

BLOOMINGTON TOWNSHIP TRUSTEE OFFICE

Address: 924 W. 17th St. Suite C Bloomington, IN 47404
Phone: 812-336-4976
Fax: 812-335-8993
Email: docs@bloomingtontownship.in.gov
Office Hours: Monday, Tuesday, Thursday 9am-6pm & Wednesday 10am-6pm

APPOINTMENT

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

REQUEST: _____

**If you need to change this request, you must call the office before the appointment.*

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, 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** if you have questions or need to cancel/reschedule your appointment.
- *No decision will be made in the interview. The Trustee has **up to 3 business days**.
- *You may be asked for **additional documents** as needed for the investigation.

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DOCUMENTS YOU MUST PROVIDE:

Picture ID for all adults 18 and over living in the 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, EAP</i>)	Vehicle registration and car insurance card

Income Examples

Paycheck stubs	Food Stamps (SNAP/TANF) Case ID Number or benefit letter
Child Support income received	Loans (received in the past 90 days; <i>Example: pay day loans, personal loans</i>)
Other pension and retirement funds received	Financial Aid (received in the past 90 days AND anticipated future refunds)
Social Security benefits letter	Tax Refunds (received in the past 90 days; Federal and State)
Veterans benefits letter	Proof of income (from any other source received by household members)

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

Bank account transaction history (Checking/Savings/Other)	Rent to own item contract and payment ledger
Prepaid debit card(s) transaction history (<i>Example: Reliacard, Direct Express</i>)	Vehicle contract and payment ledger
Online account transaction history (<i>Example: Chime, Cash App, PayPal, Venmo</i>)	Child Support payments or ISETS #
Receipts/Ledgers (<i>Example: rent, mortgage, school tuition, rent to own items</i>)	Receipts for large payments (<i>Example: home repair, vehicle repair, medical expense</i>)

Additional Documentation

**You must provide supporting documentation for your emergency event (Example: Police report in case of theft; Medical documentation if there's a medical reason contributing to the need for assistance; Expense estimate for medical expenses/procedures; etc...)*