



SUSANVILLE INDIAN RANCHERIA

SIR YOUTH REIMBURSEMENT ORDINANCE

ORDINANCE NO. 2018-002

Section 1. Policy.

This Ordinance is adopted by the Tribal Business Council, pursuant to its authority granted under the Tribe's Constitution, for the purpose of providing assistance to enrolled SIR youths with the cost of purchasing school clothes / supplies, supporting the participation of enrolled SIR youth in extra-curricular organized sports programs to build strong youth and communities, and for the payment of graduation incentives and/or costs.

Section 2. Purpose.

These funds will provide monetary reimbursement for compulsory school age tribal members towards the purchase of school clothes / school supplies, reimbursement for any sports item necessary to participate in an extra-curricular organized sports program, and for the payment of graduation incentives and/or costs.

Section 3. Scope.

This Ordinance will apply to all compulsory school age enrolled SIR youth that are seeking funds from the Susanville Indian Rancheria.

Section 4. Definitions.

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

- 4.1. **Allowable Time Frame Guidelines.** All receipts submitted must be no more than thirty (30) calendar days from the date of purchase. All approved reimbursement requests will be processed by the Tribal Office staff within two (2) weeks of submission.
- 4.2. **Compulsory School Age.** Youth of ages 5-18 that are attending Grades K-12.

- 4.3. **Custodial Parent.** The parent with whom the youth resides for a majority of the time.
- 4.4. **High School Senior Assistance.** A maximum assistance of \$200 towards the graduation costs that a SIR Youth incurs. These costs include senior pictures and graduation announcements, as well the costs towards the cap and gown.
- 4.5. **High School Graduation Incentive.** A \$100 incentive award for those SIR youth that graduate from High School.
- 4.6. **Individual.** Susanville Indian Rancheria enrolled tribal youth.
- 4.7. **Individual(s) Address.** The address of which the individual resides more that 50% of the time. In the event where both parents have joint custody of the individual, the reimbursement will be distributed to the individual's mailing address on record as identified through court documents, or if there are no court records, the address reflected in the tribe's enrollment records.
- 4.8. **Jr. High Graduation Incentive.** A \$50 incentive award for those SIR youth that graduate from Middle School.
- 4.9. **Legal Guardian.** A person who has been appointed by a judge to take care of the minor youth.
- 4.10. **School Clothes.** Clothes worn by compulsory age students primarily for a school or other educational institution.
- 4.11. **School Supplies.** Supplies required to be utilized primarily for a school or other educational institution.
- 4.12. **Sports / Extra-curricular Program.** A program in which there is a certified instructor or is under an organized program. All reimbursement receipts must show stamped documentation of the program, and/or a signature from the sports / extra-curricular program representative, as well as a contact phone number of the representative.
- 4.13. **Post-Secondary Sports / Post-Secondary Extra-curricular Activities.** Sports/Activities that are post compulsory school age (after Grade 12); these activities are not eligible for reimbursement.

Section 5. Procedure.

The custodial parent or legal guardian may request reimbursement for receipts for costs associated with this ordinance. The individual must be of compulsory school age. All

receipts submitted must be within the allowable time frame guidelines and meet the stated requirements. A request received in the Tribal Office that has receipts older than thirty (30) days will be returned to the requester and the request will be denied. **There will be NO EXCEPTIONS.**

Section 6. Monetary Limits.

Each individual that is of compulsory school age is eligible for \$100 reimbursement per calendar year for school clothes / school supplies and \$150 reimbursement per calendar year for an organized program. In addition, each eligible individual can receive a \$50 incentive award for graduating from Jr. High School, a \$100 incentive award for graduating from High School, and up to \$200 in assistance towards High School Senior pictures, graduation announcements, and High School cap and gown expenses.

Section 7. Application Process.

- 7.1. To obtain reimbursement, the custodial parent or legal guardian of the individual, must complete and return the required reimbursement request form (available at the Tribal Office or on the tribe's website (www.sir-nsn.gov)). All receipts must be attached pursuant to Section 5 of this Ordinance.
- 7.2. Once the reimbursement request form and receipts have been submitted, the SIR Tribal Office staff will review the reimbursement request form for completeness. If the request is incomplete, the request will be returned to the requester to complete the required information. If the required receipt(s) is (are) not dated within thirty (30) days of purchase, it will be denied and returned to the requester.
- 7.3. All approved requests will be sent by the Tribal Office to the Fiscal Department for processing. Payments will be processed on Wednesdays of each week (excluding holidays) and the Fiscal Department will return the check to the Tribal Office who will then notify the requester when their payment is ready to be picked up. For those individuals that reside out of Lassen County, the Tribal Office will mail the check to the individual the next working day.

Section 8. Effective Date.

This Ordinance shall be effective upon the date of its approval by the Tribal Business Council and replaces SIR Youth Sports Program Ordinance, Ordinance No. 2013-001 and SIR Youth School Clothes / Supplies Program Ordinance, Ordinance No. 2013-003.

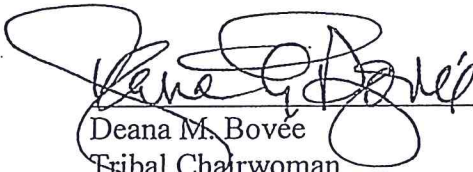
CERTIFICATION

We, hereby certify that the SIR Youth Reimbursement Ordinance was adopted by the Susanville Indian Rancheria Tribal Business Council at a duly called meeting held February 06, 2018 with a vote of 6 for, 0 against, 0 abstain.

ATTEST;



Aaron Dixon, Sr.
Secretary / Treasurer



Deana M. Bovée
Tribal Chairwoman



Susanville Indian Rancheria
Tribal Youth Reimbursement Form

Individual's Name: Enrollment #:

Type of Request:

- Sports/Extra-curricular Program
School Clothes/Supplies
Jr. High Diploma
High School Diploma
Senior Year High School Assistance

Total Reimbursement Requested: \$

Phone Number: Email Address:

Make Check Payable to:

Mail to:

Custodial Parent / Guardian Printed Name

Parent Enrollment #

Custodial Parent / Guardian Signature

Date

Tribal Office Use Only

Has child had previous reimbursement in the above selected category? Yes No

Total Previous Amount \$

Amount Authorized to Pay: \$

Billing Account Code: 12-826-0000-6951

- Logged into Excel Spreadsheet
Sent to Fiscal Date: Initials:
By my signature, I have verified this child is eligible for the amount/program listed above

Tribal Office Staff Date

Human Services Manager's / Tribal Administrator's Approval Date