



SUSANVILLE INDIAN RANCHERIA

SIR YOUTH REIMBURSEMENT ORDINANCE ORDINANCE NO. 2018-004

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 must be submitted within thirty (30) calendar days of the purchase date. Approved reimbursement requests will be processed by the Social Services Department within two (2) weeks of submission.
- 4.2. **Preschool and Compulsory School Age.** Youth enrolled in Preschool and youth ages 5-18 attending Grades K-12. Proof of enrollment in Preschool is required to receive benefits.
- 4.3. **Custodial Parent.** The parent with whom the youth resides for the majority of the time.

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- 4.4. **High School Senior Assistance.** A maximum of \$200 is available to assist SIR Youth with graduation-related expenses. Eligible costs include senior pictures, graduation announcements, and expenses for the cap and gown.
- 4.5. **High School Graduate 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 than 50% of the time. In cases of joint custody, reimbursement will be sent to the individuals mailing address on record as identified in court documents. If no court records exist, the address on file in the Tribes enrollment records will be used.
- 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 preschool or 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 and activities undertaken after the completion of Grade 12 (post-compulsory school age) are not eligible for reimbursement.

Section 5. Procedure.

The custodial parent or legal guardian may request reimbursement for expenses covered under this ordinance. The individual must be of preschool or compulsory school age. All receipts submitted must comply with the allowable time frame guidelines and meet all stated requirements. Requests submitted with receipts older than thirty (30) calendar days will be returned to the requestor and denied. **THERE ARE NO EXCEPTIONS.**

Section 6. Monetary Limits.

Each individual of preschool or compulsory school age is eligible for up to \$350 per calendar year in reimbursement for school clothing, school supplies, and organized programs. In addition: \$50 incentive for graduation from middle school, \$100 incentive award for graduating from high school, and up to \$200 in assistance for high school senior pictures, graduation announcements, and 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, which is available at the Tribal Office, Social Services 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 Social Services staff will review the reimbursement request form for completeness. If the request is incomplete, the request will be returned to the requester for completion. Any receipt not dated within thirty (30) days of purchase will be denied and returned to the requester.

7.3. All approved requests will be sent by Social Services to the Fiscal Department for processing. Payments will be processed on Wednesdays of each week, excluding holidays. The Fiscal Department will return the check to Social Services who will then notify the requester when their payment is ready to be picked up. For individuals residing outside of Lassen County, Social Services will mail the check 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, SIR Youth School Clothes / Supplies Program Ordinance, Ordinance No. 2013-003, SIR Youth Reimbursement Ordinance 2018-002, and SIR Youth Reimbursement Ordinance 2018-003.

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 October 7, 2025, with a vote of 5 for, 1 against, and 0 abstaining.

ATTEST;



Christi Choo
Secretary / Treasurer



Arian Hart
Tribal Chairman



**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**

☐ **High School Senior 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? Y / N

Total Previous Amount: \$ _____

Amount Authorized to Pay: \$ _____

Billing Account Code: _____

Logged into Excel Spreadsheet? Y / N

Sent to Fiscal? Y / N Date: _____ Initials: _____

By my signature, I have verified this child is eligible for the amount/program listed above.

Tribal Office Staff

Date

Social Services Director / Tribal Administrator Approval

Date

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