



PORTAGE TOWNSHIP TRUSTEE OFFICE

ST JOSEPH COUNTY, IN

Trustee Jason Critchlow

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133 N. William St, South Bend, IN 46601

portage-township.com

Acknowledgement of Appearance

Name _____ Date _____

Address _____ No. in Household _____

Type of Assistance Requested _____

How were you referred? Friend/Family Internet Search Other _____

Documents/Copies Needed For Assistance:

- _____ Social Security Cards
- _____ Birth Certificate/Identification Card
- _____ Marriage License
- _____ Food Stamps
- _____ Wage Statements/Pay Stubs (past 30 d.)
- _____ Work One (Unemployment Comp)
- _____ Housing Authority Referral /HUD
- _____ Social Security Verification
- _____ Gas Utility Bill
- _____ Electric Utility Bill (Original)
- _____ Water Utility Bill (Original/Disconnect)
- _____ Water Bill (SBWW Print Out)
- _____ Mortgage/Ownership Documents
- _____ Prescriptions (Written) or Refill Bottles
- _____ Landlord Form/Mortgage
- _____ Bank Statements (30 Day History)
- _____ School-Class Schedule/Grants or Loans
- _____ Lease
- _____ Doctor Referral
- _____ Child Support Statement
- _____ Energy Assistance
- _____ Tax Verification
- _____ Receipts (Past 30 Days) **See Examples**

Receipt Examples:

- NIPSCO
- AEP
- South Bend Water Works
- Phone (Mobile, Pre-Pay)
- Internet
- Cable
- Mortgage
- Rent
- Auto Loan
- Auto Insurance
- Auto Repairs
- Auto Fuel
- Medical Expenses
- Personal Loans
- Credit Cards
- Clothing
- Child Care
- Groceries
- Miscellaneous

Office Staff Use Only

Case # _____ Initials _____

New Continuing Re-Apply

NOTES:
