

BAY MILLS INDIAN COMMUNITY YOUTH DEVELOPMENT FUND PROGRAM POLICY AND PROCEDURES

PURPOSE AND SCOPE

- I. The Bay Mills Indian Community Youth Development Fund Program Policy (“Policy”) shall govern the Bay Mills Indian Community Youth Development Fund Program (“YDFP” or “YDF Program”).
- II. The purpose of the YDF Program is to assist tribal youth who present a need in participating in cultural, recreational, and educational activities.
- III. The YDF Program offers up to \$250, 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.

ELIGIBLE CATEGORIES

The following categories are eligible for funding:

- sports registration fees
- sports equipment, uniforms
- music, dance, and theatre lessons
- instrument purchase and rental
- camps (sports, band, art, academic, cultural)
- language lessons
- educational, cultural, and class trips
- testing fees
- driver’s education
- regalia and youth drum
- school supplies and book deposits (school clothes not included)

APPLICANT ELIGIBILITY

- I. To qualify, the applicant must:
 - a. Be an enrolled citizen of the Bay Mills Indian Community;
 - b. Must be a tribal youth aged 0-12th grade, including homeschooled tribal youth; and,
 - c. Tribal youth must reside in the tri-county area; and,
 - d. Household income must be below guideline limitations.

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 youth applicant or parent(s)/guardian(s) are ineligible if their household income is above the required guidelines.

- II. If any household member has committed fraud or misrepresentation while utilizing the BMIC's YDF Program, all household members will not be eligible to utilize the program for 10 Years.
- III. 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.

PROCEDURE

- I. The applicant must complete the YDF 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 (185% of the Federal Poverty Guidelines).
- III. The applicant must provide an invoice, receipt, registration, or brochure/literature with the organization's name and address with cost of receipt of payment.
- 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 custodial parent(s)/guardian(s) if fees have already been paid in advance.
- 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 process check the organization or business unless a receipt of payment is provided; no payments will be issued to program participants.

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