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**

**PHONE (317) 788-4810 \* FAX (317) 788-4820**

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