



Absentee Shawnee Tribe Of Oklahoma

AST 102-477 Programs

2025 S. Gordon Cooper

Shawnee, OK 74801

P: (405) 275-4030

www.astribe.com/Services/102-477

P.L. 102-477 Program- Application for Assistance

Name: _____
(Last) (First) (M.I)

Address: _____

(City) (State) (Zip) (County)

Email: _____

Phone Number: _____
(Home) (Cell)

Tribal Affiliation: _____
CDIB Number or

Proof of Tribal Affiliation _____

Date of Birth: _____
(Month) (Day) (Year)

Gender: Male Female Selective Service: Yes No

Veteran: Yes No Employed: Yes No

Hours Employed: _____ per week Salary/Wage: \$ _____ per hour

Education Level: Dropout High School Diploma/GED
 Student Post High School

Have you received Cash Assistance in the last 6 months? (BIA/TANF/DHHS) Yes No

Need: Job School Supplies GED
 Child Care Vocational Training Resume Building
 Work Clothes/Supplies
 Other _____

Client Signature: _____ (Date)

Office Use Only	
Initial Service Date: _____	
Intake Staff: _____	Caseworker: _____



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P.L. 102-477 Program- Employment Services Additional Document

Applicant Name: _____
 (Last) (First) (M.I)

Type of Assistance: _____ Work Experience _____ Summer Youth _____ OTJ Training

Family Information: Please list all family members living in the home.

Name (First, MI, Last)	Age	Relationship	Marital Status (M/D/S/W)

PARENT/GUARDIAN INFORMATION for Youth Applicants

NAME: _____ PHONE: (____) _____

ADDRESS: _____
 Street City State Zip

Email: _____

<i>Office Use Only</i>			
Received Initials: _____	Date Received: _____	Copay: _____	Start Date: _____
Recertification Date: _____	Approval: _____	Denial: _____	Reason: _____
Caseworker Signature: _____	Date: _____		

#	✓	Checklist of Documents Needed to Process Application
1		Social Security Card(s) for all members of the household.
2		Driver's License for all members of the household, if applicable.
3		Income verification of all household for the last six months (copy of check stubs, Employee Statement, Benefit Letter, etc.) Minors will be required to provide parent/guardian(s) income.
4		Public Assistance award letter. (DHS letter, Agency Statement, Etc.)
5		Youth Applicants: Statement of Support (Notarized letter from head of household)
6		Youth Applicants: Copy of current class schedule or letter from school.

The information provided will be kept confidential and will be release only under the rule and regulations of the Privacy Act.

Application will be processed within 10 days of receiving all the required information. Be sure to read, sign and include all the above documents, so that your application will not be delayed.

By signing, I certify I have read the guidelines and understand the items above are required to complete and process the application for 477 Employment Services.

Applicant Signature: _____ Date _____



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AST Summer Youth Employment Program

Goal of the Absentee Shawnee Tribe Summer Youth Employment Program

To increase education and training, as well as, job retention in unsubsidized employment six months after entry in to employment. Increase earnings received and enhance customer satisfaction for participants and employers.

Hours of work, pay period and payroll deductions

- Working hours will be scheduled by the worksite, with a maximum of 40 hours per week.
- Summer Youth Employment Participants will be paid at minimum wage.
- Pay periods will be bi-weekly and time sheets should be entered no later than 5:00pm on the Friday prior to Payday.

Payroll deductions will be as follows:

1. Federal Income with-holding tax
2. Federal Social Security Tax (FICA)
3. State Income Tax
4. Tribal Tax

Tardy and Absences

Each participant is to be at his/her worksite by 8:00a.m of regular work days. Too much tardiness shall require the supervisor to take action. If a participant knows that he/she will be tardy, they must call the supervisor or a 477 Caseworker within 15 minutes of the required start time.

If the participant is to be absent from work, he/she will need to contact the supervisor of his/her worksite and a 477 Caseworker prior to the shift starting. Calls made after the shift has started will be considered a NO CALL NO SHOW. After three NO CALL NO SHOWs, disciplinary action will be taken with possible termination.

Participant Conduct

All participants must follow the General Rule of Conduct. Every participant of the AST Summer Youth Employment Program shall conduct themselves in such a manner as to be a favorable reflection of the Absentee Shawnee Tribe of Oklahoma.

Participants shall be respectful and treat others with same respect. Participants will be responsible for conducting themselves in a professional manner. Participants shall respect the privacy and the human dignity of all persons with whom they are in contact with.

Disciplinary Action

Disciplinary action may be taken for, but not limited to, the following:

1. Unwilling to submit to Authority (insubordination)
2. Excessive Tardiness
3. Excessive unexcused absences
4. Unsatisfactory job performance
5. Any other conduct not with acceptable behavior

This type of disciplinary action will be determined and agreed on by the participant's worksite supervisor, Human Resources and a 477 Caseworker.

Actions will include verbal reprimand, written reprimand, and/or termination.

Participant Grievances

Each participant will receive a copy of the Absentee Shawnee Tribal Complaint resolutions procedure outline. A signed copy will also be placed in the participant's folder.

Personnel Records

A personnel record will be kept within the 477 Programs department for all participants. This file will include the program application and all applying documents. It will also contain all signed documents from the participant.

I have received a copy of the Absentee Shawnee Tribe of Indians of Oklahoma Summer Youth Employment Program Policy and Procedures. I have been informed, and understand my rights and benefits as a participant in the Absentee Shawnee Tribe of Oklahoma 477 Program.

Participant Signature

Date

Parent/Guardian

Date

477 Caseworker

Date