

ROSS TOWNSHIP TRUSTEE OFFICE

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(219) 769-2111/Fax (219) 769-7709

REQUIREMENTS FOR ELIGIBILITY AND CERTIFICATION

All clients seeking Township Assistance must provide the following items to determine eligibility. In order to secure an appointment, you **MUST** first complete the initial application provided and have **ALL** documentation requested before the interview can be scheduled. Please make sure **ALL** legal documentation is notarized or date stamped by the company that is representing
(Incomplete application and documentation will result in your appointment being rescheduled).

YOU MUST FIRST CALL TO MAKE AN APPOINTMENT!

1. REQUIRED DOCUMENTS

- _____ Driver's license/ID card (all adults) – **INDIANA – with current address (ID and utilities/lease MUST MATCH)**
- _____ Social Security cards and Birth Certificates – **ALL** household members
- _____ Marriage license/Divorce decree if applicable

2. PROPERTY OWNERSHIP OR RENTAL HISTORY

- _____ Current Lease, Mortgage or Section 8 Voucher **IF APPLICABLE**
- _____ Monthly payments and receipts on home mortgage/rent

3. CONFIRMATION OF HOUSEHOLD INCOME/ASSETS

- _____ Pay stubs/income from **all sources (past 90 days)**
- _____ Personal property (Vehicle Registration/Title for cars, motorcycles, etc.)
- _____ Stocks and Savings bonds, CD's, 401K plans, and IRA statements (30 days)
- _____ Checking, Savings, Debit, Cash Apps (ZELLE, VENMO, PayPal etc.) account statements – **(past 90 days transaction activity)**
- _____ Child Support/TANF payments **(past 30 days) /SNAP PACKET**
- _____ Current food stamp letter or appointment letter
- _____ Childcare (daycare) voucher printout
- _____ Social Security, SSD/SSI/Veterans Administration benefit statements/**Printout from SS**
- _____ Unemployment compensation – Indiana and Illinois Wage Statements or letter of denial **IF APPLICABLE**
- _____ Doctor's letter as to disability and work restrictions **IF APPLICABLE**
- _____ Federal and State tax returns with W2's/1099's
- _____ Tuition assistance documentation: Awards, Pell Grants, Loans, etc.
- _____ Bankruptcy documentation
- _____ Termination, Resignation or Lay-off Statement

4. EXPENSE INFORMATION (past 30 days)

- _____ Insurance payments and receipts
- _____ ALL CREDIT CARD STATEMENTS for the last 90 days
- _____ All Utilities: NIPSCO, Water, Phone(s), Cable, Sewer, Internet, etc.
- _____ Paid receipts from doctors, dentists, eye doctors, hospitals, drug stores, medical supplies, etc.
- _____ List all monetary gifts along with documentation

5. OTHER (IF APPLICABLE):

- _____ Cable/Dish/Satellite and phone – Cancellation, reduction to basic, or suspension letter
- _____ Pending Lawsuits – Sign Subrogation Agreement if applicable