

BRENDAN CLANCY, TRUSTEE

MISSION STATEMENT

Portage Township Trustee's Office is committed to elevating quality of life by providing emergency and temporary assistance, sustaining life-saving initiatives, building community partnerships, and creating opportunities for socialization, recreation, and the overall wellbeing of the Portage Township community.

PORTAGE TOWNSHIP BOARD MEMBERS

Billy Coker
Nikita Momola
Eric Skalka

FAQ

- Q:** I live in South Haven, do I qualify for assistance with the Portage Township Trustee's Office?
- A:** Yes, any Portage Township resident is eligible to apply.
- 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, eating 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.



Client Information



Portage Township Trustee's Office
3590 Willowcreek Road, Ste B
Portage, Indiana 46368

TOWNSHIP ASSISTANCE

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

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 RESPONSIBILITIES

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. Portage Township Trustee staff work within state guidelines to serve each client professionally, respectfully, effectively and efficiently.

Clients can complete an application online by going to portagetrustee.org and clicking on the Township Assistance Tab or stopping by the Portage Township Trustee office to pickup an application.

The application will outline all the necessary documentation (proofs) that the client is required to submit when completing the application. process.

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

Trustee staff will do everything in their power to assist clients, however, clients do 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 they work to help you.

Clients' Responsibilities:

- Provide ALL Required Documentation
- Contact Agencies & Sources Necessary to Secure Required Documentation
- Participate in Township Workfare Program (if required) and Complete Workfare Hours within 25 Days
- Report any Changes in Your Household Information
- Call ASAP to Cancel or Reschedule an Appointment
- Conduct Yourself Respectfully
- Communicate Clearly & Kindly
- Be Honest
- Stay Home when ill
- No Drugs or Alcohol Consumption

Clients' failure to comply may result in appointment rescheduling and/or denial of assistance