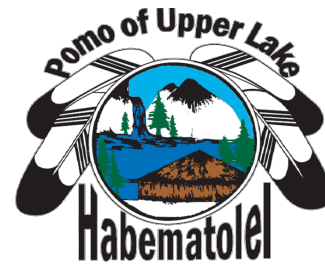


***Habematolel Pomo of Upper Lake (HPUL)
Educational Clothing Allowance Program (ECAP)***



I. ALLOWANCE PROGRAM

The Education Clothing Allowance Program (ECAP) Policy Manual was approved by the Habematolel Pomo of Upper Lake (HPUL), Executive Council (EC) on 7/13/2013; effective implementation date 09/01/2013 and adopted by way of Resolution No. 09-13-04.

A. PURPOSE

The purpose of this beneficial program is to afford enrolled HPUL-Tribal Youth Members (TYM) who have shown their commitment to education by attending and remaining in secondary school (K-12) as well as those preparing for secondary school entry (Transitional Kindergarten) support a positive and encouraging educational experience by providing funds for clothing assistance. The assistance hereafter referred to as the Educational Clothing Assistance Program (“ECAP”).

B. DESCRIPTION

This ECAP is designed to increase overall self-esteem and alleviate the negative emotional effects of discouragement for HPUL-Tribal Youth Members (TYM) who are less fortunate than their peers by providing a clothing assistance check voucher that can be used to offset the additional expenses associated with back-to-school preparations. The Tribe looks to promote and preserve the emotional and physical wellbeing of our TYM as they are the “FUTURE” of who we are as a Tribe today.

C. SUPPLEMENTAL ASSISTANCE GUIDELINES

Effective, September 3, 2013, the Tribe will begin to issue its first (1st) Educational Clothing Assistance Program (ECAP) check vouchers in the amount of \$200.00 (maximum) to HPUL-Tribal Youth Members (TYM) that are verifiably enrolled in secondary school and transitional kindergarten. This ECAP will be established to provide annual assistance to HPUL-TYM. Upon receipt of verification of secondary school enrollment along with the completed ECAP Request Form, the Habematolel Pomo of Upper Lake (HPUL) will issue a clothing assistance check voucher to the physical parent/guardian of each eligible TYM to provide assistance for the purchasing of school clothing. Upon issuance of each check voucher, the physical parent/guardian will be responsible for submitting verification of receipt(s) of purchases within thirty (30) days from the date of an issued check voucher. If a check voucher is not received from the HPUL Tribal office within ten (10) days from the date the required paperwork was submitted, please contact the HPUL-Tribal office (707) 275-0737 extension 13 immediately, in order for it to be investigated. If you have a change of address, it is best to call the HPUL-Fiscal Department (at 707-275-0737 extension 12) as well as the Tribal office to ensure that your change is made. Checks are mailed out from the Tribal office once a week, every Friday, however if the Friday falls on a holiday, the check will be mailed out the prior business day.

- In the event, the physical guardian does not or is unable to follow the above guidelines for the benefit of their HPUL student, they will no longer be eligible for an advanced

voucher for assistance and will only be able to benefit on a reimbursement status.
Receipts will be valid up to 30 days after purchase for reimbursement.

D. AWARDS

Preschool thru Transitional Kindergarten – as of August 1, 2014 - \$100.00

Kindergarten thru 5th grade – as of August 1, 2014 - \$200.00

6th Grade thru 8th Grade – as of August 1, 2014 - \$250.00

9th Grade thru 12th Grade – as of August 1, 2014 - \$300.00