

Karuk Tribal TANF Program

The KTTTP Mission

Statement: To preserve and strengthen the children and families of the Karuk Tribe and other Native American Tribes through an effective social welfare system that empowers individuals and families to work toward and achieve self-sufficiency, sobriety, and to become loving responsible parents in a culturally relevant way.

4 purposes of TANF

1. To provide assistance to needy families so that their children may be cared for in their own home or in the home of relatives.
2. To end dependence of needy parents on government benefits by promoting job preparation, work and marriage.
3. To prevent and reduce the incidence of out-of-wedlock pregnancies.
4. To encourage the formation and maintenance of two-parent families.

Temporary Assistance for Needy Families

Hello Tribal Families,

Our TANF Department is open to comments and suggestions on events we have held in the past and events that you would like to see in the future.

Please feel free to put your comments and suggestion in writing or complete our TANF survey so that we can review them and possibly offer different activities and events in all three communities.

We would like to offer events geared towards the whole family unit participating.

TANF needs a Risk Assessment Form completed by all participants in each community. If you have not completed a 2017 Risk Assessment Form please do so at your nearest Karuk Tribal



TANF office. This form helps determine the need for activities in each community.

TANF would like to thank you for your time and participation with comments/suggestions, and participation in events that we provide for our communities.

Sincerely,
TANF Staff

TANF Office Locations

Yreka Karuk TANF
1517 "A" South OregonSt
P.O. Box 1730
Yreka, CA 96097
PH (530)842-4775
FX (530)842-4702

Happy Camp Karuk TANF
110 Nugget Street
P.O. Box 1016
Happy Camp, CA
PH (530)493-1440
FX (530)493-1441

Orleans Karuk TANF
39051 Highway 96
P.O. Box 141
Orleans, CA 95556
PH (530)627-3741
FX (530)627-3459

Karuk Community Health Clinic

64236 Second Avenue
 Post Office Box 316
 Happy Camp, CA 96039
 Phone: (530) 493-5257
 Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
 64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

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2016-2017 LOW INCOME ASSISTANCE PROGRAM APPLICATION
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LIAP & GA program run on a fiscal year starting October 1, 2014 through September 2015.
 CSD Program run on a fiscal year starting January 1, 2015 through December 31, 2015.
 Report any type of fraud from vendors immediately by calling (530) 493-1600 Ext. 2025.

Please read the brief program descriptions below to make your selection(s)

LIHEAP - Low Income Heating Energy Assistance Program

The LIHEAP program assists enrolled Karuk Tribal Members, who reside within the Karuk service area, with energy assistance. Eligibility is based on income, household size and energy need. Please provide photocopies of social security cards for each member of the household.

Eligibility Income Guidelines - You must not exceed the maximum for the size of your family.

60 Percent of Estimated State Median Income - 2014 Yearly Income							
1-Person Family	2-Person Family	3-Person Family	4-Person Family	5-Person Family	6-Person Family	7-Person Family	8-Person Family
\$24,236	\$31,693	\$39,150	\$46,607	\$54,064	\$61,521	\$68,978	\$76,435

GA - General Assistance

The GA program provides emergency food, shelter and clothing assistance to Karuk tribal members, who reside within the Karuk service area and do not receive public assistance. (SSA, SSI, VA, Disability, county/tribal TANF, GA, GR, etc.,) This program may provide up to \$250.00 in food/clothing assistance and up to \$500.00 in shelter assistance annually.

Eligibility Income Guidelines - You must not exceed the maximum for the size of your family.

Minimum Basic Standard of Adequate Care (MBSAC) 2014 - Monthly Income Chart							
1-Person Family	2-Person Family	3-Person Family	4-Person Family	5-Person Family	6-Person Family	7-Person Family	8-Person Family
\$572	\$940	\$1,164	\$1,384	\$1,581	\$1,777	\$1,948	\$2,502

CSD - Community Service Development Block Grant Program

The CSD program provides emergency food, shelter and clothing assistance to Karuk tribal members and descendants who reside within the Karuk service area. This program up to \$250.00 in assistance.

Eligibility income Guidelines - You must not exceed the maximum for the size of your family.

2014 Federal Poverty Guideline - Yearly Income Chart							
1-Person Family	2-Person Family	3-Person Family	4-Person Family	5-Person Family	6-Person Family	7-Person Family	8-Person Family
\$11,670	\$15,730	\$19,790	\$23,850	\$27,910	\$31,970	\$36,030	\$40,090

LIAP - Low Income Assistance Program Committee

The LIAP Committee provides special needs services to Karuk tribal members. Applicants do not have to live within the Karuk service area to receive services. The LIAP committee meets on the 2nd Wednesday of every month.

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2016-2017 LOW INCOME ASSISTANCE PROGRAM APPLICATION**APPLICANT INFORMATION**

Name: _____ SSN: ____/____/____ Date of Birth: _____ **A**

Tribal Enrollment# _____ Gender: Male Female Handicapped: Yes No Disabled: Yes No

Mailing Address: _____ City: _____ Zip code: _____

Physical Address: _____ City: _____ Zip code: _____

Home Telephone: (____) _____ - _____ Cell Telephone: (____) _____ - _____

Do you reside within the Karuk service area? Yes No (Siskiyou County and Eastern Humboldt County from Bluff creek at mile marker 28.6 to the Siskiyou County line)

FAMILY COMPOSITION - List everyone living in the household

Family Size _____ **E**

Family Composition: Single-Parent Two-Parent Guardian Multi-Family (living w/another family)

Marital Status: Single Married Separated Divorce Widowed Significant Other

Other Household Members

Name	Date of Birth	Relationship	Handicapped	Disabled
1			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
2			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
3			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
4			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
5			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
6			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
7			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
8			<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled

INCOME -**Income verification for one (1) month**

Applicant	Name of Employer/Income Source	Monthly Earned Income	Monthly Unearned Income	No Income
#1 Employer/Income Source		\$	\$	No Income
#2 Employer/Income Source		\$	\$	No Income
#3 Employer/Income Source		\$	\$	No Income

Spouse/ Significant Other	Name of Employer/Income Source	Monthly Earned Income	Monthly Unearned Income	No Income
#1 Employer/Income Source		\$	\$	No Income
#2 Employer/Income Source		\$	\$	No Income
#3 Employer/Income Source		\$	\$	No Income

RECEIVING/PENDING OTHER SERVICES (PLEASE CHECK ALL THAT APPLY)

D

None (Not Receiving or have any services pending)

Receiving/Pending Services	Date
Local Agency	
Tribal Agency	
SSI	
SSA	
VA	
Retirement/Pension	
Unemployment	
County GA	
County TANF	
Tribal TANF	
Food Stamps	
Food Commodities	
LIHEAP	

Denied Services	Date
Local Agency	
Tribal Agency	
SSI	
SSA	
VA	
Retirement/Pension	
Unemployment	
County GA	
County TANF	
Tribal TANF	
Food Stamps	
Food Commodities	
LIHEAP	

HOME INFORMATION

E

Are you: Own/Buying Renting Caretaker Homeless Staying with Extended Family

Type of dwelling: House Modular Home Mobile Home Travel Trailer Tent

Is your utility bill included in your rent? No Yes Are you on a community water system? Yes No Well? Yes No

Utility service is in the name of: _____

PROGRAM SERVICES REQUESTED

Energy Assistance Requested:

F

LIHEAP
(Tribal Members only)

Fuel
 Electricity
 Wood / Wood Pellets
 Propane/Kerosene
 Weatherization needed: _____
 (e.g., insulation for water heater, storm windows, etc.,)

Heating/Cooling
 Wood Stove
 Monitor Heater
 Air Conditioner/Swamp Cooler

Other
 Crisis

GA (GENERAL ASSISTANCE)
(Tribal Members only)

Food Clothes Shelter
 Adult Care Services GAWEP Burial Assistance
 Emergency Assistance Children/Elderly/Family Assistance

CSD
Tribal Members or
Lineal Descendants)

Food Clothes Shelter

LIAP COMMITTEE
(Tribal Members)

Specialist Needs Request

REASON FOR THE REQUEST (Only for GA, CSD and LIAP Committee)
Detailed Explanation of what you are requesting - why & because

G

REQUIRED DOCUMENTATION

Tribal members applying for LIAP assistance must provide the following information to be determined eligible to receive services from the LIAP program.

DOCUMENT CHECKLIST

Documents Needed	Description	Submit	Program
Tribal ID	Karuk Tribal ID/Certificate	Copy	LIHEAP, GA, CSD, LIAP
State Drivers License or State Id	California drivers License or California State Id	Copy	LIHEAP, GA, CSD, LIAP
Birth Certificate	Birth Certificate	Copy	LIHEAP, GA, CSD, LIAP
Social Security Card	Social Security Card - (Everyone in the household)	Copy	LIHEAP, GA, CSD, LIAP
Earned/Unearned Income	Applicant	Copy	LIHEAP, GA, CSD, LIAP
Miscellaneous Income, or	Individuals 18 or older living in household	Copy	LIHEAP, GA, CSD, LIAP
"No Income" Form	Individuals 18 or older living in household	Signed	LIHEAP, GA, CSD, LIAP
Proof of Residence	Copy of electricity bill, propane, rental agreement etc.	Copy	LIHEAP, GA, CSD, LIAP
Letter of Denial	A letter from an emergency resources agency stating services are denied or no services available. (Unemployment, SSA, SSI, Disability, Food Stamps, Food Commodities, Tribal Work Program, Non-Profit Agencies, Salvation Army, NCIDC, Tribal TANF, County TANF.	Copy	GA, CSD, LIAP
Energy Bill	Electric, Gas, Propane, Kerosene, Natural Gas, etc.,		LIHEAP

CERTIFICATION

Initial (Each statement)

_____ I understand that I am responsible for the completion my application.

_____ If I submit an incomplete application, I understand that my application will be place on hold until all required documentation has been received by the LIAP program.

_____ I certify that all the information provided for this application is true and correct to the best of my knowledge and is subject to verification by the LIAP program.

_____ I have read and understand that falsification, misuse of program funds and any statement or documentation given on this application and in my file will be considered an intentional program violation and grounds for termination from this program for one (1) fiscal year from the date of determination. In addition, I understand that I may be subject to prosecution under the law.

_____ I understand that all information/documentation submitted for this application is confidential and no information/documentation obtained through this application shall be made public.

_____ Date _____
Signature of Applicant

_____ Date _____
LIAP Application's Preparer Signature (not the applicant) (this signature is used when applying for burial assistance)

LIAP APPEAL PROCEDURES

The applicant may appeal any adverse decision made by the Low Income Assistance Program (LIAP). The LIAP grievance process shall be as follows:
Step 1

The applicant shall submit an appeal, in writing, to the TANF Executive Director within 10 business days of receiving the LIAP adverse action. The TANF Executive Director shall review the LIAP Coordinators decision, the applicant's appeal, the application and supporting documentation received by the LIAP and render a decision within 10 business days. If the applicant is not satisfied with the TANF Executive Director's decision, the applicant can appeal the decision to the LIAP committee.

Step 2.
The applicant shall submit in writing an appeal to the adverse decision to the LIAP Committee within 10 business days of receiving the TANF Executive Directors decision. The LIAP Committee shall review the LIAP coordinator decision, the applicant's appeal, the application and supporting documentation received by the LIAP coordinator, the TANF Director's Decision, and render a decision within 10 business days. If the applicant is not satisfied with the LIAP Committees decision, the applicant can appeal the decision to the Karuk Tribal Council .

Step 3.
The applicant shall submit in writing an appeal to the adverse decision to the Karuk Tribal Council within 10 business days of receiving the LIAP Committees decision. The Karuk Tribal Council shall review LIAP coordinator decision, the applicant's appeal, the application and supporting documentation received by the LIAP, the TANF Director's decision, and render a decision within 10 business days. The Karuk Tribal Council's decision is final.

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APPENDIX A

RELEASE OF INFORMATION (ROI)

Consent for Release of Information

I, _____ (Legal Name), hereby authorize LIAP to release and/or exchange all confidential professional information pertaining to me and the documentation submitted to determine my eligibility in the Low Income Assistance Program.

This release of information is for the sole purpose of verifying the information providing on the application and verifying the supporting documentation.

I understand and consent to a photocopy of this authorization may be used for the purpose(s) stated above.

Date: _____

Signature _____

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Appendix B

LIAP APPEAL PROCEDURES

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The following process are to provide the applicant with instructions on the procedure of filing an appeal.

1. Appeal in Writing

All appeals must be in writing and be submitted to the TANF Executive Director, of the LIAP Coordinator, who issued an adverse decision for services. The appeal must be signed and dated by the applicant.

2. Appeal Content

The appeal must include at least the following information: the decision being appealed, and the reason for the client's disagreement with the action. Client will provide a copy of the adverse decision Client must include a current mailing address.

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Step 2.

The applicant shall submit in writing an appeal to the adverse decision to the LIAP Committee with in 10 business days of receiving the TANF Executive Director's decision. The LIAP Committee shall review LIAP coordinator decision, the applicant's appeal, the application and supporting documentation received by the LIAP, the TANF Director's Decision, and render a decision within 10 business days. If the applicant is not satisfied with the LIAP Committee's decision, the applicant can appeal the decision to the Karuk Tribal Council .

Step 3.

The applicant shall submit in writing an appeal to the adverse decision to the Karuk Tribal Council with in 10 business days of receiving the LIAP Committee's decision. The Karuk Tribal Council shall review LIAP coordinator decision, the applicant's appeal, the application and supporting documentation received by the LIAP, the TANF Director's Decision, and render a decision within 10 business days. The Karuk Tribal Council's decision is final.