

***Habematolel Pomo of Upper Lake
Supplemental Assistance Self-Sufficiency Program***

I. SUPPLEMENTAL ASSISTANCE

Policy Manual approved by Habematolel Pomo of Upper Lake Executive Council 7/13/2013
Implementation effective 1/01/2014. **Revised as of 01/11/2019, effective 01/01/2019.**

A. PURPOSE

The purpose of this benefit program is to afford Tribal Members who meet the Tribe's eligibility requirements for additional support for a self-sufficient lifestyle, and to assist in meeting these needs by providing supplemental assistance payments. These payments and program shall hereafter be referred to the Supplemental Assistance Self-Sufficiency Program (SASSP)

Supplemental Assistance services are not set entitlements and are subject to available funding.

B. DESCRIPTION

This benefit program is designed to increase overall tribal health and wellness and to alleviate the negative effects of termination on tribal individuals, families and the Tribe as a whole, by providing supplemental funding that can be used to offset the additional expenses associated with persons who have suffered personal, family or tribal injury as a result of termination. The Tribe looks to preserve the emotional and physical wellness of our Tribal Members.

C. PARTICIPATION GUIDELINES

In order to participate in this program all eligible Tribal Members must complete and sign the required "Participation" form, and "SASSP Request" form. The purpose of this form is to maintain proper documentation for eligibility requirements, for that purpose each Member shall provide the following, within the timelines as permitted by the program:

1. Full Name
2. HPUL Enrollment Number
3. Physical & Mailing Address
4. Date of Birth
5. Reasonable Estimation of Annual Expenses

6. Proof of Payment/Receipts

D. SUPPLEMENTAL ASSISTANCE GUIDELINES

Supplemental Assistance will only be provided to Habematolel Pomo of Upper Lake adult enrolled tribal members. The tribal member must submit the required documentation in order to receive the supplemental assistance.

Supplemental Assistance will be awarded monthly as requests are made and requirements are met.

When awarding supplemental assistance the Tribe must consider the most cost-effective method to meet all eligible Tribal Members' needs.

Supplemental Assistance funds can be expended on the following items:

Transportation: All public transportation expenses (i.e. bus tickets, taxi, etc.) and personal vehicle costs (parts, repairs, insurance, registration, smog, fuel, etc.) as related to employment, training, education, medical needs or participation in required activities. Mileage will be reimbursed for any attendance/ participation at a tribal function. Submission of a current paid transportation expense for reimbursement must be within thirty (30) days of the expense as per IRS ^(INTERNAL REVENUE SERVICE) Code Revenue Ruling. No other transportation expense is eligible at this time.

The following other categories that include “**Housing, Bereavement, Medical and Education/ Employment**” must present receipts for expenses that have occurred within “**ninety (90) days**” of payment, to be eligible for reimbursement.

Housing expenses; (mortgage, rent, housing repairs, electricity, gas, propane, water, sewer, phone, internet, etc.)

- To be reimbursed for Rent or Mortgage expenses proof of payment must be submitted. Proof of payment can be a receipt from the mortgage company or landlord, a statement showing payment, or a copy of a cancelled check or bank statement as long as the applicant can prove it was payment for housing.
 - For related party reimbursement requests (i.e. Applicant pays a roommate or family member towards rent or utilities) an official signed rental agreement outlining the terms of payment must also be submitted, in addition to an official receipt for payment. .
- To be reimbursed for any utility, the utility bill must be servicing the Tribal Member making the request. In the event the utility bill is NOT in the Tribal Member's name or their spouse, it must be verifiable to be servicing the tribal member's permanent place of residence as recorded on file at the Habematolel Pomo of Upper Lake Tribal Office. In addition, a signed written agreement outlining the Applicant's level of responsibility for the utility bill must also be submitted with the Participation forms to be eligible for reimbursement.

Bereavement: (to help pay or reimburse for funeral and burial expenses and expenses of hosting or attending wakes, funerals, burials and similar bereavement gatherings.)
Written request of assistance voucher will be sufficient documentation.

Medical Expenses: (to help reimburse for out of pocket medical expenses). These types of expenses can include Copays for medical procedures, Doctor Visits and Prescriptions. Rehabilitation treatment or therapy and Mental Health Expenses, Medical (including vision and dental) Insurance premiums and medical equipment (i.e. wheelchair, cane, crutches, etc.) providing there is a reasonable medical need.

Education/ Employment: To help pay or reimburse for the cost of clothing, uniform, and or any necessary supplies: books, backpacks, computers, tutors, musical instruments and or sports equipment, etc. To pay for tuition payments for students to attend an accredited college or university, vocational/trade school, technical, adult or continuing education program(s). To pay for expenses for interviewing or training away from home (i.e.: travel, auto expenses, lodging and food) Receipts for all applicable expenses are required to be submitted in order participate.

ELIGIBILITY REQUIREMENTS:

In order to be eligible for this program each Tribal Member shall document a fair estimate of his/her annual expenses. If it is determined that annual expenses exceed 150% of their tribal income (RSTF Distributions) provided for each Member, then that Member shall be eligible for participation in the SASSP beginning January 2014. Each application shall be valid for a period of 1 calendar year at which time a new and updated Participation application form must be submitted in order to continue participating within the program.

ENFORCEMENT: Effective 1/1/2017 the following enforcement provisions are applicable to this program.

1. Any request to have an expense that has been paid by anyone other than the applicant will be considered to be a fraudulent application.
2. Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for the current funding period.
3. For any hand written receipts additional verification may be required to validate the expense. Any receipt that cannot be validated will not be eligible/accepted.
4. Applications submitted by noon Wednesday for Tribal Member services will be processed that week. Checks will be ready for pick up no later than Friday 5pm that same week as well. Applications submitted after noon on Wednesday will be processed with the first check run of the following week. Typically Tuesday no later than 5pm.
5. Applications are subject to the program year anything outside the date range will not be accepted.

6. HPUL Staff is committed to up to 3 attempts of communication with any given applicant/Member, if there is no response or submission of requested documentation your application will expire 30 days from the last date communication was attempted or made.
7. Incomplete applications will delay the application process, as well as any check due. Possible exceptions to this policy include instances of vacation, holiday, sick leave and/or scheduled time off for the Fiscal Staff.

EFFECTIVE DATES:

This program was established January 1, 2014, at which time the Tribe began accepting applications for the SASSP, as of 01/11/19 the SASSP has been revised with amendments to be retroactively effective as of 01/01/2019.

The HPUL tribal office/Tribal Program & Services Coordinator will assist Tribal Members with budgeting classes for those interested and utilizing supplemental assistance services upon request.

TERMS OF PAYMENT:

Supplemental Assistance will follow all Supplemental Assistance Self Sufficiency Program (SASSP) policies and procedures. Included in the SASSP policies is the clause that all reimbursements will be made in a timely manner (submissions Mon-Wed will be processed in current week's check run, for pick up by 5PM, Friday. If submitted Thursday or later will be processed in following week's check run, For pick up by 5PM on Tuesday) to Tribal Members once a completed Participation Form (if applicable) and Request Form have been submitted and approved.

The Tribal Administrator must give final approval before any of the requested services may be initiated. All verbal approvals will be noted and followed up with written authorization. Official Expenditure guidelines and limits will be set in the budgeting process each calendar year. Effective for the 2019 funding cycle Tribal Members will not exceed the yearly budget cap (**\$1, 200.00**).