

Township Assistance 2021

Number	Date	Point of Contact	Follow-Up	Time Spent (in minutes)	Outcome	Referral \$\$
2019079	1/5/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 1/5	20		
			Emailed back requested documents / filled out application	30		
			Emailed Landlord Verification Form 1/6 Landlord returned form 1/12 with not answering last question.	10	Per email from Apartments on 1/13 "I cannot fill out the W9 as my company will not allow us to do that" and would not answer question #14 on the WT Shelter Verification Form.	
			Printed and mailed a denial letter 1/13	15		
2019078	1/5/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 1/5	20		
			Emailed back requested documents / filled out application	30		
			Emailed Landlord Verification Form 1/6	10		
			Phone interview scheduled 1/13 at 1:30 pm Asked applicant to file for unemployment and assistance with LUM and the Salvation Army	30		
			Called to check on status of things 1/21... Applicant is waiting on unemployment and hasn't talked to LUM or Salvation Army	10	Lafayette Urban Ministries	\$75.00
			2/3 Sent photo ID and Social security card. Applicant said unemployment was denied and we requested a denial letter.	10		
			2/18 Called to touch base with applicant could not leave message	5		
			2/23 Talked to applicant - no longer in Indiana; in Missouri going through corrections	5	Closed file - no longer living in township	
200101	1/5/2021		Took basic information over the phone and emailed what we needed to start application on 1/5	20		
			LM 1/7 - Still waiting on documents	5		
			LM 1/21 - Still waiting on documents	5		
			LM 2/2 - Still waiting on documents	5	Unsuccessful at getting required documents from applicant	
2019080	1/5/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 1/5	20		
			Emailed what we needed to start application 1/5.	5		
			Called 1/7 touched base, will send requested documents.	10		
			1/27 Received more documents from applicant and Landlord Verification / filled out application	30	Salvation Army	\$200.00
			TA interview scheduled for 2/3 @ 2:00 pm. Getting additional requested documents per interview.	30	Victory Church	\$100.00
			2/10 called applicant he submitted updated truck payment receipt and phone payment. He was unsuccessful in applying to the United Way so I did an online submission for him.	20		
			2/18 Called applicant to touch base. He was able to get other resources to help pay down rent. Once we get notice from Landlord we will submit the rest of the rent.	10		

			2/22 Called applicant to let him know we haven't received email from landlord. He said he took care of it over the weekend. Was going to call landlord so we could get our portion paid.	5		
200102	1/6/2021	email	Emailed what we needed to start application 1/6	5	Has not responded to any emails, do not have phone since applicant contacted us via email	
2019081	1/7/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 1/7	20		
			Emailed what we needed to start application / has 2 children referred to Bauer 1/7	10		
			Touched base 1/13 applicant says Bauer hadn't called her yet. Still working on getting us requesting documents.	10		
			Called 2/4 to go over more information needed for application. Requested more documents needed to proceed per email: food stamp approval, utility assistance letter from Area IV, current bank statement for one account, current copy of utility bills.	20		
			LM 2/15 touching base... haven't received requested documents	5		
			LM 2/22 touching base... haven't received requested documents	5		
			2/24 Mailed letter - close file	15	Closed file / mailed letter unsuccessful at getting requested documents for application	
200103	1/28/2021	Phone	Called for rental assistance. Lives in Fairfield Township and gave applicant their number.	10	Referred to proper township for help	
200104	2/1/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 2/1	20		
			Has 2 children referred to Bauer 2/1	10		
			LM 2/11 touching base haven't received any requested paperwork	5		
			LM 2/18 touching base haven't received any requested paperwork	5		
			2/24 Mailed letter - close file	15	Closed file / mailed letter unsuccessful at getting requested documents for application	
200105	2/3/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 2/3. Lost his job due to Covid, waiting on unemployment. Gave him United Way Covid hotline.	20		
			Called 2/9 to check status... still waiting on unemployment and said he did not receive our email. Resent email what we needed to start application	10		
200106	2/4/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 2/4	20		
			Family has 5 children referred to Bauer 2/4	10		
			Called 2/11 to check in. Haven't received any documents yet. Bauer was needing a copy of their lease and could possibly help with \$500 of the rent. Applicant says she hasn't checked her email but would to see what we needed to start application with us.	10		

			2/24 Called since we still haven't received anything to start application. Could not leave message / applicant called back and hung up	5	Unsuccessful at getting required documents from applicant	
2019083	2/8/2021	Phone	Took basic information over the phone and emailed what we needed to start application on 2/8. Applicant has applied with LUM and Area IV for assistance as well. No longer receiving unemployment, looking for work that she can do (sit down work due to a recent surgery).	20		
			2/18 - received information back to start application. Sent landlord verification form	10	Lafayette Urban Ministries / Local Church	\$100.00
			2/22 - Completed application TA interview 2/24 at 1:00	20		
			2/24 - Completed TA interview. Emailed Employment Search form and phone number to the United Way Hotline.	20		
			3/2 - Touched base with applicant. Has applied at Kirby Risk and I referred her to my contact at Olsten. The IERA program just opened back up and sent her info to apply. Applicant said UW referred her to LUM who have already helped her. The Salvation Army told her they couldn't help because she wasn't far enough behind.	10		
			3/9 - Applicant got help paying down rent from family. Got email from landlord stating balance currently owed. Asked applicant to send bak the Employment Search Form	10		
2019082	2/10/2021	Dropped off Application	Dropped off application 2/10. Referred to Bauer and gave her information on how to file for unemployment since she was recently laid off work. Gave her a list of documents we needed for application	20		
			Emailed Landlord verification form 2/11 and returned	10		
			Email from Landlord on 2/15 stating "no need for the assistance... I was able to get applicants rent adjusted for this month" Email was forwarded to applicant and they said Bauer was covering the month of rent	10	Bauer paid months rent and no longer needs assistance	\$463.00
200107	3/2/2021	Phone	3/2 - Took basic information over the phone and emailed what we needed to start application. Also emailed the link to apply for the State Housing that has reopened.	20		
			3/9 - Called LM to check on status since no information has received for application	5		
200108	3/4/2021	Phone	Called for rental assistance. Lives in Fairfield Township and gave applicant their number.	10	Referred to proper township for help	
200109	3/4/2021	Phone	3/4 - Took basic information over the phone and emailed what we needed to start application. Also emailed the link to apply for the State Housing program.	20		
			3/9 - Called LM to check on status since no information has received for application	5		