



THE MUSCOGEE (CREEK) NATION

School Clothing Program/Department of Community and Human Services
P.O. Box 580 | OKMULGEE, OK 74447
T 918-549-2473 | F 918-549-2478

JAMES R. FLOYD
PRINCIPAL CHIEF

LOUIS A. HICKS
SECOND CHIEF

2019 School Clothing Program College/Technical School

PLEASE READ ALL INFORMATION

Dates: Program starts January 3, 2019 and ends December 31, 2019

Eligibility:

1. Student must be enrolled with Muscogee (Creek) Nation
2. Student must be 24 years of age or younger
3. Currently enrolled and attending full-time in a college /technical school. Cannot be pre-enrolled.
4. Pursuing an undergraduate education/certification
5. Student must sign the application

Guidelines:

1. College/Technical School Clothing grant is \$150.00
2. Assistance is based on funding availability
3. Apply once per year, January 2019 through December 2019
4. Reimbursements are not allowed
5. Purchases are not tax exempt
6. The school clothing check is void after 90 days from the date of the check
7. Once the check is cashed by the applicant, the Muscogee (Creek) Nation/School Clothing Program are absolved from any further responsibility.

Required Documents:

1. Completed application, signed by student – IF NOT COMPLETE, YOUR APPLICATION WILL BE MAILED BACK TO YOU.
2. **COPY OF CITIZENSHIP CARD. NO EXCEPTIONS!**
3. As proof of enrollment, please submit a letter on school letterhead from the registrar showing full time enrollment and including the official seal of the college or technical school or schedule showing full time enrollment and credit hours.

Receipt Guidelines:

1. Due within 90 calendar days from the date on the check, not the date the check is cashed.
2. Postmark dates will be accepted. Postmark dates must be legible and have the date printed.
3. Receipts must be dated on or after the date on your check. This is not a reimbursement program.
4. Receipts must total or exceed the amount awarded. Receipts are monitored for non-compliance.
*Do not submit cash, coins, check or money orders or other forms of payment with receipts.
5. Copies, scanned or original receipts will be accepted. (Do not submit photos of receipts).
6. Legibly print your name and phone number on each receipt
7. All receipts must be dated, itemized, and have the store name and phone number. Do not cut off any information
8. Garage sale receipts will not be accepted.
9. School receipts (clothing purchased from a school) must be itemized, dated, stamped with school stamp and signed by a school official.
10. Receipts must total or exceed the amount awarded.

******* Failure to comply with receipt due date and amount will result in student being ineligible for the next program year. Exceptions to this will include a natural disaster or medical/family emergency. Documentation of the natural disaster or medical/family emergency and a written appeal must be submitted within 10 calendar days from date of MCN's notifications. Documents must be dated within 90 calendar days from the date on your check.

******* If receipts are not submitted or receipts do not total the amount distributed, you will not be eligible the following year.

Approved Clothing Items: Tops, pants, jeans/shorts, dresses/skirts, undergarments, belts, winter hats, winter gloves, scarves, coats, shoes, boots, coveralls. Any items purchased that are not listed on the approved list are subject to denial. Non approved items will not be counted toward your receipt total.

Non-Approved Items: check cashing fee, cell phones/minutes, make-up, perfumes, colognes, pajamas, sleepwear, swimsuits, sports gear/mouth pieces, shoe inserts, back packs, school supplies, hair accessories, jewelry, donations, umbrellas, bag fees etc.

Muscogee (Creek) Nation
Department of Human Services
School Clothing Assistance Program
COLLEGE/TECHNICAL SCHOOL
2019 Application

STUDENT NAME: _____ SSN: _____
*Check will be issued to the student

DATE OF BIRTH: _____ ROLL # _____

MAILING ADDRESS: _____
*Check will be mailed to this address (CITY) (STATE) (ZIP CODE)

COUNTY: _____

PHONE: _____ MESSAGE PHONE: _____

Attach a letter from the registrar showing full time enrollment and including the official seal of the college or technical school or a schedule showing full time enrollment and credit hours.
You must attach a copy of your Muscogee (Creek) Nation Citizenship Card with your application.

Fair Hearing Statement: You will be notified of any action against your application. An appeal will only be accepted for natural disaster which is flood, fire, tornado or a medical emergency for yourself or immediate family or death in your immediate family. You must submit a written appeal and documents, within 10 calendar days from the date of MCN's notification, showing natural disaster or medical emergency or death in immediate family. The documents must be dated within 90 calendar days of the date on your check. The school clothing program supervisor will issue a response within 10 business days of appeal.

Privacy Act Statement: The School Clothing Office reserves the right to share the information with other Federal, State, Tribal offices, schools, and/or programs, etc. who have some responsibility with the services for which you are applying. For any other persons or program wanting information from your case file, you must complete the Release of Information Section below.

Fraud Statement: All information pertinent to services requested is subject to verification. Falsification of this information shall be grounds for:

1. Denial of this application.
2. Not eligible to receive assistance for one year from the date that fraud is determined.
3. Applicant may be required to pay back monies that were awarded.
4. Information may be forwarded to the Attorney General's Office if further action is needed.

Release of Information: Should you choose a family member or friend to receive or give information to our staff, in regards to the Application, please complete the following for identification purposes.

Name: _____ Relation: _____ SSN: XXX-XX _____

Name: _____ Relation: _____ SSN: XXX-XX _____

This Release of Information will remain in effect for one (1) program year or until you request to rescind authorization. Information will only be given to person(s) listed above.

By signing below, I confirm:

- The information I have provided is true and accurate.
- I have read, understand, and will adhere to MCN School Clothing Program Guidelines.
- I understand that receipts must be dated on or after the date on the check.
- I understand that receipts must total or exceed the amount awarded.
- I understand that receipts must be returned to the school clothing office within 90 CALENDAR DAYS of the date on the check
- I acknowledge that I have read the Fair Hearing Statement, Fraud Statement and the Release of Information section.

Student Name (Printed) _____

Date: _____

Student Signature: _____

RETURN APPLICATION TO:

Muscogee (Creek) Nation
School Clothing Program
P.O. Box 580
Okmulgee, OK 74447

Email: schoolclothing@mcn-nsn.gov
Fax: 918-549-2478
Physical Address: 2971 N. Wood Drive
Okmulgee, OK 74447

Phone: 918-549-2473 Toll Free: 800-482-1979, Ext. 2473