



The Grand Traverse Band of Ottawa and Chippewa Indians
2605 N. West Bay Shore Dr • Peshawbestown, MI 49682
Phone 231-534-7750 • Fax 231-534-7706
Human Service Programs FY24
Guidelines & Application

MISSION STATEMENT

The mission of the Grand Traverse Band of Ottawa and Chippewa Indians Human Service Programs is to promote community self-sufficiency, physical, and mental well-being for tribal members within the six-county service area through direct service provision, education, and community involvement within the spirit of self-governance. Funding allocations will be prioritized in order to maximize GTB Resources.

PLEASE CHECK WHICH TYPE OF ASSISTANCE YOU ARE APPLYING FOR:

NOTE: PROGRAMS WILL CONTINUE UNTIL FUNDS ARE EXHAUSTED

INCOME GUIDELINES MAY CHANGE AS FEDERAL AND/OR STATE LIMITS ARE RELEASED

- GTB TRIBAL PROGRAM _____ • EMERGENCY HEATING / COOLING ASSISTANCE _____
- WEATHERIZATION _____ • GTB ARPA GRANT _____ • CSGB GRANT _____
- GTB ARPA AND GTB TRIBAL PROGRAM: RENTAL/MORTGAGE ASSISTANCE _____

Definitions:

- Household – Persons residing at or on one physical address, regardless of relationship. Income is determined based on all individuals living in household or on the property; however, services are only provided to GTB tribal members for GTB tribal programs; LIHEAP and CSBG services are provided for all federally recognized tribal members.
- Income – Earned income from employment, fisheries income, odd jobs, and the like. Also, unearned income such as unemployment, Social Security (disability and retirement), Per Capita, retirement pensions, child support. Income is predicted for fiscal year 2024 using previous month(s) income and known or expected income to determine the anticipated income for fiscal year 2024. This list is not all inclusive; questions should be directed to Human Services representative or department manager.
- Automatic qualifying incomes and programs – Temporary Aid to Needy Families (TANF), Supplemental Security Income (SSI), Needs Based Veterans Benefits (VA), or Food Benefits (SNAP). You must be actively participating in these programs and provide official documentation.
- SSI – Supplemental Security Income; SSDI – Social Security Disability Income; SSR – Social Security Retirement; TANF – Temporary Aid to Needy Families

Documents required with application:

- Current valid, non-expired Tribal ID for each household member
- For each non-Tribal Adult member – copy of valid, non-expired Driver's license or State ID
- Social Security Card (or current documentation by foster care placement agency) for each household member.
- Acceptable proof of income: Most recent four check stubs and/or proof of all household income (i.e.: 1040, W2s, 1099)
- Award letter for SSR or SSDI
- Bank Statement showing direct deposit of SSDI, SSR or another Retirement/pension.

Please understand, without the above required documents, your application will not be processed until all documents are received.

GTB Tribal Program based on the Income Guidelines below

Eligibility Guidelines

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | 71,940 |
| 2 | \$ 82,280 |
| 3 | \$ 92,510 |
| 4 | \$ 102,740 |
| 5 | \$ 110,990 |
| 6 | \$ 119,240 |
| 7 | \$ 127,490 |

Households over seven add an additional \$7,500 per person

GTB Tribal Emergency Food Assistance

This program is available for GTB Members in our six-county service area only, per fiscal year. The Tribal Emergency food assistance benefit is determined by the number of Tribal members in the household with the same physical address and income eligibility. Households not participating in an automatic qualifying program will be deemed eligible based on the household income being at or below 110% of the State of Michigan Median Income Guidelines FY2024, based on DHS guidelines published and adjusted annually.

- \$100 per adult member: 18+ years of age eligibility criteria & \$100 Per Child adhering to maximum amount.
- \$200 for GTB Elders or members receiving Social Security, Disability or VA Pension/Retirement.
- \$700 maximum per household per fiscal year.

GTB Tribal Emergency Heating Assistance

This program is available to GTB Tribal Member households who qualify by income for electric or heating bills assistance per fiscal year.

- \$200 maximum per household
- \$400 maximum for GTB Elders or members receiving Social Security, Disability or VA Pension/Retirement
- To access GTB Tribal funds the utility bill must be in a household member's name. If it is in a Landlord's name, please provide a copy of your lease showing address, tenant name, and utility provisions. For GTB Housing applicants, please provide a monthly housing statement.
- You must provide the most recent ORIGINAL bill in its entirety for payment of utility. For propane, fuel oil, and/or kerosene please provide tank percentage and an estimate for a fill from your provider. For cut wood, slab, and/or pellets an estimate is required from your provider.
- The applicant is responsible for all fees that exceed the authorized amount calculated by staff and for any provider late fees.

The payment of UTILITY DEPOSITS is not covered by any Emergency program. Please allow 10-14 business days for processing of your payment(s) to the utility company. We will call the utility company to put a hold on disconnects pending our payment processing.

GTB Tribal Program –Rental and Mortgage Assistance

ELIGIBILITY GUIDELINES

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | 71,940 |
| 2 | \$ 82,280 |
| 3 | \$ 92,510 |
| 4 | \$ 102,740 |
| 5 | \$ 110,990 |
| 6 | \$ 119,240 |
| 7 | \$ 127,490 |

This supplemental program tribal program rental/mortgage assistance is available for Grand Traverse Band Tribal member households in our six-county service area. The maximum assistance is a one-time payment of \$400 per qualifying household for FY24 for rental/mortgage assistance. Households not participating in an automatic qualifying program will be deemed eligible based on the household income being at or below 110% of the State of Michigan Median Income Guidelines FY2024, based on DHS guidelines published and adjusted annually.

- To access GTB Tribal Program funds for rental/mortgage assistance, the applicant must have a full Human Services Application currently on file with all supporting documents provided and verified.
- To access GTB Tribal Program funds for rental/mortgage assistance, the applicant must provide the rental lease or mortgage payment stub/statement in its entirety showing the name of the GTB member, the address of the property, and the monthly payment amount.
- The applicant must provide a bank statement, cancelled check, cancelled money order, or official business receipt from the landlord or mortgage company to be reimbursed for the payment, up to \$400 per year. All receipt verifications may be verified and must be approved through the Human Services Department.
- The reimbursement will be payable to the named GTB member who is on the rental lease or mortgage stub/statement and supporting proof of payment, unless otherwise approved through the Human Services Department.
- The rental/mortgage assistance program does not cover deposits or fees.
- The rental/mortgage assistance program will only be distributed up to \$400 once per qualified household for fiscal year 2024.
- Reimbursement will not be made to a non-GTB member.

Program will continue until funds are exhausted.

GTB MEMBER ARPA FUNDS

Eligibility Guidelines

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$ 43,740 |
| 2 | \$ 59,160 |
| 3 | \$ 74,580 |
| 4 | \$ 90,000 |
| 5 | \$ 105,420 |
| 6 | \$ 120,840 |
| 7 | \$ 136,260 |

This program is available for Grand Traverse Band Tribal member households in our six-county service area. Households receiving an 'Automatic Qualifying' income/program are deemed eligible for this program provided they supply the required documentation. Households not participating in an automatic qualifying program will be deemed eligible based on the household income being at or below 300% of Federal Poverty Guidelines, based on HHS guidelines published and adjusted annually.

GTB ARPA – Emergency Food Assistance

- \$250 per adult member: 18+ years of age eligibility criteria & \$125 per child, adhering to maximum amount
- \$400 per elder for GTB Elders or members receiving Social Security, Disability, or VA Pension/Retirement
- \$1,000 maximum per household per fiscal year

GTB ARPA – Emergency Heating Assistance

This program is available to Grand Traverse Band Tribal Member households who qualify by income for electric or heating bills assistance per fiscal year.

- \$400 maximum per household
- \$600 maximum for GTB Elders or members receiving Social Security, Disability or VA Pension/Retirement
- To access GTB ARPA funds the utility bill must be in a household member's name. If it is in a Landlord's name, please provide a copy of your lease showing address, tenant name and utility provisions. For GTB Housing applicants, please provide a monthly housing statement.
- You must provide the most recent ORIGINAL bill in its entirety for payment of utility. For propane, fuel oil, and/or kerosene, please provide tank percentage and an estimate for a fill from your provider. For cut wood, slab, and/or pellets an estimate is required from your provider.
- The applicant is responsible for all fees that exceed the authorized amount calculated by staff and for any provider late fees.

The payment of UTILITY DEPOSITS is not covered by any Emergency program. Please allow 10-14 business days for processing of your payment(s) to the utility company. We will call the utility company to put a hold on disconnects pending our payment processing.

GTB ARPA –Rental and Mortgage Assistance

ELIGIBILITY GUIDELINES

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$ 43,740 |
| 2 | \$ 59,160 |
| 3 | \$ 74,580 |
| 4 | \$ 90,000 |
| 5 | \$ 105,420 |
| 6 | \$ 120,840 |
| 7 | \$ 136,260 |

This supplemental program for ARPA rental/mortgage assistance is available for Grand Traverse Band Tribal member households in our six-county service area. The maximum assistance is a one-time payment of \$400 per qualifying household for FY24 for rental/mortgage assistance. Households receiving an Automatic Qualifying income/program are deemed eligible for this program, provided they supply the required documentation. Households not participating in an automatic qualifying program will be deemed eligible based on the household income being at or below 300% of Federal Poverty Guidelines, based on HHS guidelines published and adjusted annually.

- To access GTB ARPA funds for rental/mortgage assistance, the applicant must have a full Human Services Application currently on file with all supporting documents provided and verified.
- To access GTB ARPA funds for rental/mortgage assistance, the applicant must provide the rental lease or mortgage payment stub/statement in its entirety showing the name of the GTB member, the address of the property, and the monthly payment amount.
- The applicant must provide a bank statement, cancelled check, cancelled money order, or official business receipt from the landlord or mortgage company to be reimbursed for the payment, up to \$400 per year. All receipt verifications may be verified and must be approved through the Human Services Department.
- The reimbursement will be payable to the named GTB member who is on the rental lease or mortgage stub/statement and supporting proof of payment, unless otherwise approved through the Human Services Department.
- The rental/mortgage assistance program does not cover deposits or fees.
- The rental/mortgage assistance program will only be distributed up to \$400 once per qualified household for fiscal year 2024.
- Reimbursement will not be made to a non-GTB member.

Program will continue until funds are exhausted.

LIHEAP FEDERAL FUNDS – EMERGENCY HEATING/COOLING ASSISTANCE

LIHEAP program is available for Federally Recognized Tribal member households in our six-county service area. Households receiving an 'Automatic Qualifying' income/program are deemed eligible for this program provided they supply the required documentation. Households not participating in an automatic qualifying program will be deemed eligible based on the household income being at or below 60% of the State of Michigan Median Income Guidelines FY2024, based on DHS guidelines published and adjusted annually.

Eligibility Guidelines

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$39,240 |
| 2 | \$44,280 |
| 3 | \$50,460 |
| 4 | \$56,040 |
| 5 | \$60,540 |
| 6 | \$65,040 |

Households over six, add 3% for each member

The utility bill must be in a household member's name. If it is in a Landlord's name please provide a copy of your lease showing address, tenant name, and utility provisions. For GTB Housing applicants, please provide a monthly housing statement.

You must provide the most recent ORIGINAL bill in its entirety for payment of utility. For propane, fuel oil, and/or kerosene, please provide tank percentage and an estimate for a fill from your provider. For cut wood, slab, and/or pellets, an estimate is required from your provider.

Benefits under LIHEAP are on a first come, first serve basis until funds from grant agency are exhausted. Benefits are calculated and summarized under the guidelines, but payments are not guaranteed until confirmation is received for each request. In no instance will the benefit amount exceed \$375 per household per fiscal year. In the event there are unspent federal funds (LLR) at year end, management has the discretion to authorize the payment of additional assistance from the tribal supplemental thresholds to be expensed from the federal funds, to increase the total household allocation from federal funds.

Weatherization Program

This program follows the same guidelines as stated for the Federal program listed above. This program allows for funds to assist in weatherizing your home to help lower heating/cooling bills. (see Weatherization form)

COMMUNITY SERVICE BLOCK GRANT

Eligibility Guidelines

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$ 18,735 |
| 2 | \$ 25,365 |
| 3 | \$ 31,995 |
| 4 | \$ 38,625 |
| 5 | \$ 45,255 |
| 6 | \$ 51,885 |
| 7 | \$ 58,515 |

Households over seven, add \$6,630 for each member.

COMMUNITY SERVICE BLOCK GRANT

This program is available for Federally Recognized Tribal member households in our six-county service area, per fiscal year. The Community Service Block Grant (CSBG) is based on Poverty Income Guidelines. Benefits under CSBG are on a first come, first serve basis until funds from grant agency are exhausted. Benefits are calculated and summarized under the guidelines, but payments are not guaranteed until confirmation is received for each request. In no instance will the benefit amount exceed \$400 per household per fiscal year using the following maximums:

Items covered:

- Emergency Food Assistance (not to exceed \$150)
- Emergency Housing Assistance targeting dislocated and abused women, single parent families and families with children, Indian Child Welfare cases, and elders (the total cost not to exceed \$400)
- Emergency Energy Assistance (heating, utilities, etc., not to exceed \$300)
- Emergency Assistance to obtain prescriptions (not to exceed \$200)
- Emergency transportation for medical and dental services (not to exceed \$150)
- Specialized clothing assistance to obtain employment (not to exceed \$80)
- Clothing for foster children (not to exceed \$125)

Client Services Intake Application FY24

**Please fill out this form in its entirety
If you need assistance, please ask Intake Specialist**

Personal Information

Name: _____ Date: _____

Address: _____ Marital Status: _____

City _____ MI Zip _____ Phone: _____

Do you live on Grand Traverse Band Reservation? Yes _____ No _____

Email: _____ Cell: _____

County of Residence: _____

Tribal Affiliation ID#: _____

Grand Traverse Band _____ Keweenaw Bay _____ Saginaw Chippewa _____
Lac Vieux Desert _____ Sault Ste Marie _____ Little Traverse Bay Band _____
Little River Band _____ Hannahville _____ Match-e-be-nash-she-wish Band _____
Nottawaseppi Huron Band _____ Pokagon Band _____ Bay Mills _____
Other _____ Tribe _____

*Client is not American Indian but is a Family Member of a Tribal Member:
Yes _____ No _____

Household Members
List all household members, including yourself

| Name | Tribal ID | Social Security | Driver's License or State ID | Date of Birth | Age | Office Notes |
|------|-----------|-----------------|------------------------------|---------------|-----|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Employment/Income Information

Employment Status: Full Time: _____ Part Time: _____ Unemployed: _____
 FT Student: _____

I state that I am not working and have zero income; should I become employed or receive any type of income, I agree to notify the GTB Human Services Department within 10 days of my employment or receipt of income. I understand to not report this information is considered fraud and I am aware of the consequences of removal from that program and/or legal action. Reason for zero income/not working: _____

1st Signature for Zero Income Date

2nd Signature for Zero Income Date

| Name | Income Source | Past 30 days | X 12 = Annualized Income |
|------|---------------|--------------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total | Total |

Income Source Codes:

1. SSD _____ 2. SSR _____ 3. Child Support _____ 4. Wages _____
 5. Self-Employed _____ 6. Pension/Retirement _____ 7. DHS _____ 8. GA _____
 9. Unemployment _____ 10. Per capita _____ 11. Other _____

Housing Information

Do you own, rent, or live with family member? _____

If you rent, is heat included? _____

Landlord/Mortgage Company: _____

What type of home do you live in?

Stick built home? If so, how many rooms are in your home (do not count bathrooms)? _____

Mobile Home? Circle: single or double wide. How many rooms (not include bathroom)? _____

Apartment? If so, a lease agreement must be provided with your application

Rent a Room? If so, a lease agreement must be provided with your application

What is your primary heating source?

- Kerosene Furnace Oil (#2) Propane DTE/Natural Gas Electricity Wood
 Other: _____

What vendor do you want as the Endorser? _____

Address: _____ Acct: _____

Contact Number _____

Which food vendor do you prefer: _____

(See Intake Coordinator for options of approved vendors.)

Please read the following carefully and initial your agreement to comply

_____ I acknowledge under penalties of perjury that the information contained in this application is true and accurate to the best of my knowledge

_____ I have listed every person living in my home regardless of relation or duration

_____ I understand deliberate falsification of information contained in this application may result in denial of service, suspension of service, or prosecution in Tribal, Federal, or State court

_____ I give consent to the Human Services staff to give referrals & discuss my case plan with other GTB programs as necessary

_____ I give consent to the Human Services staff to discuss my case with utility companies, food vendors, or other vendors/agencies in order to coordinate efforts and provide services

_____ If I am issued a purchase order, I agree to only purchase items that the purchase order is intended for at the stated vendor

_____ I understand that failure to use assistance in accordance with policy will result in denial of future services and/or required repayment of assistance given

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

| Family Size: | Income: | Program: | Points: | Allowance: | Received: |
|--------------|------------|----------|---------|------------|-----------|
| GTB: | FRT: | Federal | | | |
| 0-5: | 55+ | Tribal | | | |
| 6-17: | GTB Elder: | Food | | | |
| SSDI: | SSR: | WX | | | |
| | | | | | |