



# 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

**David Hill**  
Principal Chief  
**Del Beaver**  
Second Chief

## 2021 School Clothing Program College/Technical School

### PLEASE READ ALL INFORMATION

**Dates: Program starts January 4, 2021 and ends December 30, 2021**

#### Eligibility:

1. Student must be a Muscogee (Creek) Nation citizen. Citizenship will be verified.
2. Student must be 24 years of age or younger at the time application is received
3. Currently enrolled and attending full-time in a college /technical school.
4. Pursuing an undergraduate education/certification.
5. Check will be issued to the student on 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 2021 through December 2021.
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.
8. You must have your correct mailing address on your application. Please DO NOT write your email address.

#### Required Documents:

1. Completed application, signed by student – IF NOT COMPLETE, YOUR APPLICATION WILL BE MAILED BACK TO YOU.
2. A letter from the registrar showing full time enrollment with the official seal of the college/ technical school OR a schedule showing student's name, name of school, full time enrollment/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, faxed or original receipts will be accepted. (Do not submit photos of receipts).
6. Legibly print your name and phone number on each receipt. (Do not submit with other applicants, ex. Parents, siblings, etc.)
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. Please make copies of receipts for your records.

\*\*\*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, swimwear, water shoes, sports gear/mouth pieces, shoe inserts, back packs, school supplies, hair accessories, jewelry, donations, umbrellas, bag fees etc., baseball caps, cowboy hats

Muscogee (Creek) Nation  
Department of Human Services  
School Clothing Assistance Program  
COLLEGE/TECHNICAL SCHOOL  
2021 Application

STUDENT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

\*Check will be issued to the student

DATE OF BIRTH: \_\_\_\_\_ ROLL # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\*Please DO NOT write your e-mail address (CITY) (STATE) (ZIP CODE)

COUNTY: \_\_\_\_\_

PHONE: \_\_\_\_\_ MESSAGE PHONE: \_\_\_\_\_

For Citizenship to be verified, all fields must be complete, correct and legible

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Attach a letter from the registrar showing full time enrollment with the official seal of the college/technical school OR a schedule showing student's name, name of school, full time enrollment/credit hours.

**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.

**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.

**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.

**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: \_\_\_\_\_ Last 4 digits of Social Security # \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Last 4 digits of Social Security # \_\_\_\_\_

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: \_\_\_\_\_

YOU MAY MAIL, E-MAIL, FAX OR DROP OFF YOUR APPLICATION

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

Email: [schoolclothing@mcn-nsn.gov](mailto:schoolclothing@mcn-nsn.gov)

FAX: 918-549-2478  
Phone: 918-549-2473 Toll Free: 800-482-1979, Ext. 2473

DROP OFF/ PHYSICAL ADDRESS:  
Muscogee (Creek) Nation  
School Clothing Program  
1000 Elders Rd.  
Okmulgee, OK 74447