



JOHNSON O'MALLEY PROGRAM APPLICATION

STUDENT INFORMATION:

Name: _____ DOB: _____ GRADE: _____
School: _____ ENROLLMENT #: _____
Teachers: _____ Teacher Email: _____

PARENT/GUARDIAN INFORMATION:

Name: _____ Phone: _____
Address _____ Email _____

REQUEST FOR SERVICES: Original Receipts must be turned in before another request is considered. Supporting documentation is required such as registration, expenses, costs of gear/equipment must be included with the application. New Vendors require a W9, all vendors must provide name, address and contact information. All reimbursement request require pre-approval from program administrator.

ACTIVITIES:

☐ School sponsored athletic /extracurricular activity

Details of Activity: _____

☐ Non-school sponsored athletics/Extra-Curricular Activity

Specify: _____

☐ Cultural Supplies for organized class or other organized activity

Details of Cultural Activity and supplies: _____

☐ Representative Clothing for Youth Council/Leadership activities

Details of Activity: _____

☐ Travel expenses for eligible academic/school related activity (must be pre-approved)

Details of Activity: _____

☐ Other

Details of Activity: _____

APPLICATIONS MUST BE PREAPPROVED AND SUBJECT TO APPROVAL

- ☐ Sports Registration fees \$500 per calendar year
- ☐ Ages 3 to 5th grade \$150 per calendar year for gear/equipment
- ☐ Grade 6th through 12th \$300 per calendar year for gear/equipment

PAYMENT will be made directly to the vendor, Purchase Orders may be issued for Fred Meyers or Prostock

The following information is required when applying for services:

- Verification of eligibility requirements (tribal enrollment, CIB, or decedent verification)
- Verification of event (must include: type of event, date and location)
- Verification of all associated costs
- Vendor or organization's completed W-9 (if payment is made directly to a vendor/organization)

Reimbursements must be pre-approved.

Applications and required documentation can be submitted to the Youth and Education Administrative Assistant (Susan.OldChief@nooksack-nsn.gov). Copies or scanned applications will be accepted to start the process, however original receipts must be turned in before the funds are released or considered for future funding. Any questions or concerns can be answered by Susan Old Chief (360) 966-9696

Reminder: incomplete applications will not be accepted.

Parents/Guardian Signature: _____ Date: _____

Staff use only:

Date Application Received:	_____	Staff Ints. & Date	_____
Date all Documents Received:	_____	Staff Ints. & Date	_____
Date of Approval:	_____	Staff Ints. & Date	_____
Approved Activity /Vendor	_____	Staff Ints. & Date	_____
Approved Amount:	_____	Staff Ints. & Date	_____
Remaining Assistance Available	_____	Staff Ints. & Date	_____

**NOOKSACK INDIAN TRIBE
JOHNSON O'MALLEY (JOM)
POLICY AND PROCEDURE HANDBOOK**

These policies and procedures will govern the Nooksack JOM 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 who have not received assistance through any other funding resources including the Health and Wellness Program, or JOM Services from another tribal entity and a descendants of a federally recognized tribe ages 3 through grade 12 who are enrolled in public school at the time of application submission and who are involved in an academic, school-related activity, or organized extracurricular activities that promote health and wellness.

ELIGIBILITY CRITERIA:

To receive JOM Services, students must meet the following:

- Must be an enrolled member of Nooksack Indian Tribe or;
- An enrolled member of Federally Recognized Indian Tribe or;
- A descendent of the Nooksack Indian Tribe or;
- At least ¼ degree Indian blood (must provide proof of enrollment)
 - Descendants applicants must have at least one (1) parent or one (1) grandparent enrolled in a Federally Recognized Tribe and must provide written proof of enrolled tribal member's status to determine eligibility for JOM services.
 - Proof of enrollment linking the student to the parent and/or grandparent enrolled in a Federally Recognized tribe must be provided, a birth certificate of the applicant and if applicable the birth certificate of the parent who is enrolled to determine descendancy
- Applicants must be ages 3 through 12th grade and attending public school at the time of the submission of the application, must be enrolled in Head Start, Preschool, elementary, middle or high school
- JOM assistance must be for an eligible academic, school-related activity
- Applicants 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 applications requirement and necessary registration materials for the eligible academic activity to be considered for approval of JOM Services

ANNUAL MAXIMUM BENEFIT (Subject to budget availability)

\$500.00 for Sports Registration for the calendar year

\$150.00 for gear/equipment for youth age 3 through grade 5 per calendar year

\$300.00 for gear/equipment for youth grades 6th through 12th per calendar year

THE MAXIMUM AMOUNT REQUESTED IS NOT GUARANTEED; FUNDING IS CONTINGENT UPON ANNUAL BUDGET APPROVAL 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.

APPLICATION REQUIREMENTS

- Completed Application
- Proof of eligibility requirements
- 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; 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)

All reimbursements requests must have pre-approval by the Program Administrator before an order or commitment to spend these intended tribal resources, pre-approval must be in written form by email from Program Administrator. All support funds will be paid and for by the tribal administration accounting department. Checks shall be written directly to the vendor or to the pre-approved vendor for 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 Program Administrator 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. If 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 to the Department Director to present to the Education Advisory Committee. See appeal process listed below.

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.

- 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.
- Service of Appeal:** Copies of the appeal shall be personally delivered to Timer Ridge Property at 5604 Mission Road, Bellingham, WA 98226 or by certified mail to PO Box 157, Deming, WA 98244

- C. **Deadline to appeal:** Appeals to the designated Education Advisory Committee shall be filed within five (5) calendar days after the applicant has been notified of the Notice of Denial.
- D. **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.
- E. **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.

All applications and supporting documents can be emailed to Susan Old Chief at Susan.OldChief@nooksack-nsn.gov or; mailed to PO Box 157, Deming, WA 98244 Attn: Education Department or; hand delivered to the Timer Ridge property at 5604 Mission Road, Bellingham, WA 98226.