

OLIVE TOWNSHIP TRUSTEE

Trustee
Will Miller

The following is a checklist of things you must bring to your first initial appointment.

FAILURE TO COOPERATE with, or to provide the township with the documentation or information which is not readily available or cannot be secured in a timely manner by the township. (IC 12-20-6-1).

- Copy of your lease or mortgage statement.
- If renting, we need statement from landlord on what is owed and last payment.
- Utility bills, including telephone, cell phone, cable and satellite.
- Checks stubs and any other verification of income for past 30 days. This includes Child support, unemployment, disability, TANF, SSI, tax refunds, etc.
- Verification of all expenses paid out in the last 30 days.
- Print out of Bank activity for the past 30 days.
- Child support orders and payment records.
- Identification: driver's license/state ID card for everyone over 18 years old. Social Security cards for everyone in the household.
- If off work due to illness, we need a statement from your doctor.
- If receiving food stamps, we need a copy of your benefit letter.
- Anyone 18 and older in the household must also sign the application.
- Call the utility company to set up payment arrangements.

This office has up to 72 hours to review your application and for the Trustee to make a final decision. Please call and cancel appointment if unable to keep. By signing below, you are stating that you have been made aware that if you do not provide the above information, this is a cause for denial for Township Assistance.

Appointment Date _____ Time _____

Applicant _____ Date _____

Representative _____ Date _____

ADDITIONAL RESOURCES THAT MAY HELP:

- St Joseph Co. Housing Authority - Housing assistance (574) 233-9305.
- REAL Services (574) 232-6501 (energy assistance program).
- Social Security Disability (800) 772-1213.
- St Joseph Co. - FSSA Office - for Food Stamps, Medicaid, or TANF (Temporary Assistance for Needy Families) (800) 403-0864.
- Unemployment (800) 437-9136. If unemployed you **MUST** Register at Work Force One (574) 237-9675 and provide us with a wage screen print out along with your payment voucher..