



**Specialized Services**

**10100 S. Bluejacket Road**

**Wyandotte, OK 74370**

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**ARPA Internet Program**

**Policies and Procedures**

**FY 2024**

## **Eastern Shawnee Tribe of Oklahoma**

### **ARPA Internet Program**

The requirements, guidelines, and practices enacted and set forth below lay out the foundation for the American Rescue Plan Act (ARPA) Internet Program (Program). The following policies and procedures lay the framework for guidance in the Program as approved by the Chief and the Business Committee. The Specialized Services Department shall administer the Program.

#### **Purpose**

The purpose of the Program is to provide direct financial assistance to tribal households who need assistance with internet services due to Covid-19. The Program will serve eligible households per guidance set forth below and is subject to available funding.

#### **Eligibility**

An eligible household is defined as a tribal household that has a demonstrated financial need for assistance and meets one of the other qualifying criteria:

1. Someone in the household is performing work remotely. This must be verified by the Human Resources Department or applicants employer/supervisor.
2. Someone in the household is self-employed.
3. Child(ren) in the household is/are in a public K-12 school or a licensed homeschool with a remote learning schedule due to the Covid-19 pandemic. This must be verified by the school the student is attending.
4. Someone in the household is attending postsecondary education with online classes. This must be verified by student schedule showing online learning.
5. For members 18 and over and or adults with tribal children in the household.

#### **Funding Restrictions**

- Assistance provided to an eligible household should not be duplicative of any other federal or Tribal funded assistance provided to such household.
- The applicant must not have used the Emergency Rental Assistance Program for internet services.
- The applicant must not have used the Emergency Homeowner Assistance Program for internet services.

#### **Assistance Provided**

Eligible households may apply and receive up to three (3) months of assistance at a time (for a total of twelve (12) months), provided funds are available. Households may reapply for additional assistance at the end of the three (3) month period if needed and the overall time limit for assistance has not been exceeded.

Household maximum benefit is one thousand dollars (\$1000) total for internet services or insurance for school issued equipment.

#### **Application Process**

Applicant must be an enrolled member of the Eastern Shawnee Tribe of Oklahoma or have Eastern Shawnee enrolled defendants.

An application for Program assistance may be submitted by an eligible household. The applicant must submit receipts for internet services and shall be reimbursed. The Chief may authorize at their discretion payments for internet services in advance for extenuating circumstances.

A completed application along with a school calendar/**class schedule** showing remote learning days or letter from employer verifying work from home days, as well as internet bills must be submitted to the Specialized Services Department Attention: ARPA Internet Program.

Documents may be returned via email, fax or mail to Mercedes Lewis [mlewis@estoo.net](mailto:mlewis@estoo.net) or Amber Mittag [amittag@estoo.net](mailto:amittag@estoo.net)  
Fax 1-888-971-3899.

**Mailing address: Attn Specialized Services 10100 S Bluejacket Rd Wyandotte OK 74370**

A department employee will then review the application for completeness and to determine eligibility. When necessary, a department employee may request additional information to make this determination. A department employee will notify the applicant of determination of assistance within ten (10) business days of receipt of application.

### **Appeal Process**

If an applicant disagrees with a denial for funding, they may appeal the decision in accordance with the following procedure:

1. Written letter of appeal must be submitted to the Tribal Administrator within ten (10) business days of receipt of denial of assistance.
2. Supporting documentation supporting written letter of appeal must be included in correspondence to Tribal Administrator.
3. The Tribal Administrator has five (5) business days to determine the outcome of appeal and must submit decision in writing to applicant within five (5) business days.
4. If the applicant disagrees with the decision of the Tribal Administrator, they may submit a written appeal to the Chief within five (5) business days. This appeal should include all previous documentation along with any additional documentation showing the request does in fact qualify for the Program. The Chief will respond in writing within five (5) business days.
5. If the applicant is not satisfied with the decision of the Chief, a written request stating the condition of the appeal may be submitted to the Secretary of the Business Committee or the Chief of Staff. The Business Committee will review the request and notify the applicant of their decision within twenty (20) business days from the date of receipt of the appeal. The decision of the Business Committee shall be binding and final.

### **FRAUDULENT SANCTIONS POLICY**

The Eastern Shawnee Tribe of Oklahoma is a federally recognized Indian tribe; therefore, theft of funds from the tribe is a criminal offense, which is punishable by law. This policy was created in order to protect the trust tribal members have placed in the staff of the Eastern Shawnee tribal office and conduct the Specialized Services programs with integrity. This will ensure that funds continue to be available to all the tribal members who have needs and qualify for Specialized Services benefits. The following actions will occur with any fraudulent claims submitted...

- ATTEMPTED FRAUD – Warning with denial of claim package that contained fraudulent material. Multiple attempts shall result in the review of suspension of services
- PROVED FRAUD – One (1) year household suspension from ALL tribal programs, with suspension permanent until repayment of all monies are reimbursed to the tribe
- REPEATED FRAUD – Suspension to be determined by the Business Committee. Suspension could range as far as lifetime banishment from ALL tribal programs

**Eastern Shawnee Tribe of Oklahoma**  
**ARPA Internet Program**  
**Application**

Name: \_\_\_\_\_  
(First) (MI) (Last)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Roll #: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social security #: \_\_\_\_\_

Marital status:      Single      Married      Divorced      Widowed      Other

Gender:              Male              Female

Reason for application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number in household: \_\_\_\_\_

**List individual household information here:**

Name	Relationship to applicant	Age	School/Work/Other
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

Have any members of this household received tribal, state, or federal funding from any other source for internet services within the last 6 months?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes:

Type of funding: \_\_\_\_\_

Amount of funding: \_\_\_\_\_

Date of funding: \_\_\_\_\_

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**I certify that all the above information is true, complete, and correct to the best of my knowledge. I also certify that is has been given in good faith.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**