUSTEE

4925 Shelby Street, Suite 400

Indianapolis, Indiana 46227

Office (317) 788-4815

Fax (317) 788-4820

Patty Hagenmaier
Township Trustee

Tammy Springman
Chief Deputy Trustee

APPLICATION FOR TOWNSHIP ASSISTANCE

Per your request, attached is the Office of the Perry Township assistance application packet.

- The packet includes a list of required documents you and your household member(s) will need to provide at the scheduled in-take interview.
- The packet includes the Application for Township Assistance.

When the application is completed and the documents collected, the next step is to schedule the in-take interview. The purpose of the in-take interview is to meet with a caseworker to review your application and documents and start the determination process. Please use one of the methods below to schedule the in-take interview:

- **Call** the Office of the Perry Township Trustee at 317.788.4815 to schedule your in-take interview.
- **Fax** the completed application and required documents to 317.788.4820. You will be contacted within 24 hours to schedule an in-take interview.
- **Scan** and email the completed application and required documents to contact@perrytownship-IN.gov. You will be contacted within 24 hours to schedule an in-take interview.

**NOTE: We cannot process your request for assistance if the application is incomplete or the required documents are not provided.
All household members over the age of 18 must be included as part of the application process.**

Once the in-take interview is completed, your application for assistance and the documents you provide will be reviewed and you will be notified of the determination within 72 hours.

**DO NOT DROP OFF YOUR APPLICATION AND DOCUMENTS,
CALL FOR AN APPOINTMENT.**

Attachment

T:/FORMS/APP COVER LETTER 2023/WORD



OFFICE OF THE PERRY TOWNSHIP TRUSTEE

4925 SHELBY STREET INDIANAPOLIS, IN 46227

INTAKE APPOINTMENT CONTACT: PHONE: 317.788.4810 FAX: 317.788.4820

EMAIL: CONTACT@PERRYTOWNSHIP-IN.GOV (PLEASE PUT YOUR NAME IN SUBJECT LINE OF THE EMAIL)

This form is a guide of documents that may be required to process your application. Information requested pertains to **ALL** household members. **ALL** members of the household, 18 years or older, **MUST** complete consent forms and affidavit in person at the Trustee's Office.

Please bring the following documents with you to the scheduled intake appointment (other documents may be requested or required):

- Valid Indiana state issued driver's license or ID for all household members 18 years and older
- Social Security Cards for all household members (cards, or IRS documents are acceptable)
- Birth certificate for all household members under 18 years of age
- Documentation of all household member's status in the United States if they are not a citizen
- Current copy of your signed lease agreement
- Rent/mortgage payment ledger (running list of charges, payments and current balance)
- Doctor's statement if you or a member of your household cannot work due to medical reasons
- Bank checking and savings account statement for the prior month and transactions for the current month
- Cash app statement for the prior month and transactions for the current month
- 401k statement for the prior month and transactions for the current month
- Previous year's state & federal tax return forms

Proof of income for the last 30 days, such as:

- Check stubs
- TANF/SNAP/MEDICAID/HIP award or denial letter
- Social Security Income (SSI) or Social Security Disability (SSD) award or denial letter
- Child support received (printout may be obtained from the clerk's office)
- Statement from anyone or any organization which provided financial assistance by loaning or giving you money
- Statement from anyone or any organization which has provided financial assistance by paying your bills
- Proof of any other countable resource (VA, pension, retirement accounts, grants, loans etc.)

Expenses last 30 days, such as:

- Receipts for purchase made in the last 30 days such as: grocery, gas, school supplies, clothing, household items
- Utilities: AES, Citizen's Energy, cell phone, cable, internet
- Loans (car, payday, pawn shop, personal, school etc.)
- Medical bills or prescriptions
- Childcare, preschool, tuition, school fees
- Payments for rented furniture, appliances, or electronics
- Insurance payments (car, renters, life, medical, etc.)
- Credit card statement
- Storage unit statement

This office operates under the Township Assistance Eligibility Standards for Perry Township in addition to State & Federal laws.

Intake appointments only. Closed 11:30-12:30 for lunch.

If you are more than 10 minutes late, your appointment will have to be rescheduled

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