



**Specialized Services**

**10100 S. Bluejacket Road**

**Wyandotte, OK 74370**

Phone: (918) 238-1663

Email: [mlewis@estoo.net](mailto:mlewis@estoo.net)

**Tribal Hardship Assistance Program  
Policies and Procedures**

## **Eastern Shawnee Tribe of Oklahoma**

### **Tribal Hardship Assistance Program**

The requirements/guidelines and practices enacted herein supersedes and rescinds all previous requirements/guidelines and practices for the Tribal Hardship Assistance Program. Below, following are the official requirements/guidelines and practices for the Eastern Shawnee Tribe of Oklahoma (ESTO) Tribal Hardship Assistance Program, as approved by the Business Committee.

#### **Purpose**

The purpose of the Eastern Shawnee Tribe of Oklahoma Hardship Assistance Program ("the program") is to provide temporary assistance to Tribal households suffering extreme financial hardship as defined herein. This program will serve the neediest of the needy Tribal families who have no other source of funding. This program is financed through general funds and subject to available program funding.

#### **Qualifying Event Determining Program Eligibility**

A very specific qualifying event will determine eligibility for the program. Only the following situations qualify for this program:

1. Illness resulting in excessive or unusual expense;
2. Destruction via vandalism causing financial hardship;
- 3 Plumbing or other home emergency affecting habitability.
4. Financial hardship caused by unforeseen loss of employment by means other than own actions. (will need to be verified by employer)
5. Financial hardship due to loss of self-employment
6. Financial hardship caused by being unemployed due to involuntary confinement for more than ninety (90) days under court order.

#### **Eligible Expenses and Limitation per Qualifying Event**

The program will operate on a fiscal year (October 1 - September 30). This program is based on tribal household need; therefore, members of the same household may not apply within the same fiscal year. Also, tribal households may only qualify once per year, regardless of other situations that arise. Eligible expenses per fiscal year per applicant are as follows:

1. Illness resulting in excessive or unusual expense  
Maximum benefit per fiscal year: \$750.00
2. Destruction via vandalism causing financial hardship:
3. Plumbing or other home emergency affecting habitability.  
Maximum benefit per fiscal year: \$750.00
4. Financial hardship caused by unforeseen loss of employment by means other than own actions Maximum benefit per fiscal year: \$750.00
5. Financial hardship due to loss of self-employment Maximum benefit per fiscal year: \$750

6. Financial hardship caused by being unemployed due to involuntary confinement for more than ninety (90) days under court order.  
Maximum benefit per fiscal year: \$750.

## **Requirements and Guidelines**

1. Applicant must be enrolled and possess a Tribal membership card from the Eastern Shawnee Tribe of Oklahoma.
  - a. Applicant must be at least 18 years old, unless the individual has been legally emancipated, Proof of emancipation must be provided. OR
  - b. An applicant having legal custody of a tribal member through legal kinship placement, guardianship or adoption, may apply for services. Proof of legal custody must be provided.
2. Applicant must provide copy of tribal id or drivers license for proof of identification.
3. Applicant must provide proof of qualifying event by providing documents from the following list:
  - Proof of illness (ex. letter from doctor with diagnosis)
  - Proof of damage to home by vandalism (pictures of damage, police report if applicable)
  - Proof of replacement cost due to habitability emergency
  - Proof of loss of employment (verification from employer including dates of employment)
  - Copy of official release document and court order causing involuntary confinement.

## **Application Process**

Completed application with required documents is to be submitted to the Specialized Services Department (SSD). The SSD will review the application for eligibility and completeness and ensure the applicants request complies with all guidelines, and will request more documentation when needed. The SSD will notify the applicant of the approval or denial in writing within 5 business days.

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**

## **Appeal Process**

If an applicant disagrees with a denial for funding, he/she 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) working days. This appeal should include documentation that shows the request does in fact qualify for the program. The Tribal Administrator will respond in writing within five (5) business days as to the final outcome of the application.
2. If the applicant disagrees with the decision of the Tribal Administrator, he/she may submit a written appeal to the Chief within ten (10) working 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.
3. 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**  
**Tribal Hardship Assistance Program**

**Application (Please Check)**

- Event 1: Illness resulting in excessive or unusual expense\_\_\_\_\_
- Event 2: Destruction via vandalism causing financial hardship;
- Event 3 Plumbing or other home emergency affecting habitability.\_\_\_\_\_
- Event 4: Financial hardship caused by unforeseen loss of employment by other means than own actions. \_\_\_\_\_
- Event 5: Financial hardship due to loss of self-employment \_\_\_\_\_
- Event 6: Financial hardship caused by being unemployed due to involuntary confinement for more than ninety (90) days under court order.\_\_\_\_\_

**Identification and proof of Hardship must accompany application.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

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

Telephone Number: \_\_\_\_\_ email address: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Soc Sec # \_\_\_\_\_

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_ Other \_\_\_\_\_

Describe any other considerations that you may feel are pertinent to this application.

---

**Certification**

The Business Committee reserves the right to revoke, suspend, or terminate the eligibility of any Tribal Citizen for a period of time to be determined by the Business Committee for the intent to defraud or defraud the Eastern Shawnee Tribe of Oklahoma.

I certify that all the information given is true, complete, and correct to the best of my knowledge and belief and is given in good faith.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date