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CHEYENNE AND ARAPAHO TRIBES



# GUIDELINES

REVISED NOVEMBER 2015  
Effective October 2014  
Cheyenne and Arapaho Tribes

## MISSION STATEMENT

The mission of the Cheyenne and Arapaho Tribes HOPE Program is to selflessly assist low-income tribal members with supplemental assistance during genuine crisis situations and increase the understanding and significance of Self-sufficiency in daily living.

## GUIDELINES

The following guidelines distinguish allowable types of assistance that may be granted by the HOPE Program. An application must be completed before assistance can be provided. If assistance has been provided by another tribal program during the same time frame and for the same service the applicant is seeking HOPE funds for, services will be denied. Intentional double-dipping from two (2) or more tribal programs will constitute suspension from each program for a period of (1) year.

For purposes of these guidelines, IMMEDIATE FAMILY MEMBER shall be defined as a husband, wife, father, mother, sister, brother, son or daughter. In questions of guardianship, legal documents must be provided.

Guidelines must be adhered to. Exceptions to any guideline must be approved by the HOPE Program Director.

Certain services are INCOME BASED and are denoted as such. The following chart can be used to determine the eligibility of an applicant based on family size and NET income.

NET Income Guidelines Chart								
Household Size	1	2	3	4	5	6	7	8
Income Guidelines	\$23,755	\$29,755	\$35,755	\$41,755	\$47,755	\$53,755	\$59,755	\$65,755

**SCHEDULE A**

The Hope Program guidelines will be used as a guide for the purpose of providing crisis situation assistance to tribal members. The crisis situations addressed within these guidelines are not meant to be all-encompassing. Other situations will be considered by the HOPE Program Director on a case-by-case basis.

Assistance with prescriptions will be considered on a case-by-case basis; however, for liability reasons, the HOPE Program will not assist with the purchase of any narcotic prescription(s).

# FOOD ASSISTANCE

Food assistance will be given directly to the client in the form of debit cards for Walmart, Beachlers, or United Foods upon application approval.

- A crisis must be documented by the client, indicating why he/she is not able to buy/obtain food.
  - Medical emergency
  - Natural/man-made disaster
  - Any other situation not mentioned above
- Amount of assistance is based on household size.
- Assistance is for enrolled or enrollment-eligible persons.
- Non-tribal members listed on application are not included when determining family size
- If applicant or household member is/was included in another applicant's application, that person is not considered when determining family size.
- Guardians must submit court-ordered documents if claiming non-biological children on application.
- Receipts of food purchases are required to be submitted to caseworker within 30 days of application approval. Failure to return receipts on time or making purchases other than food will result in a 50% reduction in services requested on the next application submitted.
- Required documents must be provided (see Schedule B).
- Food assistance will be given once every six (6) months, per household.

## MEDICAL

- Patient must be a tribal member or an immediate family member of a tribal member.
- ICU or critically ill documentation must be provided from medical facility.
- Assistance for food is intended for immediate family living in household.
- Household is located more than 50 miles from hospital where patient is admitted.
- Assistance for food will be given as needed for each ICU admission.
- Assistance for food will be a flat rate of \$60.00 per week, per household.

## DISASTER

- A crisis must be established by the client indicating what kind of disaster he/she has experienced and why he/she is not able to buy food.
  - Natural Disasters: Flood, earthquake, tornado, wildfire, extreme heat/cold, ice storm, blizzard, hail, lightning, or any other weather-related disaster
  - Man-made Disasters: Explosion, riot, fire, terrorist/chemical/nuclear attack, war, or any other disaster created by human intent, negligence, or error
- Client must utilize all other resources such as Red Cross, FEMA or other agency shelters.
- Tribal members must utilize the community shelters for immediate food needs, if available.
- Residence verification and documentation of damage must be provided by applicant or obtained by caseworker.
- Application must be submitted within the first 72 hours of disaster.
- Assistance for food will be given once per household/per disaster.
- Assistance for food will be a flat rate of \$60.00 per week, per household.

# RENTAL ASSISTANCE

**Rental Assistance is income based. Applicants should refer to the Income Guidelines Chart (Schedule A).**

Assistance for a rental property will be paid to the owner/proprietor/landlord upon application approval.

- A crisis must be documented by the client, indicating why he/she is not able to pay rent.
- No rental assistance will be given to different household members living in the same household.
- Late fees will not be paid.
- Tribal member must be a resident of the rental property.
- Required documents must be provided (see Schedule B).

## **RENT**

- Maximum allowable rental assistance is \$500.00.
- Rental assistance may be obtained once every six (6) months.
- Only 60% of rent with an eviction or late notice will be paid.

## **RENTAL DEPOSIT**

- Maximum allowable assistance for a rental deposit is \$250.00.
- Assistance for a rental deposit may be obtained once every six (6) months.

# TEMPORARY SHELTER/LODGING ASSISTANCE

Assistance for temporary shelter/lodging will be paid to the hotel/motel upon application approval.

- A crisis must be established by the client indicating why assistance with temporary shelter/lodging is necessary.
  - Domestic violence situation
  - Department of Corrections release
  - Emergency medical situation
  - Natural/man-made disaster
- Required documents must be provided (see Schedule B).

## DOMESTIC VIOLENCE

- The domestic violence incident must be documented by local law enforcement
- A Protective Order must be filed.
- Application must be submitted within the first 72 hours of the domestic incident.
- Assistance for lodging will be provided once every twelve (12) months.
- Maximum allowable assistance for lodging is (1) hotel room for seven (7) days.

## D.O.C. RELEASES

- Documentation from Department of Corrections must be provided within 2 weeks of release.
- Initial assistance for lodging is (1) hotel room for seven (7) days.
- One additional week of lodging may be provided if Employment Search Form is submitted.

## MEDICAL EMERGENCY

- Patient must be a tribal member or an immediate family member of a tribal member.
- ICU or critically ill confirmation must be provided from medical facility.
- Household is located more than 50 miles from hospital where patient is admitted.
- Hospital accommodations are not available where patient is admitted, as verified by hospital staff/social worker—documentation required.
- Assistance for lodging will be given as needed for each ICU/critical care admission.
- Allowable assistance will be one (1) hotel room for one (1) family for a maximum of seven (7) days. *(Hotel accommodations for numerous family members will not be considered. The rationale is that the hotel will be used for bathing and minimal sleep by family members of the critically ill patient as it is expected that the family will spend the majority of the time at the hospital with their loved one.)*
- Assistance for lodging will be given on a first-come first-served basis, should multiple households within a family apply for lodging. Kinship report will be referred to if necessary.

## DISASTER

- Natural disaster must be documented: Flood, earthquake, tornado, wildfire, extreme heat/cold, ice storm, blizzard, hail, lightning, or any other weather-related disaster
- Man-made disaster must be documented: Explosion, riot, fire, terrorist/chemical/nuclear attack, war, or any other disaster created by human intent, negligence, or error
- Client must utilize all other resources such as Red Cross, FEMA or other agency shelters.
- Tribal members will utilize the Tribal Community Centers for immediate shelter/lodging needs, if available.
- If community centers have no power or are filled to capacity, lodging will be provided.
- Application must be submitted within the first 72 hours of disaster.
- Assistance for lodging will be given once per household/per disaster.
- Allowable assistance for lodging is (1) hotel room/one (1) family for a maximum of seven (7) days.

# TRANSPORTATION ASSISTANCE

Assistance for transportation will be paid directly to the client upon application approval.

- A crisis must be documented by the client, indicating why he/she is not able to purchase gas.
  - Domestic violence situation
  - Medical emergency
  - Funeral
- Assistance for transportation is for enrolled or enrollment-eligible persons
- Required documents must be provided (see Schedule B).
- No airline tickets will be provided.
- Tribal transit cards will be issued as the primary resource for transportation assistance, if appropriate to the situation.

- Mileage Chart

Distance	Amount	Distance	Amount
50 mi	\$25.00	601-650 mi	\$125.00
51-100 mi	\$25.00	651-700 mi	\$125.00
101-150 mi	\$25.00	701-750 mi	\$125.00
151-200 mi	\$50.00	751-800 mi	\$150.00
201-250 mi	\$50.00	801-850 mi	\$150.00
251-300 mi	\$50.00	851-900 mi	\$150.00
301-350 mi	\$75.00	901-1000 mi	\$175.00
351-400 mi	\$75.00	1001-1050 mi	\$175.00
401-450 mi	\$75.00	1051-1100 mi	\$175.00
451-500 mi	\$100.00	1101-1200 mi	\$200.00
501-550 mi	\$100.00	1201-1250 mi	\$200.00
551-600 mi	\$100.00	1251-1300 mi	\$200.00
		1301 and over	\$250.00

- Shell gas debit cards will be issued to the applicant upon application approval.
- Receipts of gas purchases are required to be submitted to caseworker within 30 days of application approval.
- Failure to return receipts in the time allotted or making purchases other than gasoline will result in a 50% reduction in services requested on the next application submitted.

## DOMESTIC VIOLENCE

- Client must have sought assistance from the Tribes' domestic abuse program (if one exists).
- The domestic violence incident must be documented by local law enforcement.
- There has been a Protective Order filed in the incident.
- Assistance for transportation will be limited to once every twelve (12) months.

## MEDICAL EMERGENCY

- In order to receive transportation assistance the applicant or patient must be a tribal member.
- Applicant must be an immediate family member as defined on the first page of this document.
- Residence is more than 50 miles from hospital or applicant has opted out of temporary housing assistance.
- No transportation assistance will be provided if client is assisted with lodging.
- Assistance for transportation will be given as needed for each hospital admission.

## FUNERAL

- Transportation assistance is only granted when attending a funeral outside the state of residence.
- Assistance for transportation may be granted to attend a funeral of an immediate family member—applicant or deceased must be a tribal member.

- Assistance will be given as needed for each funeral.

## UTILITY ASSISTANCE

Utility Assistance is income based and applicants should refer to the Income Guidelines Chart (Schedule A).

- Assistance for utilities will be paid to the vendor for the following utilities upon application approval:
  - Electric
  - Gas
  - Water
  - Propane
  - Septic Tank Cleanout
  - Wood
- Required documents must be provided (see Schedule B).

### EMERGENCY

- A crisis must be documented by the client, indicating why he/she was not able to pay for the utility.
- Reconnect/Service Reinitiating or other such fees will not be paid.
- Utility bills older than two (2) months from the assessment date will not be paid.
- Original bills must be submitted.
- Other resources should be utilized first and those guidelines will apply.
- No utility assistance will be granted to different household members on the same account in one service year.
- Bills, invoices, cut-off notices, etc. in a deceased person's name will not be paid.
- Maximum allowable assistance for utilities is a one-time payment up to \$400.00 that may be obtained once every six (6) months.
- Only 60% of a utility cut-off notice will be paid.

### UTILITY DEPOSITS

- Must provide Service Connect (establishing new service) documents.
- Maximum (combined) allowable utility assistance is \$250.00.
- Assistance for utility deposits may be obtained once every six (6) months.

# H O P E

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## SERVICES & REQUIREMENTS

<b>ASSISTANCE PROVIDED</b>	Income Based Service	Application	CDIB (if enrolled)	Proof of residency	Signed Lease	Ejection Notice	Denial for Services	Proof of Income	Receipts Required	Guardianship Documents	Emergency Search Form	Police Report / NFO	Kinship Report	DC Release Papers
	Assttance provided 1x Annually													

	Income Based Service	Application	CDIB (if enrolled)	Proof of residency	Signed Lease	Ejection Notice	Denial for Services	Proof of Income	Receipts Required	Guardianship Documents	Emergency Search Form	Police Report / NFO	Kinship Report	DC Release Papers
<b>FOOD</b>														
General	•					•								
Medical Emergency														
Disasters	•	•	•			•		•	•					
<b>RENT</b>														
General	•	•	•	•	•	•			•	•				
Rent Deposit	•	•	•	•	•	•								
<b>SHELTER/LODGING</b>														
Domestic Violence									•				•	
D.O.C. Releases										•				
Medical Emergency	•	•	•						•					
Disaster	•	•	•			•								
<b>TRANSPORTATION</b>														
Domestic Violence									•					
Medical Emergency	•	•	•											
Funeral	•	•	•										•	
<b>UTILITY</b>														
General	•	•	•	•		•								
Utility Deposits	•	•	•											

## SCHEDULE B