

Little Traverse Bay Bands of Odawa Indians
Elders Department
7500 Odawa Circle, Harbor Springs, MI 49740
Ph: 231.242.1422 or 231.242.1423
Fax: 231.242.1430

Aanii Tribal Elder,

This letter is to provide you with information about the Food and Utility Reimbursement program. An Elder is defined as 55 years of age or older by December 31, 2016. If *all* requested documents are turned in to the Elders Department by the deadline, you may be able to receive a check up to \$400.00. ***The deadline to submit your application and receipts is November 30, 2016. Please read this letter all the way through before sending receipts.***

Step One. Application materials:

1. Fill out the **2016** application that is included with this letter.
2. Send in a combination of **paid 2016 grocery receipts and utility bills** that total up to \$400.00. The \$400.00 reimbursement can be distributed entirely for utility bills, or entirely for grocery receipts, or for any combination of the two that totals *up to* \$400.00.
Total reimbursement will NOT exceed \$400.00 per applicant.
Grocery items allowed: those *paid in 2016* that concern food grocery toiletries; toilet-paper, Kleenex, paper-towel and house-hold cleaners only
Grocery items not allowed: pet supplies, tobacco products, or alcohol.
Utility bills allowed; those *paid in 2016* that concern heating, electric, water, and trash removal.
Utility bills not allowed; cell phone, cable, satellite, or internet.
3. **Hand written receipts, cancelled checks, or money order receipts will NOT be accepted. Reimbursement will NOT be provided for food stamps.**

Step two: How to complete application:

1. Complete and sign the application.
2. Double check that grocery receipts and utility bills sent in have *already been paid* and are only for items approved in the list above.
3. Mail to above address or drop off at the office.

Step three: How your application is processed:

** Please note that this process takes about two weeks.*

1. When we receive your application, it is stamped with the date it arrives.
2. We review the application to make sure it's complete with signature and add up the grocery receipts and utility receipts.
3. If application and receipts are complete, a check request will be submitted to LTBB Accounting department.
4. LTBB Accounting department will mail your check.

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Elder Department Staff
231.242.1423

Current Year: 2016