

Elder discussion for 2015 Food and Utilities Reimbursements

1. All utility bills to be reimbursed shall be dated as paid in 2015.
2. All grocery receipts shall be dated as purchased in 2015.
3. Elder Food and Utility reimbursement applications must be received in Accounting by November 30th each calendar year. Those applications submitted after the date will not be processed.
4. All applications must be complete before processing the check request. Missing information will be sought by departmental staff and required to process documentation.
5. Food and utility reimbursements may use any combination of utility bills submitted and/or grocery receipts submitted as long as the total request does not exceed \$400.
6. Acceptable household items to be purchased: Toilet paper, laundry detergent, most soap and groceries (dairy, vegetables, fruits and meat products).
7. The Tribal Elder must apply their signature to each individual grocery receipt submitted and/or individual utility bills submitted. This prevents using a receipt from another user or individual purchasing items other than the LTBB Elder submitting the application for payment.
8. Tribal Elders utilities included in the rental agreements may be reimbursed if accompanied by statement from the landlord defining the utility and rent breakdown in the signed lease or rental agreement.
9. Tribal Elders living in residence where utilities are in another person's name must have a current address verification form on file in the LTBB Enrollment Department. To receive the food and utility reimbursement both addresses must match (primary residence and address on the enrollment verification form).
10. Wood fuel, wood pellets and other organic fueled systems require a paid receipt to process the application.
11. Tribal Elders may apply for Food and Utility reimbursement program up to two (2) times each calendar year. The calendar year distribution cannot exceed \$400.
12. LTBB Elder is eligible to apply for the LTBB Food and Utility reimbursement in the calendar year they turn fifty-five (55) years of age.