



Specialized Services

10100 S. Bluejacket Road

Wyandotte, OK 74370

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**Tribal Natural Disaster Assistance
Program**

Policies and Procedures

Eastern Shawnee Tribe of Oklahoma Tribal Natural Disaster Assistance Program

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

Purpose

The purpose of the Eastern Shawnee Tribe of Oklahoma Natural Disaster Assistance Program ("the program") is to provide temporary assistance to Tribal households suffering financial loss as defined herein. This program is under self-governance and is subject to available program funding.

Qualifying Event Determining Program Eligibility

The Emergency Assistance Program is funding allowed in the event of a Natural Disaster (i.e., tornados, hurricanes, floods, forest fires, high winds, hail, etc., - all weather-related events)

Eligible Expenses and Limitation per Qualifying Event

This program is based on tribal household need; therefore, members of the same household may not apply for same qualifying event. Tribal households may qualify once per natural disaster occurrence. Eligible amounts per household are as follows:

1. Emergency, such as caused by natural disaster (i.e., fire, flood, tornado),
Maximum benefit per occurrence: \$1000

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 fire or natural disasters financial loss (fire department report, police report, pictures of home damage if natural disaster with dates and description of natural disaster with a statement of effect on self-employment, if any)

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 applicant's 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

or

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, 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 Emergency Assistance Program

Identification and proof of Emergency 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