Muscogee (Creek) Nation Human Services Program
School Clothing Program

1. GUIDELINES (PLEASE READ AS SOME GUIDELINES HAVE CHANGED)

- **The School Clothing program is open all year. Starting January 1, 2017, our school clothing year will be considered January 2017 through December 2017. For 2016, you may still apply May 2nd – December 31st**

- **School Clothing grant is an allowance of $200 per student, per year. This amount is NOT tax exempt.**

- **This is not a reimbursement**

- **NEW RECEIPT GUIDELINES.** Receipts must:
  - **Be returned within 90 calendar days from the check issuance date;Postmark dates will not be accepted.**
  - **Be dated AFTER your check issuance date.**
  - **Copies, scanned or original receipts will be accepted. (Please do not submit photos of receipts.)**
  - Total or exceed the amount awarded; Receipts submitted that total less than the amount awarded will result in a denial for the next school year.
  - Legibly print the head of household, student's name, and phone number on each receipt. PLEASE MAKE COPIES FOR YOUR RECORDS.
  - Be dated, itemized, have the store name and phone number.
    - Garage sale receipts will not be accepted.
    - Credit card receipts must be itemized with date, store name and phone number.
    - Consignment store receipts must be itemized with date, store name and phone number.
    - School receipts (clothing purchased from a school) must be itemized, dated, stamped with school stamp and signed by a school official.
  - Receipts will NOT be accepted if:
    - Highlighters are used on the receipts; this causes the ink to fade or disappear.
    - Combined with other purchases, ex. toiletries, food, non-clothing items, etc.
    - Receipts are stapled or taped.
    - The date is not on the receipts.
  - Do not submit cash, coins, check or money orders or other forms of payments with your receipts.

- **In the event receipts are not submitted by the deadline, those students will not be eligible for the next school clothing year. Should a new child apply within this same household the next school clothing year, that child will be eligible.**
  - Exceptions to this will include a natural disaster such as a fire, tornado, etc.
  - Documentation of the natural disaster must be submitted and dated within 90 calendar days from the check issuance date.

- **Request for Reconsiderations for Medical/Family Emergency Only.**
  - This will only apply to households who do not submit any receipts for the awarded/issued amount due to a medical or family emergency.
  - Must be in writing with documentation of emergency attached.
  - Medical/family emergency documentation must be submitted and dated with 90 calendar days from the check issuance date.

2. ELIGIBILITY

- **Student(s) must be enrolled with the Muscogee (Creek) Nation and a copy or printout from the Citizenship Office of their citizenship card must be submitted.**
  - CDIB cards are NOT accepted
  - If a printout or copy of card has been submitted in previous years, please do not submit another verification.

ELIGIBILITY (continued)

- **Students must be enrolled in a certified school system at the time of application. Application will not be processed until enrollment for all children has been received.**
  - Head Start: Must be at least 3 years of age and enrolled in a certified program, not daycare.
  - Public or Private School: Must be 4 to 18 years of age, or 12th grade.
  - Documentation for Head Start, Public or Private Schools must be on school letterhead or complete the School Clothing School Enrollment Form. Demographics, schedules, etc. will not be accepted.
  - Home School: Must be 5 to 18 years of age. In the event a child tests out before he/she turns 18 years of age, this child is no longer eligible for the Program. The School Clothing Home School Enrollment Form and the current school year curricula or the original book receipts for the current school year must be submitted.

- **Custody Order, Legal Guardianship, or Power of Attorney filed in a court**
  - Should documentation listed above not be available, the following will be accepted: Proof of residency letter on school letterhead from a school official verifying the said guardian on application is listed as the guardian (main contact) with verification of the child(rens) home address.
  - If a Custody Order, Legal Guardianship or Power of Attorney should change, no additional payments will be issued to the current guardians. ($200 per student, per year.)
  - If custody is joint (50/50) and a primary, custodial parent is not listed on the documentation; the parent who applies first will receive the assistance.
  - Notarized or hand written statements will not be accepted.

3. APPLICATION PROCESS

- ✓ **Only one (1) application per household will be accepted.**
  - Application may be submitted by mail, fax, email, in person or by dropping it in the drop box located at the School Clothing Office. Please do not mail, fax and email duplicate applications.
  - If a household is applying for both biological children and foster children, a separate application will be required for each.

- ✓ **Receipt of Application Postcard**
  - Once an application is received, a postcard will be mailed to the head of household.

- ✓ **Pending Letter**
  - Incomplete applications will receive a pending letter and will be held until the end of the year. If needed documentation is not received by end of year, the application will be denied.

- ✓ **Processing Time**
  - Due to the number of applications received, please allow 8-10 weeks for processing and payments to be issued

- ✓ **Approved Clothing Items**
  - Approved
    - Tops Pants/Shorts Dresses/Skirts Undergarments/Socks
    - Belts Hats Winter gloves/scarves Coats Shoes/Boots Shoe Strings
  - Any items purchased that are not listed on the approved list are subject to a denial. This denial will result in the amount purchased being decreased. Please note, receipts must total or exceed the amount awarded to be eligible for the next school year.
    - Examples of non-approved items: check cashing fee, cell phones/minutes, make-up, perfumes, colognes, pajamas, sleepwear, swimsuits, sports gear/mouth pieces, shoe inserts, backpacks, school supplies, hair accessories, etc.

Muscogee (Creek) Nation
Department of Human Services
School Clothing Program
2016/2017
Application

HEAD OF HOUSEHOLD INFORMATION

Full Name:	SSN#:
Spouse (If applicable):	SSN#:

Marital Status: ☐ Single: ☐ Married: ☐ Separated: ☐ Divorced: ☐ Widow/er:

Please Check: ☐ Legal Parent ☐ Legal Guardian ☐ Foster Parent ☐ Caseworker ☐ Other:

CONTACT INFORMATION

(CHECK WILL BE MAILED TO THIS ADDRESS. IT IS YOUR RESPONSIBILITY TO CONTACT THE OFFICE SHOULD YOU MOVE.)

Address:			
County:	City:	State:	Zip:
Phone:	Message Phone:		

STUDENT INFORMATION

(LIST STUDENTS IN WHICH YOU ARE APPLYING FOR. ALL FIELDS MUST BE COMPLETED WITH REQUESTED INFORMATION.)

STUDENT NAME:	DATE OF BIRTH	SSN#:	ROLL #:
1.			
2.			
3.			
4.			
5.			
6.			

ACKNOWLEDGEMENT

By signing below, I confirm:

*My application is thoroughly completed and all required documentation is attached.
*The information I have provided is true and accurate.
*I have read, understand, and will adhere to the guidelines, eligibility, application process, fair hearings statement, privacy act statement, fraud statement and release of information.
*I have been informed that copies, scanned or original receipts must be submitted by mail, fax, email, or by dropping in the drop box located at the School Clothing Office. (Please do not submit photos of receipts.)
*I have been informed that receipts must be returned to the school clothing office within **90 CALENDAR DAYS** of the check issuance date.
*I have been informed that receipts must be dated AFTER the check issuance date. NO EXCEPTIONS!
*I understand that the receipts must total or exceed the amount awarded. NO EXCEPTIONS!
*I understand I need to submit ONE application either by mail, email, fax, in person, or by dropping it in the drop box located at the School Clothing Office.
*I further understand I will receive a Receipt of Application postcard and should additional information be needed, I will expect a pending letter.
*I understand that all fields must be completed or my application will not be accepted.
*I understand that postmark mail dates will not be accepted when returning receipts. Receipts must be turned in by due date.
*I understand this is not a reimbursement program.

Head of Household Name (printed): _____ Date: _____

Head of Household Signature: _____

*If the Head of Household is not the custodial parent/guardian of the child(ren), you must attach current documentation that the children is/are legally in your care.

RETURN APPLICATIONS TO:

MUSCOGEE (CREEK) NATION
SCHOOL CLOTHING OFFICE
P.O. BOX 580
OKMULGEE, OK 74447

PHONE: 918.549.2473 **TOLL FREE:** 800.482.1979 EX. 2473
FAX: 918.549.2478
EMAIL: schoolclothing@mcn-nsn.gov
PHYSICAL ADDRESS: 2971 N. WOOD DR.

Revised 03/2016

Muscogee (Creek) Nation
Department of Human Services
School Clothing Program
Acknowledgement Statements and Release of Information

Fair Hearing Statement: Once all required documents have been received, the school clothing staff has 8-10 weeks to process your application. ALL required documentation must be received in order to determine eligibility. Should the office need additional information, you will receive one pending letter and your application will be considered pending for that school year until all required documentation has been submitted. Should your receipts get lost in the mail and you cannot provide your copy, you will be denied. Exception(s) will be in cases where the receipts were destroyed in a house fire, tornado, etc. In cases where your receipts were not turned in, Requests for Reconsideration will be taken due to medical or family emergencies **ONLY**.

Privacy Act Statement: The Muscogee (Creek) Nation School Clothing Office cannot give out your information. However, the School Clothing Office can 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.* You have a right, to know what information is in your case record and you can ask to see it if you believe some information is inaccurate. Ask a School Clothing staff member about how to change or update the information in your case file.

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 (1) year.**
3. **All parties, schools, agencies, tribal programs, etc., will be notified.**
4. **Applicant may be required to pay back any monies that were awarded.**
5. **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 requested for identification purposes.

☐ I do not wish to list any person(s).
☐ I authorize the Social Services Department to obtain and/or exchange information with the person(s) listed below.

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

This agreement will remain in effect for one (1) year from date of signature or until you request to rescind authorization. Information will only be given to person(s) listed if the box above is checked to authorize it. **Should you fail to check either box, your application will be considered incomplete, and sent back to you.**

Head of Household Name (printed): _____ Date: _____

Head of Household Signature: _____

Office Use Only

Staff Member Name: _____ Date Completed: _____

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

School Enrollment Form

Parents: This form must be completed by a School Official

This is to verify that the following students are enrolled or pre-enrolled.

Please complete one box per student. If additional space is needed, use separate sheet

Student Name	**Student Name**
Grade for current school year	**Grade for current school year**
Name of School	**Name of School**
School Phone Number	**School Phone Number**
Signature of School Official/Title	**Signature of School Official/Title**
Did student complete previous full school year? **Please circle: Yes No**	**Did student complete previous full school year?** **Please circle: Yes No**

Student Name	**Student Name**
Grade for current school year	**Grade for current school year**
Name of School	**Name of School**
School Phone Number	**School Phone Number**
Signature of School Official/Title	**Signature of School Official/Title**
Did student complete previous full school year? **Please circle: Yes No**	**Did student complete previous full school year?** **Please circle: Yes No**

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Human Services Department
School Clothing

HOME SCHOOL ENROLLMENT

Please attach a copy of the upcoming school year curriculum or original textbook receipts. Failure to attach the curriculum or receipts will delay the process of the application.

I, the undersigned, hereby attest, that my child(ren) (please list grade next to name of child),

_____

are homeschooled at the home of _____
located at, _____.

I affirm the enclosed curriculum is the curriculum that my child(ren) will be receiving and/or the enclosed original textbook receipts are the textbooks that will be used by my child(ren) during the current school year.

I understand that the submission of false information will result in me and/or my child(ren) being ineligible for future school clothing assistance and may result in the Muscogee (Creek) Nation filing charges against me for the recovery of any misspent monies.

Head of Household Name (print): _____Date: _____

Head of Household Signature: _____