

Kickapoo Tribe of Oklahoma

Department of Social Services
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SCHOOL CLOTHING ALLOWANCE PROGRAM

Contained herein are the guidelines to be utilized in administering the Kickapoo Tribe of Oklahoma School Clothing Allowance Program for School Children of Early Head Start, Head Start, Pre-K through 12th grade and Special Needs School. The Clothing Allowance Program is designed to provide financial assistance to enrolled Tribal members in the amount of \$300.00 (Three Hundred Dollars) each fiscal year (October 1st - September, 30th) for the purchase of clothing ONLY.

Eligibility Requirements:

A. Early Head Start Children:

Enrolled Tribal Members who are attending a **CERTIFIED** *Head Start Program, and are at least 3 (three) years of age are eligible to make an application for assistance.

B. Head Start Children/ Pre-Kindergarten:

Tribal Members who are attending a **CERTIFIED** Head Start Program or a *Pre-Kindergarten school and are at least 3 (three) years of age are eligible to make an application for assistance.

*You are **REQUIRED** to provide a copy of the Head Start Program and/or Pre-Kindergarten School's License. No exceptions for unlicensed programs.

C. Kindergarten thru 12th Grade:

Enrolled Tribal Members who are attending a Public School are eligible to make an application for assistance.

D. Special Needs School:

Tribal Members 19 (Nineteen) years old and under who are attending a certified Special needs school, such as, but not limited to School for the Deaf, blind, or disabled are eligible to apply for clothing assistance.

E. Home School

Students must provide the curricula for the current school year with book receipts for the current school year,

Application Process:

- 1) The application must be first completed by the parent/legal guardian. The application must be taken to the school the child is attending to obtain a valid signature of a school official. Authorized signatures that are acceptable are: **School Counselor, Principal or School Secretary**. The school official's signature must also include their job title and **Must Have A Stamp or Seal**.
- 2) It is the responsibility of the parent/legal guardian of the applicant to present a copy of the **current** CDIB card when submitting the clothing application.

- 3) Adults with custody of KTO children will need court documents, DHS approval letters verification showing you have custody or guardianship. Guardians or Custodians of KTO Adults wards in State or Tribal Court custody must have copies of court documents.
- 4) Once the application is approved, the student will be issued a VISA card in the amount of \$300.00. ***All clothing purchases receipts are to be turned in within ninety (90) business days, from the date money has been applied to card in order for the Tribal Member to be eligible for the following year. Only original receipts will be accepted. After ninety (90) Business days, any money left in the account WILL BE PUT BACK TO THE TRIBE and your card balance will be set to Zero (0) until next fiscal year.***
- 5) The monies are to be used only to purchase clothing, shoes and/or uniforms only for the eligible student tribal members. Absolutely, no school supplies are allowed.
- 6) Please be advised these monies are to be used only for your children's school clothes and if there is any mishandling of these monies there will be a full investigation conducted.
- 7) If misuse of monies is reported to the Tribe from any other departments such as ICW, Behavioral Health and/ or any internal departments the Social Services Department will do a full investigation of this offense.
- 7) In extreme cases, the Social Services Department will provide shopping transportation during normal business hours Monday through Friday, 8:00-5:00 for the student(s). Parent and/or guardian must accompany the student. Contact our office for an appointment. Transportation will be provided to those that live within the tribal jurisdiction.
- 8) These guidelines have set limit of 1 (one) request per student per fiscal year (October 1st - September. 30th).
- 9) Only original applications will be accepted.
- 10) A **\$5.00** fee will be charged for lost debit cards.

**All receipts must
be turned in within
90 days**

Note:

Application must be readable and completed in Full to be ACCEPTED

Application Received _____

KICKAPOO TRIBE OF OKLAHOMA

School Clothing Allowance Application

Academic Year 20____ - 20____

Applicant's Information:

(One form per student)

Student's Name: _____ CDIB/Roll# _____
Last First MI

Social Sec #: _____ DOB: _____ Age: _____

Clothing Card # (last 4 digits): _____ Expired Date: _____

Card Status: (Have It), (Lost), (New), Other (explain) _____

Name of School student is enrolled: _____

Card Delivery/Notification Plan: (check one)

Pick up and I may be reached by: **Phone, Text, or E-mail** at: _____
(circle one)

If not self, please name an authorized person: _____

Mail to this Address: _____

Parent/Legal Guardian/Foster's Information:

I am (check one): Parent, Guardian or Foster to the above student.

Name: _____
Last First MI (Maiden)

Address: _____
Street City State Zip / POB Zip

Phone: () _____ 2nd Contact Number () _____

I submit this application for clothing allowance from the Kickapoo Tribe of Oklahoma and request the school to verify enrollment and/or attendance.

Parent/Guardian/foster's Signature Date

*****This Section Must Be Completed By School Official*****

Name of School: _____

Address: _____
Street City State Zip / POB Zip

Phone () _____ Academic School Year: _____ Grade: _____

The student mentioned above is currently: In Attendance Pre-Enrolled

School's Official Signature below verifies that the school information above to be true and correct.

Official's Signature & Title Date

SCHOOL
STAMP OR
SEAL

