Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

Office of Tribal Chairman

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EMERGENCY ASSISTANCE POLICY
POL-ADM 121811-001

I. Introduction and Purpose. The Emergency Assistance program is designed to provide limited financial assistance to Citizens of the Little Traverse Bay Bands of Odawa Indians who are experiencing economic hardship due to certain emergency situations. Situations should be short-term or temporary in nature. Available funds may vary from year to year depending on monies appropriated through the budget formulation process. The existence of the emergency fund does not constitute an entitlement to funds. The Emergency Fund is intended to assist in the event of an emergent or crisis situation when no other funding source is available. The fund is intended to address one-time emergency needs and not intended for ongoing financial support.

II. Definitions:

A. **Emergent or Crisis Situations:** Unexpected events that have significant impact or threat on the person's health, safety or welfare.

III. Eligibility Criteria.

A. LTBB Citizens. All LTBB Tribal Citizens are eligible to apply for emergency funds. When the emergency need is for a LTBB minor the parent or legal guardian may access the funds by providing proof of residency with the following:

1. **Court Order.** A court order for guardianship, conservatorship from any court of competent jurisdiction.

2. **Proof of Residency.**

   a. Medical records;

   b. School Records; or

   c. Other acceptable records that prove the minor resides with person making the emergency funding request. The acceptability is determined by the Human Services Department.

B. Multiple LTBB Citizens at the same residence. It is mandatory if multiple Citizens are residing at the same address and are applying within the same timeframe with another Citizen who is a member of the household provide acceptable documentation that proves the two (2) or more citizens are maintaining separate households.

1. **Acceptable Documentation.**

a. Banking Statements.

b. Lease or Rental Agreements.

c. Utility Bills.

d. Medical Bills.

C. Frequency. The Emergency Funding Program may be accessed by Tribal Citizens once every two years. Once a Tribal Citizens has received emergency funds they are not eligible to apply until two years has passed. To promote consistency the Human Services Department will keep track of all applications and funding dates. All determinations are final.

IV. Use of Emergency Funds. The following constitutes and emergent or crisis situation:

A. Homelessness.

B. Risk of Becoming Homeless Due to Delinquent Rent or Mortgage.

C. Loss of Housing and Clothing Due to Natural Disaster.

D. Medical Needs Not Covered by Any Other Funding Alternatives.

E. Delinquent Utility Bills (Electric, Gas and/or Water). Telephone service is at the discretion of the Human Services Department. Interrupted television service does not constitute an emergent or crisis situation.

V. Allocation of Funds. Funds are allocated on a quarterly basis (January, April, July and October) on the first business day of the month and shall be based on emergency need. The amount of funding that is available shall not exceed $450.00. A submission of an Emergency Fund application does not guarantee that funds will be available.