

**Cheyenne and Arapaho Tribes - Department of Education (CADOE)
School Clothing Program 2011-2012**

Accepting applications from July 18, 2011 – October 28, 2011

**SCP Coordinator: Marshall Medicinebear- email mmedicinebear@c-a-tribes.org
Fax 405-422-8275 SCP Phone 405-422-7866**

PURPOSE: For the school year 2011-2012, 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 (by Sept. 1) and 17** (by 8/15/2011, Per Capita Adult verification date) and who are enrolled in Head Start through High School for the 2011-2012 academic school year.

AWARD AMOUNTS: Ages 3-9 will receive \$70.00 and/or \$100.00 if you returned your receipts from last year. Ages 10-17 will receive \$120.00 and/or \$150.00 if you returned your receipts from last year.

APPLICATION GUIDELINES:

- **Very Important:** *The parent/guardian name on the school clothing application MUST match the records from the tribal enrollment office. If the parent/guardian names do not match you will receive a letter informing you to update your child's custodial records with the tribal enrollment office. A check will not be sent unless this change has been verified by the tribal enrollment office. Tribal enrollment office number is 405-422-7600.*
- Funds will be awarded to those applicants who have submitted a COMPLETE application and SCP survey (1 survey per household).
- Applicants must be currently enrolled in Cheyenne and Arapaho Tribes at the time of the application. No pending tribal enrollment applications will be accepted.
- If the student is a new applicant to the SCP, a copy of the CDIB or tribal ID must be submitted with application.
- Children who will be turning 3 before September 1, 2011, and will also be enrolled in a Head Start/Pre-K program, should complete an application after they have turned three.
- All applications must be signed by a school official verifying enrollment.
- SCP check will be mailed **only** after the completed application is processed and approved by the SCP.
- All applications will be processed on a first-come-first-serve basis.
- Please allow up to two (2) weeks for processing **after** your completed application has been accepted.
- **All checks will be mailed to the address on the application.** No SCP checks will be available for pick up at the SCP office; absolutely no exceptions will be made.
- The Coordinator will be the primary contact for all questions, comments, and application requests. The SCP Coordinator will work with the Executive Director of the Department of Education to ensure fair and accurate administration of program funds. Any grievances will be held by the SCP Coordinator and Executive Director of Education.
- All SCP applicant information will be kept confidential.
- Parents/applicants must submit all original receipts to the SCP office by December 31, 2011. (or post marked by Dec. 31, 2011). Receipts for school clothing purchased before receiving SCP funds will be accepted, as long as the date is not before July 1, 2011. List the applicant's name and enrollment number on all receipts prior to submission.
- Applications can be mailed to: Cheyenne-Arapaho Tribes Education Department, C/O SCP, PO Box 170, Concho, OK 73022 **or** faxed to 405-422-8275 **or** you may submit the application personally to the Tribal Education Department in El Reno, OK.

**Cheyenne and Arapaho Tribes - Department of Education (CADOE)
School Clothing Program 2011-2012 Application**

**SECTION 1 TO BE
COMPLETED BY
PARENT/GUARDIAN**

C-A Tribal Enrollment #

Student/Child Name (As listed on CDIB) _____ 2801A

D.O.B ____/____/____ AGE: _____ Participated in SCP last year: YES / NO

Parent/Legal Guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Contact # (____) _____

Email: _____

**SECTION 2 TO BE
COMPLETED BY SCHOOL**

Please complete only if student is officially enrolled in your school for the 2011-2012 School Year.

Grade level of student: _____

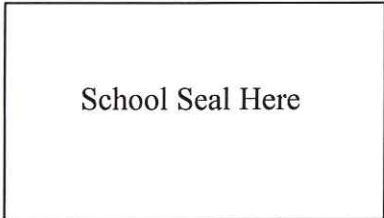
Name of School: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ School Phone: (____) _____

I have verified that the student listed above is enrolled in our school for the 2011-2012 academic school year.

Signature of School Official _____ Date _____



RIGHTS AND RESPONSIBILITIES

Parents/legal guardian acknowledges that the funds distributed through the SCP are solely for the purpose of purchasing school clothing for the applicant. The Parents/legal guardian understands that if the check is lost and un-endorsed and is re-issued there will be a bank fee deducted from the re-issued check. If necessary, I give the SCP permission to obtain/verify my child's tribal enrollment number.

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, Notice Regarding False Statements, and the program guidelines. 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 of Parent/Legal Guardian

Date

Office Purposes Only

Check # _____ Amount _____ Date Mailed _____ Staff Initials _____

SCP Initials _____ *Check Amount \$* _____ *EDU Exec. Dir.* _____ *Finance* _____