**NOOKSACK TRIBAL ~~COUNCIL~~ EDUCATIONAL/HEALTH AND WELLNESS SUPPORT FUND**

**POLICY AND PROCEDURE**

These policies and procedures will govern the Nooksack Educational/Health and Wellness Support fund through the Youth and Education Department, any changes needed to these Policies and Procedures will require Tribal Council approval prior to implementing any change to ensure that the programs and procedures remain fair and provide equitable treatment to those who are eligible for through this funding. The Nooksack Education Advisory Committee will review future policies, procedures, and program amendments. A copy of these policies and Procedures may be obtained from the Nooksack Tribal Website or at the Nooksack Tribal Education Department located at the Timber Ridge Property, 5604 Mission Road, Bellingham, WA 98226.

These funds are intended to help support enrolled Nooksack tribal members ages 5-18 years old who are enrolled in school at the time of application submission who are~~,~~ involved in an academic, school-related activity, or organized extracurricular activities that promote health and wellness. Cultural activities in the form of music, literature, history enrichment projects, field trips, and speakers are an important part of the Nooksack Heritage

**ELIGIBILITY CRITERIA:**

* Must be an enrolled Nooksack Tribal member
* Member youth must be enrolled in Head Start, Preschool, elementary, middle or high school;
* Member youth must be ages 5 to 18 at the time of the submission of the application;
* Benefit must be for an eligible academic, school-related~~.~~
* Must identify the vendor, including name, address, and contact information (telephone, fax, and/or email); provide a W9.
* Applicant must provide a copy of all necessary registration materials for the eligible academic activity .

**ANNUAL MAXIMUM BENEFIT** (Subject to budget availability $500.00 for Sports Registration, $150.00 per quarter youth grades K-5 for gear/equipment, and $300.00 per quarter for youth grades 6th through 12th for gear/equipment (Quarters=Winter (Jan-Mar); Spring (Apr-June); Summer (Jul-Sept); Fall (Oct-Dec)).

THE MAXIMUM AMOUNT REQUESTED IS NOT GUARANTEED; FUNDING IS DETERMINED ON THE AMOUNT OF APPLICATIONS RECEIVED AND THE INFORMATION PROVIDED ON YOUR APPLICATION: THESE AMOUNTS ARE SUBJECT TO CHANGE AS THE AMOUNTS ARE CONTINGENT UPON COUNCIL BUDGET AND SHALL NOT EXCEED THE CURRENT YEARLY APPROPRIATION.

Support funds will be used to supplement the existing program funds and not replace programs that are being provided by another funding resource. Since some programs have scholarships or waivers available, these support funds are considered the payer of last resort.

**ITEMS NOT ELIGIBLE or funded by this Fund:**

* Announcements
* Class rings
* Year Books
* Home school costs
* Portrait packages

**APPLICATION REQUIREMENTS**

* Completed Application
* Proof of Nooksack Enrollment
* Proof of event in USA (must include: type of event, date and USA location) and
* Verification of all associated costs
* Organization’s completed W-9 (if payment is made directly to an organization)

All applications are subject to an eligibility review by the Program Administrator. Incomplete or fragmented applications will not be processed. Funds must be used by the person who applied and was approved; no portion of this funding award may be transferred to another person.

**PURCHASES/REIMBURSEMENTS** (Purchases and reimbursements shall conform to applicable regulations and the Tribal Administration’s Procurement Policy and Procedure)

Reimbursements must have pre-authorized approval by the Education Director before an order or commitment to spend Tribal resources can be made, pre-authorization must be in written form by email. All support funds will be paid and accounted for by the tribal admin accounting department. Checks shall be written directly to the vendor or approved pre-authorized reimbursements

* No reimbursement will be made for items not included in the approved support budget or without pre-authorization
* An itemized voucher, invoice, PO, or copies of actual receipts must be used as purchase documentation; new accounts must provide a W9.
* Schools are required to furnish certain items for students. Items that the school provides to other students as part of school policy will not be eligible for support funds.
* Invoices or vouchers must clearly state the student's name and the items requested for purchase.

All expenditure item claims submitted to the Education Department must have attached receipts. All expenditures must be accounted for. If all receipts for funds you directly received from an approved application are not submitted in a timely matter no further assistance will available until all delinquent receipts are received and your application is closed.

When applications are received, they are all fully reviewed with all information provided by applicant. With careful consideration a decision is made to approve or deny. your application for funding is denied, you have the right to the appeal the decision of the Program Administrator. The applicant may seek reconsideration of the initial application with the Program Administrator.

**APPEAL PROCESS:**

If an applicant is deemed ineligible, the Program Administrator shall provide the applicant Notice of Denial in writing, detailing the basis for the denial and informing the applicant of his or her appeal rights. The Notice of Denial shall be personally served on the applicant or sent to the applicant at his or her last known address by certified mail, return receipt requested.

An applicant may appeal a Notice of Denial of a timely submitted application for Program Benefits to the Education Advisory Committee who will serve as the Appeals Board.

1. **Contents of Appeal:** an appeal shall state the reasons why the decision denying the application should be reversed, and the appeal shall attach 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.
2. **Service of Appeal:** Copies of the appeal shall be personally served or by certified mail return receipt requested, upon the designated General manager at PO Box 157, Deming, WA 98244 and the Office of tribal Attorney at POB 63, Deming, WA 98244.
3. **Deadline to appeal:** Appeals to the designated Education Advisory Committee shall be filed within five (5) calendar days after the applicant has been mailed the Notice of Denial. If the applicant has been personally served, he or she shall have two (2) calendar days to appeal the Notice of Denial.
4. **Record on Review:** The Education Advisory Committee shall only review the evidence the Program Administrator used to make its decision (the record below) and shall not review new evidence or hear new testimony. The standard of review shall be substantial evidence. The Education Advisory Committee can have oral arguments so long as the timeframes are met.
5. **Written Decision:** The Education Advisory Committee shall issue a written decision within two (2) days of receiving the appeal. The decision of the Education Advisory Committee shall be final.

**Funding requests will be contingent upon the amount of funding approved by the Nooksack Tribal Council.**