

SAN JUAN SOUTHERN PAIUTE TRIBE



EMERGENCY ASSISTANCE APPLICATION PACKET

Approved by Tribal Council Resolution No. 2019-03 dated January 18, 2019

SAN JUAN SOUTHERN PAIUTE TRIBE
P.O. Box 2950
50 S. Main Street, Suite 102
Tuba City, AZ 86045
(928) 212-9794 ~ (928) 233-8948 fax
www.sanjuanpaiute-nsn.gov

IMPORTANT INFORMATION – PLEASE READ

The Emergency Assistance Program of the San Juan Southern Paiute Tribe is governed by the requirements of Title 8, Chapters 1 and 5 of the San Juan Southern Paiute Tribe Law & Order Code (Code). A copy of Title 8 of the Code can be reviewed on the Tribe's website at www.sanjuanpaiute-nsn.gov or can be obtained upon request to the Tribal Administration Office.

The Emergency Assistance Program provides various types of emergency assistance to Tribal Members who submit a complete Emergency Assistance Program Application (Application) and who meet the established criteria for the Program in accordance with the Tribal Law & Order Code and the San Juan Southern Paiute Tribe Emergency Assistance Program Handbook (Handbook). This Emergency Assistance Application Packet is part of the Handbook. A complete copy of the Handbook can be obtained upon request to the Tribal Administration Office. *Please note that the Code, the Handbook and this Application Packet may be updated from time to time. Prior to making an Application for Emergency Assistance, you should make sure that you are using the current version of the Code, Handbook and Application Packet.*

The Emergency Assistance Program is funded each year as part of the overall Tribal Budget and funding is limited from year to year. The review of your Application will be categorized by the type of Emergency Assistance you are requesting (e.g. burial assistance, transportation assistance, emergency assistance, etc.). The type of assistance offered by the Tribe to provide emergency assistance for Tribal Members, if any, may not necessarily be the type of assistance initially requested by the Applicant.

Upon receipt of a completed Application the Tribal Administration may provide up to \$1,000 of Emergency Assistance. The Tribal Administration will make a determination whether an Emergency Tribal Council meeting is required or if the assistance requested will be addressed at the next regularly scheduled Tribal Council Meeting. Applicant must be present at the Tribal Council Meeting to answer questions and provide further information requested by the Council. If Applicant is unable to attend the Tribal Council Meeting in person telephonic or videoconference attendance is acceptable and may be set up through the Tribal Administration.

Emergency Assistance may be denied if:

- You do not meet the qualifications for assistance;
- Sufficient funds are not available in the Program Budget or providing the requested assistance would result in the expenditure of a significant amount of the Program Budget that would prevent the Tribe from fulfilling a sufficient number of other Tribal Member requests for Emergency Assistance;
- A more efficient and reasonable means of achieving adequate Assistance is available;
- Achieving the requested Assistance is impractical or unlawful;
- The Tribe lacks the necessary resources to provide the requested Emergency Assistance in a safe and adequate manner; or
- You have a more recent history of receiving Emergency Assistance from the Tribe than other Applicants;
- For any other non-discriminatory reason.

IMPORTANT NOTICE:

Receiving assistance from an approved Tribal Assistance Program could impact your ability to qualify for or receive other benefits or assistance from the state or federal government. Please check with your local agency providing state or federal benefits to determine the impact, if any, of receiving assistance from an approved Tribal Assistance Program.

TRIBAL LAW & ORDER CODE

TITLE 8, CHAPTER 1, SECTION 307

APPEALS AND REMEDIES

§ 307 Appeals and Remedies.

- A. Right to Appeal. Any Applicant who has submitted an Application shall have the right to appeal to the Tribal Court of the San Juan Southern Paiute Tribe, provided that the Tribal Court shall only have jurisdiction to address appeals alleging that the Constitution and/or the Law & Order Code has been violated.
- B. Where to File the Appeal. All appeals shall be filed with the Tribal Court pursuant to the appeal procedure established in Title 5 of the Law & Order Code.
- A. When to File Appeal. All initial appeals pursuant to this Article shall be filed within 30 days of the receipt of a notice informing the Applicant that their Application for assistance under a Tribal Program pursuant to this Title has been rejected or within 30 days of an alleged violation of the Tribal Constitution and/or the Law & Order Code.
- B. Remedies. With regard to appeals made pursuant to this Section, the Tribal Court shall have the jurisdiction to order compliance with the Tribal Constitution and/or Law & Order Code. Decisions of the Tribal Administration or Tribal Council shall only be set aside if arbitrary, capricious, an abuse of discretion, or otherwise not in accordance with law.

[Legislative History: Enacted by Resolution No. 2018-72, 10/5/2018]

NOTICE:
INCOMPLETE APPLICATIONS WILL NOT BE
PROCESSED

If you do not submit a complete application:

1. A Notice will be mailed to you that informs you that your application is incomplete and it will request that you submit the items needed to complete the application.
2. If you do not provide a response within 30 days from the date of the Notice, any forms and/or photocopied information will be shredded. Any original documents will be mailed back to you at the last address provided on the application.
3. If your application is closed for failure to timely submit the requested documentation, you will be required to submit a new application with all the appropriate documentation in order to reapply for Assistance.

ALL APPLICATIONS MUST BE SUBMITTED BY
MAIL OR HAND-DELIVERED TO:

San Juan Southern Paiute Tribe
ATTN: Emergency Assistance Application
P.O. Box 2950 (mailing)
50 South Main Street, Suite 102 (street address)
Tuba City, Arizona 86045

You are responsible for ensuring that your application documents are delivered to the Tribe. It is recommended that if you are mailing your documents that you send them by Certified Mail – Return Receipt Requested or by Federal Express.

TO TRACK THE PROGRESS OF YOUR APPLICATION,
CONTACT THE TRIBE AS FOLLOWS:

Mail: San Juan Southern Paiute Tribe
ATTN: Tribal Administrator
PO Box 2950 (mailing address)
50 South Main Street, Suite 102 (street address)
Tuba City, Arizona 86045

Phone: 928-212-9794

Fax: 928-233-8948

Email: j.conovaloff@sanjuanpaiute-nsn.gov

EMERGENCY ASSISTANCE APPLICATION CHECKLIST:

Use this Checklist to make sure you have submitted all required documentation with the Application.

- Emergency Assistance Application**
 - Complete, sign and date the Emergency Assistance Application. Note: There are two places to sign the Application.

- Household Member Addendum**
 - Complete a Household Member Addendum for each person who lives in your household over the age of 18.

- Proof of Emergency**
 - Provide documents that verify that the assistance being requested is in fact an emergency: a copy of the eviction notice, outstanding rental or lease payments, photographs of the disaster for which assistance is being requested, etc.

- Authorization and Consent to Release of Information for Tribal Assistance Programs**
 - Complete the Authorization and Consent to Release of Information and sign before a notary.

- Copy of Driver's License or State Issued Identification Card**
 - Provide a copy of your driver's license or state issue identification card. If you do not have one of these, provide a copy of your Tribal Identification Card.

- Other Supporting Documents**
 - The Tribe may request additional supporting documents or information from Applicant based upon the type of request and information provided in the Application.

**SAN JUAN SOUTHERN PAIUTE TRIBE
AUTHORIZATION AND CONSENT TO RELEASE OF INFORMATION
TRIBAL ASSISTANCE PROGRAMS**



Applicant's Printed Name:	
Birthdate:	
Mailing Address:	
City, State, Zip Code:	
Phone #:	
Email:	

To Whom It May Concern:

As a Tribal Member of the San Juan Southern Paiute Tribe, I have applied for assistance from one of my Tribe's Assistance Programs. As part of my application, the San Juan Southern Paiute Tribe must review my current income and benefits from various sources. I am providing this Authorization and Consent to Release of Information in order to assist my Tribe in obtaining verification of my current income and benefits. My request to release information also includes any associated Protected Health Information that may be related to my various sources of income or benefits I currently receive from another institution or government agency.

By signing below, I hereby authorize the release of information from other institutions and agencies, including, but not limited to, state and federal benefits programs, to the San Juan Southern Paiute Tribe, for the purpose of the San Juan Southern Paiute Tribe evaluating my application for assistance. Release of the information should be provided to:

San Juan Southern Paiute Tribe
ATTN: Tribal Assistance Program – [insert name of Applicant]
P.O. Box 2950
Tuba City, Arizona 86045
Phone (928) 212-9794 ~ Fax (928) 233-8948

This Authorization and Consent to Release of Information shall be valid for one (1) year from the date I have signed below.

_____ Date
Signature of Applicant

STATE OF _____)
) ss.
County of _____)

On this ____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that s/he executed the same for the purpose therein contained.

Notary Public

My Commission Expires: _____