

Community Support Fund Policy

Article I. Purpose and Policy
 Article II. Adoption, Amendment, Repeal
 Article III. Definitions
 Article IV. Economic Support Services
 Responsibilities; Eligibility and Qualifications

Article V. Priorities for Consideration
 Article VI. Items Covered by the Fund
 Article VII. Items not Covered by the Fund
 Article VIII. Application Requirements
 Article IX. Appeal

Analysis by the Legislative Reference Office					
Title	Community Support Fund Policy (the Policy) Amendments				
Requester	Councilman Brandon Stevens	Drafter	Douglass McIntyre	Analyst	Tani Thurner
Reason for Request	To clarify an inconsistency between the Policy and the adopting resolution. Additional changes have also been made to update and streamline the Policy.				
Purpose	The adopting resolution states that persons below the federal poverty level do not have to cost-share when receiving benefits; however the Policy does not state this. Amendments were requested to reconcile the two documents.				
Authorized/Affected Entities	Governmental Services Division Director must report semi-annually to the OBC. Economic Support Services Area, instead of the Social Services Area, administers the Fund, creates SOPs, and notifies the membership.				
Due Process	Case Manager decisions appealable to his/her supervisor. If upheld, they can be appealed to Area Manager, and if upheld; then to the Judiciary.				
Related Legislation	There are various policies which identify how funds would be disbursed, for example the Children’s Burial Fund Policy or the Trust Scholarship Fund Policy; however nothing is directly related.				
Policy Mechanism	Process for applying for emergency funding; eligibility requirements.				
Enforcement	N/A				

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Overview

When amendments were adopted to the Community Support Fund Policy (the Policy) in December 2013, the adopting Resolution (OBC #12-11-13-D) stated:

“the amendments to the Policy also [...] specifically states (sic) that someone who receives assistance from the Fund program does not have to cost share if they are at or below the Federal Poverty Guidelines”

However the Policy, as adopted, did not state that someone who receives funds would not have to cost share if below Federal Poverty Guidelines. Amendments have been requested to reconcile the Policy with the adopting resolution, and additional changes have also been made to the Policy.

Cost Sharing

These proposed amendments do not add a provision stating that persons are not required to cost-share if they fall under federal poverty guidelines. Instead, all references to “cost sharing” are deleted entirely from the Policy. The provisions that would be deleted include:

- A definition for cost sharing. [Current Policy, 3-1(f)]

- 20 • A general provision stating that all applicants will be asked to contribute a percentage
- 21 of the assistance being requested. [Current Policy, 4-4]
- 22 • A requirement that case managers consider “the ability of the applicant to cost-share”
- 23 as one of the factors used to determine the level of assistance an applicant may
- 24 receive. [Current Policy, 5-1(b)]
- 25 • A requirement that persons who receive assistance in paying their utilities must repay
- 26 50% of the funds received within 4 months, or else their per capita payments may be
- 27 garnished. [Current Policy, 6-3]
- 28

Other Changes to the Policy

30 In addition to deleting references to cost-sharing, the following changes are also being
31 proposed for the Policy:

- 32 • The Policy contains lists that specifically identify certain things as being covered by the
- 33 Fund, and other things as not being covered by the Fund. Several new items were added
- 34 to each of those list, and there were also changes made to items already listed as being
- 35 covered by the Fund:

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New Items added to the list of things covered by the Fund [6-1]	New Items added to the list of things NOT covered by the Fund [7-1]	Changes to items already listed as being covered by the Fund [6-1]
<ul style="list-style-type: none"> • Utility Disconnections • Inpatient Treatment • Fire recovery/natural disaster assistance • Home renovations required for handicap accessibility • Family Medical Leave Act Wage Replacement • Social Security Disability Determination rent/utility assistance 	<ul style="list-style-type: none"> • Appliance Repair/Replacement • Homeless lodging assistance • Stabilization rent assistance • Department of Correction re-entry assistance • Health membership fees • Food and personal care items 7-1. 	<ul style="list-style-type: none"> • Instead of “rental of medical equipment”, the Fund may cover medical- related equipment, supplies, or furniture, “but must use rental equipment, supplies, or furniture when available” • Instead of “health insurance”, the Fund may be used to cover “COBRA insurance payments”. • The fund not only covers medical transportation / emergency medical travel, but also vehicle repairs for those.

- 37
- 38 • A new provision is added to clarify that the Community Support Fund (the “Fund”) is a
- 39 fund of last resort. [4-4]
- 40 • The definition of “applicant” is revised to clarify that the person applying for assistance
- 41 must be an enrolled Tribal member or applying for assistance on behalf of an enrolled
- 42 Tribal member. [3-1(a)]
- 43 • Minors who are eligible for enrollment but not enrolled are no longer eligible for
- 44 assistance under this fund. Eligibility is exclusively reserved for enrolled Tribal
- 45 members. [4-2]

- 46 • Currently, the Fund may be used for a “catastrophic event, illness, or injury.” The
47 amendments clarify that assistance also covers an “emergency event”. The definition for
48 “emergency” is changed to a definition for “emergency event”. [3-1(f)]
- 49 • A new factor is also added that case managers must use to determine the level of
50 assistance that may be provided to an applicant - case managers must now consider the
51 Fund’s “appropriate standard operating procedures.” [5-1(d)]
- 52 • Currently, the Social Services Area is responsible for administering the Fund. Under the
53 amendments, references to the Social Services Area are replaced with references to the
54 Economic Support Services Area. [4-1]
- 55 • The Policy lists examples of a catastrophic illness or injury that would involve continuing
56 treatment due to a chronic serious health condition. Currently, asthma, diabetes and
57 epilepsy, are listed as examples, but under the amendments, “chemotherapy/radiation,
58 dialysis, daily/weekly therapy resulting from trauma” are listed instead. [3-1(e)(2)]
- 59 • Case managers may still deny benefits to applicants who have elected not to be covered
60 by employer benefits such as disability or health insurance, but the amendments also give
61 case managers the option of limiting benefits, instead of completely denying them. [4-6]
- 62 • Currently, non-tribal parents and legal guardians may apply for assistance from the Fund
63 on behalf of an enrolled Tribal member. Under the amendments persons with “legal
64 responsibility” for a Tribal member may also apply on behalf of the Tribal member. [4-2]
- 65 • Under the amendments, no assistance may be provided without sufficient documentation
66 of Tribal enrollment and of all household income for the 30 business days immediately
67 before the application of the submission. [8-2]
- 68 • An applicant may be reimbursed for lodging as part of travel expenses related to a
69 funeral, in addition to mileage and airfare expenses. [6-4]
- 70 • Instead of prohibiting applicants from reapplying for the same reason more than twice,
71 the amended Policy would instead prohibit applicants from reapplying for the same
72 reason more than the limit stated within the Policy or the Fund Standard Operating
73 Procedures (SOPs). [8-4(e)] There are only three limits specifically identified in the
74 Policy, so unless there are additional limits set out in the SOPs, there would be very few
75 limits to how often a person could reapply for the same reason.
- 76 The three limits in the Policy include:
- 77 • Assistance with paying utility bills - once every two years (currently it is once every
78 three years, but the amendments reduce it to two years). [6-3]
- 79 • Inpatient treatment has a limit of once per lifetime. [6-1(h)]
- 80 • Social Security Disability determination rent/utility assistance – maximum of 12
81 months per lifetime. [6-1(l)]

Other

84 Various minor revisions were made to improve the language and flow of the document,
85 and to ensure this document complies with Tribal drafting practices. These changes do not affect
86 the content of the law.

87 A public meeting has not been held.

Considerations

90 The following are issues the LOC may want to consider:

- 91 • The definition of “applicant” is revised to clarify that the person applying for assistance must
92 be an enrolled Tribal member or applying for assistance on behalf of an enrolled Tribal
93 member. [3-1(a)] It is not clear why a Tribal membership requirement is added to the
94 definition, because 4-2 already states that only Enrolled Tribal members are eligible for
95 assistance. Further, since “applicant” is now defined as a person applying for assistance on
96 behalf of an enrolled Tribal member, there is confusion because 4-2 states that applications
97 may be made by a non-Tribal member “provided the [...] non-tribal member has one of the
98 following relationships to the applicant.” however, the applicant would be the non-Tribal
99 member, not the Tribal member who s/he is applying on behalf of, according to the
100 definition.
- 101 • 6-2(c) states that, for assistance with a security deposit, “Only one request per household will
102 be considered.” However, no time limit is placed on this – does this mean only one request
103 will be considered at a time? Once every five years?
- 104 • 9-1 states that appeals are made to the area manager of the Social Services Division. This is
105 the same provision as there is under the current law, where the program is administered by
106 the Social Services Division. Since the Social Services Division no longer administers this
107 Policy, it may not be the intent to have appeals go to the Area Manager of that Division.
- 108 • 7-1 – the list of things not covered by the Fund now includes: “stabilization rent assistance”
109 and “Department of Correction re-entry assistance.” Neither of these terms is defined, and it
110 may not be clear what is meant by either.
- 111 • “Immediate family” is defined as “that group of persons who make up a family unit normally
112 defined as husband, wife, children, sister, brother, in-laws, step family, grandparents and
113 grandchildren, **and/or a person who has Legal responsibility for a member of their**
114 **immediate family.**”
- 115 ○ This is a circular definition because it uses the term within the definition. Also, it is
116 not clear why the above bolded language is included, because it is not needed. If a
117 person has legal responsibility for a member of their immediate family then they are
118 already “immediate family.”
- 119 • The Fund as an Entity. Various provisions refer to the Fund as though it is an individual
120 person, capable of taking actions. Among other things, this could make enforcement difficult.
121 It is recommended that the language throughout the Policy be revised to identify a specific
122 person (i.e. Case Manager, Division Director, etc) who would be administering the Fund. For
123 example:
- 124 ○ 7-2 and 4-6 both state “The **Fund reserves the right to** deny or limit benefits...” –
125 however, the Fund is a source of money; it cannot reserve a right to do anything.
- 126 ○ 7-2 states: “If the **Fund chooses to** approve, deny, or limit benefits”
- 127 ○ 6-2 states: “The **Fund will only provide assistance...** The **Fund shall not co-sign**
128 any lease.”
- 129 ○ 6-4. “The **Fund shall reimburse** those applicants...”
- 130 • This may not need to be addressed with these amendments, however it may be beneficial to
131 note this for future revisions – this Law does not identify a consistent list of what is a
132 qualifying event, and there are numerous provisions scattered throughout the Policy which

reference what qualifies and what does not. There are different lists of qualifying events and separate examples identified in the definitions section, Article IV, Article VI; and Article VII identifies what is not covered. It may be beneficial to review all of these provisions and establish one consistent list of what is covered and what is not, for clarity.

- Additional minor, typographical and drafting issues were noted during the legislative analysis, and will be discussed with the sponsor for this item.

Community Support Fund Policy

Article I. Purpose and Policy

1-1. Purpose. The purpose of this Policy is to assist the greatest number of Tribal members of the Oneida Tribe of Indians of Wisconsin who apply for assistance to the Community Support Services Fund in times of a Catastrophic event, illness~~or,~~ injury or emergency event when no other resources for assistance exist.

1-2. Policy. It is the policy of the Oneida Tribe of Indians of Wisconsin to assist their people in a time of need after a Catastrophic event, illness~~or,~~ injury or emergency event, when there is no other assistance available or all other assistance has been exhausted.

Article II. Adoption, Amendment, Repeal

2-1. This Policy is adopted by the Oneida Business Committee by resolution # BC-5-15-96-A, amended by resolution # BC-01-08-97-G, and amended by resolution #BC-_____.

2-2. This Policy may be amended or repealed by the Oneida Business Committee and/or the Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures Act.

2-3. Should a provision of this Policy or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this Policy which are considered to have legal force without the invalid portion(s).

2-4. In the event of a conflict between a provision of this Policy and a provision of another policy, the provisions of this Policy shall control.

2-5. This Policy is adopted under authority of the Constitution of the Oneida Tribe of Indians of Wisconsin.

Article III. Definitions

3-1. This article shall govern the definitions of words and phrases used within this policy. All words not herein defined shall be used in their ordinary and everyday sense.

(a) "Applicant" ~~shall mean~~ means the ~~person applying for assistance~~ subject of the application for assistance. themselves or on behalf of another person who is otherwise unable to do so due to age or incapacity. an enrolled Tribal Member.

(b) "Business days" ~~shall mean~~ means Monday through Friday ~~8:00 a.m. to 4:30 p.m.,~~ except ~~for those days~~ recognized as holidays ~~as listed~~ on the official calendar of the Tribe.

(c) "Case Manager" ~~shall mean~~ the means a employee of the Social Economic Support Services Area responsible for administering Community Support Services Fund benefits

176 | ~~according to the established guidelines set forth below.~~

177 | (d) “Catastrophic event” ~~shall mean~~means a natural or man-made incident, which results
178 | in substantial damage or loss requiring major financial resources to repair or recover (i.e.
179 | house fire, tornado, flood, or other disaster).

180 | (e) “Catastrophic illness or injury” ~~shall mean~~means a serious debilitating illness, injury,
181 | impairment, or physical or mental condition that involves:

182 | (1) in-patient care; or

183 | (2) a period of continuing treatment due to a chronic serious health condition
184 | ~~(asthma, diabetes, epilepsy, etc.);~~such as chemotherapy/radiation, dialysis,
185 | daily/weekly therapy resulting from trauma, etc.); or

186 | (3) a period of illness or injury that is long-term due to a condition for which
187 | treatment may be ineffective (stroke, terminal disease, etc.); or

188 | (4) receipt of multiple treatments either for restorative surgery after an accident or
189 | other injury, or for a chronic condition. (i.e. cancer or kidney disease)

190 | (f) ~~“Cost share” shall mean the request to have the applicant agree to contribute to the~~
191 | ~~cost of the assistance given.~~

192 | ~~(g) “Emergency” shall mean~~ event” means a situation that poses an immediate risk to
193 | health, life, safety, property or environment. Emergencies require urgent intervention to
194 | prevent further illness, injury, death, or other worsening of the situation.

195 | ~~(h) “Emergency medical travel” shall mean~~means an unexpected serious health
196 | situation or occurrence, requiring the immediate presence of immediate family. (i.e., end
197 | of life situation, life support, etc.)

198 | ~~(i) “Fund” shall mean~~means the Community Support Services Fund as originally
199 | established under # BC 5-15-96-A.

200 | ~~(j) “Immediate family” shall mean~~means that group of persons who make up a family
201 | unit normally defined as husband, wife, children, sister, brother, in-laws, step family,
202 | grandparents and grandchildren, and/or a person who has Legal responsibility for a
203 | member of their immediate family.

204 | ~~(k) “Legal guardian” shall mean~~means a person who has the legal authority to care for
205 | the personal and property interests of another person granted through Court order.

206 | ~~(l) “Legal responsibility” shall mean~~means specific duties imposed upon a person to
207 | care or provide for another including liability for personal obligations as granted through
208 | a Power of Attorney or Court order.

209 | ~~(m) “Major medical surgery” shall mean~~means a surgical procedure that carries a degree
210 | of risk to the patient’s life, or the potential for severe disability if something goes wrong
211 | during surgery. It is a surgical procedure that usually requires a patient to be put under
212 | general anesthesia and given respiratory assistance because he or she cannot breathe
213 | independently.

214 | ~~(n) “Reservation” shall mean all the lands and waters within the exterior boundaries of~~
215 | ~~the Reservation of the Oneida Tribe of Indians of Wisconsin, as created pursuant to the~~
216 | ~~1838 Treaty with the Oneida 7 Stat. 566, and any lands added thereto pursuant to federal~~
217 | ~~law.~~

218 | ~~(o) “(m) “Severity” shall mean~~means the verified rate or level of need.

(pn) “Shelter” ~~shall mean~~ means mortgage payments or rent payments.

(qo) “Tribal” or “Tribe” ~~shall mean~~ means the Oneida Tribe of Indians of Wisconsin.

(fp) “Verification” ~~shall mean~~ means the evidence or proof that confirms the accuracy or truth of the alleged catastrophic event, illness ~~or~~, injury or emergency event and of Tribal membership (i.e., estimates, photographs, doctor statements/report, check stubs, tribal identification card/letter, etc.).

Article IV. ~~Social Service~~ Economic Support Services Responsibilities; Eligibility and Qualifications

4-1. The ~~Social~~ Economic Support Services Area of the Governmental Services Division shall create and administer the Fund.

(a) The ~~Social~~ Economic Support Services Area shall create standard operating procedures for the administration of the Fund. The standard operating procedures ~~shall~~ must include the list of categories the Fund covers and a cap that set the amount of assistance per event/ per household, except for funeral expenses which ~~shall~~ will be set per event/ per person.

(b) The Governmental Services Division Director shall report semi-annually to the Oneida Business Committee. The report ~~shall~~ must include, the amount of funds paid out under each category.

(c) The ~~Social~~ Economic Support Services area shall ensure that the Tribal membership is informed of what assistance is available through the Fund, how to apply for assistance, and specify who is eligible for assistance.

4-2. Eligibility for assistance provided under the Fund is reserved for enrolled Tribal members. Applications may be made by a non-tribal ~~parent or legal guardian~~ member on the behalf of ~~an~~ enrolled Tribal member, ~~or minor eligible for enrollment,~~ provided the requested funds will benefit the Tribal member ~~or child~~ only and the non-tribal member has one of the following relationships to the applicant:

(a) is a non-Tribal parent of the applicant

(b) is the Legal guardian of the applicant

(c) has Legal responsibly for the applicant

4-3. Residency within the State of Wisconsin is not a prerequisite for assistance, except for requests for a security deposit in ~~Section~~ accordance with 6-2.

4-4. The Fund is a fund of last resort and provides assistance when there is no other financial assistance available:

~~(a) Applicants will be asked to contribute a percentage of the~~ or all other assistance ~~being requested.~~

~~(b) has been exhausted.~~ Applicants shall first seek out other resources that can meet the needs of their request. Proof of requesting assistance from other sources ~~shall~~ must be provided with the application.

4-5. The following types of catastrophic events, illnesses or injuries qualify an applicant for assistance:

(a) Terminally ill

(b) Physically challenged or incapacitated

- 262 (c) Major medical surgery
263 (d) Life threatening (i.e. Cancer, AIDS, Stroke, disabling injuries due to motor vehicle
264 accident, etc.)
265 (e) Natural disaster (i.e. Tornado, fire, flood, etc.)
266 (f) Death in immediate family
267 4-6. ~~A Case Manager~~The Fund reserves the right to deny or limit benefits to applicants who
268 have elected not to be covered by employer benefits such as disability or health insurance.
269 4-7. All payments ~~shall~~must be provided directly to the service provider. However, payments
270 awarded for funeral travel ~~shall~~will be reimbursed to the applicant.
271 4-8. Assistance available under the Fund is subject to change according to fiscal year funding
272 levels.
273 4-9. Tribal Programs and Enterprises are not eligible for these funds.
274

275 **Article V. Priorities for Consideration**

- 276 5-1. The Case ~~Managers~~Manager shall determine the level of assistance to be provided based
277 on:
278 (a) Severity of event, illness ~~or~~, injury or emergency event
279 (b) ~~Ability of applicant to cost share~~
280 ~~(c) Cost (usual and customary fees)~~
281 ~~(d) Amount of time elapsed since catastrophic event, illness ~~or~~, injury~~ or emergency
282 event occurred
283 (d) The Fund's appropriate standard operating procedures
284 5-2. The Case Manager shall assess each individual case, prioritize and assist with immediate
285 needs. Priorities are as follows:
286 (a) Life-threatening emergency requests
287 (b) Emergency medical travel
288 (c) Other needs
289

290 **Article VI. Items Covered by the Fund**

- 291 6-1. Requests for assistance from the Fund must be tied to or be a result of a catastrophic event,
292 illness ~~or~~, injury ~~or~~ or emergency event. Upon verification of a catastrophic event, illness ~~or~~,
293 injury or emergency event, the Fund may be used for the following:
294 (a) ~~Health insurance, including~~ COBRA Insurance Payments
295 (b) Prescriptions not available through an IHS Clinic
296 (c) Medical transportation/emergency medical travel ~~(including vehicle repairs)~~
297 ~~(d) Rental of medical equipment~~
298 (d) Medical-related equipment, supplies, or furniture, but must use rental equipment,
299 supplies, or furniture when available
300 (e) Medical bills (dental, optical, hospital) not covered by insurance
301 (f) Shelter and utilities where no other resources exist (including security deposits)
302 (g) Utility disconnections
303 (h) Inpatient Treatment (with a limit of once per lifetime)
304 (i) Fire recovery/natural disaster assistance

305 | (j) Home renovations required for handicap accessibility (if written authorization from
306 | the landlord)

307 | (k) Family Medical Leave Act Wage Replacement

308 | (l) Social Security Disability Determination rent/utility assistance (with a maximum of
309 | twelve (12) months per lifetime)

310 | (m) Purchase of hearing aids

311 | 6-2. ~~Requests for~~ The Fund will only provide assistance for a security deposit ~~shall~~will be tied to
312 | or be a result of, a catastrophic event, illness injury or ~~injury~~emergency event and are limited to
313 | Tribal members who are Wisconsin residents only.

314 | (a) The ~~Tribal member~~Applicant shall demonstrate the ability to fulfill the terms of the
315 | rental lease. The Fund ~~does~~shall not co-sign any lease.

316 | (b) Security deposits are non-transferable and the amount paid for a security deposit
317 | ~~shall~~must be paid back to the Fund Program before another security deposit is issued at
318 | any time in the future.

319 | (c) Only one (1) request per household will be considered.

320 | (d) Security deposits shall be issued on an emergency basis which shall include, but is
321 | not limited to, pending eviction and homelessness.

322 | 6-3. ~~Requests for~~ Assistance for the payment of utilities shall only be allowed once every ~~three~~
323 | ~~(3~~two (2) years by the person listed as responsible to pay with the utility company. ~~Those who~~
324 | ~~receive assistance in paying their utilities shall cost share those expenses by paying back fifty~~
325 | ~~percent (50%) of the funds received within four (4) months. If those funds are not reimbursed to~~
326 | ~~the fund by the required date, the Community Support Program may garnish the individual's per~~
327 | ~~capita payments.~~

329 | 6-4. Travel expenses to arrange or attend a funeral for immediate family members outside the
330 | State of where an applicant resides ~~shall~~must be paid by the applicant first, and the Fund shall
331 | reimburse those applicants for mileage, lodging, or airfare expenses up to a maximum amount of
332 | five hundred dollars (\$500).

334 | **Article VII. Items not Covered by the Fund**

335 | 7-1. The Fund does not cover payments that are not for a catastrophic event, illness ~~or~~, injury or
336 | emergency event as defined above. The following is a list of items not covered by the Fund;
337 | however, this is not an exhaustive list:

338 | (a) Car payments

339 | (b) Taxes

340 | (c) Credit card or Charge accounts

341 | (d) Commercial loans

342 | (e) Defaults/fines/bankruptcy charges

343 | (f) Expenses not tied to basic needs (Cable, internet, memberships, etc.)

344 | (g) Legal fees/court costs/judgments

345 | (h) Appliance Repair/Replacement

346 | (i) Homeless lodging assistance

347 | (j) Stabilization rent assistance

348 | (k) Department of Correction re-entry assistance

349 | (l) Health membership fees

350 | (j) Food and personal care items

351 | 7-2. The Fund reserves the right to deny or limit benefits if evidence is found regarding the
352 | applicant as to the following:

353 | (a) The catastrophic event, illness~~or,~~ injury or emergency event is the result of a
354 | violation of the law as proven by a citation or criminal conviction.

355 | (b) The applicant or others in the household benefiting from assistance from the Fund are
356 | non-compliant with the requirements of other tribal programs, policies or laws (i.e.
357 | Zoning, etc.)

358 | (c) The applicant or others in the household benefiting from assistance from the Fund are
359 | non-compliant with the requirements of the Fund.

360 | If the Fund chooses to approve, deny, or limit benefits ~~under this section~~, an explanation of the
361 | decision ~~shall~~must be in writing and provided to the applicant with a copy placed in the Fund's
362 | file.

363 | **Article VIII. Application Requirements**

365 | 8-1. To be considered for assistance and before receiving assistance the applicant must complete
366 | the full application process. All applicants shall cooperate with the Case Manager to assist the
367 | Case Manager in comprehensively addressing the needs of the applicant~~-(s)~~.

368 | 8-2. Supporting documentation ~~shall be~~is required in all cases. The applicant is responsible to
369 | provide all documentation requested by the Case Manager. No assistance may be provided
370 | without:

371 | ~~(a) No assistance shall be provided without~~(a) sufficient documentation of the
372 | catastrophic event~~or,~~ illness~~or,~~ injury or emergency event as requested by the Case
373 | Manager.

374 | ~~(b) No assistance shall be provided without~~(b) sufficient documentation that the
375 | applicant sought assistance from other agencies with an explanation of benefits received
376 | or refusal of assistance by the other agencies.

377 | (c) sufficient documentation of enrollment in the Tribe

378 | (d) sufficient documentation of all household income the thirty (30) Business days
379 | immediately prior to the submission of the application.

380 | (e) sufficient documentation of status of employment is required and includes the
381 | following documentation:

382 | (1) Leave of absence paperwork

383 | (2) Balance of personal and vacation time accumulation

384 | (3) Disability insurance or workmen's compensation coverage

385 | (4) Check stubs

386 | 8-3. Documentation includes, but is not limited to:

387 | (a) Medical reports

388 | (b) Bills or statements

389 | (c) Estimates

390 | (d) Letters

- 391 (e) Police or fire reports
- 392 (f) Obituary or formal notice of death
- 393 (g) Check stubs
- 394 (h) Pictures or photographs
- 395 (i) Applications for assistance from other agencies
- 396 (j) Approval of assistance or denial of assistance letters from other agencies

397 8-4. ~~Verification of status of employment is required and includes the following~~
398 ~~documentation. Requests submitted without supporting documentation must be kept on file for~~
399 ~~thirty (30) Business days.~~

- 400 (a) ~~Leave of absence paperwork~~
- 401 (b) ~~Balance of personal and vacation time accumulation~~
- 402 (c) ~~Disability insurance or workmen's compensation coverage~~
- 403 (d) ~~Check stubs~~

404 8-5. ~~Requests submitted without supporting documentation shall be kept on file for thirty (30)~~
405 ~~business days.~~

406 (a) ~~A~~ The Case Manager shall request ~~for~~ additional information ~~by a Case Manager~~
407 ~~shall be made~~ be provided when an application contains insufficient information to make
408 an informed decision.

409 (b) Applicants may deliver, scan, fax, mail, or e-mail additional requested information.

410 (c) Failure to submit the requested information within the thirty (30) Business days will
411 result in closing the application file, with no further action taken in regard to that
412 application.

413 (d) Applicant ~~shall~~ must be sent a notice that the file has been closed and reason(s) for the
414 file being closed.

415 (e) After the file is closed, the applicant ~~shall~~ must start the application process over
416 again in order to be considered for assistance from the Fund. However, no applicant may
417 re-apply for the same catastrophic event, illness ~~or~~, injury or emergency event more than
418 ~~twice~~ the limit stated within this Policy or the Fund's standard operating procedures.

419 8-65. Application for assistance ~~shall~~ must be made within a reasonable time period, not to
420 exceed thirty (30) Business days of a catastrophic event or illness ~~or~~, injury ~~or emergency event~~.
421 Applications made after thirty (30) Business Days ~~shall~~ will not be considered.

422 **Article IX. Appeal**

424 9-1. An appeal of the Case Manager's decision shall be made to the Case Manager's supervisor.
425 If the supervisor upholds the decision, it may then be appealed to the Area Manager of the Social
426 Services Division. If the decision is upheld by the Area Manager, the decision may be appealed
427 as a final decision to the Judiciary.

428
429 *End.*

431
432 Adopted - BC-5-15-96-A
433 Amended - BC-1-8-97-G
434 Amended- BC-12-11-13-D