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**OVERVIEW**

The Emergency Assistance program is designed to provide limited financial assistance to citizens of the Little Traverse Bay Bands of Odawa Indians who are experiencing economic hardship due to certain emergency situations. Situations should be short-term or temporary in nature, and not chronic. Available funds may vary from year to year depending on monies appropriated through the budget formulation process. The existence of the emergency fund does not constitute an entitlement to funds.

**PURPOSE**

The emergency fund is intended to assist in the event of an emergent or crisis situation when no other funding source is available. Emergent or crisis situations are unexpected events that have a significant impact on the person’s health, safety or welfare or may pose a threat to the health, safety or welfare of the individual if assistance is not available. The fund is intended to address one time emergency needs and is not intended to be ongoing financial support.

**ELIGIBILITY CRITERIA**

The emergency fund is available to LTBB Tribal Citizens, regardless of age. Parents or legal guardians of minor tribal citizens living within the household may access the fund provided appropriate court orders or paperwork is submitted showing residency of minor child. Funds are awarded to a tribal citizen household, once every two years. If multiple people are residents of the same household, and applying for assistance within the same funding timeframe, they must prove that separate households are maintained independent of one another. Documents to prove such information is necessary and may include documentation from checking account statements, bills, etc. Those who have previously applied and received funding will have to wait until the new, two year, time frame elapses.

Human Services will make the final determination in each situation to promote consistency.

**ELIGIBLE USE OF FUNDING**

Eligible requests for Emergency funds include: essential clothing; delinquent rent or mortgage payments; delinquent utility payments (such as heat, water, electric, may include telephone); emergent medical needs not covered by other funding alternatives. Delinquent rent or mortgage is defined as at risk of being homeless with documentation of such. Delinquent utility payments are defined as at risk of being homeless due to non-payment. Acceptable documentation includes shut off notice, less than 10% of propane or bill from firewood provider.

Eligible persons include those who are homeless or at immediate risk of becoming homeless, those who have experienced a substantial loss of housing, food, clothing due to fire, flood or similar disaster and those who are experiencing an emergency medical need where no other funding alternative is available.

**ALLOCATION OF EMERGENCY FUNDS**

Allocation of emergency funds is on a first come, first served basis. Total funds are divided into quarters. Funds are scheduled to be available on a quarterly basis (January, April, July, and October). The amount granted shall not exceed \$450.00 within a two year period. A request does not guarantee that funds will be made available and is subject to available funds.

## **Little Traverse Bay Bands Human Services Department Emergency Fund Procedures**

### **APPLICATION PROCESS**

Requests for emergency funds are to be made to the Little Traverse Bay Bands Human Services Department. Applicants must complete and submit an application form and supporting documentation (i.e. shut off notices, eviction, fuel/firewood bills, etc.) All applicants will be required to provide documentation verifying the following:

- the individual's name
- address
- names of all persons residing in their home
- copy of LTBB Tribal enrollment card
- if appropriate, documentation of custody or guardianship
- vendor, landlord, utility bill (i.e. shut off notice or utility company verification, eviction notice, In the case where an applicant has propane, verification of less than 10% of propane remaining is necessary from vendor, bill from firewood provider, etc.)
- completed W-9 Form for Vendor
- the amount of requested funds
- documentation of other funding that has been applied for or considered to address the emergency or crisis situation
- if appropriate, documentation of loss due to fire, flood or similar disaster
- if appropriate, documentation of emergency medical need

Applications are available at the Human Services Department, however, applications will not be accepted before the availability of the quarterly funds. Applicants must have **ALL** of the necessary paperwork turned in to consider their application as complete. Completed application packets will be date and time stamped. These dates and time stamps will determine the chronological order of processing. It is the client's responsibility to obtain necessary documentation. Requests for funds can be turned in at the office, faxed, e-mailed, etc. Office doors will open promptly at 8am.

A log of emergency requests will be maintained to include:

- the individual's name
- the nature of the request
- the amount requested
- the amount granted
- the amount denied, if applicable
- the reason for denial, if applicable

If a request has been denied, the individual/family or vendor/provider will be notified in writing to include the reason for the denial and alternative resources, if available.

### **PAYMENT CRITERIA**

All applications must be assessed for completion and approved prior to any release or commitment to release of funds.

All payments will be made directly to the Vendor/Provider, and a W-9 form must be completed by the vendor. No payments will be made directly to the individual in need.

