

**Port Gamble S’Klallam Tribe**  
**General Welfare School Clothing Assistance Policy**

**I. Purpose**

It is the Port Gamble S’Klallam Tribe’s policy to assist its children to attain academic success and support educational programs that help children become successful. The general welfare school clothing assistance program is established for the use of Port Gamble S’Klallam Tribal community children to assist in the removal of barriers to succeed in school. The Tribal Council determines in each budget cycle whether School Supply assistance funding is available.

**II. Scope**

This program will:

1. Provide financial assistance deemed to promote the social welfare and self-determination of the Port Gamble S’Klallam Tribe.
2. Provide financial assistance for Education under the category of benefit for *Education & Employment* under PL 113-168, the Tribal General Welfare Exclusion Act.
3. Provides program benefits to our Tribal Members and their descendants who are determined to be eligible.
4. Be subject to budgetary restraints and annual Tribal appropriations.

**III. Tax-Exempt Benefit Assertion**

This Program complies with General Welfare guidelines and qualifies as a taxable exempt service (See the Tribal General Welfare Exclusion Act of 2014 Internal Revenue Code 139E).

**IV. Eligibility Requirements**

Applicants must meet the following requirements to be eligible for school clothing assistance. All eligible applicants must follow all policies to ensure the Tribe – that the service is benefiting the Tribal Member.

- Enrolled members of the Port Gamble S’Klallam who are actively enrolled in public school grades K-12, OR
- An un-enrolled, direct descendent child of a Port Gamble S’Klallam Tribal member attending school within the North Kitsap School district, OR
- Youth residents of tribal families permanently living in Little Boston attending North Kitsap School District. (Youth enrolled in another tribe must provide written verification from their tribe certifying they don’t receive clothing assistance from their enrolled tribe before receiving assistance)
- Applicants must be actively enrolled in publicly-supported school grades Kindergarten through 12<sup>th</sup> grade. (repeat seniors must provide proof of enrollment in school before receiving assistance, GED participants are NOT eligible for benefits)
- The applicant’s legal guardian must pick up school clothing assistance in person.
- Students within the eligible group who submitted receipts from the previous year’s assistance.
  - Students identified as “non-compliant” in the prior year will not be provided assistance in advance but are eligible for reimbursement up to the allowed amount for each child under the policy so long as they provide clear receipts showing purchases for individual children within the timelines outlined in the advertisement of benefits.

## V. Policy

- The Tribal Council will annually determine the budget for this program.
- Each qualified applicant must complete a School Clothing Assistance Application on an annual basis.
- A child may receive school clothing assistance from only one tribal program per year.
- A child enrolled with another Tribe will only receive assistance if no assistance or benefit is provided by any other source. Youth enrolled in another tribe must provide written verification from their tribe certifying they don't receive clothing assistance from their enrolled tribe before receiving assistance. If found to receive benefits from multiple sources the parent or guardian will be required to pay back the full amount of benefits received from PGST or lose assistance the next school year for the entire household.
- The Children and Family Services Department will advertise well in advance the availability of assistance in as many methods as possible (e.g. the Community memo, word of mouth, fliers posted around campus, and through Social Media).
- The monetary amount of assistance is determined by the annual budget and grade level the student is entering. It is provided to each eligible applicant in the form of a **Purchase Card**.
  - Purchase Cards must be picked up in person during normal PGST office hours. No mail service provided for this form of assistance.
  - Purchase Cards must be used to purchase clothing items that the individual student needs to have adequate clothing for school and meets the school dress code.
  - The PURCHASE CARD AND RECEIPTS for purchase must be returned within 7 days of card issuance to the Children and Family Services Department. Failure to return receipts may make the student ineligible for the benefit the following school year and/or the legal guardian may be required to repay PGST for the benefit.