



**YAVAPAI-APACHE NATION
DEPARTMENT OF SOCIAL SERVICES
TRIBAL ASSISTANCE PROGRAM**



2400 W. DATSI STREET
CAMP VERDE, AZ. 86322

Telephone: (928) 649-7108 Fax: (928) 567-6832 Email: csmith@yan-tribe.org

IMPORTANT INFORMATION TO KNOW

- ✚ The Department of Social Services Tribal Assistance Program Hours of Operation: Monday thru Friday, 8:00AM-5:00PM.
- ✚ You may submit your completed Tribal Assistance Application in person, mail, or fax located at the addresses displayed above.
- ✚ You must submit the items listed below that pertain to the type of assistance you are requesting each time you apply for Tribal Assistance Benefits. Please attach copies of all current information to your completed Tribal Assistance Application; this will help expedite the eligibility process.
- ✚ Do not forget to sign and date your completed Tribal Assistance Application.
- ✚ When telephoning the Tribal Assistance Program or inquiring the status of your application, information will be only disclosed to the adult Tribal Member who has applied for benefits. Information status will not be released to mother, father, grandparents, siblings, spouses, dependents or friends.
- ✚ During any month the Yavapai-Apache Nation issues Per-Capita, Christmas Advance, Christmas Bonus or any distribution, no Tribal Member will be eligible for Tribal Assistance Benefits.
- ✚ The Tribal Assistance Program will not assist with any security deposits or re-connection fees for any utility expense.
- ✚ Motel Emergency Assistance will not be provided if Tribal Member presents to be intoxicated (i.e. speech, blood shot eyes, reeks of alcohol).
- ✚ Motel Emergency Assistance will not be provided if Tribal Member neglected to pay his/her utility expenses (i.e. disconnections/shut-offs of utilities or depletion of propane).
- ✚ The Tribal Assistance Program does not reimburse for any utility, motel or rental/housing expense(s).
- ✚ Any applicant or adult household resident of applicant's residence, who are unemployed for a term of one month or more, must actively seek employment and provide evidence of efforts to obtain employment. If applicant or adult household resident refuses to comply with seeking available employment, no assistance will be provided. Employment Referral Forms are provided by the Tribal Assistance Program and must be completed and returned before assistance is granted.
- ✚ If you require any assistance in completing the application or have any questions regarding the assistance available, please contact the Tribal Assistance Program.

INFORMATION NEEDED TO DETERMINE ELIGIBILITY WHEN APPLYING FOR UTILITY ASSISTANCE BENEFITS

- ✓ Yavapai-Apache Nation Enrollment Card
- ✓ Verification of all earned and unearned income wages, salaries, tips or commissions from any type of work, whether full or part-time, temporary, seasonal, self-employment, monthly, or training. Attach copies of most current two paycheck stubs. If self-employed, please submit a monthly record of all earnings. If you or anyone in your household recently obtained employment and have not received your first paycheck or have only received one paycheck, please attach a correspondence from employer verifying full or part-time employment. Correspondence must include date of hire, hours worked per pay period and weekly or bi-weekly net pay. Correspondence must be issued on employer's business letter head. If you or any adult in your household is full or part-time college student, please attach copy of Higher Education Awards/Funding (i.e. scholarship, grants or loans).
- ✓ Current and complete utility bill(s).
- ✓ Yavapai-Apache Nation Tribal Housing Rent and Household Composition Form or entire Lease Agreement/deed/title or rental/home.

UTILITY ASSISTANCE POLICY AND PROCEDURES

The Tribal Assistance Program offers Utility Assistance Benefits to an adult Tribal Member's household by assisting with payment(s) for Gas/Propane, Electricity, Trash and Water/Sewer. Eligibility can be determined the same day if your Tribal Assistance Application is entirely completed and current information is attached. Otherwise, it can take up to three business days to receive benefits.

Utility Assistance Benefits will be approved if you have met ALL of the following qualifications:

- Adult Tribal Member's household income has financially met the Tribal Assistance Income Guideline Scale listed below. Monthly household income cannot exceed bottom row figures.
- Utility bill(s) must be in the name of the Tribal Member who is applying for Utility Assistance Benefits.
- Adult Tribal Member is head-of-household of physical residence he/she resides.

2010 TRIBAL ASSISTANCE PROGRAM INCOME GUIDELINE										
NUMBER OF RESIDENTS IN HOUSEHOLD										
	1	2	3	4	5	6	7	8	9	10
100%	\$997	\$1472	\$1947	\$ 2422	\$2897	\$ 3372	\$ 3847	\$ 4322	\$ 4797	\$ 5272
75%	\$1089	\$1564	\$2039	\$2514	\$2989	\$3464	\$3939	\$4414	\$4889	\$5364
50%	\$1181	\$1656	\$2131	\$2606	\$3081	\$3556	\$4031	\$4506	\$4981	\$5456
25%	\$1273	\$1748	\$2223	\$2698	\$3173	\$3648	\$4123	\$4598	\$5073	\$5548
0%	\$1365	\$1840	\$2315	\$2790	\$3265	\$3740	\$4215	\$4690	\$5165	\$5640

* For each additional person in household, the income eligibility will be adjusted upward by \$475.00

If you have met all of the above qualifications, the Tribal Assistance Program will directly pay the utility company for one monthly billing cycle per each bill and household during the qualifying month. Maximum benefit amount granted is up to \$200.00 per qualifying month. Adult Tribal Members may only apply and receive Utility Assistance Benefits two months per calendar year.

INFORMATION NEEDED TO DETERMINE ELIGIBILITY WHEN APPLYING FOR MOTEL EMERGENCY ASSISTANCE BENEFITS

- ✓ Yavapai-Apache Nation Tribal Enrollment Card.
- ✓ Verification of all earned and unearned income wages, salaries, tips or commissions from any type of work, whether full or part-time, temporary, seasonal, self-employment, monthly, or training. Attach copies of most current two paycheck stubs. If self-employed, please submit a monthly record of all earnings. If you or anyone in your household recently obtained employment and have not received your first paycheck or have only received one paycheck, please attach a correspondence from employer verifying full or part-time employment. Correspondence must include date of hire, hours worked per pay period and weekly or bi-weekly net pay. Correspondence must be issued on employer's business letter head. If you or any adult in your household is full or part-time college student, please attach copy of Higher Education Awards/Funding (i.e. scholarship, grants or loans).
- ✓ Name of motel, motel telephone number and motel manager's name. Information is only required from Tribal Member's who do not reside in the Verde Valley area.

MOTEL EMERGENCY ASSISTANCE POLICY AND PROCEDURES

The Tribal Assistance Program offers Motel Emergency Assistance Benefits for major emergencies only, which include natural disasters, health & safety issues, and homelessness. Eligibility can be determined the same day if your Tribal Assistance Application is entirely completed and current information is attached. Otherwise, it can take up to three business days to receive benefits.

The Tribal Assistance Program will consider the following determining factors when deeming your situation an emergency:

- How unanticipated or unexpected is the potential for dislocation from shelter?
- How many children are involved in the potential dislocation?
- How financially pressed is the family involved?

When the Tribal Assistance Program deems your situation an emergency, the Tribal Member and household will be provided lodging in the form of a grant at the Cliff Castle Lodge for a maximum of two nights per calendar year. The Tribal Assistance Program has the option to pay up to 50% to 100% of lodging cost, depending on how financially pressed the family is involved. Tribal Members who do not reside in the Verde Valley area, lodging will be provided in the form of a grant at a reasonable priced motel for a maximum of two nights per calendar year. Motel arrangements will be reserved via Yavapai-Apache Nation credit card.

INFORMATION NEEDED TO DETERMINE ELIGIBILITY WHEN APPLYING FOR MOVE-IN ASSISTANCE BENEFITS

- ✓ Yavapai-Apache Nation Tribal Enrollment Card.
- ✓ Verification of all earned and unearned income wages, salaries, tips or commissions from any type of work, whether full or part-time, temporary, seasonal, self-employment, monthly, or training. Attach copies of most current two paycheck stubs. If self-employed, please submit a monthly record of all earnings. If you or anyone in your household recently obtained employment and have not received your first paycheck or have only received one paycheck, please attach a correspondence from employer verifying full or part-time employment. Correspondence must include date of hire, hours worked per pay period and weekly or bi-weekly net pay. Correspondence must be issued on employer's business letter head. If you or any adult in your household is full or part-time college student, please attach copy of Higher Education Awards/Funding (i.e. scholarship, grants or loans).
- ✓ Entire signed Lease Agreement. In situations where a Lease will not be furnished until move-in fees are paid, please submit correspondence from landlord confirming approval of rental, official move-in date, physical address or new residence, amount of total move-in costs, landlord's name, landlord's telephone number and landlord's mailing address.

MOVE-IN ASSISTANCE POLICY AND PROCEDURES

In an emergency situation, the Tribal Assistance Program offers Move-in Assistance Benefits by assisting with move-in fees for rental housing. Move-in Assistance Benefits is provided as a grant once every five years. Eligibility will be determined within three to seven business days from the date your entirely completed Tribal Assistance Application is submitted and current information is attached.

Move-in Assistance Benefits will be approved if you have met ALL of the following qualifications:

- Monthly household rent cannot exceed 2/3 of total monthly household net income.
- You are head-of-household and Lease Agreement confirms you are listed as "primary tenant".
- It has been five years from the date you previously received Move-in or Rental Assistance Benefits.

If you have met all of the qualifications listed above, The Tribal Assistance Program will provide as a grant the first and last month's rent. Though, in cases where the landlord has prorated the first month's rent, the Tribal Assistance Program will pay that amount plus the full last month's rent. Under other circumstances where the landlord request first month's rent and security deposit, this amount will be provided if the security deposit is equivalent to first month's rent. Approved move-in fees will be paid directly to landlord at the time of move-in only.

INFORMATION NEEDED TO DETERMINE ELIGIBILITY WHEN APPLYING FOR RENTAL ASSISTANCE BENEFITS

- ✓ Yavapai-Apache Nation Tribal Enrollment Card.
- ✓ Verification of all earned and unearned income wages, salaries, tips or commissions from any type of work, whether full or part-time, temporary, seasonal, self-employment, monthly, or training. Attach copies of most current two paycheck stubs. If self-employed, please submit a monthly record of all earnings. If you or anyone in your household recently obtained employment and have not received your first paycheck or have only received one paycheck, please attach a correspondence from employer verifying full or part-time employment. Correspondence must include date of hire, hours worked per pay period and weekly or bi-weekly net pay. Correspondence must be issued on employer's business letter head. If you or any adult in your household is full or part-time college student, please attach copy of Higher Education Awards/Funding (i.e. scholarship, grants or loans).
- ✓ 5-Day Delinquent Notice.

RENTAL ASSISTANCE POLICY AND PROCEDURES

In an emergency situation, the Tribal Assistance Program offers Rental Assistance by assisting with one delinquent month's rental payment. Rental Assistance Benefits is provided as a grant once every five years. Eligibility will be determined within three to seven business days from the date your entirely completed Tribal Assistance Application is submitted and current information is attached.

Rental Assistance Benefits will be approved if you have met ALL of the following qualifications:

- Adult Tribal Member's household income has financially met the Tribal Assistance Income Guideline Scale listed below. Monthly household income cannot exceed figures.
- You are head-of-household and Rental Notification confirms you are listed as "primary tenant".
- It has been five years from the date you previously received Rental or Move-in Assistance Benefits.

2010 TRIBAL ASSISTANCE PROGRAM INCOME GUIDELINE										
NUMBER OF RESIDENTS IN HOUSEHOLD										
	1	2	3	4	5	6	7	8	9	10
Income Allowed:	\$1365	\$ 1840	\$ 2315	\$2790	\$ 3265	\$3740	\$4215	\$4690	\$5165	\$5640
<ul style="list-style-type: none"> • For each additional person in household, the income eligibility will be adjusted upward by \$475.00 										

If you have met all of the qualifications listed above, the Tribal Assistance Program will provide as a grant one monthly delinquent rental payment directly to the landlord. Any late fees that have accrued due delinquent status are your responsibility.



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PLEASE DETACH THIS PAGE PRIOR TO SUBMITTING TRIBAL ASSISTANCE APPLICATION

