



Specialized Services

10100 S. Bluejacket Road

Wyandotte, OK 74370

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ARPA Utility and Medical Program

Policies and Procedures

FY 2024

Eastern Shawnee Tribe of Oklahoma

ARPA Utility and Medical Program

The requirements, guidelines, and practices enacted and set forth below lay out the foundation for the American Rescue Plan Act (ARPA) Utility and Medical 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 members who need assistance with utilities and medical expenses due to the Covid-19 pandemic. The Program will serve eligible households per guidance set forth below and is subject to available funding.

Funding Amount

The Business Committee has determined that a Program applicant shall be eligible to receive reimbursements of one thousand dollars (\$1,000.00) or less for the Tribe's Fiscal Year 2024. The Fiscal Year is October 1, 2023 to September 30, 2024. Applications will continue to be accepted and postmarked no later than October 31st in order to align with Social Services policies. Applicant must have a balance of \$24.99 or less within Social Services annual utility/medical funding to be eligible for this program. It is the duty of the applicant to ensure they have the allowed necessary balance with Social Services before sending in ARPA Utility and Medical applications. Applications that are submitted without all required documentation will experience a delay in processing.

Eligibility for ARPA Utility Program

1. The ARPA Utility Program shall be consolidated on a household basis. Only one (1) tribal member per household can use the ARPA Utility portion of the program for utility assistance.
2. The tribal member must have exhausted all allowable reimbursement funding for utilities under the Tribal Health & Social Services Benefits Program (HSS).
3. No applicant shall use the ARPA Utility Program who has received funding from any other department using ARPA funds to include the Emergency Rental Assistance Program and the Emergency Homeowner Assistance Program where funding was used to pay utility expenses.

Eligibility for ARPA Medical Program

1. The tribal member must have exhausted all allowable reimbursement funding for medical bills under the Tribal Health & Social Services Benefits Program.
2. Personal Protective Equipment (PPE) and testing shall be eligible in this Program. HSS funding shall not have to be exhausted to use this Program for PPE reimbursement.
 - a. PPE shall mean masks, gloves, and hand sanitizer.
3. Test kits are an eligible expense under this Program

Eligible Expenses and Limitations

Utilities and home energy costs are separately stated charges related to the occupancy of the property. Accordingly, utilities include separately stated electricity, gas, water and sewer, trash removal and energy costs, such as fuel oil. Telecommunication services (telephone and cable) are NOT considered to be utilities. All payments for housing related expenses must be supported by documentary evidence such as a bill, invoice, or evidence of payment to the provider of the service.

Funding Restrictions

- Assistance provided to an eligible household should not be duplicative of any other federal or Tribal funded assistance provided to such household.
- Assistance must be at least \$25.00

Assistance Provided

Household maximum benefit is one thousand dollars (\$1,000.00).

Application Process

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

An application for Program assistance may be submitted by an eligible household. The applicant must submit receipts for reimbursement. The applicant understands that the Specialized Services Department shall verify the applicant has used all funding with the Health and Social Services Department.

A completed application along with the necessary and required documentation must be submitted to the Specialized Services Department Attention: ARPA Utility and Medical Program. 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 a full and complete application.

Documents may be returned via email, fax, or mail to the contact information listed below:

Mercedes Lewis: mlewis@estoo.net

Amber Mittag: amittag@estoo.net

Fax 1-888-971-3899

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

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 Business Committee Liaison. 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.