

Physical location:
2640 West Point Rd.
Green Bay, WI 54304
Mailing: P.O. Box 365
Oneida, WI 54155



Telephone: 920.490.3939
1.800.216.3216
Fax: 920.490.6803
Website: www.oneida-nsn.gov
Email:
Economic_Support@oneidanation.org

TANF Program Application

Mission Statement:

The Oneida Tribal TANF Program's mission is to promote work and personal responsibility to strengthen Oneida and other enrolled Native American families.

Crisis Assistance: Provide eligible adult parents or caregivers with assistance with rent, security deposit, and utilities.

Diversion Assistance: Provide eligible adult parents or caregivers with support services to assist with obtaining or retaining employment while working toward self-sufficiency.

Cash Assistance: Provide cash payment to families that are experiencing barriers to becoming self-sufficient.

Eligibility Criteria:

- Must be an Oneida enrolled tribal member living in the home and residing in Brown County or Outagamie County, or
- Be an enrolled member in any federally recognized tribe living in the home and residing on the Oneida Indian Reservation.
- Must not exceed the income limitations based on family size.

If the application is incomplete or missing required verifications, you will receive notification. Applications are valid for 30 calendar days from date received. If you fail to provide the required verifications within the 30 days, you will be denied and must reapply. Please allow 10 business days to process. The TANF program will not reimburse applicants.

ALL SERVICES REQUIRE THE FOLLOWING VERIFICATIONS:

- Tribal enrollment verification (Tribal ID card or enrollment letter)
- Proof of all household income for the last 30 days (TANF/W2, pay stubs from employment, unemployment, SSI, SSDI, disability payments, workman's compensation, child support, alimony, veteran's benefits, self-employment (tax return or self-employment income report form))
- Proof of residency (postmarked piece of mail within the last 30 days or current utility bill)
- Non-custodial parent must provide current child support order and record of payments.
- Legal guardian must provide court order of placement or statement from valid social services representative.
- Proof of pregnancy or birth announcement. Current medical documentation (if applicable)
- Cash Assistance Six job search verifications if not employed. If applying online, must submit email verification received from employer for position you applied for.

SUPPORTIVE SERVICES AND REQUIRED VERIFICATION LISTED ON THE NEXT PAGE

CHECK ALL SERVICES YOU ARE APPLYING FOR
(TANF DOES NOT PROCESS REIMBURSEMENTS OF ANY KIND)

- AODA Assessment, Driver's Safety, Group Dynamics, Multi Offender
Verification of court ordered AODA assessment, driver's safety, group dynamics, multiple offenders.
- AODA Treatment/Mental Health Facility
Invoice for the facility and a referral from the Provider.
- Auto & SR22 Insurance
Two six-month insurance quotes with matching coverage levels if you have no current provider or copy of premium your renewal notice.
- Auto Registration fee
Employment & Verification from Department Motor Vehicle (DMV)
- Auto Repair/Diagnostic Testing
Valid WI Driver's License, Valid Vehicle Registration, Proof of Insurance, Two estimates from an ASE certified auto repair mechanic (unless the vehicle is not safe to drive & is noted on estimate), Estimate for Diagnostic Testing.
- Birth Certificates
- Caretaker Relative Support
Verification of court order, emergency, voluntary and/or where the child may have been abandoned. Will accept written verification from ICW/CPS/Social Worker. (Items include bedding, clothing, shoes, and newborn items)
- Childcare Registration/Activity Fees and Payments
Past due statement not to exceed \$500 in a twelve (12) month period. Childcare activity fees as determined by the childcare provider, not to exceed \$60 per child, once per twelve (12) month period.
- Cultural Relevant Services that promote wellness
Verification of local class/event listing the fee.
- Driver's License/Occupational/Exam/Reinstatement Fees, Driver Instruction Course for Adults
Verification from Department Motor Vehicle (DMV) of fees. Verification of driver instruction course for adults.
- Domestic Violence Supportive Services
Verification of DV incident which can include a police report, or a referral completed by an existing DV program.
- Short-Term Accredited Educational Expense for Job Advancement
Verification from employer indicating advancement, cost of course, tuition, and books. Verification of denial of funding from other sources such as Higher Education or the school as this assistance is a last payor resort.
- Household Items
Verification of temporary interruption of income within the last 60 days (examples: loss of wages due to illness/injury major appliance repair/replace, vehicle repair, or expense of \$100 or more).
- Ignition Interlock Device Installation
Verification of required device in vehicle, cost of installation, and first two (2) monthly fees.
- Medical Lodging and/or Fuel Assistance
Verification of family group member who is hospitalized for an extended period of time.
- Minor Student Drivers Ed Course
Driver Instruction Class information. Minor student must submit current report card listing a 'C' average or higher.
- Newborn Assistance
Copy of birth announcement for children up to the age of 12 weeks.
- Professional License/Certification Fees
Must be employed in field or have a verified job offer pending. Limited once per lifetime.
- Relocation Supportive Service
Verification of full-time job offer where applicant is relocating to another city/town which is more than 100 miles away from where they currently reside. This is a once per lifetime assistance.
- Rent/Security Deposit
Landlord Verification Form, Current Rental Lease Agreement/Mortgage Statement, Verification of temporary interruption of income within the last 60 days. (Example loss of wages due to illness/injury purchase of major appliance or vehicle repair expense of \$100 or more). If homeless for 30 days or more must provide verification from the temporary place of shelter.
- Short-Term Childcare Assistance (once every 12 months)
Assists with temporary (30 days) childcare where the client is in the process of finding a licensed or certified childcare provider. Parent activity verification (Example new employment, school schedule, program schedule)
- Towing Fees
Verification of Towing fees
- Traffic Fines
Verification of traffic fines showing the amount owed. Repeat traffic offenses and parking tickets are not eligible.
- Transportation Support Services (Bus, Oneida Transit, Taxi, or Fuel)
Valid WI Driver's License, employment verification.
- Tribal Enrollment/ID Fees
- Utilities
Utility or disconnection notice (you must first apply with Energy Assistance Program) Proof of last three (3) months of consecutive payments. Verification of temporary interruption of income (example loss of wages due to illness/injury more than three (3) consecutive days, purchase of major appliance or vehicle repair expense of \$100 or more in the last 60 days)
- Work clothes/shoes/tools**
Verification of new employment on letterhead (to include employer name and address, start date, wage, hours, and pay frequency, list of required tools, clothing, shoes, required) or TANF Employment Verification Form (provided by agency)
- Youth Sports Fee
Verification of invoice/estimate of youth sport fees.

TANF Program Application



Office Use Only

Caseworker: _____

Date Assigned: _____

Cash Assistance (monthly income must not exceed \$700)

Applicant Information			
Last Name:	First Name:	MI:	DOB:
Address:		Apt #:	City:
State:	ZIP:	County:	Phone Number:
Email:		Tribal Affiliation:	Enrollment #:
Social Security #:	Do you live on the reservation?		US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Marital Status (check one): <input type="checkbox"/> Single/Never Married <input type="checkbox"/> Married Living together <input type="checkbox"/> Married Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
How are you related to the children on the application?			Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Are you a non-custodial parent?		Do you pay Child Support?	List Child Support Agency:
Current source of income earned/unearned list all:			

Co Applicant Information			
Last Name:	First Name:	MI:	DOB:
Phone Number:	Email:	US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security #:	Driver's License#	Enrollment Number:	
Email:		Tribal Affiliation:	Do you live on the reservation?
Marital Status (check one): <input type="checkbox"/> Single/Never Married <input type="checkbox"/> Married Living together <input type="checkbox"/> Married Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
How are you related to the children on the application?			Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Are you a non-custodial parent?		Do you pay Child Support?	List Child Support Agency:
Current source of income earned/unearned list all:			

LIST ALL OTHER ADULTS IN HOUSEHOLD				
Full Name	Relationship	Monthly Income	Cost Share	Tribal Affiliation

CURRENT VEHICLE OWNERSHIP (List # of Vehicles for all Family members in household)				
Applicant Name	Make, Model, and Year of Vehicle	Registration	Insurance Provider	Length of Ownership

CHILD INFORMATION: Please write the name of ALL children in the household or that you provide support for		
Childs Name:	DOB:	List Current custody/placement of child:
Relationship to Head of Household:		School Child Attends & Grade Level:
County of Child Support Order:		
Name of Absent Parent:		
Social Security #:	Tribal Enrollment	<input type="checkbox"/> Female <input type="checkbox"/> Male US Citizen:
Childs Name:	DOB:	List Current custody/placement of child:
Relationship to Head of Household:		School Child Attends & Grade Level:
County of Child Support Order:		
Name of Absent Parent:		
Social Security #:	Tribal Enrollment	<input type="checkbox"/> Female <input type="checkbox"/> Male US Citizen:
Childs Name:	DOB:	List Current custody/placement of child:
Relationship to Head of Household:		School Child Attends & Grade Level:
County of Child Support Order:		
Name of Absent Parent:		
Social Security #:	Tribal Enrollment	<input type="checkbox"/> Female <input type="checkbox"/> Male US Citizen:

If additional children, please add on a separate sheet and attach to the application.

CURRENT HOUSEHOLD INCOME FOR ALL ADULTS

Applicant Name	Employer Name/Address	Dates of Employment	Hours Per Week/Wages	Quit/Fired in the last 60 days?

Please Provide Statement Below

You MUST describe your current situation that helps the program determine the best services. (Must be completed or application will be returned):

CONSENT FOR RELEASE/DISCLOSE & SIGNATURE

I consent to release all information necessary for the determination of benefits to be made on my behalf, to the Oneida TANF Program. I understand this release may include, but not limited to, any information regarding income, salary benefits, and disability. I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application or interview may result in denial of current and future benefits. TANF Crisis Program policy for receiving benefits requires all clients to complete a required budgeting course. I have read and understand requirement for receiving TANF Crisis Program and further acknowledge my understanding that failure to complete the required budgeting course may result in a denial of future requests for assistance until I have verified my compliance with this program.

Applicant Signature:	Co Applicant Signature:
Date:	Date:

OFFICE USE

Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Internal Referral	
Comments	
Case Manager Signature:	Date:

Physical Location:
2640 West Point Rd.
Green Bay, WI 54304
Mailing: P.O. Box 365
Oneida, WI 54155



ONEIDA
Landlord Verification Form

Telephone:
(920) 490-3939
Toll Free 1-800-216-3216
Fax: (920) 490-6803
oneida-nsn.gov/resources/economic-support

Complete if applying for Rent, Mortgage or Security Deposit

TO BE COMPLETED BY LANDLORD ONLY

TENANT(S) NAME: _____

NEW RENTER INFORMATION:

MONTHLY RENT: \$ _____ SECURITY DEPOSIT: \$ _____ MOVE IN DATE: _____

NUMBER OF OCCUPANTS: _____ ADULTS: _____ CHILDREN: _____

CURRENT RENTER INFORMATION:

AMOUNT PAST DUE **(do not include late fees)**: \$ _____ LIST PASTDUE MONTHS \$ _____

LANDLORD OR MORTGAGE NAME: _____
(A check cannot be disbursed until the Vendor Add & W9 forms are completed)

MAILING ADDRESS: _____

By signing below, you are agreeing the information is accurate and correct to the best of your knowledge. I understand that funding for this benefit is provided through a grant from the Oneida Nation and that any misuse of these funds constitutes fraud and maybe subject to criminal punishment.

LANDLORD SIGNATURE: _____ DATE: _____

Oneida Nation
Vendor Payment – Direct Deposit (ACH) Authorization Form
Employees, Boards, Committees and Commissions

A. Vendor Information

Vendor Name (printed)	
Vendor Number	
E-mail address	

B. Vendor Bank Information

Bank Name	
Bank Routing number (ABA #)	
Vendor Bank Account #	
Vendor Bank Account Type	Enter "C" for checking OR "S" for savings

**** Please attach a voided check or a letter from your bank to verify this information****

C. Agreement

I hereby authorize the Oneida Nation to electronically deposit amounts owed to me for goods and/or services provided to the Nation via direct deposit to my account (this includes my authorization to reverse any entries made in error.)

I understand that an unforeseen delay in processing by any outside entity (automated clearing house or financial institution) due to computer down-time, power outages, or any other unavoidable occurrences might affect the date of deposit of funds to my account.

This authorization is to remain in effect until the Oneida Nation has received written notice of my intent to change/terminate this agreement or at the discretion of the Oneida Nation.

The Oneida Nation must receive my written notification of any financial institution changes (including closing of accounts) at least 15 days prior to the change in order to change/terminate this direct deposit authorization.

I will not hold the Oneida Nation responsible for delay, loss, or misapplication of funds due to incorrect or incomplete information supplied by me or my financial institution.

D. Vendor Approval

Signature	
Date	
Telephone #	

Vendor Information Form

(Instructions on reverse side of this form)

Add Vendor	<input type="checkbox"/>	Change Vendor	<input type="checkbox"/>	Delete Vendor	<input type="checkbox"/>	License Renewal	<input type="checkbox"/>
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Purchase Order Address:

Vendor/Company Name _____

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Purchase Order Email address _____

Remit To Address:

Vendor/Company Name _____

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Business Information:

Doing Business As: _____

Contact _____ Email: _____

Telephone # _____ Fax # _____

Federal ID# _____ - or - Soc. Security # _____

Vendor Payment Terms _____ Dun & Bradstreet # _____

(Please note: If none specified will default to NET30)

Product/Services to be provided: _____

Oneida Contact _____ Phone/EXT#: _____

Oneida Business Unit _____ Date: _____

PLEASE NOTE: The following section is required and will not be accepted if left blank.

Are you now, or have you ever been debarred? Yes No

If yes, please explain _____

Vendor Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																																													
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: left; padding: 2px;">Social security number</th> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td> <td colspan="2" style="text-align: center;">-</td> <td colspan="4"></td> </tr> </table> <p style="text-align: center; margin: 5px 0;">OR</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10" style="text-align: left; padding: 2px;">Employer identification number</th> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td> <td colspan="6"></td> </tr> </table>	Social security number																				-				-						Employer identification number																				-									
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.