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**IYAKAPTAPI**  
**DISTRICT**  
**POLICIES**  
**AND**  
**PROCEDURES**

## IYAKAPTAPI DISTRICT POLICIES FOR GENERAL WELFARE

- A. All applications must be completely filled out and signed with the supporting documents attached. Examples: Invoice, Bill, Estimate, Statement from the Utility Company, Contractor, Business, Landlord, Employer or Medical Appointments from the hospital.
- B. If you have requested assistance from other agencies the BIA, ET Demo/TANF, State Social Services LIEAP or other Tribal Programs please submit a letter or statement of denial from the agency contacted. Verification that you have been denied assistance from other agencies will provide eligibility for assistance from the district **providing funds are available. No checks for assistance will be handed out or mailed without completed application.**
- C. Submit complete application to the District Coordinator before the weekly District Executive meeting so that your request can be reviewed and decided on. Applications can be mailed to: P.O. Box 825, Agency Village, SD 57262 or faxed to 605-938-5475.
- D. You **MUST** be a member of the Iyakaptapi District for 6 months and be on the voting roster. Upon the age of 18, all youth are reminded to fill out an application for District Membership. See the District Secretary or the District Coordinator for more information. Once an Iyakaptapi Youth is approved for adult membership at a regular district meeting they will then be eligible for district assistance. District meetings are held on the 4<sup>th</sup> Thursday the month.
- E. Quarterly Reports to be submitted by the District Elderly Committee and the District Youth Committee.

## TYPES OF ASSISTANCE

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1. **Energy Assistance:** \$125 limit per member to be received on the calendar month of your birthday.
2. **Rent/Light Deposit:** \$300 limit per household to be received once every 3 years. (Must provide statement from Landlord and any denial letters)
3. **Elderly:** \$100 limit per year for 55 and older.
4. **Disabled:** \$100 limit per year. Short-term disablement due to accidental injury or illness verified by Doctor statement, a minimum of 30 day work restriction.
5. **Youth:** \$100 limit per child (Pre-school thru High School) for participating in extracurricular activities or if given an award while in school. (Please provide verification).
6. **Emergency Home Repair:** \$5,000.00 limit per household. Please contact the Sisseton Wahpeton Housing Authority (HIP/HUD) for possible assistance first. Must show proof of ownership or contract for deed to be approved for the Home Repair List. You will then be on the list and your request will be paid as funds allow.
7. **Education:** You must attach verification that you will be attending college classes and maintain a GPA of 2.5 to be eligible for this incentive providing funds allow.

3 Credits	\$100.00
6 Credits	\$200.00
9 Credits	\$300.00
12 Credits	\$500.00
13 Credits +	\$ 50.00 for each additional credits.
An additional \$250.00 if you are on the Dean's List.	

8. **Moving Expense:** \$400.00 limit if you are moving Home from Over 200 miles.
9. **Medical:** Medical assistance is provided by Tribal Elderly Affairs, go there first. If you have a medical appointment out of town assistance is provided as follows:

**Watertown-\$50.00, Aberdeen-\$50.00, Sioux Falls-\$50.00 overnight \$100.00  
Fargo-\$50.00 overnight \$100.00, Minneapolis-\$75.00 overnight \$150.00**

Must provide appointment slip and letter of denial from agencies contacted. There will be a \$300.00 limit per year. Certain situations will be handled on a case by case

situation. In the event of medical emergencies & surgeries, the immediate family household will be eligible for a \$300.00 limit in medical assistance from the district.

10. **Funeral assistance:** If there is a death in the immediate family, the next of kin belonging to the district may request and receive \$250.00
11. **No assistance for food coupons – district motion.**
12. **Emergency Shelter:** I-29 or Viking for 1 to 2 weeks if needed in case of emergencies such as fire, flood, electrical, frozen water pipes. If damages occur during stay no assistance will be given to that individual until damages are paid in full.
13. **Emergency Repairs:** Not to exceed \$3,000.00, over \$3,000.00 will be referred to the district for the Home Repair List. Emergency repairs that will be considered are: floor falling in, broken waterlines, septic tank collapses, well pump out, faulty electrical panel, furnace, water heater, foundation. Must own home or be in contract for deed and provide two estimates.

**Note:** Documentation must be provided for auditing purposes

Any district member knowingly abusing the Policy & Procedures of the district will result in denial of any future assistance for the remainder of the fiscal year.

Each executive officer will receive \$150.00 for monthly service and \$150.00 for attending the regular district meeting. Executives will receive \$75.00 for executive meetings. Each executive will receive a \$500.00 Christmas bonus. The District Chairman will give Bonus/ Incentive to executives and or coordinator for performing services above their regular monthly services.

Non-Disclosure Policy – Financial records shall be kept at the Iyakaptapi District Center for review. Assistance shall not be made public information due to previous abuse. Any financial records shall be reviewed upon request however; these financial reports will only be available at the district center and are not to be removed. (per motion #9, Regular District Meeting dated July 28, 2011)

We, the Executive Officers of the Iyakaptapi District hope you will cooperate and abide by these policies set forth to benefit all of the members of the Iyakaptapi District. If you have any questions, please contact one of the District Executives or the District Coordinator.

Revised 08/01/11