



SHAWNEE TRIBE EDUCATION AND SOCIAL SERVICES

School Clothing and Extracurricular Activities Reimbursement Program (SCECARP)

Eligibility:

1. Student must be enrolled citizen of the Shawnee Tribe
2. Student must be enrolled in a State Certified Head Start or Pre-K through 12th Grade Institution or Program
3. Applicant Must Be the Parent, Legal Guardian, Foster Parent, or Case Worker of the Student
4. Applicant Must Submit **All** Required Forms, Documentation, and Original Receipts by the Deadline

Guidelines:

1. SCECARP assists each student enrolled in a state certified Head Start or Pre-K through 12th grade institution or program with a reimbursement of up to \$600.00 annually for qualifying expenses.
2. The Education and Social Services Department can also provide a Direct Purchase option for families unable to prepurchase school clothing and shoes for reimbursement. Direct Purchase items can be mailed to tribal citizens who live more than twenty-five (25) miles from tribal headquarters. Shipping and packaging expenses may be deducted from award amounts for shipped items. The Direct Purchase option cannot be utilized for the purchase of extracurricular items.
3. Applicants may apply for up to \$200 in school clothing and shoes reimbursement per student twice per fiscal year. The Fall/Winter application deadline is March 1. The Spring/Summer Reimbursement application deadline is September 1. Applicants must submit complete separate application packets for each award cycle (Spring/Summer and Fall/Winter) to be considered for this benefit twice annually.
4. Applicants may apply for up to \$200 in extracurricular activities reimbursement per student once per fiscal year. The application deadline for extracurricular activities reimbursement is September 1. Examples of reimbursable extracurricular expenses include but are not limited to the following:
 - a. Enrollment and Participation Fees
 - b. Athletics Uniforms and Required Equipment

- c. Cleats, Marching Band Shoes, Dance Footwear
 - d. Letterman Jackets and Other Honorifics
 - e. Cap, Gown, and Stoles Fees, Graduation Fees
 - f. Contest Entry Fees, Honor Society Fees
 - g. Band or Orchestra Instrument Purchase, Rental or Repair
 - h. Robotics Kits, Coding Kits, STEM Equipment
 - i. Ceremonial Regalia or Other Cultural Participation Expenses
5. Complete applications may either be submitted by mail, emailed, or delivered by hand to Tribal Headquarters.
 6. Only complete applications will be considered for funding. Incomplete applications will be denied.
 7. Applicants approved for this benefit will be notified via phone once their application is approved. Reimbursement checks will be mailed to applicants within thirty (30) days of the application receipt date. Applicants may elect to pick up their checks prior to mailing by contacting the Social Services department.
 8. Applicants denied this benefit will receive written notice within ten (10) days of the application receipt date.

Required Documents:

- Complete Application Signed and Submitted by the Student's Parent, Legal Guardian or Case Worker
- Copy of the Student's Shawnee Tribe Citizenship Card
- Completed Stamped and Signed Enrollment Verification
- Proof of Custody or Guardianship for Applicants Who Are Not the Student's Birth Parent
- Original Receipts Demonstrating Qualifying Purchases on Behalf of the Student

Receipt Guidelines:

1. The school clothing allowance is to be used to purchase school clothing, shoes, or uniforms only. Original receipts detailing the item and date purchased must be included for all reimbursable expenses.
2. Applicants must include the student's name and citizenship number on the top of each receipt. Only one child should be included on each receipt. Multiple children may not be included on a single receipt. Applicants may submit multiple receipts for each student. Receipts should not include other non-reimbursable items. Receipts must contain the total purchase price.
3. Printed receipts for online purchases are accepted. Applicants must include the student's name and citizenship number on the top of each receipt. Receipts for online purchases must include an itemized list of purchased items, the name of the applicant, the place of purchase and the date of purchase as printed.

4. Reimbursement for extracurricular purchases is considered on a case-by-case basis. Applicants may request written preapproval for extracurricular items or expenses. Written preapproval for extracurricular items does **not** constitute acknowledgment of a complete application or the promise of payment. Preapproval of a proposed extracurricular item only demonstrates that the item is an approved reimbursable expense.
5. Formal printed receipts are required for extracurricular purchases. Printed receipts must include the purchased item, the name of the purchaser, the purchase date, and verifiable seller contact information. Handwritten receipts will not be accepted.

Appeals and Requests for Review

The applicant must submit a written notice of the appeal and request for review to the Director of Education and Social Services within ten (10) days after receipt of the denial or award letter. The request for review must state the reason for the appeal and the action or relief sought by the applicant. If the applicant fails to submit a written notice of appeal and request for review within the allotted ten (10) day period, the applicant has waived his or her right to a review. Appeals and requests for review will be reviewed by an Appeals Committee which shall be appointed by the Chief and consist of at least five members appointed every four years. The Chief of the Shawnee Tribe has the discretion to appoint and or remove Appeals Committee members as necessary.

Reporting Suspected Fraud

Employees of the Shawnee Tribe, Shawnee tribal citizens, and other interested parties may report suspected fraud to the to the Director of Education and Social Services, the Chief Operating Officer, or the Executive Director of Compliance. Employees of the Shawnee Tribe may also report suspected fraud anonymously at Shawnee-tribe.ethicspoint.com.

Confidentiality and File Retention

Participation in the tribe's SCECARP Assistance program is confidential. Secure digital and print files are retained by the Education and Social Services Department for no less than 3 years after the date of the last approved fiscal year audit in accordance with the Shawnee Tribe's file retention guidelines.



Shawnee Tribe Education and Social Services Department

School Clothing and Extracurricular Activities Reimbursement Program Application

❖ Student's Information:

Student's Name: _____

First

Last

MI

Citizenship #: 911U _____ Date of Birth: ____/____/____ Age: _____

Name of school or program the student is enrolled in: _____

❖ Parent/ Legal Guardian/ Foster Parent's Information:

I am the Parent Guardian Foster Parent or Case Worker

I am applying for Fall/Winter Assistance Spring/Summer Assistance Extracurricular Activities Assistance
Due Date: March 1 Due Date: September 1 Due Date: September 1

Name: _____

First

Last

MI

Address: _____

PO Box/ Street

City

State

Zip

Phone number: (____) _____ 2nd Contact number: (____) _____

CONFIRMATION AND ACCEPTANCE

I attest that the information provided above is correct.

I understand that only complete applications including all required documents will receive consideration.

I understand that this benefit is awarded on a "first come, first served" basis as funding allows.

I understand that incomplete applications or applications received after the stated deadline will be denied.

I understand that if my application is denied I can reapply for this benefit before the stated deadline.

I understand that participation in this program constitutes consent for internal and external reviews, audits, and investigations for applicants, vendors, and all other interested parties in accordance with tribal, state, and federal statutes.

I understand that knowingly providing false information or fraudulent applications may result in criminal prosecution and/or ineligibility for tribal programs and services.

Signature of Parent/Guardian

Date





Shawnee Tribe Education and Social Services Department
School Clothing and Extracurricular Activities Reimbursement Program

TO BE COMPLETED BY THE SCHOOL

Instructions for the School Official: Please complete the following fields and affix your school's official stamp/seal to this form.

Name of Student: _____

Name of School or Program: _____

Address: _____

PO Box /Street

City

State

Zip

Phone: (____) _____ Ext: _____ Email: _____

School Year: _____ Grade/Classification of Student: _____

Enrollment Status: _____ In Attendance _____ Pre-Enrolled

YOUR SIGNATURE VERIFIES THAT THE STUDENT NAMED ABOVE IS ENROLLED OR PRE-ENROLLED IN THE LISTED SCHOOL OR EDUCATIONAL PROGRAM AS OF THIS DATE.

School Official Signature

Title

Date

**Affix
Stamp/Seal
Here**

School Clothing and Extracurricular Activities Reimbursement Program

TO BE COMPLETED BY THE EDUCATION AND SOCIAL SERVICES DEPARTMENT

Award Year:	_____	Program Section:	_____
Student Name:	_____	Citizenship Number:	911U
Parent Name:	_____		
Address:	_____		
Phone Number:	() -	Work Number:	() -
School Name:	_____	Grade Level:	_____
Date Approved	_____	Date Denied	_____

Required Documents:

- Complete Application Signed and Submitted by the Student's Parent, Legal Guardian or Case Worker
- Copy of the Student's Shawnee Tribe Citizenship Card
- Completed Stamped and Signed Enrollment Verification
- Proof of Custody or Guardianship for Applicants Who Are Not the Student's Birth Parent
- Original Receipts Demonstrating Qualifying Purchases on Behalf of the Student

Fall/Winter Amount Disbursed: _____

Spring/Summer Amount Dispersed: _____

Extracurricular Amount Dispersed: _____

Program Specialist Notes:

Education and Social Services Director

Date

