



Cheyenne and Arapaho Tribes - Department of Education (CADOE)
School Clothing Program - School Year 2009-2010 (8/09 - 5/10)
(Accepting applications from Monday, July 27, 2009 – Monday, November 23, 2009)
KEEP PAGES 1 & 2 OF APPLICATION PACKET FOR YOUR RECORDS

1. **PURPOSE:** For the school year 2009-2010, the School Clothing Program (SCP) will provide supplemental funds in a **ONE (1) time disbursement** to all **approved Cheyenne-Arapaho tribally enrolled members** who are between the **ages 3* - 17** years old (by 8/15/2009, Per Capita Adult verification date) and who are enrolled in a Head Start - High School program.

*Children who are not 3 years old by 8/15/09, but will be turning 3 before the November 23, 2009 deadline **and** will also be enrolled in a Head Start/Pre-K program, should contact the SCP program before November 23, 2009 and apply once the student(s) are enrolled in the school.

➔ **AWARD AMOUNTS:** are the same as the 2007 SCP amounts and are determined by the student's age on 8/15/09.

AGES by 8/15/09	Award Amount	With 2008-2009 returned receipts**
3*yrs - 9yrs	\$70.00	\$100.00
10yrs - 17yrs	\$120.00	\$150.00

**The past 2009-2010 program participants who abided by all guidelines and the SCP received the receipts by Friday, July 24th, 2009 & dates on receipts are not after July 1, 2009, will receive the amounts listed above (2008-2009 SCP returned receipts list provided by the Per Capita office).

!!NO SCP AWARDS WILL BE AVAILABLE FOR PICK UP AT THE CADOE EI RENO OFFICES!!

2. **DEADLINES:**

- a) All applications must be **RECEIVED** in the SCP office or **POST MARKED** by:
MONDAY, NOVEMBER 23, 2009 - ABSOLUTELY NO EXCEPTIONS
- b) All receipts must be **RECEIVED** in the SCP office or **POST MARKED** by:
FRIDAY, JANUARY 4, 2010 - ABSOLUTELY NO EXCEPTIONS

3. **APPLICATION GUIDELINES:** The School Clothing Program funds are designated for the specific purpose of providing financial assistance to tribally enrolled students between the ages of 3*-17 (by 8/15/2009, this is the Per Capita Adult verification date), for the sole purpose of purchasing school clothing/uniforms. Unauthorized use of these funds will result in the suspension for the next academic school year.

ALL APPLICATIONS MUST BE THE ORIGINAL, UNLESS FAXED BY THE SCHOOL WITH A SCHOOL LETTER HEAD INCLUDED-YOU NEED TO ALSO CONTACT THE SCP OFFICE TO CONFIRM THAT THE APPLICATION WAS RECEIVED.

➔ Mail*** ORIGINAL application to: SCHOOL CLOTHING PROGRAM C-A Dept. of Education P.O. Box 38 Concho, OK 73022	Contact Information: Toll Free: 1-800-247-4612 Ext. 27733 / 27651 Phone: (405) 422-7733 / (405) 422-7651 Fax: (405) 422-3075 Email: schoolclothing@c-a-tribes.org
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***Applications may also be turned directly into the SCP office at the Department of Education in El Reno, OK: 1621 Suite D East Highway 66. **THE APPLICATIONS MUST BE SIGNED IN TO BE STAMPED RECEIVED**

The school clothing program will abide by the following guidelines, no exceptions.

3.1 Documentation	All funds will only be awarded to those applicants who have submitted a COMPLETE application, SCP survey (1 survey per household) and have been approved by SCP Coordinator. The application must be fully filled out with the students Tribal Enrollment number; if all areas are not complete the application will be marked as incomplete and mailed back, if you do not have the tribal enrollment # please still send application . ➔ -It is not required that you include a copy of the applicant's CDIB or Tribal ID, but if you are a new applicant a copy of the CDIB would speed up the application processing.
3.2 Tribal Enrollment	Applicant must be currently enrolled in Cheyenne and Arapaho Tribes at the time of the application. The Enrollment Office will provide verification of enrolled membership. NO PENDING ENROLLMENT APPLICATIONS WILL BE APPROVED
3.3 School Enrollment	All applications must be verified by school official (page 1 of application). Faxed applications sent from schools with an official letter head will be accepted.
3.4 Awards Process	SCP funds will be mailed only after the completed application is processed and approved by the SCP. Please allow up to two (2) weeks for processing.

<p>3.4 Awards Process continued</p>	<p style="text-align: center;"><u>NO SCP FUNDS WILL BE AVAILABLE FOR PICK UP AT THE SCP OFFICE!!!</u> <u>ABSOLUTELY NO EXCEPTIONS WILL BE MADE!!!</u></p> <p><u>Oklahoma State Residents:</u> Gift/visa cards will be distributed for funds. <u>All other U.S. State Residents:</u> Checks will be mailed with signature receipts for delivery. <u>International Residents:</u> Please contact SCP program for specific instructions for funds.</p>
<p>3.5 Receipts</p>	<p>Parents/applicants must return all original receipts; all receipts must be received in the SCP office or postmarked by Monday, January 4, 2010. Parents or legal guardians who do not turn in receipts totaling the amount awarded will NOT be eligible for SCP funds for the next academic school year.</p> <p>- Receipts for school clothing purchased before receiving SCP funds will be accepted, as long as the date is not before July 1, 2009.</p> <p>Please list all Applicant Names (as listed on CDIB) and Enrollment #'s on all receipts turned in.</p>

4. APPLICATION PROCESSING:

4.1 Only original application will be accepted, unless faxed by the school with an official school letterhead. If the application is being faxed please call to confirm that the application was received.

→ The SCP will be working with the Johnson O'Malley program in the Oklahoma C-A service areas to make the SCP applications and gift/visa cards available for pick up and processing, a CDIB and parent/guardian ID is required for all funds picked up at these events. An application will not be processed without the school section completed. Contact the SCP office for further details of these dates and locations.

4.2 Applications will be processed on a first-come-first-served basis.

4.3 Please allow up to two (2) weeks for processing of your SCP application and mailing of your funds.

4.4 Applicants have the option of receiving their funds by certified mail (Section 1 of Application).

→ 4.5 Applications will **NOT** be approved after the SCP deadline of Monday, November 23, 2009. Only application with a post mark of November 23, 2009 will be accepted after the deadline date. **NO EXCEPTIONS**

5. GENERAL PRIORITY GUIDELINES:

5.1 An application must be completed for **each child** applying for assistance. Only when the full applications completed and approved by the School Clothing Program (SCP) Coordinator, will funds be disbursed.

5.2 All Cheyenne-Arapaho (C-A) enrolled tribal members between the ages of 3 years old - 17 years old, on August 15, 2009 (Per Capita adult verification date), will be eligible for the 2009-2010 School Clothing Program (SCP) funds, as long as they are enrolled in a school program. All C-A tribal members who turn 18 on or before August 15, 2009 will **NOT** be eligible for the SCP funds.

*Children who are not 3 years old by 8/15/09, but will be turning 3 before the November 23, 2009 deadline **and** will also be enrolled in a Head Start/Pre-K program, should contact the SCP program before November 23, 2009 and apply once the student(s) are enrolled in the school.

5.3 The School Clothing Program Coordinator will be the primary contact for all questions, comments, applications request and appeals for the SCP. The SCP Coordinator will work with the Executive Director of the Department of Education to ensure fair and accurate administration of program funds.

5.4 Grievances will be handled by the SCP Coordinator and Executive Director of Education. Please submit all application denial appeals to the School Clothing Program Coordinator. Once received the SCP Coordinator will discuss the appeal with the Department of Education Executive Director, their subsequent decision will be final.

5.4 Parent(s)/legal guardian(s) acknowledges receiving a check in the amount allocated by the School Clothing Program to purchase school clothing for the applicant. The parent(s)/legal guardian(s) understands that if the check is lost and un-endorsed there will be a bank fee deducted from the re-issued check.

→ 5.5 All SCP funds should be used immediately upon receiving the funds.
Oklahoma State Residents: Visa cards will be activated upon SCP purchase in 8/09, however if they are not used within 12 months from this activation date, there will be a **\$2.95 fee** deducted from the balance on the card every month, after the first 12 months. This fee is not controlled by the C-A Tribes School Clothing Program.

Outside of Oklahoma state residents: All checks not cashed by December 31, 2009, will have a stop payment issued on them. These funds will **NOT** be re-issued under any circumstances.

5.6 Parents must return all original receipts to the SCP office or be postmarked by January 4, 2010. Please list all applicant names and enrollment numbers on all receipts. The awarded SCP applicants who do not turn in receipts totaling the amount awarded will not be eligible for the next academic year. Receipts for school clothing purchased before receiving SCP funds will be accepted, as long as the date is not after July 1, 2009.

5.7 All SCP applicant information will be kept confidential.

5.8 The School Clothing Program reserves the right to add to and change all program guidelines, fund types and amounts, as well as application processing as is deemed necessary by the Department of Education, without prior notification to the SCP applicant.

2009 - 2010 Education Survey

1.

A parent/guardian is required to complete this form. Only one form necessary per household. This is an anonymous survey please do not sign or put any personal information on this survey. School clothing gift cards will not be issued until this survey is completed along with the school clothing application. The results are used to plan new education programs and initiatives and to provide information for tribal programs. This survey will be tabulated and posted in the tribal newspaper.

1. Zip code of residence

ZIP/Postal Code:

2. How many Cheyenne and Arapaho students do you have in your household?

- | | | |
|----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 8 | |

3. What grade(s) will your student(s) be entering during the 2009 - 2010 school year?

	Child 1	Child 2	Child 3	Child 4	Child 5	Child 6	Child 7	Child 8	Child 9	Child 10
Pre-K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Has your student(s) transferred to another school this past year?

- Yes No

2009 - 2010 Education Survey

5. In addition to yourself and child(ren), who else (including in-laws) resides in your home?

- spouse
- partner
- mother
- father
- brother
- sister
- cousin
- friend

6. Which of the following best describes your employment status?

- Employed or self-employed full-time
- Employed or self-employed part-time
- Unemployed and looking for work
- Not in labor force (not looking for work)
- Not in labor force (homemaker)
- Retired
- Student

7. Would you like Cheyenne and Arapaho languages, histories, and government taught in school?

	Yes	No
Preschool	<input type="checkbox"/>	<input type="checkbox"/>
Elementary School	<input type="checkbox"/>	<input type="checkbox"/>
Middle School	<input type="checkbox"/>	<input type="checkbox"/>
High School	<input type="checkbox"/>	<input type="checkbox"/>

8. Are you a fluent speaker of Cheyenne and/or Arapaho language?

	Yes	No
Cheyenne	<input type="checkbox"/>	<input type="checkbox"/>
Arapaho	<input type="checkbox"/>	<input type="checkbox"/>

9. Are your parents or grandparents fluent speakers of Cheyenne and/or Arapaho?

- Yes
- No

10. What is your level of Cheyenne and/or Arapaho language knowledge?

- None
- I know a few words
- I understand what is said but I am not able to respond
- I understand what is said and I am able to provide a limited response
- I am able to hold a conversation in Cheyenne or Arapaho

2009 - 2010 Education Survey

11. Would you support the creation of a Cheyenne and Arapaho elementary school, charter school or an immersion school?

Yes

No

Maybe

12. Does your home have consistent access to telephone and television services

	Yes	No
Access to Television	<input type="radio"/>	<input type="radio"/>
Access to Telephone	<input type="radio"/>	<input type="radio"/>

13. Please prioritize the top three issues confronting our students in public school (grade K-12) by using 1, 2, and 3 (whereas 1 is the greatest issue).

	1	2	3
Lack of support from schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bullying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poverty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of tutoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clothes/shoes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of school supplies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gangs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of Native American teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Does your family have a computer in your household?

	Yes	No
Computer in Home	<input type="radio"/>	<input type="radio"/>
Internet in Home	<input type="radio"/>	<input type="radio"/>

15. Parent or guardian level of education.

Graduated from college

GED

Some education after high school

Vocational Technology

Graduated from high school

Did not finish high school

If you did not finish high school, please list reason

2009 - 2010 Education Survey

16. How many days during the last school year was your student(s) absent from school?

1 - 2 days

5 - 10 days

Don't remember

3 - 4 days

More than 10 days

17. Approximately how many books are in your home?

Few (0-10)

Enough to fill one bookcase (26-100)

Enough to fill one shelf (11-25)

Enough to fill several book cases (more than 100)

18. Household transportation is generally provided by:

Tick as many as apply

Vehicle we own	<input type="checkbox"/>
Vehicle we rent/lease	<input type="checkbox"/>
Family and/or friends	<input type="checkbox"/>
Bus	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>
None	<input type="checkbox"/>

19. Please ask your student which of the following best describes them:

	Child 1	Child 2	Child 3	Child 4
I'll probably go to college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I'll probably graduate from high school, but not go to college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I probably won't graduate from high school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I don't know	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. Does your student participate in after-school activities?

Yes

No

21. What CA Department of Education program(s) have you or any of your family members utilized in the past year? (Check all that apply)

Johnson O'Malley (JOM)

Gaming Higher Education

Vocational Rehabilitation

School Clothing Program

BIA Higher Education

Adult Education

Head Start

Culture and Heritage

Media Production

Child Development

CATI

Cheyenne and Arapaho Language Department



School Clothing Program Application

School Year 2009-2010 (8/09 - 5/10)

SCP only

RECEIVED STAMP

(Accepting applications from Monday, July 27, 2009 – Monday, November 23, 2009)

ONE APPLICATION PER STUDENT MUST BE COMPLETED

SECTION 1 TO BE COMPLETED BY APPLICANT

_____ **2801A**

Applicant Name (As listed on CDIB) _____ **C-A Tribal Enrollment #** _____

D.O.B ____/____/____ **Grade level:** _____ **Participated in SCP last year: YES / NO**

Parent/Legal Guardian: _____

Mailing Address: Street: _____

City: _____ State: _____ Zip Code: _____

Home/Cell phone: (____) _____ Email: _____

(check box) I understand and I am in agreement with all the **Rights and Responsibilities on page two(2) of the SCP 2009-2010 application, as well as understanding and agreeing with the SCP Purpose, Deadlines, Application Guidelines, General Priority Guidelines, and Application Process, all explained in pages 1-2 of the SCP application packet.**

(check box) If you would like your funds Gift/Visa card or check mailed with a USPS Certified Mail Receipt.

Signature _____ Date _____

*Parents if possible retain a copy of your child's application and receipts.

Please do not complete until student is officially enrolled in your school for the 2009-2010 School Year.

SECTION 2 TO BE COMPLETED BY SCHOOL

Grade level of student: _____

Name of Institution: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____ **School Phone:** (____) _____

(check box) I have verified the name and school enrollment of the applicant and guardian name listed section 1 school information to be true and correct, and the grade level of the student named above is currently enrolled for the 2009-2010 School Year.

Print School Official Name

Signature of School Official _____ **Date** _____

AREA LEFT BLANK FOR SCHOOL STAMP OR SEAL

*If you have any questions please contact the C-A School Clothing Program
*If the applicant has requested you to fax or mail this application upon completion please include a letterhead.

SECTION 3 TO BE COMPLETED SCP

APPLICATION COMPLETE

APPLICATION INCOMPLETE

ENROLLMENT VERIFIED

RECEIVED FUNDS IN 08-09

DENIED

AWARD AMOUNT _____

GIFT CARD - **CHECK**

Processed by: _____

FUNDS RECEIVED/MAILED: ____/____/09

TRACKING # _____

APPROVED STAMP

Staple copy of gift/Visa card or check stub in this section

Attach all receipts to SCP section on back

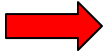
Rights and Responsibilities

1. I acknowledge that faxed copies of this application will not be accepted, unless faxed by the school I am attending.
2. I acknowledge that applications with incomplete information will not be accepted.
3. I acknowledge that the attached survey must be completed.
4. I acknowledge and agree that all funds awarded to the applicant by the School Clothing Program are for the sole purpose of purchasing school clothing for the C-A tribally enrolled applicant (name listed in Section 1).
5. I understand that I am required to submit original receipts showing all funds spent totaling the awarded amount to the Per Capita Office by **January 4, 2010**. (Write minor's name and C-A Tribal Roll # on receipts) Applicants who do not turn in receipts will not be eligible for the next academic school year's SCP.
6. Oklahoma State Residents: Visa cards will be activated upon SCP purchase in 8/09, however if they are not used within 12 months from this activation date, there will be a **\$2.95 fee** deducted from the balance on the card every month, after the first 12 months. This fee is not controlled by the C-A Tribes School Clothing Program.
Outside of Oklahoma state residents: All checks not cashed by December 31, 2009, will have a stop payment issued on them. These funds will **NOT** be re-issued under any circumstances.
7. I understand that if the check is lost and un-cashed, a bank fee will be deducted from the re-issued check.
8. If you have already purchased school clothing as of July 1, 2009 – to present, you may use the SCP funds awarded as a reimbursement, however for OK state residents, this funds award will still be in the form of a gift/Visa card. All original receipts for the applicant's school clothing purchases still need to be sent to the SCP program.

Notice Regarding False Statements

Whoever, in any matter within the jurisdiction of any Department or Agency of the United States knowingly and willfully falsifies, or covers up by trick, scheme, or devise a material fact or makes a false, fictitious, or fraudulent statement or representation or makes or uses any false writing or documents, knowing the same to contain any false, fictitious or fraudulent statement or entry, may be punished by fine, imprisonment, or both. (8 U.S.C., Section 1001).

I have read and understand the preceding Rights and Responsibilities and Notice Regarding False Statements, and I verify that I am a custodial parent/legal guardian for the minor listed above or have been given permission to receive and spend the funds on behalf of the above named tribally enrolled student by the custodial parent/legal guardian.



Signature

Date



Mail* all ORIGINAL applications to:

**SCHOOL CLOTHING PROGRAM
C-A Dept. of Education
P.O. Box 38
Concho, OK 73022**

*Applications may also be turned directly into the SCP office at the Department of Education in El Reno, OK: 1621 Suite D East Highway 66. **THE APPLICATION MUST BE SIGNED IN TO BE STAMPED RECEIVED**



SCP Contact Information:

**Phone: (405) 422-7733 / (405) 422-7651 Toll Free: 1-800-247-4612 Ext. 27733 / 27651
Fax: (405) 422-3075 Email: schoolclothing@c-a-tribes.org**

SCP SECTION

Attach all receipts to this section on back