



# Applications

## Formal Diversion Programs

## Emergency Assistance

### Indiana

#### Applications

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**Filing and Processing Applications**  
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**Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in ICES Program Policy Manual

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

Food Stamps  
Medicaid

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 45 days.

The agency is required to issue a written decision on applications.

**Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

Conduct job search

The following applicants are exempt from pending application requirements:

Under age 18; disabled; responsible for ill or incapacitated household member; caring for child under 12 months (12 weeks for child subject to family cap); full time Vista volunteer

## **Personal Responsibility Contracts**

Applicants and/or recipients are required to sign a personal responsibility contract.

Applicants must sign a personal responsibility contract:

After eligibility is determined

The personal responsibility contract is:

A standard form listing obligations

The following people must sign the contract:

Head of household  
Both parents in "two-parent" families  
Minor parent who is not head of household  
Non-parent caretaker receiving assistance

The following applicants and recipients are exempt from developing and signing a contract:

Although all parents and non-parent caretakers (including those not receiving assistance) are asked to sign, SSI recipients, sanctioned recipients, TANF-ineligible alien parents, and non-recipient supervisory adults for minor parents are not subject to penalties for non-compliance.

The following obligations can be included in the contract:

Agreement to participate in work activities  
Child school attendance requirements  
Immunization or preventative health requirements  
Drug or alcohol provisions  
Teen parent living arrangement  
Cooperation with development of self-sufficiency plan

The contract does not include a state or county agreement to provide services.

The sanction for refusing to sign a contract is:

Fixed dollar reduction of grant: \$90

## Employability Plans

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

- Another worker at the TANF office

- A worker at an office separate from the TANF office:

  - At county discretion

The following people must sign an employability plan:

- Any assistance group member who is not exempt from work requirements (includes child age 16 or 17 who is not full-time student)

The following applicants and recipients are exempt from developing and/or signing an employability plan:

- Individual exempt from work requirements

- Individual with a child under age 12 months

- Disabled caretaker

- Non-parent caretaker not receiving assistance

Employability plans include a state or county agreement to provide services, and the services are listed.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements:

- Needs of individuals required to sign removed from grant

- Medicaid sanction:

  - Individual loses Medicaid

- Food stamp sanction:

  - Individual portion

The sanction lasts for a minimum of two months.

## **Formal Diversion Programs**

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The state does not operate a formal cash diversion program.

## **Emergency Assistance**

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The state does not have an emergency assistance program.

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*