

BLOOMINGTON TOWNSHIP TRUSTEE OFFICE

Phone: 812-336-4976 Fax: 812-335-8993

Address: 924 W. 17th St., Suite C, Bloomington, IN 47404

Website: www.bloomingtontownship.in.gov

Appointment Information

Appointment Date: _____ Appointment Time: _____

Come to your interview prepared

Case Investigator: Elizabeth / Cara

***All adults 18 & over** in the household **must appear in person for the appointment.**
NOTE: Household means living in residence even if not on lease.*

*If you are **late**, your appointment will be rescheduled.*

*Please plan on allowing at least one **hour** for your appointment.*

*If you need to **cancel** or **reschedule** your appointment, please **contact** the office.*

*Please **bring** activities for your children if they must attend the appointment.*

*No decision will be made during the interview. It may take **up to 3 business days.***

*You may be asked for **additional documents** as needed for the investigation.*

DOCUMENTS YOU MUST BRING WITH YOU:

Completed application	Picture ID for all adults 18 and over in household
All utility bills	Social Security cards for all household members
Current lease and rent ledger	Pending applications for other assistance (<i>Example: Housing application, Food Stamps</i>)
Vehicle registration / insurance card	

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Bring the following verifications that apply:

Proof of ALL income for the date range of _____ to _____, bring:

Paycheck stubs	TANF / SNAP (<i>Food Stamps</i>) case number OR benefit letter
Child Support received	Income from any other source received by household members (<i>loans, gifts</i>)
Social Security benefits - award letter	Loans received in the past 30 days (<i>pay day loans, personal loans, borrowed money</i>)
Veterans benefits - award letter	Financial aid received in the past 90 days AND anticipated refunds
Other pension / retirement funds received	Federal AND/OR State tax refunds received in the past 90 days

Proof of ALL expenses for the date range of _____ to _____, bring:

Bank account transaction history - Checking AND/OR Savings	Pre-paid debit card transaction history
Receipts for home repairs AND/OR vehicle repairs	Proof of expenses such as rent / mortgage payments; child care / school tuition fees
Vehicle contract AND payment ledger	Rent-to-own contract AND payment ledger
Child support payments OR ISETS (<i>Indiana Support Enforcement Tracking System</i>) Number	Transaction histories of: online transfer payment / crowdfunding / mobile payment / cash advance apps Examples: PayPal, Venmo, gofundme, Facebook, Zelle, Google Pay, Earnin', Rainy Day Lending

Other:

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