

## PORTAGE TOWNSHIP MISSION STATEMENT

Portage Township Trustee's Office is committed to elevating the quality of life in Portage Township by building community partnerships to ensure food, clothing and shelter for those in need, providing emergency and temporary assistance to the homeless, sustaining live-saving initiatives to protect residents as well as creating opportunities to enhance socialization, recreation, and the general welfare of the community.

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*"What the mind of man can conceive  
and believe, it can achieve"*

*Napolean Hill*

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## PORTAGE TOWNSHIP BOARD MEMBERS

**Edward Momola**  
**Terry Whitten**  
**Lori Wilkie**

## FREQUENTLY ASKED QUESTIONS

- Q: I live in South Haven, do I qualify for assistance with the Portage Township Trustee's Office?
- A.: Yes, any resident living in Portage Township is eligible to receive assistance.
- Q: I don't own the trailer that I live in, do I qualify for assistance?
- A: Yes, if you can provide us with a lease agreement in your name.
- Q: I am moving into a new apartment, can the Trustee help me with my rental deposit and utility start-up services?
- A: No, the Trustee's Office does not assist with any deposits. You may apply for other assistance, however.
- Q: Can you explain why having a credit card jeopardizes my ability to receive Township assistance?
- A: Credit cards are considered an inappropriate use of funds for those who are in need of emergency assistance. Other examples of wasted resources would be; buying presents, going to the movies, going out to eat at restaurants, getting a tattoo, purchasing cigarettes. It's not that these actions are wrong in themselves; however spending limited resources in these areas, first, rather than taking care of your families' basic needs of food, clothing and shelter is not acceptable.
- Q: Can I come back again, if I need help in the future?
- A: Yes, you can ask for assistance every 30 days.

# PORTAGE



**BRENDAN CLANCY - TRUSTEE**

## Client Information



**3484 Airport Road**  
**Portage, Indiana 46368**  
**219.762.1623**

**Fax: 219.763.9658**

**info@portagetrustee.org**  
**www.portagetrustee.org**

## WHO CAN ASK FOR HELP?

The Portage Township Trustee's Office serves Portage Township residents with emergency assistance for food, clothing, shelter, and health and safety needs.

Portage Township residents who meet state guidelines may ask for financial assistance with their rent and utility bills, as well as, referrals to other agencies for food and clothing..

*Any Portage Township resident in need of assistance is encouraged to call the Portage Township Trustee's Office at 219.762.1623 or stop by the office to learn more and make an appointment with an interviewer.*

## WHEN CAN I ASK FOR HELP?

Portage Township residents can ask for help anytime they find themselves in an emergency situation that threatens their well-being and that of their family.

If the Portage Township Trustee's Office can not assist you, they will help you to find the appropriate agency(s) that can.

## TOWNSHIP STAFF

It is the responsibility of the Portage Township Trustee's Office to provide assistance to all Portage Township residents who meet state and local guidelines.

Assistance is outlined by state statute and Portage Township Trustee staff will work within state guidelines to serve each client professionally, respectfully, effectively and efficiently.

Clients are served on a first come, first served basis and appointments are necessary in order to seek help. Clients are asked to come into the Trustee's office to secure an appointment and pick up an application.

The client's application will outline all the necessary paperwork (proofs) that the client is required to bring with them to their appointment as well as the completed application.

Trustee staff will see you and act on your behalf within 72 hours, excluding weekends and holidays.

Clients can be assured that Trustee staff will do everything in their power to assist them, however, clients to have the right to file an appeal with the Porter County Board of Commissioners.

## CLIENT RESPONSIBILITIES

Clients are asked to cooperate and support Township staff as we work to help you. We ask that clients:

- Provide ALL Required Documentation
- Contact Agencies & Sources Necessary to Secure Documentation Required
- Participate in Township Workfare Program (if required) and Complete Workfare Hours within 25 Days
- Report any Changes in Your Household Information

*Failure to comply may result in appointment rescheduling and/or denial of assistance*

## CLIENT COURTESIES

- Arrive on Time
- Call ASAP to Cancel an Appointment
- Conduct Yourself Respectfully
- Communicate Clearly & Kindly
- Be Honest
- Dress Appropriately
- Stay Home when Ill
- No Drugs or Alcohol Consumption

*Failure to comply may result in appointment rescheduling and/or denial of assistance.*