



# SUSANVILLE INDIAN RANCHERIA

## JOB PLACEMENT AND TRAINING (JPT) PROGRAM ORDINANCE NO. 2015-002

### **Section 1. Policy.**

This Ordinance is adopted by the Tribal Business Council (TBC), pursuant to its authority granted under the Tribe's Constitution, for addressing job placement and training applications submitted to the Susanville Indian Rancheria (SIR). The SIR shall reserve funds on an annual basis for providing job placement training funds to its tribal members.

All job placement and training applications MUST be reviewed by the Higher Education Committee. The Tribal Business Council will not review or approve a job placement and training application that has been denied by the Higher Education Committee.

### **Section 2. Purpose.**

The Susanville Indian Rancheria Tribal Business Council recognizes the importance for its eligible members to obtain employment skills through accredited colleges with vocational programs; certified vocational training institutions; various unions who offer skills in the building trades; and by approved tribal learning centers. These programs provide education in such fields as accounting, computer technology, electronics, early childhood education, dental hygienist, nursing, certified construction skills that may include hybrid welding, HVAC, refrigeration, brick masonry, equipment operation, truck driving, and various residential and commercial skills such as electrical work, and several health care professions. This program is designed to assist individuals in securing jobs that lead to self-sufficiency.

All job placement and training applications are reviewed and approved by the Tribe's Higher Education Committee.

### **Section 3. Scope.**

This ordinance will apply to SIR tribal members seeking job placement and training funds from the tribe.

#### **Section 4. Definitions.**

For the purposes of this Ordinance, the following definitions shall apply:

- 4.1 **Appeal.** All decisions of the Higher Education Committee are final and cannot be appealed.
- 4.2 **Applicant/Student.** An enrolled member of the Susanville Indian Rancheria.
- 4.3 **Gainful Employment.** Work resulting in self-sufficiency.
- 4.4 **Higher Education Committee.** The Higher Education Committee shall be formed to review all job placement and training applications and shall consist of at least one Tribal Business Council member, the Tribal Administrator or Tribal Office Manager, and the Tribal Enrollment Coordinator.
- 4.5 **Indian Self-Sufficiency Plan (ISP).** A written plan designed to meet the goal of employment through specific actions that meet the needs of the individual. The plan is jointly developed and signed by both the applicant and the tribe. The ISP addresses the applicant's barriers to employment and a plan of action to address barriers.
- 4.6 **On or Near Reservation.** Those areas or communities adjacent or contiguous to reservations, or service areas where job placement and training programs are provided upon approval of the Assistant Secretary – Indian Affairs or his designated representative.
- 4.7 **On-the-Job-Training (OJT).** A written agreement for an employer to provide training to a participant who engages in productive work that provides knowledge or skills to the full and adequate performance of the job. The employer receives reimbursement from the Job Placement and Training Program for the wage rate of the participant. OJT may be used to meet the goals(s) in the participant's ISP, as long as it does not exceed 24 months.
- 4.8 **Permanent Employment.** A year-round job or one that re-occurs seasonally, lasting at least 90 days per work season.
- 4.9 **Service Area.** A location agreed to by the tribe with the Bureau to provide job placement and training services.
- 4.10 **Underemployed.** An individual is working but whose income is insufficient to meet essential needs.

- 4.11 **Unemployed.** An individual who is not currently working or employed.
- 4.12 **Vocational Training.** Technical training that leads to permanent and gainful employment.

**Section 5. Susanville Indian Rancheria Job Placement and Training Program:**

- 5.1 All applicants must be an enrolled member of the SIR and submit a completed job placement and training application to the Tribal Office.
- 5.2 All required documents **MUST** accompany the application in order to process the applicant's request in a timely manner (refer to pages 5 and 6 for required documents). A Document Receipt Letter will be sent by the Enrollment Coordinator.
- 5.3 If the application is not complete, a letter will be sent to the applicant requesting the missing information. It is the applicant's responsibility to ensure that their complete application is received.
- 5.4 The Higher Education Committee will convene within two weeks of receipt of a completed job placement and training application in order to determine eligibility and if the approved training will lead to permanent, gainful and meaningful employment. Awards will be made based on the availability of tribal funding. The student should not rely solely on tribal funds as their only means of financial assistance. It is the responsibility of the student to provide a copy of their Free Application for Federal Student Aid (FAFSA) showing that an application was submitted. The student will be notified on the status of their application within one week of determination by written correspondence from the Higher Education Committee. All approved job placement and training applications will be sent to the Fiscal Department for processing by the Higher Education Committee. Payments will be processed on Wednesdays of each week (excluding holidays) and the Fiscal Department will return the check to the Tribal Office for mailing the next working day. All checks will be mailed to the address listed on the job placement and training application.
- 5.5 It shall be the applicant's sole responsibility to keep the Higher Education Committee updated on changes of address or phone number to ensure timely and accurate receipt of correspondence.

**Section 6. Bureau of Indian Affairs (BIA) Job Placement and Training Program:**

- 6.1. All applicants must be an enrolled member of the SIR and submit a completed job placement and training application, along with a Financial Needs Analysis (FNA) completed by the Financial Aid Officer of the facility the student is planning on attending, to the Enrollment Coordinator.
- 6.2. The training institute MUST be in the tribe's Service Area.
- 6.3. All required documents MUST accompany the application in order to process the applicant's request (refer to pages 5 and 6 for list of required documents).
- 6.4. The Higher Education Committee will convene within two weeks of receipt of a completed job placement and training application in order to determine eligibility and if the approved training will lead to permanent, gainful and meaningful employment. Awards will be made based on the availability of tribal funding. The student should not rely solely on tribal funds as their only means of financial assistance. It is the responsibility of the student to provide a copy of their Free Application for Federal Student Aid (FAFSA) showing that an application was submitted. The student will be notified on the status of their application within one week of determination by written correspondence from the Higher Education Committee. All approved job placement and training applications will be sent to the Fiscal Department for processing by the Higher Education Committee. Payments will be processed on Wednesdays of each week (excluding holidays) and the Fiscal Department will return the check to the Tribal Office for mailing the next working day. All checks will be mailed to the address listed on the job placement and training application.
- 6.5. When utilizing BIA funds, the checks must be sent directly to the facility, not to the student.
- 6.6. If the application is not complete, a letter will be sent to the applicant requesting the missing information.
- 6.7. It shall be the applicant's sole responsibility to keep the Higher Education Committee updated on changes of address or phone number to ensure timely and accurate receipt of correspondence.

**NOTE: A student may only apply for one of the two job placement and training programs (BIA or Tribal).**

SIR Job placement and Training Ordinance 2015-002  
Approved by TBC on September 21, 2015

**NOTE: A student may not apply for job placement and training funds if they have already received funds under the tribe's Higher Education Scholarship Ordinance and received at least an Associate's Degree. If the student has not received an Associate's Degree or 24 month's worth of funding under the Higher Education Scholarship Ordinance, the student may receive the difference between what was funded under the Higher Education Scholarship Ordinance and 24 months (36 months for a Registered Nurse training program) under the job placement and training program.**

**Section 7. Eligibility Requirements (Applies to both SIR and BIA Job Placement and Training Programs):**

- 7.1 Must be an enrolled member of the Susanville Indian Rancheria.
- 7.2 Must have received their High School diploma or General Education Development test (GED). Proof of High School diploma or GED only needs to be submitted with the first job placement and training application. A copy will be retained with the job placement and training application file for the applicant.
- 7.3 Proof of registration.
- 7.4 Current class schedule or letter from the admissions office to verify enrollment.
- 7.5 A copy of the course outline for completion of your certificate (the student will only be required to submit this document with the first application).
- 7.6 Documentation demonstrating adequate progress has been made in the program (for returning students only).
- 7.7 A written declaration of the applicant's intent to accept full-time employment as soon as possible after completion of training (the student will only be required to submit this document with the first application).

**ALL CONTINUING APPLICANTS MUST REAPPLY EACH SEMESTER/QUARTER**

**Section 8. SIR Job Placement and Training Program Award Determination:**

- 8.1 The amount awarded shall be \$1,000 per semester or \$500 per quarter. Awards will be subject to the availability of funds.

**Section 9. SIR and BIA Job Placement and Training Program Award Limitations:**

- 9.1 Institutional, apprenticeship, or on-the-job training courses shall not exceed twenty-four (24) months in length, with the exception that Registered Nurses training may be for periods not to exceed thirty-six (36) months.

**Section 10. SIR Training Certificate Incentive:**

- 10.1 Each eligible job placement and training program student shall receive the following training certificate incentive (a student may only receive one incentive award):

0-11 month certificate program	\$ 0
12-24 month certificate program	\$ 250
25-36 month certificate program	\$ 500

- 11.1. The SIR Training Certificate Incentive is not automatically awarded upon receiving the certificate. Those students must submit a SIR training certificate incentive application along with a copy of their certificate, or a copy of their transcripts showing the award of the applicable certificate, in order to be eligible.

**Section 13. Required Application Documents (Applies to both SIR and BIA Job Placement and Training Programs):**

- 13.1. A completed SIR job placement and training application.
- 13.2. Signed Pay Back Policy.
- 13.3. Proof of High School Diploma or GED (only required to submit this document with the first application).
- 13.4. Proof of registration to the accredited training facility.
- 13.5. A current class schedule showing the classes being taken.
- 13.6. A copy of the course outline for completion of your job placement and training program (the student will only be required to submit this document with the first application).

- 13.7. Completed FNA. This is to be completed by a Financial Aid Officer and sent to the Enrollment Coordinator by mail, fax or email only. This only applies if the student is applying for BIA Job Placement and Training funds and not SIR Job Placement and Training funds.
- 13.8. Proof from the instructor(s) demonstrating adequate progress has been made in the program (for returning students only). NOTE: Your application will not be reviewed by the Higher Education Committee without the submission of proof demonstrating adequate progress has been made in the program from the previous semester/quarter.
- 13.9. Copy of Official Financial Aid Awards Letter from the institution that the applicant will be attending to verify that the applicant has applied for other resources and a copy of completed confirmation of FAFSA application showing that the student completed FAFSA.

**REQUIRED DOCUMENTS CAN BE MAILED, FAXED, OR SENT VIA EMAIL  
WITH A PDF OR PHOTO FILE ATTACHED. DO NOT SEND EMAILS  
CONTAINING A HYPERLINK AS THEY ARE NOT READABLE BY THE  
HIGHER EDUCATION COMMITTEE**

**Section 14. Conditions for Continued Job Placement and Training Program Funding (Applies to both SIR and BIA Job Placement and Training Programs):**

- 14.1. A student will be placed on program suspension and will not receive funding if a student:
  - a) Does not demonstrate adequate progress in the semester/quarter for which they were awarded funding.
  - b) Fails to uphold social conduct within the policies and rules of the institution attended.
  - c) Fails to use the job placement and training program award for the intended purpose and/or the student is dismissed from school.
- 14.2. A student who has been placed on program suspension will be notified, in writing, by the Higher Education Committee.
- 14.3. Once a student has been placed on program suspension, the student MUST attend one semester/quarter at their own expense before they will be eligible to reapply for any further funding and may be

required to pay back the amount funded (see the Pay Back Policy for specifics).

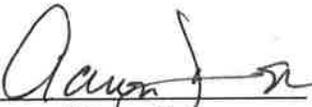
- 14.4. No funding shall be awarded to students who are in default with their job placement and training program requirements.

This Ordinance shall be effective from the date of its approval by the Tribal Business Council.

### CERTIFICATION

We, hereby certify that the Susanville Indian Rancheria Job Placement and Training Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held September 21, 2015 with a vote of 6 for, 0 against, 0 abstain.

ATTEST;

  
\_\_\_\_\_  
Mr. Aaron Dixon Sr.  
Secretary/Treasurer

  
\_\_\_\_\_  
Mr. Stacy Dixon  
Tribal Chairman

## JOB PLACEMENT AND TRAINING PROGRAM APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may result in delays in processing this application or make it difficult to process at all.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status:  Single  Married  Divorced

No. of Dependents: \_\_\_\_\_ Veteran:  Yes  No State of Residency: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Name and Address of High School: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Date of High School Equivalency or GED (if applicable): \_\_\_\_\_

Type of Diploma:  High School  High School Equivalency  GED Certificate

Application Request for Academic Year 20\_\_\_\_ to 20\_\_\_\_  Spring  Fall

Duration of JPT Course (months): \_\_\_\_\_

Name and Address of JPT Program Selected: \_\_\_\_\_

\_\_\_\_\_

Description of Course: \_\_\_\_\_

\_\_\_\_\_

Type of Degree / Certificate: \_\_\_\_\_

Have you received an educational grant before?  Yes  No If yes, when? \_\_\_\_\_

Number of months funded under the Job Placement and Training program: \_\_\_\_\_

**STATEMENT OF EDUCATION PURPOSE: I declare that I will use any funds I receive under the Susanville Indian Rancheria Job Placement and Training Program solely for expenses connected with attendance at:**

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*Name of JPT Institution*

**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria Tribal Office is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for assistance under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my financial aid package. If I receive BIA funds, I request any Susanville Indian Rancheria job placement and training funds awarded be mailed to me in care of the financial aid office of the institution and if I receive tribal funds, I request any funds awarded be mailed to me at the address listed on the job placement and training application form (unless I have provided an updated address before the award is mailed to me and then I request that the award be mailed to that address). I will provide a copy of my grades, transcripts, or proof demonstrating adequate progress to the Susanville Indian Rancheria Tribal Office at the end of each term.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_



Susanville Indian Rancheria  
 745 Joaquin Street  
 Susanville, CA 96130

**FINANCIAL NEEDS ANALYSIS**

Student Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**\* MAIL THIS FORM TO THE EDUCATIONAL INSTITUTION THAT YOU WISH TO ATTEND**

**TO BE COMPLETED BY THE FINANCIAL AID OFFICER**

The Financial Aid Officer shall do the following:

1. Complete the FNA only after a student has submitted the required financial aid forms (i.e., CSS, ACT, PELL)
2. Consider all financial aid programs for which students qualify when determining the financial aid package
3. Complete each line item under Expenses and Resources
4. Indicate only the direct educational expenses of the applicant

Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_

**School Expenses:**

**Resources:**

Tuition & Fees	\$ _____	Student Contribution	\$ _____	PELL	\$ _____
Books & Supplies	\$ _____	Parent Contribution	\$ _____	SEOG	\$ _____
Room & Board	\$ _____	Spouse Contribution	\$ _____	Work Study	\$ _____
Transportation	\$ _____	Veteran's Benefits	\$ _____	SSIG	\$ _____
Personal Expenses	\$ _____	Social Security	\$ _____	CWS	\$ _____
Child Care	\$ _____	Welfare	\$ _____	NDSL	\$ _____
Other (List)	\$ _____	Other (List)	\$ _____	Tuition Grant	\$ _____

**Total Expenses** \$ \_\_\_\_\_

**Total Resources** \$ \_\_\_\_\_

Student Financial Need Recommended (*Expenses minus Resources*) \$ \_\_\_\_\_

We recommend that the Tribe consider awarding this student \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature of Financial Aid Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*School Name & Address*

RETURN FORM TO: Susanville Indian Rancheria  
 745 Joaquin Street  
 Susanville, CA 96130

Telephone: 530-257-6264  
 Facsimile: 530-257-7986



**Susanville Indian Rancheria  
Job Placement and Training Award  
Pay Back Policy Agreement**

Upon the submission and subsequent approval of a job placement and training award, the recipient hereby agrees to the following terms and conditions:

1. If the student fails to comply with the term as specified in the Job Placement and Training Ordinance governing the Job Placement and Training Program, the student will be required to pay back the amount funded for that semester/quarter.
2. Conditions requiring a “pay back” are the following (one or more of the following will require pay back):
  - ✓ Student fails to maintain satisfactory progress for two semesters/quarters in which job placement and training funding was awarded.
  - ✓ If the student fails to use the job placement and training funds for the intended purpose and/or the student is expelled or dismissed from the school.
3. The student agrees to pay back the award amount through payment to the tribe’s Fiscal Department. The student further agrees and understands that if the award amount is not paid in full at the time that the Annual Distribution is given out, the outstanding balance will be considered a debt owed to the tribe and the student will not be eligible to receive the Annual Distribution.

By my signature below, I am stating that I have read and fully understand the Pay Back Policy Agreement and have agreed to the terms and conditions set forth.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date



## SIR TRAINING CERTIFICATE INCENTIVE APPLICATION

All information requested is voluntary; however, failure to fully complete all applicable parts may result in delays in processing this application or make it difficult to process at all.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status:  Single  Married  Divorced

No. of Dependents: \_\_\_\_\_ Veteran:  Yes  No State of Residency: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Sir Training Certificate Incentive Requested (proof of certificate completion, along with certificate program length, must be submitted with application)

12-23 month certificate program \$ 250   
24-26 month certificate program \$ 500

### PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974. Although furnishing personal information to the Susanville Indian Rancheria Higher Education Committee is voluntary, failure to supply complete and accurate information may preclude the applicant from eligibility for benefits under this program.

This information is being collected to determine eligibility of individuals applying for services. This information will be used to produce statistical records required of the Susanville Indian Rancheria. Response to this request is required to obtain a benefit.

I hereby certify that the above information on this form is true and correct to the best of my knowledge and consent to the release of this information to necessary agencies to complete my application to receive an SIR Training Certificate Incentive. I request any award be mailed to me at the address listed on this SIR Training Certificate Incentive Application form (unless I have provided an updated address before the award is mailed to me and then I request that the award be mailed to that address). My signature below indicates that I have read and understand the terms of the SIR Training Certificate Incentive Policy.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_