



SCHOOL CLOTHING ALLOWANCE PROGRAM

**Absentee Shawnee Tribe
Administrative Guidelines**

EFFECTIVE DATE: January 1, 2010

(REVISED: November 30, 2009 By Resolution E-AS-2009-99)

CONTAINED HEREIN ARE THE ADMINISTRATIVE GUIDELINES UTILIZED IN ADMINISTERING THE ABSENTEE SHAWNEE SCHOOL CLOTHING ALLOWANCE PROGRAM FOR ENROLLED TRIBAL CHILDREN FROM KINDERGARTEN THROUGH 12th GRADE. THIS CLOTHING ALLOWANCE PROGRAM IS DESIGNED TO PROVIDE CLOTHING ASSISTANCE TO ELIGIBLE TRIBAL MEMBERS IN THE FOLLOWING AMOUNTS:

\$200.00 FOR KINDERGARTEN THROUGH 12th GRADE

EACH CALENDAR YEAR (JANUARY 1st THROUGH DECEMBER 31st).

ABSENTEE SHAWNEE TRIBE OF INDIANS OF OKLAHOMA

School Clothing Allowance Program Administrative Guidelines

Revised: November 30, 2009
By Resolution No. E-AS-2009- 99

1. Applications for the school year will be available January through December. These applications can be obtained at the Absentee Secretary's Office or on the Tribe's Website: www.astribe.com.
2. A School Clothing Allowance Program application (attached hereto) must be properly completed, signed and submitted to the Tribal Secretary's Office by the parent/guardian of the enrolled Tribal Member.
3. The application must first be completed by the parent/guardian. The application must be taken to the school the child is attending to obtain a valid signature of a school official. Authorized signatures that are acceptable are: **SCHOOL COUNSELOR, PRINCIPAL, OR SCHOOL SECRETARY**. The school official's signature must also include their job title and **MUST HAVE A STAMP OR SEAL**. Applications that are turned in without a stamp or seal and a copy of their CDIB card will be put in pending status until all requirements are met.
4. It is the responsibility of the parent/guardian of the applicant to present the copy of a CDIB card when submitting the clothing application.
5. Once the application is approved, you will be issued a Visa Card in the amount that has been approved for the Tribal Member. The receipts are to be turned in as soon as possible in order for the Tribal Member to be eligible for the following year, if applicable.
6. The Visa Card is to be used only to purchase clothing and shoes at any merchant that accepts Visa.
7. There will not be cash refunds on any item purchased. The funds must be placed back on the card.

8. A fee for a replacement card will be five dollars (\$5.00) and this will be deducted from your clothing allowance on the first replacement. Any replacements after the first one will be a charge of ten dollars (\$10.00) by Money Order or Cashier's Check.
9. If misuse of credit card is reported to the Tribe from banking institute first offense will result in deduction from the following year's clothing allowance. Thereafter misuse reported from banking institute will result in becoming ineligible for the following year.
10. The Visa card is good for five (5) years.
11. Students in 12th grade will only received one (1) clothing allowance during their senior year.
12. Students graduating 12th grade will have until September 1st of the graduating year to use the clothing amount before it is cancelled. Any amount on card will be returned to the Clothing Program.

These amended School Clothing Allowance Program Administrative Guidelines supersede any and all Children's School Clothing Allowance Program Administrative Guidelines which were previously in effect.

WHO IS ELIGIBLE?

Kindergarten Thru 12th Grade Children

Enrolled Tribal Members who are attending a Certified School (kindergarten thru 12th Grade) are eligible to make an application for assistance.

KINDERGARTEN THRU 12TH GRADE CHILDREN: Enrolled tribal members who are attending a Certified School are eligible to make an application for assistance. The application must be either stamped or a school seal applied and signed by a school official.

SPECIAL NEED CHILDREN: Tribal Members who are twenty-three (23) years old and under, and who are attending a Certified Special Needs School, such as but not limited to, school for the deaf, blind, or disabled are eligible to make an application for clothing assistance. The application must be either a stamped or a school seal applied and signed by a school official or a copy of the license must be attached to the application.

ABSENTEE SHAWNEE TRIBE OF OKLAHOMA

SCHOOL CLOTHING APPLICATION

Daycare Through 12th Grade

____MAIL OR ____PICK-UP

DO YOU STILL HAVE THE VISA SCHOOL CLOTHING CARD?

____YES ____NO

APPLICANTS INFORMATION:

CDIB # _____

CHILD'S NAME: _____
LAST FIRST MIDDLE

PARENT/GAURDIAN INFORMATION:

NAME: _____
LAST FIRST M.I. MAIDEN

ADDRESS: _____
(ST., P.O. BOX, RR) CITY STATE ZIP

PHONE # () _____ WORK # () _____

I MAKE THIS APPLICATION FOR CLOTHING ASSISTANCE FROM THE ABSENTEE SHAWNEE TRIBE TRUE AND REQUEST THAT THE SCHOOL VERIFY ENROLLMENT AND/OR ATTENDENCE.

PARENT/GUARDIAN SIGNATURE DATE

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL

NAME OF SCHOOL: _____

ADDRESS: _____
(ST., P.O. BOX) CITY STATE ZIP

PHONE #: () _____ EXT: _____

SCHOOL YEAR: _____ GRADE OF STUDENT: _____

THE CHILD NAMED ABOVE IS CURRENTLY: ____ IN ATTENDENCE ____ PRE-ENROLLED

YOUR SIGNATURE BELOW VERIFIES THAT THE SCHOOL INFORMATION ABOVE TO BE TRUE AND CORRECT.

SCHOOL OFFICAL SIGNATURE TITLE DATE

- NOTE: (REFER TO THE GUIDELINES THAT ARE ATTACHED)
1. INCOMPLETE APPLICATIONS WILL BE PUT ON PENDING STATUS.
 2. ONLY ORIGINAL APPLICATIONS WILL BE ACCEPTED.

SCHOOL
STAMP
OR SEAL