

DOCUMENTATION REQUIREMENTS

SOCIAL SERVICES PROGRAM

MUST HAVE TO ACCEPT AN APPLICATION

- TRIBAL ENROLLMENTS (APPLICANT/SPOUSE/CHILDREN)
- PROOF OF RESIDENCY (LEASE, 3RD PARTY VERIFICATION)
- IF MALE, SELECTIVE SERVICE REGISTRATION CARD
- SIGNED AND DATED PLAN (STATEMENT OF NEED ON APPLICATION WILL WORK FOR THESE PURPOSES)
- SIGNED AND DATED APPLICATION

MUST HAVE TO APPROVE SERVICES

- BIRTH CERTIFICATES (APPLICANT/SPOUSE/CHILDREN)
- SOCIAL SECURITY CARDS (APPLICANT/SPOUSE/CHILDREN))
- IF DIVORCED, LEGAL DOCUMENTATION FOR SEPARATION OR DIVORCE IS REQUIRED
- PROOF OF LAST 30 DAYS OF ALL INCOME FOR APPLICANT/SPOUSE/CHILDREN (INCLUDES CHILD SUPPORT, SSI, UNEMPLOYMENT, ETC.)

OTHER RELATED DOCUMENTS REQUIRED FOR SPECIFIC SERVICES

- RELATIVE PAYEE ONLY: IF YOU ARE PROVIDING CARE FOR A CHILD, YOU MUST PROVIDE LEGAL COURT DOCUMENTS STATING THAT YOU HAVE GUARDIANSHIP OR CUSTODY OF SAID CHILD
- CHILD CARE SERVICES ONLY: IMMUNIZATIONS
- TANF ONLY: VERIFICATION OF SCHOOL ATTENDANCE

OTHER DOCUMENTATION MAY BE REQUESTED AT THE TIME OF YOUR HOME VISIT WITH YOUR ASSIGNED CASEWORKER. A HOME VISIT IS REQUIRED FOR ALL ONGOING CASE MANAGEMENT.

DOCUMENTATION REQUIREMENTS

EMERGENCY ASSISTANCE

- PROOF OF INCOME (EVERYONE)
- TRIBAL ENROLLMENT (APPLICANT & SPOUSE)
- BILL/INVOICE/QUOTES/STATEMENT OF NEED
- PROOF OF HARDSHIP

MUST ROUTE THROUGH SOCIAL SERVICES FIRST BEFORE THIS OPTION IS UTILIZED.

MUST PROVIDE PROOF OF AN EMERGENCY – EVICTION NOTICE, DISCONNECT, ETC.

SENIOR HEATING

- TRIBAL ENROLLMENT (APPLICANT)
- BILL/INVOICE FOR HEATING BILL
- PROOF OF RESIDENCY

MUST PROVIDE PROOF OF AGE (OVER 55)

MUST BE USED FOR UTILITIES THAT SUPPLY HEAT TO THE HOME