

The background features a large, faint watermark of the Seal of the State Board of Accounts of Indiana. The seal is circular, with the words "STATE BOARD OF ACCOUNTS" around the perimeter and "INDIANA" at the top. In the center is a torch with a flame, surrounded by a ring of stars.

# Township Assistance

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State Board of Accounts



# IC 12-20-5.5-1

Required to provide assistance according to uniform written standards

Proposed by the Trustee, adopted by the Township Board, and filed with the board of county commissioners

Reviewed and updated annually – reflect changes in cost of basic necessities

Published in a single written document

Posted prominently in all offices where township assistance is processed



## REQUIREMENTS OF TOWNSHIP ASSISTANCE STANDARDS

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### IC 12-20-5.5-2

Criteria for determining eligibility

Minimum requirements for accessibility of Trustee

Other information including:

Office locations, hours, and days of availability

Eligibility criteria – both initial and continuing

Workfare requirements

Essential and nonessential assets

Available resources

Income exemptions

Application process

Countable income and assets

Wasted resources



## OTHER ACCESSIBILITY REQUIREMENTS

### IC 12-20-5.5-3

Required to publish a telephone number

If Township assistance office not in home, then location must have a sign that includes Trustee's name, availability of assistance, and telephone number

### IC 12-20-5.5-4

For Townships that have assisted more than 50 households in the prior two years and have a population at least 10,000 must provide the following:

Scheduled office hours with staff qualified to process assistance

Minimum of 14 office hours per week, with not more than one weekday between days office is open

Provide afterhours access via answering machine, answering service, etc.

Must respond within 24 hours after receiving inquiry, excluding Saturday, Sunday and holidays

Post office hours and telephone at each Township office



## TOWNSHIP APPLICATION REQUIREMENTS

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# IC 12-20-6

Must have an application or affidavit on file with the Trustee within the prior 180 days

If additional assistance is provided, then an affidavit must be filed where the applicant affirms the condition of the individual or household

If Trustee knows that the individual may be eligible for other public assistance, then when referred by the Trustee, the individual is required to apply for the other public assistance prior to getting Township Assistance

For example, if you believe the applicant may be eligible for food stamps, then you could refer them to apply for the federal program prior to providing township assistance



## IC 12-20-6 cont.

Emergency situations require immediate action. For nonemergency situations, the Trustee has up to 72 hours after receiving the application, excluding weekends, to act

Actions would include – providing assistance, denying assistance, leave decision pending further information

Notice of action must be in writing, provided in person or mailed with 72 hours, and include the option of the applicant to appeal a denial with the county board of commissioners

Requires Trustee to complete an Investigation of circumstances prior to providing assistance

If an applicant or a member of the applicant's household has a relative living within the Township, then the Trustee is required to request the relative to assist the applicant prior to providing assistance for a second time.



PAYMENT OF TOWNSHIP ASSISTANCE CLAIMS

## IC 12-20-20

Assistance claims must be itemized, audited, and certified by the Trustee

Payments directly to vendors must be made within 45 days

## IC 12-20-24

If money is not available for the payment of township assistance, the township board must appeal to the DLGF to borrow money

If the township board does not appeal to borrow money or if an appeal fails, the county board of commissioners may borrow money or otherwise provide the money

Debt must be paid back within 5 years

Additional appropriations must be requested and a tax rate must be levied



TA-7

## IC 12-20-28-3

Requires the SBOA to collect an annual statistical report of township assistance

Statute lists the specific information that must be collected

SBOA has included the list of information in a section on the TA-7

Requires a copy of the report to be provided to the County Auditor

## HB 1005

Would require the SBOA to determine the information to be included in the annual statistical report





## COMMON QUESTIONS

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# Burials

When do I have to pay burial expenses?

When a resident of the Township passes away without money, personal property, assets to be liquidated, or other means to pay for burial expenses

How much can I pay for burial expenses?

A trustee shall determine the cost for the items and services required by law for the funeral and burial of an individual, including a burial plot, and for the cremation of an individual, and include in the township's township assistance standards the maximum funeral and burial or cremation amount to be paid from township assistance funds.

The cost of the funeral may not be more than the cost of the least expensive funeral, including any necessary merchandise and embalming, available from the funeral director under the funeral director's price list disclosed to the Federal Trade Commission.



# Wasted Resources

Do we have to provide assistance to someone that has a cell phone?

IC 12-20-5.5-2 details the requirements of the Township Assistance standards and includes information for “Wasted Resources”. Definition of Wasted Resources is listed in IC 12-7-2-200.5 and includes “(1) the amount of money or resources expended by an applicant or an adult member of an applicant's household seeking township assistance during the thirty (30) days before the date of application for township assistance for items or services that are not basic necessities;”