

LOVELOCK PAIUTE TRIBE
P.O.BOX 878
201 BOWEAN ST.
LOVELOCK NV 89419
PHONE: 775-273-7861 FAX: 775-273-3802



GENERAL ASSISTANCE POLICY AND HANDBOOK

A. APPLICATION FOR GENERAL ASSISTANCE.

1. Every person seeking temporary financial assistance through the General Assistance shall **COMPLETE** an application independently or with the assistance of IGA Caseworker.
 - a. All applications for financial assistance must be submitted on the **BIA** Application for assistance form.
 - b. All applications and supporting documentation must be completed before eligibility is determined.
 - c. All applications shall be signed by the applicant. Unless there are two head of household members, then application must be signed by both applicants.
2. To schedule ISP interview after all required documents have been received: The IGA Caseworker has **TEN** working days to schedule the intake interview from the date of the application was submitted.
3. Intake interview: Applicants will have **FIVE** working days to provide documentation for final determination of the case.
4. Eligibility Outcome: A determination on the status of the application will be made within **TEN** days from the date of application. All incomplete applications will be deem ineligible.

If a decision to approve or deny an application is not made within 10 days of the date of the application, the applicant must be notified in writing, giving the reasons why decision is delayed. In no event shall any application be held pending beyond 45 days of the date of the application. Financial assistance may be authorized as appropriate to the date of application.

5. Notice of Action shall be provided and / mailed or delivered by our Tribal Law Enforcement to all applicants or ongoing IGA recipients within 30 days.

B. APPLICANT/RECIPIENT RIGHTS.

1. An applicant has the right and responsibility to participate in the determination of his or her eligibility.

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2. If the applicant is unable to participate in the determination of eligibility because of such circumstances a physical or mental disability, inability to speak English or other difficulties, they have the right to appoint an advocate/ representative.
3. The applicant has right to privacy.
4. The applicant has the right to appeal adverse decisions within 20 days from the date of the Notice of Action.

C. APPLICANTS RESPONSIBILITIES.

1. If the applicant is covered by the employment policy, they have the responsibility to seek employment and provide evidence of their monthly efforts to obtain employment in accordance with their ISP. EXAMPLE: The job search form shall be completed monthly.
2. If the applicant does not seek and accept available local and / or seasonal employment, or the applicant quits a job without good cause, the applicant cannot receive GA for a period of 60 days but not more than 90 days after he/she refuses or quits a job.
3. The applicant is the primary source of information and is responsible to provide all facts and necessary documents to support case information.
4. The applicant is responsible for reporting changes in writing within 5 business days.
5. The recipient has the following responsibilities:
 - a. Participate with the IGA Caseworker in developing and completing an ISP and sign the ISP
 - b. Complete work-related activities, community service, training and / or other employment assistance programs developed in the ISP
 - c. Follow recommendations of the treatment and counseling services as identified within ISP
 - d. Participate in evaluations of job readiness and / or any other testing required for employment purposes; and
 - e. Demonstrate that you are actively seeking employment by providing the social service worker with evidence of job search activities as required in the ISP
 - f. Applicant must meet with caseworker every Monday to ensure active efforts toward meeting their goals on their ISP

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- g. Applicant are required to attend all presentations as a monthly requirement.
- h. The applicant is responsible for reporting changes in writing within 5 business days.
- i. **Checks will be mailed out on the 1st of each month. Expect your check between 1st and 15th. We will no longer be disbursing them out of our office.**

D. WORKER RESPONSIBILITIES

The IGA Caseworker is responsible to advise the applicant / recipient of the eligibility requirements and the application process. Responsibilities will include the following:

- 1. The IGA Caseworker is responsible for verifying all information relation to eligibility.
- 2. The IGA Caseworker shall be responsible to explain the confidentiality of the information and how it will be used only in connection with the application for general assistance.
- 3. The IGA Caseworker has the responsibility to:
 - a. Asses the general employability of the recipient and provide written documentation in the case file
 - b. Assist the recipient in the development of the ISP
 - c. Sign the ISP
 - d. Help the recipient identify the service (s) needed to meet the goals identified in the ISP
 - e. Document all activates in the case file
 - f. Comply with the 25 CFR regulations.
- 4. The GA Caseworker shall complete an employability assessment.

E. SUSPENSION OF GENERAL ASSISTANCE

All GA applicants are required to do monthly requirements to receive GA. The following needs to be turned in by the 20th of each month:

*First Suspension- 30-days *Second Suspension-60 days *Third Suspension- up to 90 days.

- **5 Job Searches** – (Must be complete with your signature upon due date)

Due to COVID-19 All job searches have been waived until further notice.

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- The work hours decreased to **20 Hours of community work hours** a month. —all hours must be documented. You will need to clock in and out with the time clock located inside The Tribal Administration Building.

YOU ARE RESPONSIBLE FOR CLOCKING IN AND OUT!!

- Must be present at all community presentations / events/ when available
- Must apply for TANF/SNAP/CHILD SUPPORT—You will need to provide proof
- Fails to report earned income; Borders, Child Support, food sales, sale of crops or sales of art work.
- If the following is not complete by the 20th, you will be suspended for 30 days.
Also, the following will lead to suspension:
 - If you are hospitalized more than 7 days
 - Moves away and is gone more than 7 days
 - If you are incarcerated more than 7 days
 - Fails to submit applications documented on Job Search form.
 - Fails to notify IGA Caseworker will be consider a **NO CALL NO SHOW.**
 - Must dress appropriately at all times.
 - **NO CELLPHONE USE** during working hours, Unless you are on a break.
 - Must abide by IGA schedule that is given to you by your case worker.
 - If you are suspected of being under any type of substance influence you will be ask to a Drug/alcohol testing maybe subject to random will be referred to Law Enforcement.

F. ELIGIBILITY REQUIREMENTS

1. Tribal Membership

Possess or provide documentation of proof of membership of a federally recognized tribe of the United States. All household members need to be an enrolled member.

2. Residence

Applicant must reside and receive their mail within the service area of Pershing County.

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HEARINGS AND APPEALS: The Statement of Cooperation is confirmation of your understanding of the provisions of the Federal Law governing fraud, and you agree to supply information regarding resources and income to notify the agency of any change in your living situation. Also, you must sign the Release of information authorizing the Social Services Program to obtain and /or exchange information necessary to establish eligibility for Financial Assistance and Social Services. IF YOU NEED CLEARFICATION OR HAVE ANY QUESTIONS, PLEASE ASK YOUR IGA CASE WORKER. I have read and understand the Lovelock Paiute Tribe Policies for General Assistance.

Signature:

Date: