Vernon Township Trustee
602 Vitality Drive
Fortville, Indiana 46040-1273

September 25, 2025

ATTENTION: All Township Assistance Vendors

It has come to our attention that some vendors are taking action against Township Assistance clients even after the Trustee's Office has approved assistance and a Purchase Order has been fully executed. This letter serves as a reminder and clarification of Vernon Township's policies regarding Township Assistance payments.

Township Assistance Overview

Township Assistance may cover essential needs such as:

- Rent or mortgage payments
- Utilities
- Vehicle loans or transportation
- Temporary housing or shelter
- Medical bills and medications
- Groceries and household/hygiene items
- Clothing
- Cremation costs for a deceased family member

When assistance is approved, a **tri-colored Purchase Order** is issued and signed by the applicant, the vendor, and the Trustee. A Purchase Order may be signed electronically and emailed or signed in person. Once received, Vernon Township will issue a check payable to the vendor, referencing the client's account number or address.

The Purchase Order as a Legal Pledge

A Purchase Order is a **legal document** and represents Vernon Township's official pledge of payment. By signing, the vendor acknowledges this pledge and agrees that payment will be made during the Township's next weekly check distribution. Checks are mailed to the vendor's address unless the vendor specifically requests to pick up the check at our office at the time of signing. ACH payments can be requested.

Because the Township has formally pledged payment, vendors must:

- Refrain from filing legal action against the client
- Suspend disconnection of utilities
- Stop the accrual of late fees or other penalties

Payment Limitations

Please note, Vernon Township will **not**:

- Deliver payments to vendors
- Allow clients to pick up payments
- Make electronic payments (wire, credit card, PayPal, Venmo, CashApp, Google Pay, Apple Pay, cryptocurrency, etc.)
- Send payments overnight or expedited courier (UPS, FedEx, etc.)

Policy Reminder

As stated in Indiana Code:

"A pledge from a Township is a commitment of payment by the Township, regardless of the receipt of the physical check. Once a vendor accepts a pledge, either verbally or in writing, this action is a commitment to provide service for a period of no less than 30 days. The receipt of a pledge effectively halts late fees, eviction proceedings, and disconnect notices."

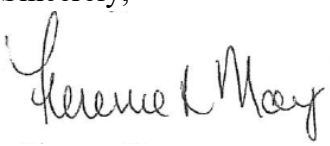
This policy remains in full effect. Vendors who accept a Township pledge must honor it my halting all negative actions against the client.

Maintaining Partnership

Vernon Township valued the strong partnerships we have built with our vendors. By working together and honoring these policies, we can continue to support residents in times of financial hardship while maintaining fairness and trust with our vendors.

If you have questions or need clarification, please contact Jenny Kriger directly. Thank you for your cooperation and continued partnership.

Sincerely,



Florence May
Township Trustee
Vernon Township, Hancock County, Indiana

CC: **Jenny Kriger, Township Assistance Coordinator**
317-649-6010 / info@vernontownship.us