



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Office of the Tribal Chair
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**AANJIGIN HONORARIUM ACT
REGULATIONS
REG-WOS 2021-010-072121-001**

I. DEFINITIONS

- A. **“Tribal Citizen”** or **“Citizen”** shall mean an enrolled member of the Little Traverse Bay Bands of Odawa Indians.
- B. **“Tribe”** or **“LTBB”** means the Little Traverse Bay Bands of Odawa Indians.
- C. **“Program”** means the Aanjigin Honorarium Program.
- D. **“Industry recognized credentials”** means knowledge and skills that are sought or accepted by employers within the industry or sector.
- E. **“Individualized Employment Planning Session”** shall mean a meeting facilitated by the Department with the student which is intended to develop a plan which addresses the following goals and connects them to the appropriate supports and resources that are available:
1. *Short & Long – term Employment/Career Goals*
 2. *Skills needed to achieve employment goals*
 3. *Barriers to achieve employment goals*
 4. *Action steps to overcome barriers & develop skills needed to achieve employment goals*
- F. **“Individualized Employment Plan (IEP)”** shall mean a plan that is designed for the student by the Education Department that addresses financial and/or career goals of the student to ensure student success.
- G. **“Release of Information Form”** shall mean a form completed by the student and provided by the LTBB Education Department that gives permission to the department for 3rd party communication with the institution.
- H. **“Department”** shall mean the Niigaandiwin Education Department that is overseen by the Executive Branch.
- I. **“Vocational Training”** means training that emphasizes skills and knowledge

required for a particular job function or a trade.

II. ELIGIBILITY

- A. The Aanjigin (*Continuous Growth*) Honorarium Program Act is hereby enacted to provide a gift to honor Tribal Citizens that are pursuing vocational education opportunities.
- B. To be eligible for an honorarium, the student must:
 - 1. Be an enrolled Citizen of the Tribe.
 - 2. Be enrolled in an institution that provides Technical and Vocational Education and Training (TVET); or participating in a program that provides Industry recognized credentials.
 - 3. Attend one or more "Individualized Employment Planning Session."
 - 4. Make satisfactory progress as determined by the respective institution or program during the course of the training, subject to petition.
- C. The Aanjigin Honorarium program is a funding of last resort, and student must exhaust other Niigaandiwin Education program funding before being eligible for program funds.

III. APPLICATION

- A. Students must submit a completed application packet to apply for the Aanjigin Honorarium Program which includes the following: Aanjigin application, Release of Information Form, and documentation demonstrating the completion of any other prior Aanjigin-funded trainings, if applicable. First time Aanjigin applicants must submit a photo copy of their tribal identification card.
- B. Students shall submit the program application to the Niigaandiwin Education Department. Aanjigin staff will schedule an individualized employment planning session to develop the student's IEP, complete the Release of Information Form, submit training information, and review the terms of the Participant Agreement.
- C. Students are required to provide W9 documentation to the department for any vendor that is not registered with the LTBB Accounting Department and will be providing services for compensation.
- D. Students shall be required to provide proof of completion of an Aanjigin-funded training. Failure to provide completion information may affect the student's ability to receive future funds through the program, subject to petition.

IV. DISTRIBUTION OF HONORARIUM

- A. Honorarium payments shall go directly to the vendor to cover costs associated with the student's training.
- B. Honorariums may be paid directly to the student, based on the individual student's circumstances, as determined at the discretion of the Education department.

V. HONORARIUM LEVELS

- A. The Honorariums shall be calculated based on a percentage of cost of the Technical and Vocational Education and Training (TVET) or industry-recognized credentials program.
- B. Percentages are based on the available program budget and shall be determined at the Niigaandiwin Education Department's discretion.
- C. Funding preference shall be given to tuition expenses.

VI. PETITION PROCESS

- A. Students who wish to petition a denial must submit a Petition Form provided by the Niigaandiwin Education Department. Students may only petition Aanjigin application denials made by the Education Department based the student's failure to complete Aanjigin-funded vocational training opportunities.
- B. The student must submit their Petition Form to the LTBB Niigaandiwin Education Department in person, via email, fax or postmarked within fifteen (15) business days from the date of receiving the notice of denial or adjustment. All shall be addressed to: "*The LTBB Niigaandiwin Education Department, 7500 Odawa Circle, Harbor Springs, Michigan 49740.*"
- C. Upon receiving a Petition Form, the Aanjigin staff will evaluate the Petition Form to determine whether it contains all required information. If the Education Department finds that a student has submitted an incomplete Petition Form, Aanjigin staff shall contact the student within five (5) business days to obtain any required information missing from the Petition Form. Missing information will be accepted in person, via e-mail, fax, or by U.S. mail.
- D. Upon receipt of a complete Petition Form, Education staff consisting of the WIOA Employment & Training Specialist, Aanjigin staff, and the Niigaandiwin Education Director will make the determination. In the event someone has to abstain from the petition due to conflict of interest or is unable to hear the petition, another qualified

Niigaandiwin Education staff person will assist in making the determination, based on the following;

1. The student's complete awarded vocational training history documented in their Aanjigin Honorarium file.
 2. The student's Petition Form and all accompanying documentation.
- E. In some instances, the LTBB Niigaandiwin Education Department may request additional documentation from the student in order to make a petition determination. Aanjigin staff shall contact the student within five (5) business days to obtain any additional information from the Petition Form. Additional information will be accepted in person, via e-mail, fax, or by U.S. mail.
- F. The Niigaandiwin Education Department will make a determination on the student's submitted petition within ten (10) business days. Petitions may be closed once the Education Department issues a determination or at the request of the student filing the request.
- G. After a determination has been made by the Education Department, Aanjigin staff shall attempt to contact the Tribal Citizen as to the outcome of their petition. The Education Department shall notify the Tribal Citizen through the appropriate communication channels within five (5) business days.
- H. Students who have received a petition denial may contest the Education Department's determination in writing to the Executive Director Unit.
- I. All decisions by Executive Director Unit are final.
- J. In order for the Education Department to consider funding students for a training more than once, the student must provide acceptable proof to the Education Department that they need to take the training again to become employable and detail the barriers they experienced in the first training attempt that can be addressed in a revised IEP for the individual. Students shall not be funded for the same or similar Technical and Vocational Education and Training (TVET) or Industry recognized credentials program more than twice, unless required in order to maintain employment and/or credentialing.

VII. REPORTING

- A. The following reports shall be submitted to Tribal Council:
1. Three (3) summary reports for each semester's Honorariums in March, July, and October and a year-end summary each January for all the previous year's Honorariums.
 2. Each report submitted to Tribal Council shall contain at a minimum:

- i. A list of names of Honorarium recipients, the type of training sought or earned, and most recent contact information
 - ii. Number of students that received Honorariums
 - iii. Total dollar amount of Honorariums for each period and the year
 - iv. Present Honorarium rates and predicted rates needed to meet budget for the next cycle
3. The Department shall publish the application and any deadlines at least once a year on the tribe's website.

CERTIFICATION

As Tribal Chairperson, I approve these Aanjigin Honorarium Regulations.

Date: 01/21/21

Regina Gasco Bentley
Regina Gasco Bentley, Tribal Chairperson

Received by the Tribal Council Office on: 07.22.21 by: Judith Lakee

As the Legislative Leader and Tribal Council Secretary, we certify that these Aanjigin Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians on August 5, 2021, by a vote of 8 in favor, 0 opposed, 0 abstentions, and 1 absent.

Date: 08/06/2021

Emily Proctor
Emily Proctor, Legislative Leader

Date: 08/06/2021

Julie Shananaquet
Julie Shananaquet, Secretary

