

BAY MILLS INDIAN COMMUNITY

ELDER CHORE ASSISTANCE PROGRAM POLICY

PURPOSE AND SCOPE

- I. The Bay Mills Indian Community Elder Chore Assistance Program Policy (“Policy”) shall govern the Bay Mills Indian Community Elder Chore Assistance Program (“ECAP” or “Elder Chore Program”).
- II. The purpose of the ECAP Program is to assist elder tribal citizens, those aged fifty-five (55) years old and up, who need assistance in maintaining or managing their primary residence. The program promotes elder safety, independence, dignity, and the ability to age in place within the community.
- III. Services for this program are intended to be provided on a short-term or seasonable basis.
- IV. Eligible elder 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:

- snow removal (roofs, sidewalks, driveways);
- grass cutting, leaf raking and removal, general removal of debris around home;
- gutter cleaning;
- Firewood stacking or delivery assistance;
- trash removal and hauling;
- minor home safety repairs (handrails, door latches, light bulb replacement);
- general cleaning of household, including but not limited to, dusting, bathroom cleaning, dishwashing, laundry, mopping, sweeping, etc.

RATE SHEET FOR ELIGIBLE CATEGORIES

This rate sheet establishes allowable cleaning service categories and maximum reimbursement rates for contractors providing cleaning services under the ECAP. Rates are intended to ensure fairness, fiscal responsibility, and consistency while addressing elder safety and health needs. Billing from contractors must reflect actual time worked, and all services must be pre-approved. Contractors may not exceed the listed maximum rates without prior written approval from the Community Program Specialist.

- Snow removal, \$150 per roof.
Emergency snow removal, \$300 per roof.
- Grass cutting, \$25 per yard, \$50 for entire residence with weed whacking.
- General cleaning of household, \$25 per hour for total work provided.
- Trash removal and hauling, \$50 per hour.
- One time cleaning supply reimbursement, \$25 per visit.
- One-time heavy-duty health and safety cleaning, \$50 per hour for total work provided.

APPLICANT ELIGIBILITY

- I. To qualify, the applicant must:
 - a. Be an enrolled citizen of the Bay Mills Indian Community; and/or be a tribal member spouses that was legally married to a tribal member at the time of their death for a minimum of 90 days.
 - Tribal member widow/ers may also be eligible for this benefit if they meet the requirements of this policy section. If the tribal member widow/er has remarried since the time of death of their tribal member spouse, they will only be eligible for this benefit if that union produced tribal member children; those children may be alive or deceased at the time of receiving this benefit.
 - b. Must be over the age of 55 years old, or must be the legal guardian and/or caretaker of an elder over the age of 55 years old;
 - c. Priority will be given to elders who live alone, have a disability or chronic health condition, are low income, experiencing unsafe living conditions; or have no other available support systems;
 - d. Applicant must reside in Chippewa County;
 - e. Applicant's household elder income must be below the annual Income Eligibility Guidelines, attached to this Policy.

INELIGIBILITY

- I. The tribal citizen applicant or 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 ECAP 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 ECAP Program.

RESTRICTIONS ON PROGRAM

- I. No expenses shall be paid related to cosmetic repairs (painting, re-siding, or staining); commercial or rental property maintenance; skilled trades requiring professional licensure (electrical, plumbing, roofing); ongoing housekeeping or personal care services.
- II. Payment for eligible services shall not be paid to any immediate family of the elder applying for assistance under the ECAP Program. The term "immediate family member" means, with respect to a person the spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent. In addition, payment for eligible services shall not be paid to any individual residing in the primary residence of the elder applicant.
- III. 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 ECAP Program.

PROCEDURE

- I. The applicant must complete the ECAP Program application as follows: names of all elder household members, tribal affiliation information, certification of social security number, date of birth, address, income amounts and income sources for all elder household members. A written statement by the applicant justifying the assistance requested must be completed and supporting documentation.
 - i. *Income will only be considered for elders in the household.*
- II. The applicant must provide proof of household income for all elders 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. Form W-9 must be filled out from the company to be paid, or for the person being paid. This program does not allow reimbursement to an individual tribal elder citizen if fees have already been paid in advance.
- IV. The Community Program Specialist 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”.
- V. A receipt letter will be provided to the applicant via USPS within 14 days from the date the application is received by the Community Program Specialist. 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.
- VI. Staff will process a check to the organization or business unless a receipt of payment is provided.

INFORMAL DISPUTE RESOLUTION

If the Community Program Specialist 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 Community Program Specialist, 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