

## **BAY MILLS INDIAN COMMUNITY**

### **VEHICLE REPAIR & ASSISTANCE FUND PROGRAM POLICY**

#### **PURPOSE AND SCOPE**

- I. The Bay Mills Indian Community Vehicle Repair & Assistance Fund Program Policy (“Policy”) shall govern the Bay Mills Indian Community Vehicle Repair & Assistance Fund Program (“VRP” or “VR Program”).
- II. The purpose of the VR Program is to assist tribal citizens who need assistance in maintaining their primary method of transportation to work and/or school.
- III. Eligible individuals may receive up to \$500 once per year, under the terms of this Policy. Funding is given on a first come first serve basis until program funds are expended.

#### **ELIGIBLE CATEGORIES**

The following categories are eligible for funding:

- brake repairs (pads, rotors, lines)
- steering or suspension repairs (tie rods, ball joints, shocks / struts)
- engine repairs (timing belt, sensors, gaskets)
- transmission repairs
- starter, alternator, or battery replacement,
- tire replacement for unsafe or bald tires
- headlight or taillight replacement
- window or windshield repairs if compromising safety of the vehicle
- fuel system repairs (fuel pump, injectors)
- cooling system repairs (radiator, water pump)
- electrical wiring issues that prevent safe operation (lighting, ignition, wiring faults)

#### **APPLICANT ELIGIBILITY**

- I. To qualify, the applicant must:
  - a. Be an enrolled citizen of the Bay Mills Indian Community, or parent or legal guardian of an enrolled tribal citizen under the age of 18 who resides within the applicant’s household, or the legal caretaker of an enrolled tribal citizen who resides within the applicant’s household; and,
  - b. Must be over the age of 18 years or older, or must be the parent or legal guardian of a tribal citizen who has not yet reached the age of 18 years old;
  - c. Vehicle in need of repair or maintenance must be the only means of transportation for the household, or household with more than one vehicle must demonstrate they do not have adequate alternatives to and from employment and/or school;
  - d. Applicant must reside in Chippewa, Mackinac, or Luce counties; and,
  - e. Applicant’s household income must be below the annual Income Eligibility Guidelines, attached to this Policy.

## **PROOF OF OWNERSHIP**

- I. Ownership of vehicle in need of repair or maintained must either be in the tribal citizen's name or a permanent member of the household. Where vehicle is in the name of the member's spouse, legal guardian, or significant other, applicant shall provide verification that applicant's address matches the physical address on the vehicle title, registration and/or driver's license of vehicle title holder. Applicant must provide a copy of their current driver license or state identification card, and a copy of the vehicle title, registration, and driver's license of the vehicle title holder (if different).

## **EMANCIPATED TRIBAL YOUTH**

- I. If you are an emancipated tribal youth, you are still eligible to receive funding. Along with your application, please provide a copy of your emancipation paperwork.

## **INELIGIBILITY**

- I. The tribal citizen applicant or parent(s)/guardian(s) are ineligible if their household income is above the annual Income Eligibility Guidelines, attached to this Policy. If any household member has committed fraud or misrepresentation in order to utilize the VR Program, all household members will not be eligible to utilize the program for 10 years.
- II. If the fraudulent act resulted in funds due and owing the BMIC, not otherwise referred to above, the applicant must, in addition to satisfaction of this section, reimburse the BMIC in whole to be considered eligible for services under the VR Program.

## **RESTRICTIONS ON PROGRAM**

- I. No expenses related to cosmetic repairs (paint, dents, detailing), aftermarket upgrades (rims, audio systems, performance parts), non-essential comfort repairs (radio, bluetooth, speakers), regular maintenance (oil changes, filters, wipers), traffic violations, licensing, insurance, title transfer, vehicle registration, vehicle sound systems, immediate road service contracts (OnStar), alarm systems, repossessions, impounds, or purchase of a vehicle shall be provided assistance under the VR Program.
- II. No expenses related to this program shall be utilized to assist in the conduct of criminal or illegal activities. Any applicant receiving assistance which is subsequently identified as an expense derived from, or used for criminal or illegal activity shall result in denial of further assistance, required reimbursement of assistance amount and will be banned from future participation in the VR Program.

## **PROCEDURE**

- I. The applicant must complete the VR Program application as follows: names of all household members, tribal affiliation information, certification of social security number, date of birth, address, income amounts and income sources for all household members. A written statement by the applicant justifying the assistance requested must be completed and supporting documentation.
- II. The applicant must provide proof of household income for all adults living in the home (recent check stub, tax forms, W-2, etc.). Income guidelines are based on annual USDA Income Eligibility Guidelines (400% of the Federal Poverty Guidelines), as attached to this Policy.
- III. The applicant must provide an invoice, receipt or other information with the mechanic or vehicle repair organization's name and address, with cost of repair or proof of payment made. The VIN number on the invoice must match with the VIN number on the application and associated vehicle registration of the applicant.
- IV. Form W-9 must be filled out from the company to be paid, or for the person being paid. This program allows reimbursement to an individual tribal citizen if fees have already been paid in advance.
- V. The General Assistance staff will review an application for completeness and calculate income eligibility before the application is considered complete and any payment is authorized. If any required documentation is not submitted with the application, the application will be deemed "Incomplete".
- VI. A receipt letter will be provided to the applicant via USPS within 14 days from the date the application is received by the General Assistance Department. The applicant will be given fourteen (14) days from the receipt letter date to respond and correct any deficiencies. Other efforts to communicate with the applicant, to assist with completion of the application as soon as possible, will occur as needed.
- VII. Staff will process a check to the organization or business unless a receipt of payment is provided.

## **INFORMAL DISPUTE RESOLUTION**

If the General Assistance Department makes a decision that would be subject to appeal, the staff member who made the decision will attempt to informally resolve. While informal resolution is encouraged, it does not affect the time limits to formally complain, grieve and appeal. Appeals must be filed within 10 days from the date of the initial decision. Administrative remedies must be exhausted, and you cannot skip a step in the formal process.

## **FORMAL DISPUTE RESOLUTION**

### **Review by Tribal Manager**

If you disagree with a decision or action of the General Assistance Director, you have the right to file a complaint, grievance or request for review with the Tribal Manager within 20 days from the date of the department's decision or action complained of. The Tribal Manager will review your case and respond in writing within 20 days.

No particular form is required to do this as long as the complaint or grievance: (1) is in writing and is signed by the party or his or her spokesperson or attorney; and (2) is actually and timely delivered to the Tribal Manager. If you want additional information or documentation considered, please deliver them with your appeal.

#### INCOME ELIGIBILITY TABLE

Persons in Family Unit	400% FPL Annual Income	400% FPL Monthly Income
1	\$62,600	\$5,217
2	\$84,600	\$7,050
3	\$106,600	\$8,883
4	\$128,600	\$10,717
5	\$150,600	\$12,550
6	\$172,600	\$14,383
	\$22,000	\$1,833