

**NOOKSACK INDIAN TRIBE
SCHOOL-AGED CHILDREN CHROMEBOOK ASSISTANCE PROGRAM POLICY**

I. PURPOSE.

The purpose of this policy is to establish a needs-based COVID-19 Response program to provide Chromebook assistance to school-aged Nooksack children during the Pandemic and to increase Education Access and improve distance learning. Further, the Tribal Council deems this Education Access program necessary to the COVID-19 Pandemic Response, and hereby certified that this Program was newly created after March 1, 2020, and was not present in any Tribal Budget prior to the date of authorization Resolution.

II. DEFINITIONS.

- A. "Tribal Member" means a currently enrolled member of the Nooksack Indian Tribe.
- B. "School-aged" means a person typically ages 5-18, but in some instances the school-aged person is slightly older.
- C. "School" means an accredited school.

III. OBJECTIVES.

To respond to the COVID-19 Pandemic by providing Tribal children tools and access to Education during social distance and remote learning.

IV. APPLICANT ELIGIBILITY.

Applicants must meet the following criteria in order to be eligible for School-Aged Children Chromebook Assistance Program:

- A. must be an enrolled Nooksack Tribal Member prior to March 1, 2020;
- B. must be enrolled in an accredited elementary/middle/high school; and
- C. Tribal member must need the Chromebook as a result of the COVID-19 Pandemic.

V. APPLICATION REQUIREMENTS.

- A. Needs Based Application. Applicants will be required to submit an application to the Administration Department by September 30, 2020:

Applications shall be submitted to:
Nooksack Indian Tribe
Attn: Chromebook Assistance Program
P.O. Box 157
Deming, WA 98244

- B. Required Attachments. Applicants must provide the proof of school enrollment, in addition to a completed application:

- C. Application Processing. The Program Administrator and reviewing departments will review submitted applications for completeness and eligibility within fifteen (15) business days.
- D. Incomplete Applications. Incomplete applications shall not be considered for an Eligibility Determination. In the event that the Program Administrator receives an incomplete application, the Program Administrator shall provide the Applicant written notice informing the Applicant that the Application is incomplete, identify why the Application is incomplete, and inform the Applicant that if the missing information is not provided within fifteen calendar (15) days, the Department will close the application file prior to a determination. The decision to close an application file for an Applicant's failure to complete an Application is not appealable. Failure to complete an application, failure to furnish all the required information, or the closure of an application file shall not prevent (or otherwise prejudice) an Applicant from reapplying in the future.
- E. Chromebook Availability. Chromebooks are granted on a first-come, first served basis. In the event that the Program has exhausted all available budgets, the Program may close the application process until additional monies become available or until the COVID funding is no longer available. Submit an application prior to September 30, 2020. Applications received after September 30th will not be considered.
- F. Chromebook Distribution. The Chromebooks shall be distributed to the parent or legal guardian of record. On the application the applicant will have indicated whether they wish to pick the Chromebook up at the Nooksack Tribe administration building or if they wish the Chromebook to be mailed to them.

VI. DENIALS AND APPEALS.

- A. Notice of Denial. If an applicant is deemed ineligible, the Program Administrator shall provide the applicant a written Notice of Denial, which shall detail the basis for the denial and inform the applicant of his or her appeal rights, pursuant to Title 99 of the Nooksack Code of Laws, and contain the following information:
1. State the application was denied and a brief basis for the denial;
 2. Inform the applicant that they may appeal the decision by filing a written appeal stating the reasons why the decision denying the application should be reversed;
 3. Inform the applicant that an appeal, if any, must include a true and correct copy of the Notice of Denial along with the original application and all materials provided at the time of the application;
 4. Notify the applicant that an appeal, if any, must be filed within five (5) calendar days after the applicant was mailed the Notice of Denial (or within two (2) calendar days if personally served); and
 5. Notify the applicant that an appeal, if any, shall be served personally or by certified mail, return receipt requested, upon the General Manager at P.O. Box 157, Deming, WA 98244 and the Office of Tribal Attorney at P.O. Box 63, Deming, WA 98244.

B. Service. The Program Administrator shall personally serve the Notice of Denial on the applicant or send to the applicant at his or her last known address by certified mail, return receipt requested.

VII. OTHER:

1. The Tribe will not be responsible for maintaining or repairing the device distributed.
2. The Tribe will not replace a lost or stolen device.

ATTACHMENT - BASE APPLICATION