

BLOOMINGTON TOWNSHIP TRUSTEE OFFICE

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Address: 924 W. 17th St., Suite C
Bloomington, IN 47404
Office Hours: 9am to 6pm on Mon, Tues, Thurs
10am to 6pm on Wed

APPOINTMENT: **DATE:** _____ **TIME:** _____ am/pm

Township Assistance Coordinator: Cara / Elizabeth

Date Range for Documents: _____ to _____

Submitting Documents: *Email documents by 8am the day of your appointment
Or *Bring in hard copies with you to the appointment.

- *Arrive on time and prepared for your appointment.
- *If you do not submit your application or documents as needed, your request may be denied.
- ***All adults 18 & over**, living in the household and/or named on the lease must be present for the appointment (this includes cosigners or guarantors).
- *Please plan on allowing at least an **hour and a half** for your appointment.
- *Please **arrange for a sitter for your children** if possible.
- *Please **call the office** if you have questions or need to cancel/reschedule your appointment.
- *No decision will be made in the interview. The Trustee is allowed **up to 3 business days**.
- *You may be asked for **additional documents** as needed for the investigation.

DOCUMENTS YOU MUST PROVIDE:

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

Provide all of the following documents that apply to you:

Income examples

Paycheck stubs	Case Number OR Benefit Letter – TANF/SNAP (<i>Food Stamps</i>) case
Child Support received	Proof of income – from any other source received by household members
Other pension / retirement funds received	Loans – received in the past 30 days (<i>Examples: pay day loans, personal loans, borrowed money</i>)
Award letter – Social Security benefits	Financial Aid – received in the past 90 days AND anticipated future refunds
Award letter – Veterans benefits	Tax Refunds – Federal / State received in the past 90 days

Expenses examples

(You must still provide the transactions for an account, even if at a \$0.00 balance.)

Transaction History – for bank account Checking / Savings / Other named accounts	Contract and Payment Ledgers – Rent-to-own item(s)
Transaction History – for pre-paid debit card(s) (<i>Example: Direct Express card</i>)	Contract and Payment Ledgers – Vehicle(s)
Transaction History – for online transfer payment / mobile payment / crowdfunding / cash advance apps (<i>Examples: PayPal, Venmo, GoFundMe, Facebook, Zelle, Google Pay, Earnin'</i>)	Child Support – payments OR ISETS Number (<i>Indiana Support Enforcement Tracking System</i>)
Receipts or Ledgers – rent / mortgage payments; child care / school tuition fees	Receipts – home / vehicle repair(s)

Other:
