

SCHOOL CLOTHING ASSISTANCE PROGRAM

(SCAP) update 11/18/2025

Guidelines are as followed:

<u>Household Size</u>	<u>Monthly Income</u>
2	\$7,050
3	\$8,883
4	\$10,717
5	\$12,550
6	\$14,383
7	\$16,216
EACH ADDITIONAL MEMBER ADD:	\$1,833

Please remember you must provide proof of income for anyone over the age of 18 in the household. There is no exceptions. You must provide the child(ren)'s or parent(s) Tribal Enrollment number. The custodial parent must be the one that applies for this program. The service area is Chippewa County.

SCHOOL CLOTHING ASSISTANCE PROGRAM

The Purpose of this program is to assist families in purchasing school clothing for enrolled Bay Mill Indian Community (BMIC) children or those that are eligible for enrollment with BMIC that are attending schools in Chippewa County. The child must be in Early Head Start, Pre-K, or grades K-12.

The School Clothing Assistance Program offers up to \$150, and is available once per tribal youth on an annual basis. Funding is given on a first come first serve basis until program funds are expended.

This program runs on a calendar year of August – July, following the school year. For example, if an individual participant utilizes in the program September 2025, they would not be eligible to participate again until August 2026.

Items which can be purchased with this program are as follows:

T-Shirts, sweatshirts, sweaters, cardigans, tops, tank tops, jeans, pants, leggings, skirts, socks, underclothing, shoes, footwear, coats, snow pants, winter hats, gloves, boots, scarves, underwear, pajamas.

Items that CANNOT be purchased with this program are as follows:

Baseball caps, dress hats, swimwear, backpacks, costumes, accessories, curtains, bedding, towels, sleeping bags, toys, books, or school supplies.

The Program is an income-based program; the custodial parent must be the one applies for the program. All income must be provided from any person living in the household over the age of 18, there will be **no exceptions**. Anyone falsely reporting income or not listing all people in the household could be required to reimburse the program the amount awarded.

APPLICANT ELIGIBILITY

- I. To qualify, the applicant must:
 - a. Be an enrolled citizen of the Bay Mills Indian Community;
 - b. Be eligible for enrollment in Bay Mills Indian Community with a parent(s) who are also enrolled;
 - c. Must be a tribal youth aged 0-12th grade, including homeschooled tribal youth; and,
 - d. Tribal youth must reside in the tri-county area; and,
 - e. Household income must be below guideline limitations.

PROCEDURE

- I. The applicant must complete the School Clothing Assistance 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.
- II. The applicant must provide proof of household income for all adults living in the home (recent check stub, SSI, SS, child support, G.A., FIA, unemployment, rental income, tax forms, W-2, etc.). Income guidelines are based on annual federal Income Eligibility Guidelines (400% of the Federal Poverty Guidelines).
- II. 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".
- III. 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.
- IV. Staff will provide a gift card for purchases, with receipts to be turned in afterwards to effectuate Program compliance.

The Custodial Parent must provide proof of child(ern)'s or parent(s) enrollment with Bay Mills Indian Community (i.e. enrollment number, picture Tribal ID card).

If there is a claim of 50/50 physical custody between Custodial Parents, they must bring in a Custody agreement from the Courts or notarized agreement letter from the other parent to allow them to apply.

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; 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.

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