



Checklist of Requirements for Public Assistance Applicants

- Photo ID (must be valid) for each adult member of the household
- Proof of ALL Income for all adult members of the household (last 30 days) (see COUNTABLE INCOME next page)
- Checking and Savings Account Statements for all adult members of the household (last 60 days)
- Proof of appointments/applications and/or assistance from IHEDA-Indiana Housing Now, Boone County Division of Family Resources, and Area IV Agency or any other applicable assistance agencies with determination letters
- All current bills for which assistance is being requested
- For shelter assistance rent: current lease agreement which includes name and address of the landlord and amount of monthly rent
 - Town will obtain completed Landlord Agreement from landlord before providing assistance
- For shelter assistance mortgage: proof of mortgage amount and payment information from lender
- If unemployed, an Employment Search form must be completed by all adult members of the household able to work. Termination/Resignation notice/email/letter is required. If unable to work due to physical or mental disability, a current doctor's statement is required.
- **Fully Completed Public Assistance Application (Form TA-1) Including:**
 - All expenditures (last 30 days), receipts may be required
 - Notice of Public Law signed by all adults in household
 - Consent to the Disclosure of Information form signed by all adults in household **in the presence of the Social Services Investigator of the Town of Zionsville**
 - Verification of Eligibility

Eligibility of a request cannot be determined without the full completion of the Application for Public Assistance and the submission of all required documents and verifications prior to in-person or phone appointments/interviews.

1.70.02 COUNTABLE INCOME - Except as otherwise provided by law, countable income shall include, but not necessarily be limited to the following, either paid to the individual members of the household—accrued and legally available for withdrawal by an individual member of the household: **(Ind. Code § 12-7-2-44.7)**

1. Gross wages before mandatory deductions.
2. Social Security benefits, including Supplemental Security Income.
3. Temporary Assistance for Needy Families (TANF).
4. Unemployment Compensation.
5. Workers' compensation (except compensation that is restricted for the payment of medical expenses).
6. Vacation pay.
7. Sick benefits.
8. Strike benefits.
9. Private or public pensions.
10. Taxable income from self-employment.
11. The value of bartered goods and services provided by another individual for the payment of nonessential needs on behalf of an applicant or an applicant's household if monetary compensation or the provision of basic necessities would have been reasonably available from that individual.
12. Child support.
13. Gifts of cash, goods, or services.
14. Educational grants and loans to the extent that they are intended to cover basic living needs.
15. The monetary value of subsidized housing, utility assistance, or any other basic necessities provided by any other governmental or quasi-governmental agency.
16. Other sources of revenue or services that the caseworker may reasonably determine to be countable income.