

OLIVE TOWNSHIP TRUSTEE

102 South Arch Street, PO Box 214, New Carlisle, IN 46552

Will Miller
Olive Township Trustee

Olive Township's Workfare Program

Information and Instructions

1. You are responsible for scheduling your time with the agency to complete your workfare requirements. Do not delay! You will need to let the agency know that you have been provided assistance from the Olive Township Trustee's Office and need volunteer hours for the Township's Workfare Program.
2. You are responsible for letting the Olive Township Trustee's Office know at which agency(s) you will be completing your workfare.
3. You are responsible for having the workfare sheet filled out documenting your hours. This sheet will need to be signed by a contact person at the agency where you complete your workfare hours.
4. You are responsible for turning in the completed workfare sheet. The completed form need to be returned to the Trustee's Office. You may be denied assistance from the township if the workfare is not completed within the time allotted.

Listed below are current agencies where you may complete your workfare hours:

***** If you have another agency in mind, we are open to suggestions and can see if we can approve the workfare to be completed there.**

1. Caring Clothing Co-Op – Contact: Crystal Lewis (574)654-8829
Located at: 726 West Michigan Street – New Carlisle, IN 46552
Hours: Monday, Tuesday & Friday 10am to 4pm; Wednesday 5pm to 7pm
2. New Carlisle Community Church Food Pantry – Contact: Aleta Mauer
Located at: 201 West Michigan Street – New Carlisle, IN 46552
Speak to her at the church, she is there every Friday 10am-12pm town time
3. **C**ommunity **R**eserve **I**nventory **B**uilding – Contact: Marv LaRue (574)340-6579
Located at: Jon Street – New Carlisle, IN 46552 (Just passed Manny's Restaurant)
Hours: By appointment only - They could use help when they go to pick up donations or have a scheduled donation drop off or delivery.
4. Salvation Army Kroc Center – Contact: Jan Marable, Social Services Director
(574)233-9471 Ext. 2300
Located at: 900 W. Western Avenue - South Bend, IN 46601
5. Humane Society of St. Joseph County – Contact Dr. Carol Ecker
(574)255-4756
Located at: 2506 Grape Road - Mishawaka, IN 46545
Hours: Monday through Saturday 8:00am to 5:30pm

WORKFARE OBLIGATIONS – Please Read

The trustee may require the person or persons obligated to perform workfare to complete their workfare assignment before providing additional township assistance benefits. Failure to perform the workfare assigned by the township will result in a denial for a period not to exceed **one hundred eighty (180) days.**

This means that if you assigned workfare because you received assistance and you do not complete it in the allotted time or before you request additional assistance, you can be denied for up to six (6) months or until the workfare is completed (whichever comes first) before you will receive any additional assistance. *(IC 12-20-11-1)*

For example, if you come in today and are assigned workfare, before you can receive additional assistance, it has to be completed. It does not matter if you come in six (6) months from now or a year from now. If the original workfare is not completed, you can be denied when you seek additional assistance for up to 180 days for not completing the original workfare requirement.

Thank you for your cooperation.