 **ADAMS TOWNSHIP TRUSTEE**

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| **Trustee** Michelle Junkins  **Board Members** Floyd Barker Gail Godby Ron Stone  **Investigator** Britttany Welch | **Township Assistance Check List**  The following is a checklist of things you must provide with your application for everyone living in the household.  **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 could result in a denial. (IC 12-20-6-1)  \_\_ Identification: Driver's License/State ID Card for everyone over the age of 18. Social Security cards for everyone in the household.  \_\_ Copy of your lease or mortgage statement. If renting, contact information for your landlord.  \_\_ All most recent utility bills, including telephone, cell phone, cable, and satellite.  \_\_ Check stubs and any other verification of income for past 90 days. Benefit letter for unemployment, disability, TANF, and SSI. This also includes child support orders with payment records and current tax refunds, etc.  \_\_ If off work due to illness, we need a statement from your doctor.  \_\_ If not working, proof of applying to 3 jobs in the past 30 days.  \_\_ Verification of all expenses paid out within the last 90 days. Bank statement for all activity and receipts for any cash withdraws within the past 90 days.  \_\_ Anyone 18 and older in the household must also sign the application and provide all the above information.  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: Brittany Welch  Please email information to [bwaitt@adamstownship.net](mailto:bwaitt@adamstownship.net) or place it in the black drop box on our building. |

**201 S. Main Street, Sheridan, IN 46069  
Phone (317)758-1029 - Fax (317)758-1123 - Email: michelle@adamstownship.net**