

CENTRAL COUNCIL

Tlingit & Haida Indian Tribes of Alaska



Program Profiles



*Providing Services Throughout
Southeast Alaska*

www.ccthita.org

The administration and staff of Central Council Tlingit & Haida Indian Tribes of Alaska (Central Council) are proud of the services we provide to our tribal citizens.

The purpose of this booklet is to provide information on the services offered through our programs. Contact information is included for each program.

Central Council

Founded in 1935, the Central Council of the Tlingit and Haida Indian Tribes of Alaska (Central Council) was established to pursue a land suit on behalf of the Tlingit and Haida people. Over time, the role of Central Council has changed from one of advocacy to one of services to our people. A “Six Point Plan” prepared by Central Council and approved by Congress in 1970, called for programs in the areas of education and skills training, industrial and commercial development, and housing assistance and financing. Today, Central Council continues to serve the interests of the Tlingit and Haida people.

Mission

Preserving our sovereignty, enhancing our economic and cultural resources, and promoting self-sufficiency and self-governance for our citizens through collaboration, service, and advocacy.



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Step 1 - Initial Contact

Eligibility staff reviews initial application with client and requests additional documentation if necessary.

Eligibility staff do not make eligibility decisions.

Step 2 - Return Completed Application

Clients submitting a completed application will be assigned a case manager.

- Case manager supervisor will review application and assign a case manager to the client within two (2) working days.
- Client is appointed a case manager and will be contacted within two (2) working days to schedule an appointment.

Individuals submitting incomplete applications will:

- Be advised of the documents necessary to complete their application, and
- Have 30 days from the receipt of application to submit required documentation.

Step 3 - Meet With Case Manager

Client will meet and work directly with a case manager to develop and monitor a family service plan.

Contact

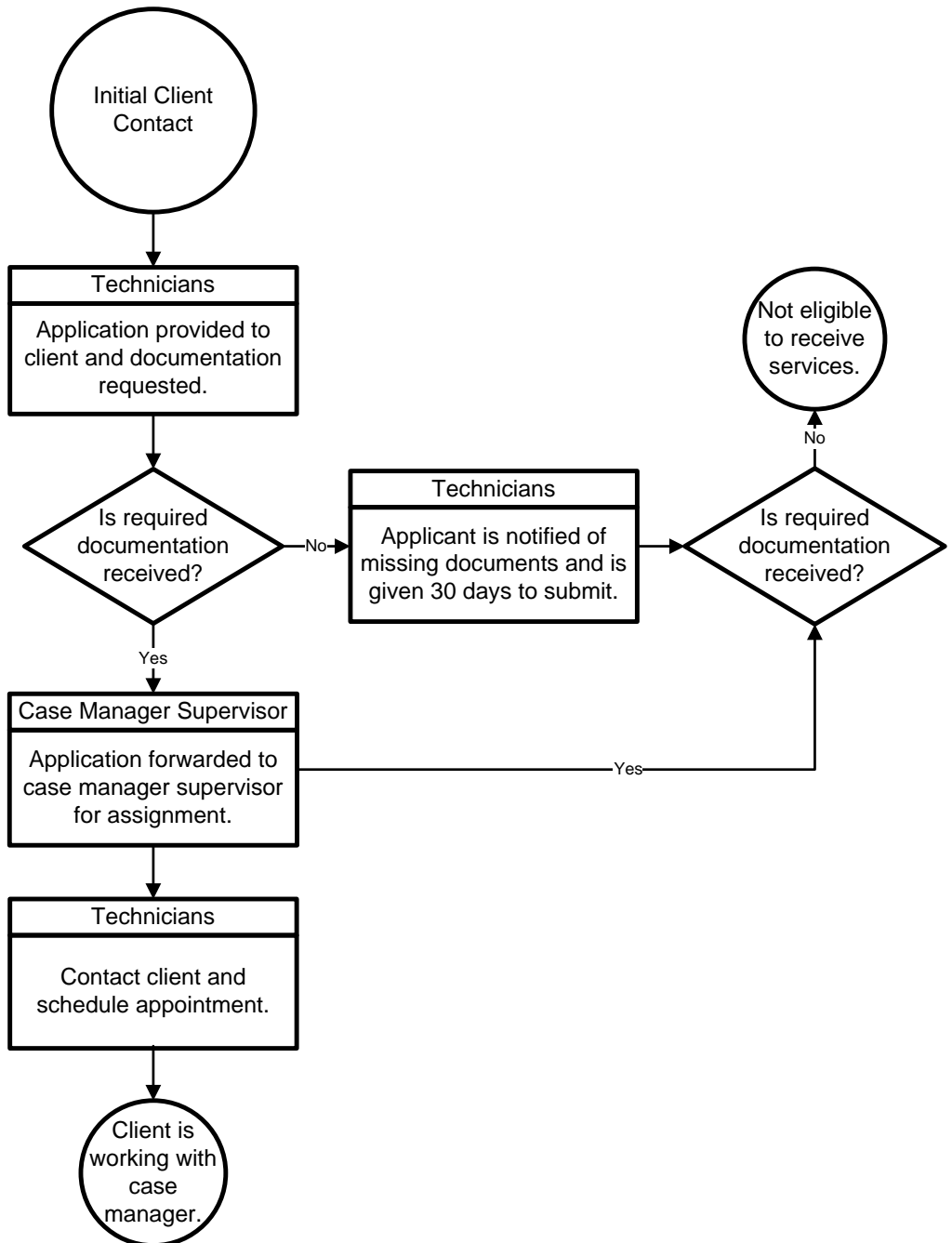
477 | Eligibility

Toll Free: 1.800.344.1432 #7158

Local: 907.463.7158

Fax: 907.523.9060

Eligibility Process Flow Chart



How can I provide feedback on services received?

Complete the customer survey report card “How Did We Do?” that is available at each location.

Who would I talk to about getting financial assistance?

The process begins with our eligibility staff by completing the 477 application for services. Once application is completed, it is assigned to a case manager.

Do I need to set up an appointment to meet with eligibility staff?

No, eligibility staff are available to meet clients on a walk-in basis.

If I’ve received services from Central Council in the past, do I need to turn in a new application?

You do not need to complete an application if you have received services in the past 90 days. After 90 days a new application is required.

Do I have to be Tlingit or Haida to apply for services or receive services from Central Council?

See individual program requirements.

I have already met with a 477 case manager, and they said they were going to mail my benefits, but I have not received anything yet. Who would I talk to about this?

You will need to contact your case manager.

Do I have to be Tlingit or Haida to enroll with Central Council?

Yes.

How do I change my blood quantum?

If you feel your blood quantum is in error, you will need to request a blood quantum correction and provide the necessary documentation showing proof of blood quantum.

What information is given over the phone regarding enrollment?

We require a written release to forward any information pertaining to an individual's enrollment.

Can family members request verification of enrollment?

If over 18, a Release of Information must be submitted.

Is there a charge to receive another tribal identification card?

There is no charge for a duplicate tribal identification card.

Do I need an original birth certificate to get enrolled?

Yes, but it will be returned after it has been documented for your enrollment record.

If I am adopted, what paperwork do I need to submit with my application?

We will need your pre-adoption birth certificate and your adopted birth certificate with the enrollment application.

If my father, who is the Native parent, is not listed on the birth certificate can I still get enrolled?

Yes, you will need to have your father fill out a paternity affidavit stating he is your father; the affidavit requires both parents' signatures.

Program Purpose

To provide financial assistance to help defray burial expenses.

Program Description

The Burial Assistance Program may provide financial assistance to eligible tribal citizens, dependent on funding and only in the absence of other resources. Assistance is based on need. Assistance from other sources is deducted from qualifying funding amount.

Applicant must be a family member or designee of the deceased and designated by the family. Direct payments are made to the mortuary performing the burial service.

Communities Served

- Craig
- Haines
- Juneau Service Area
- Kasaan
- Klawock
- Petersburg
- Saxman
- Skagway
- Wrangell

Eligibility Requirements

- Family must demonstrate proof of eligibility for tribal enrollment or Certificate of Indian Blood (CIB);
- Deceased must not have had sufficient resources to meet the essential needs; and
- Deceased must have resided in the service area.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

477 | Eligibility
Toll Free: 1.800.344.1432 #7158
Local: 907.463.7158
Fax: 907.523.9060

Program Purpose

To increase the availability of child care services to eligible tribal citizens residing in Southeast Alaska.

Program Description

The Child Care Program provides grants to qualified applicants to help with the cost of child care. Families who work or are in training for more than 25 hours per week are encouraged to apply. In addition, we offer a Quality Improvement Program for providers to help with health and safety equipment, business licenses, and classroom training.

Communities Served

Discretionary (subsidy) Program:

- Angoon
- Craig
- Juneau
- Haines
- Hydaburg
- Kake
- Kasaan
- Ketchikan
- Klawock
- Klukwan
- Pelican
- Petersburg
- Saxman
- Skagway
- Tenakee
- Wrangell

Mandatory (low-income/TANF/GA/EA/CPS cases):

- Angoon
- Craig
- Haines
- Hoonah
- Hydaburg
- Kake
- Kasaan
- Ketchikan
- Klawock
- Klukwan
- Pelican
- Petersburg
- Saxman
- Sitka
- Skagway
- Tenakee
- Wrangell
- Yakutat

Eligibility Requirements

- Tribally enrolled or a descendant of a tribally enrolled applicant, and children must be under the age of 13;
- Employed or in training more than 25 hours/week; and
- Must be a Southeast Alaska resident.

Funding Agency

U.S. Department of Health & Human Services

Contact

Employment & Training | Child Care

Toll Free: 1.800.344.1432 #7178

Local: 907.463.7178 | Fax: 907.463.7392

Program Purpose

To ensure all eligible tribal children receive the financial and emotional support they deserve from both parents.

Program Description

The Tribal Child Support Unit (TCSU) is a federally funded and approved Tribal IV-D child support program. TCSU provides the following child support services for parents or third-party custodians:

- Paternity establishment;
- Establishment of child support orders;
- Modification and enforcement of support orders;
- Location of non-custodial parents; and
- Direct deposit.

Central Council uses its codes and guidelines for establishing child support.

There is no fee for these services, with the exception of costs related to determining paternity. TCSU cannot monitor or modify visitation or custody orders.

Communities Served

TCSU serves all communities.

Eligibility Requirements

TCSU accepts all applications. In the event that TCSU cannot provide services, a referral will be made to a child support program that can provide the appropriate services.

Application Process

Clients must complete an application, which can be obtained from the Juneau or Ketchikan office, or by visiting online at www.ccthita.org/et-childsupportforms.html.

After the child support application has been submitted, TCSU staff work with the client to determine what services meet their needs. Child support cases will be assigned to a TCSU specialist, who will assist in establishing or enforcing a child support obligation.

Funding Agency

U.S. Department of Health & Human Services,
Administration for Children and Families

Contact

Employment & Training | Tribal Child Support Unit

Toll Free: 1.800.344.1432 #7132

Local: 907.463.7132

Fax: 907.463.7730



Program Purpose

This is a pilot demonstration project to increase the level of access to caregiver support services for the Native elderly within Central Council's service area (communities listed below). Elderly caregiver support services include referrals to home care service providers and access to social work services for Native elderly.

Program Description

- Assess the current status of caregiver support.
- Maintain an inventory of the resources that are currently available to provide respite care and training to Native elderly caregivers.
- Develop a program service delivery model for caregiver support, and disseminate the project model and findings to other Native groups and organizations.

Communities Served

Douglas, Haines, Hydaburg, Juneau and Saxman.

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment or Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs.
- Must be age 60 or older.

Funding Agency

U.S. Department of Health and Human Services,
Administration on Aging

Contact

Tribal Family & Youth Services | Elderly Caregiver Support
Toll Free: 1.800.344.1432 #7169
Local: 907.463.7169 | Fax: 907.463.7343

Program Purpose

The Elderly Emergency Assistance Program provides emergency financial assistance to tribal citizens 65 years of age and older who have urgent personal needs due to disastrous events such as fire, death, or illness.

Program Description

The program provides limited financial assistance to tribal elders experiencing a crisis.

Communities Served

Open to all communities.

Eligibility Requirements

- Must be a tribally enrolled citizen of Central Council.
- Must be 65 years or older.
- Must submit completed, signed application.

Please note: There is a one time service limit per applicant, per calendar year.

Funding Agency

Central Council's Tribal Trust Fund

Contact

477 | Eligibility

Toll Free: 1.800.344.1432 #7158

Local: 907.463.7158

Fax: 907.523.9060

Program Purpose

To achieve wellness for the elderly through health and social services. The program assists tribal elders in accessing health and community resources. Program staff also visit and assist elders in their homes, allowing the elders to maintain an independent lifestyle.

Program Description

The Elderly Services Program provides:

- In-home support services.
- Regular visitation and telephone calls to participating elders.
- Advocacy, including assistance with completing forms for public assistance, Medicaid, Medicare and Social Security.

An elder “Chair Fitness” class is offered in Juneau on a weekly basis. Transportation to and from the class is provided for elders; a light lunch is served after the class.

Communities Served

Douglas, Haines, Hydaburg, Juneau and Saxman.

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment, or have a Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs.
- Must be age 60 or older.

Funding Agency

U.S. Department of Health and Human Services,
Administration on Aging, Title VI.

Contact

Tribal Family & Youth Services | Elderly Services
Toll Free: 1.800.344.1432 #7169
Local: 907.463.7169 | Fax: 907.463.7343

Program Purpose

To provide education and training opportunities for eligible applicants that will help enhance job skills and to find and retain a job leading to self sufficiency.

Program Description

The Employment Services Program provides eligible participants with career assessment testing, motivational training, and job skills workshops. The workshops include resumé styles, writing tips, filling out employment applications, developing cover letters, online job searching, and interview techniques. Each participant will exit the workshop with an employment portfolio to use while they are actively seeking employment.

Under the Public Law 102-477 Act, the Employment & Training (E&T) Division integrated the funds they received from the U.S. Department of Labor, the U.S. Department of Health and Human Services, and the Bureau of Indian Affairs into a single, coordinated, comprehensive program/plan that provides employment, training, and related services to eligible Alaska Native and/or American Indians that reside in our service delivery area.

Communities Served

- Craig
- Haines
- Juneau
- Kasaan
- Klawock
- Pelican
- Petersburg
- Saxman
- Skagway
- Tenakee
- Wrangell

Eligibility Requirements

- Must be Native and/or American Indian and be enrolled with a federally recognized tribe, or show proof of Certificate of Indian Blood (CIB);
- Must be age 18 or older (17 or older with a diploma or GED);

Eligibility Requirements (Cont.)

- Must demonstrate application for other financial resources, such as scholarships, grants, etc.;
- Must be unemployed or under employed and economically disadvantaged;
- Applicants on criminal probation must have approval of probation/parole officer; and
- Males 18 or older must provide proof of enrollment with selective service.

Funding Agencies

U.S. Department of Labor, U.S. Department of Health and Human Services, and the Bureau of Indian Affairs.

Contact

Employment & Training | 477
Toll Free: 1.800.344.1432 #7158
Local: 907.463.7158
Fax: 907.463.7758



Program Purpose

To enroll individuals of Tlingit and/or Haida descent to the Central Council of the Tlingit and Haida Indian Tribes of Alaska, and to certify eligibility for program compliance for tribal citizens who are seeking federal services that require tribal enrollment.

Program Description

Tribal Enrollment staff establish eligibility and officially register eligible persons as tribal citizens. Tribal citizens are then issued a citizenship card which identifies their eligibility for programs such as Indian Health Services, Higher Education, Employment & Training, Temporary Assistance to Needy Families (TANF), Tribal Family & Youth Services, etc.

The Enrollment Program also maintains official demographic information for our tribal citizens, and works directly with the Office of the President in the coordination of the Tribal Delegate Elections. Delegates to the Central Council of the Tlingit and Haida Indian Tribes of Alaska are elected according to the Rules of Election for Central Council. The Delegates then elect the President and Executive Council.

Communities Served

Open to all communities.

Eligibility Requirements

- Must be of Tlingit and/or Haida descent, or be able to identify that they are a direct descendant from a tribally enrolled citizen of Central Council Tlingit & Haida Indian Tribes of Alaska.

Application Process

- Complete the enrollment application and provide an original state certified copy of birth certificate that lists the parent(s) on it.
- Provide a Paternity Affidavit if Tlingit or Haida parent is not listed on state certified birth certificate.

Application Process (Cont.)

- If adopted, provide pre-adoption state certified birth certificate or court decree listing biological Native parent, in addition to amended birth certificate.
- If unable to trace family, Affidavit of Personal Knowledge must be completed by two tribal citizens.

To request an application, contact our office at 1.800.344.1432 #7359 or by fax at 907.463.7383. Applications may also be accessed online at www.ccthita.org, from both the Enrollment page and the Forms page. Links to these pages are available from the Home page.

Key Dates

Enrollment applications are reviewed and acted on at Tribal Enrollment Committee meetings, which are held three times per year. Please contact us for specific meeting dates.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Program Compliance | Enrollment

Toll Free: 1.800.344.1432 #7359

Local: 907.463.7359

Fax: 907.463.7383

Program Purpose

The purpose of the Juneau Fetal Alcohol Spectrum Disorders (FASD) Diagnostic Team is to provide hope for individuals with FASD and their families through education, screening, diagnosing, and making recommendations for effective interventions and treatment.

Program Description

Juneau FASD Diagnostic Clinic meets once a month at SEARHC Behavioral Health to diagnose individuals for FASD. The clinic's interdisciplinary team consists of physicians, psychologists, parent navigators, speech and language specialists, a nurse, physical therapist and a clinic coordinator.

Communities Served

Open to all Southeast communities.

Eligibility Requirements

- A documented history of prenatal alcohol exposure, i.e. a mother drinking during pregnancy with identified client. Maternal relatives can sign a statement confirming exposure.
- The child or adult must have at least one person who is a consistent advocate and is willing to accompany the child or adult to the clinic (example: parent, adopted parent, permanent legal guardian, long term foster parent or friend, or a professional who is the primary support for the client).

Application Process

- A referral must be made to the FASD Diagnostic Clinic.
- A new client information packet needs to be completed.

Funding Agencies

Funded by the Tribe and a contract with the State of Alaska.

Contact

Tribal Family & Youth Services | FASD
Toll Free: 1.800.344.1432 #7373
Local: 907.463.7373 | Fax: 907.463.7343

Program Purpose

The General Assistance Program is designed to provide temporary financial assistance to meet the unmet “basic needs” of food, shelter, and clothing.

Program Description

The case manager develops a case plan and focuses on assisting the client toward self-sufficiency.

Communities Served

- Craig
- Haines
- Juneau Service Area
- Klawock
- Saxman
- Skagway
- Wrangell

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment or Certificate of Indian Blood (CIB) from BIA.
- Applicant must provide medical documentation regarding illness/medical barrier for emergency assistance.
- Must include all household members on application.
- Must demonstrate application for other resources such as TANF, E&T, SSI, ATAP and foster care support.
- Must be income eligible; requires re-determination of eligibility on a monthly basis.
- Must complete and follow-through with Individual Service Plan.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

477 | General Assistance
Toll Free: 1.800.344.1432 #7158
Local: 907.463.7158
Fax: 907.463.7758

Program Purpose

To prepare clients to successfully pass and earn the GED (General Educational Development) Certificate.

Program Description

Each client enrolled in the GED Program learns to apply the various academic skills so that a passing score can be achieved.

Classes are held Monday through Friday from 9:00am to Noon and 1:00pm to 3:30pm.

Communities Served

Open to all Southeast communities.

Eligibility Requirements

- Must be tribally enrolled.
- Must be at least 18 years of age.
- Must be a resident of Alaska.
- Must take the GED test at Southeast Regional Resource Center (SERRC).

Application Process

Clients must complete an eligibility application and obtain a referral from the case manager.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Employment & Training | GED

Toll Free: 1.800.344.1432 #7136

Local: 907.463.7136 | Fax: 907.463.7758

Program Purpose

The primary purpose of the Higher Education Program is to promote and foster higher education among eligible enrolled Central Council tribal citizens.

Program Description

The College Student Assistance (CSA) Program provides financial aid to tribally enrolled citizens within the compact service area who are attending, or plan to attend, an accredited college or university in the pursuit of education degree programs, specifically post-secondary education.

Recognizing that Higher Education funding is supplemental in nature, tribal citizens are expected to take advantage of institution sponsored financial aid programs to assist with college costs.

Communities Served

- Craig
- Haines
- Juneau
- Kasaan
- Pelican
- Saxman
- Skagway
- Tenakee
- Wrangell

Eligibility Requirements

- Applicants must attend full-time. Undergraduates must enroll in and complete a minimum of twelve (12) credit hours with a 2.0 GPA or better. Graduates must enroll in and complete a minimum of nine (9) credit hours with a 3.0 GPA or better.

Note: Provisions are available for students with a documented disability.

- Applicants must originate from one of the communities served in order to be considered for award. Funding is based on the compact service agreement with the communities. Those outside the compact area may be eligible based on place of residence, family of origin, etc.

Application Filing

Applicant files containing the following will be considered for award:

- Completed College Student Assistance application.
- Official high school, college transcripts or GED scores, whichever is most recent, indicating an overall 2.0 GPA or better.
- Tribal Enrollment Verification form.
- Letter of Admission/Acceptance (LOA) from the college/university student is attending.
- Any other documentation/verification as requested.

Application Deadlines

- The CSA application must be received and/or post-marked by May 15. (*Applications received after the May 15 deadline are put on a wait-list pending additional funding.*)

Award Process

Applications are processed based on points (noted below), date applicant's file is deemed complete, and unmet financial need. Applicants compiling the most points will receive the highest consideration for funding. An accumulation of 0-40 points is applied based on the following criteria:

- 20 points for students currently residing in Central Council's compact service area.
- 15 points for graduation from a high school within Central Council's compact service area.
- 5 points for self, parent or guardian belonging to a Southeast Alaska IRA Council, village or regional corporation within Central Council's compact service area.

Award Notification

July 15

Wait Listed Applications

Applications are not considered complete until all documentation is on file with the Higher Education office. All new applicants are automatically put on the wait list pending award processing (late June through July 15). Award consideration is based on the following:

- Availability of funds at the conclusion of the scholarship awarding process;
- Dates of receipt, completion of application and accumulated application criteria points; or
- Replacement of a student who has withdrawn from the CSA program or dropped out.

Funding Agency

Bureau of Indian Affairs (BIA)

Other Scholarships

The Alumni Scholarship Assistance Program (ASAP) provides annual scholarship awards to all tribally enrolled citizens who apply regardless of service area, community affiliation, origination, residence, tribal compact or signatory status. Application period is July 1 through September 15 annually.

Award amounts are based on how much funding is raised annually. (Funds are raised from memorial donations, private donations, vendor/associate solicitations, and the Annual Spring King Salmon Derby.)

Contact

Vocational Training & Resource Center | Higher Education

Toll Free: 1.800.344.1432 #7329

Local: 907.463.7329

Fax: 907.463.7173

www.hied.org



Program Purpose

The Indian Child Welfare Act (ICWA) is federal law which protects and maintains the integrity and rights of Alaska Native children, their families or custodians and tribes in involuntary custody proceedings.

The program's mission is to ensure that the tribes interest in children is protected if removal of an Indian child from their home by the State of Alaska Office of Children's Services, becomes necessary. Minimum federal standards established by ICWA require state courts comply when an Alaska Native child is taken into state custody.

Program Description

The Tribal Family & Youth Services (TFYS) ICWA Program provides case management services to children and parents or guardians in communities served. Services are provided to Skagway on an as needed basis.

Case management services include attending court hearings, case staffings and meetings; conducting supervised visitations and home visits; scheduling Family Group Decision Making meetings when necessary; conducting family searches and identifying potential relative placements; recruiting Native foster homes, and assisting in providing direct services to families such as counseling and making referrals to other support services that will further enhance the quality of lives of our children and families.

Communities Served

- Craig
- Haines
- Juneau
- Klawock
- Saxman
- Skagway
- Wrangell

ICWA applies to Indian children under the age of 19. ICWA applies to involuntary custody proceedings and does not apply to custody disputes between parents.

Eligibility Requirements

- Must be an enrolled tribal citizen or demonstrate proof of eligibility for tribal enrollment in the Central Council of the Tlingit and Haida Indian Tribes of Alaska.
- Age – Birth to 18 years; unless the youth chooses to remain in foster care up to age 19.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Tribal Family & Youth Services | ICWA

Toll Free: 1.800.344.1432 #7169

Local: 907.463.7169

Fax: 907.463.7343

ICWA Field Office Contacts

- Craig Office: 907.826.3948
- Haines Office: 907.766.2810
- Klawock Office: 907.755.2326
- Saxman Office: 907.225.2518
- Wrangell Office: 907.874.3482

Program Purpose

To provide educational, training and employment opportunities for eligible applicants that will help them achieve potential in finding meaningful employment and maintaining a healthy lifestyle independent of program services.

Program Description

The Job Placement Program within the Employment & Training (E&T) Division offers motivational, cultural, and basic office skills trainings to TANF, TVR, ES, and AVT clients.

The basic office skills training includes mastery of 10-key, business math, time management, business English & writing, keyboarding & word processing, office procedures & technology, filing methods & electronic records, telephone/email etiquette, communication & conflict resolution, customer service, dress for success, public speaking & presenting, and two weeks work experience. Each client will exit the basic office skills training with basic skills to get an entry level office job. Computers are available to continue work search activities.

Communities Served

Training Services and Employment Services are funded by the Bureau of Indian Affairs (BIA) and offer services to the following compact communities:

- Craig
- Haines
- Juneau
- Klawock
- Pelican
- Petersburg
- Saxman
- Skagway
- Tenakee
- Thorne Bay
- Wrangell

Some communities operate their own BIA funded programs. Tribal citizens residing in any of the following communities must first apply for services through their local IRA offices:

- Angoon
- Douglas
- Hoonah
- Hydaburg
- Kake
- Kasaan
- Ketchikan
- Klukwan
- Sitka
- Yakutat

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment or Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs.
- Must be age 18 or older with a high school diploma or GED certificate.
- Males 18 or older must be registered with Selective Service.
- Job Training placement requires applicants to be unemployed or underemployed (defined as little or no job history and/or limited job skills) and economically disadvantaged.
- Approval of probation/parole officer if on probation.

Funding Agencies

Department of Labor, Health and Human Services and Bureau of Indian Affairs.

Contact

Employment & Training | Job Placement

Toll Free: 1.800.344.1432 #7345

Local: 907.463.7345

Fax: 907.463.7321

Program Purpose

To provide intensive in-home, preventative services to children and youth who are at risk for out-of-home placement.

There are only two types of referrals that qualify for the Preserving Native Families (PNF) Program services:

1. A referral made by the State of Alaska, Office of Children's Services (OCS) Intake/Investigation Unit requesting in-home preventative services, or
2. A referral made by the Tribal TANF (477) Program to the Child Welfare/TANF Program requesting in-home family support services.

Program Description

The PNF Program provides the following type of services:

- Early Intervention/Preventative family services.
- In-home services (parenting education, transportation, supervised visitations).
- Support and referral services.
- Coordinated case management.
- Parenting classes.
- Family Group Conference/Family Group Decision Making services.

Community Served

Juneau

Eligibility Requirements

- Office of Children's Services (OCS) must make a Request for referral to the PNF In-Home Program, or
- Tribal TANF (477) Program makes a referral to the Child Welfare/TANF Program.
- Tribal family must reside in Juneau.

Application Process

Referral from State of Alaska, Office of Children's Services.

Funding Agencies

State of Alaska - Office of Children's Services, and the Department of Health & Human Services, Administration for Children and Families.

Contact

Tribal Family & Youth Services | Preserving Native Families

Toll Free: 1.800.344.1432 #7148

Local: 907.463.7148 or 463.7116

Fax: 907.463.7343



Program Purpose

The Raymond E. Paddock, Jr. Major Medical Fund (RPMF) is available to individuals who have unmet needs generated by major medical illnesses. The amount varies based on the nature of the medical need with a maximum amount of \$200.

Communities Served

Open to all communities.

Eligibility Requirements

- Must have documented major medical need.
 - Major medical illnesses include, but are not limited to heart disease, cancer, stroke, or failure of a major body function.

Note: Not used for alcohol treatment, social services or funerals.

Funding

The Raymond E. Paddock, Jr. Major Medical Fund receives very limited funding from donations and fundraisers.

Contact

Program Compliance | RPMF
Toll Free: 1.800.344.1432 #7144
Local: 907.463.7144
Fax: 907.463.7383

Program Purpose

To assist families with children to become self-sufficient through case management services.

Program Description

The Temporary Assistance to Needy Families (TANF) Program offers intensive case management to families with dependent children to identify financial needs, employment goals, and obstacles in service plan. Case managers continue to monitor families as they move through their plan toward the ultimate goal of self-sufficiency and gainful employment. The TANF program may offer support services that allow participants to find and maintain employment.

Communities Served

All Southeast Alaska communities with the exception of Metlakatla.

Eligibility Requirements

- Must be enrolled with a federally recognized tribe.
- Must provide copies of Social Security cards, birth certificates and tribal enrollment for all family members.
- Males 18 or older, must provide proof of enrollment with Selective Service.
- Provide tribal child support absent parent form.
- Must demonstrate financial need.

Funding Agencies

State of Alaska and the U.S. Department of Health and Human Services.

Contact

477 | TANF
Toll Free: 1.800.344.1432 #7158
Local: 907.463.7158
Fax: 907.463.7758

Program Purpose

To provide training opportunities for tribally enrolled citizens that will help them obtain self-sufficiency.

Program Description

Training Services offers assistance for vocational training to eligible applicants who lack specific training or certification to be considered for jobs.

Communities Served

- Craig
- Haines
- Juneau
- Klawock
- Pelican
- Petersburg
- Saxman
- Skagway
- Tenakee
- Thorne Bay
- Wrangell

Eligibility Requirements

- Must be enrolled with a federally recognized tribe, or have a Certificate of Indian Blood (CIB).
- Must have high school diploma or GED.
- Must demonstrate application for other financial resources.
- Unemployed or under employed and economically disadvantaged.
- Requires approval of probation/parole officer if on probation.
- Demonstrate employment or ability to obtain employment based upon training request.
- For males 18 or older, must provide proof of enrollment with selective service.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

477 | Training Services

Toll Free: 1.800.344.1432 #7158

Local: 907.463.7158 | Fax: 907.463.7758

Program Purpose

The Tribal Vocational Rehabilitation (TVR) Program with the State of Alaska, Division of Vocational Rehabilitation (DVR) jointly serves eligible applicants with disabilities in Southeast Alaska.

Program Description

The Tribal Vocational Rehabilitation (TVR) Program's mission is to assist individuals with disabilities to obtain and maintain employment.

The program empowers eligible applicants with disabilities to become self-sufficient and independent.

Communities Served

All Southeast Alaska communities.

Eligibility Requirements

- Must be enrolled in a federally recognized tribe, and live in Southeast Alaska.
- Have a disability that interferes with their ability to do the work normally performed.
 - A disability is any medical condition (physical or mental) that interferes with a person's everyday life, including employment.
- May be reasonably expected to benefit from vocational rehabilitation services.
- Must be able to work.

Application Process

Eligible applicants can apply for services by calling the offices listed below:

In Juneau

State of Alaska/DVR | Juneau Branch Office
10002 Glacier Highway, Suite 305 | Juneau, AK 99801
V/TDD: 907.465.8943 | Fax: 907.465.6857
Toll Free: 1.800.478.2387

Central Council Tlingit & Haida Indian Tribes of Alaska / TVR
320 W. Willoughby, Suite 300 | Juneau, AK 99801
Local: 907.463.7326 | Fax: 907.463.7357
Toll Free: 1.800.344-1432 #7326

In Ketchikan

Ketchikan Job Center DVR | Tongass Commercial Center
2030 Sea Level Drive, Suite 220-A | Ketchikan, AK 99901
V/TDD: 907.228.3245 | Fax: 907.225.3364
Toll Free: 1.800.478.5387

In Sitka

Sitka Branch Office
304 Lake Street, Room 101 | Sitka, AK 99835
V/TDD: 907.747.4788 | Fax: 907.747.6452
Toll Free: 1.800.478.2726

Funding Agency

U.S. Department of Education Rehabilitation Services
Administration, American Indians with Disabilities Program

Contact

Employment & Training | TVR
Toll Free: 1.800.344.1432 #7326
Local: 907.463.7326
Fax: 907.463.7357

Program Purpose

Based upon the economic development and employment needs that exist within the region, the Vocational Training & Resource Center (VTRC) will provide opportunities for training and career advancement through high quality, postsecondary academic and vocational education.

Program Description

The VTRC, a general public authorized post secondary institution by the State of Alaska, provides vocational training courses, computer classes and rental space for workshops, seminars and meetings. The kitchen space is leased to a private entrepreneur.

Communities Served

All communities in the State of Alaska.

Eligibility Requirements

Although the Vocational Training & Resource Center focuses on training for all Alaska Natives/American Indian adults, it holds an open admissions policy.

Funding Agency

Funding for its daily operations are derived solely from revenues generated from student tuition and rental income.

Contact

Vocational Training & Resource Center
Toll Free: 1.800.344.1432 #7375 | Local: 907.463.7375
Fax: 907.463.7321

Program Purpose

To deliver business training, technical assistance, and free internet access to remote communities of Southeast Alaska with the goal of promoting the development of small and medium enterprises and creating jobs. Business centers are located in Angoon and Hydaburg.

Program Description

The business centers are equipped with computer labs and on-site staff to deliver at least two training sessions per month on various business topics; and, one-on-one counseling on business start-ups and related issues. Please visit www.myAngoon.org and www.myHydaburg.org for updates on activities at these centers.

Communities Served

Angoon and Hydaburg.

Eligibility Requirements

Services are limited to income eligible individuals; and to business enterprises with less than 50 employees and \$1,000,000 in annual revenues.

Funding Agency

U.S. Department of Agriculture, Rural Development

Contact

Business & Economic Development Department

Toll Free: 1.800.344.1432 #7147

Local: 907.463.7147 | Fax: 907.463.7356

Angoon Business Center

907.788.3731

Hydaburg Business Center

907.285.3136

Program Purpose

To enhance community planning efforts in local governments, facilitate work on economic development projects, and help secure funding for community projects in Southeast Alaska.

Program Description

The Business & Economic Development Department's (BEDD) Economic Development Program is responsible for putting together the Southeast Alaska Comprehensive Economic Development Strategies (CEDS) publication, a collaborative effort of over seventy organizations. The CEDS document contains information about the economy of the region and project priorities for each community. Project priority lists are used by the Economic Development Administration to qualify funding of projects.

Central Council uses ActionStrategy to assist communities in developing their collective strategic planning skills. ActionStrategy is a combination of online tools that facilitate planning and management of projects. The BEDD offers free strategic planning workshops in communities on an annual basis, depending on funding. Please inquire with the Department about its outreach plans.

The Economic Development staff provides technical assistance with project proposal development limited to the review of the application, general advice, and securing Central Council's support if the project meets certain criteria.

Communities Served

All Southeast Alaska communities.

Eligibility Requirements

Services are available to local governments.

Funding Agencies

Economic Development Administration (EDA), and the Bureau of Indian Affairs (BIA).

Contact

Business & Economic Development | Economic Development
Toll Free: 1.800.344.1432 #7147
Local: 907.463.7147 | Fax: 907.463.7356

Program Purpose

To assist in developing environmental awareness and to increase environmental capacity and education in Southeast Alaska tribes and communities.

Program Description

The Environmental Program implements regional environmental programs and trainings, provides technical assistance to Southeast environmental tribes and communities, and collaborates with federal, state and local agencies on environmental issues.

The Indian General Assistance Program (IGAP) and the Circuit Rider Program are currently administered by Central Council's Environmental program.

Communities Served

Southeast Alaska tribes and communities.

Eligibility Requirements

There are no eligibility requirements.

Funding Agencies

Environmental Protection Agency, and the Administration for Native Americans (ANA).

Contact

Native Lands & Resources | Environmental
Toll Free: 1.800.344.1432 #7186
Local: 907.463.7186
Fax: 907.463.7761

Program Purpose

To provide professional forest resource management on Native allotments in Southeast Alaska.

Program Description

The Forestry Program services include timber sales, reforestation of previously harvested allotments, timber trespass investigations, tree thinning and fire preparedness.

Communities Served

- Angoon
- Craig
- Haines
- Juneau
- Kasaan
- Ketchikan
- Klawock
- Petersburg
- Saxman
- Skagway
- Tenakee
- Wrangell

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment or Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs; and
- Must own an interest in a Native allotment or townsite in one of the communities in our jurisdiction.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Native Lands & Resources | Forestry/Natural Resources

Toll Free: 1.800.344.1432 #7186

Local: 907.463.7186

Fax: 907.463.7761

Program Purpose

To implement the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990.

Program Description

The NAGPRA Program provides for the protection and repatriation of Native American graves and artifacts. Services include submitting claims to museums for the return of cultural objects, assisting tribes and individuals in identifying cultural objects, family trees, memorial parties and clan identification.

Communities Served

All Southeast Alaska communities.

Eligibility Requirements

There are no eligibility requirements.

Funding Agency

National Park Service

Contact

Native Lands & Resources | NAGPRA

Toll Free: 1.800.344.1432 #7186

Local: 907.463.7186

Fax: 907.463.7761



Program Purpose

To provide professional land management services and allotment certification to Native landowners of trust or restricted properties.

Program Description

The Realty Program provides professional land management services to Native landowners of trust or restricted properties in Southeast Alaska communities. These services include allotment adjudication, rights protection, land conveyance processing, probate of estates, preparation of Last Will and Testaments and land management counseling.

Communities Served

- Angoon
- Kasaan
- Saxman
- Craig
- Ketchikan
- Skagway
- Haines
- Klawock
- Tenakee
- Juneau
- Petersburg
- Wrangell

Eligibility Requirements

- Must be tribally enrolled or demonstrate proof of eligibility for tribal enrollment in a federally recognized tribe, or have a Certificate of Indian Blood (CIB).
- Must own or have a potential interest in a trust or restricted townsite or Native allotment in one of the communities in our jurisdiction.
- Ownership is acquired in accordance with the 1906 Native Allotment Act or 1926 Native Townsite Act. Realty services are provided free of charge to eligible Native landowners.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Native Lands & Resources | Realty
Toll Free: 1.800.344.1432 #7186
Local: 907.463.7186
Fax: 907.463.7761

Program Purpose

To implement the Indian Reservations Roads (IRR) Program under an agreement between Central Council and the United States Government. The IRR Program is available specifically for the tribal governments to build and implement eligible transportation projects.

Program Description

The Roads & Transportation Department is organized to manage the day-to-day operations of all contracted federal programs that tribes may perform through agreements with the federal government.

The Department offers technical assistance and training in the IRR Program as well as full project implementation and compliance including, but not limited to the following areas:

- Management
- Contract Compliance
- Strategic Planning
- Agreement Development and Negotiation
- Project Implementation
 - Transportation planning; road, bridge, and trail construction; transit systems; special projects; transportation facility maintenance

Project Implementation Process:

- Identify priority transportation projects with tribes.
- Tribes select the projects to be implemented with their available IRR funds.
- Develop project (design, estimates, required clearances, permits, reports and approvals).
- Implement projects.
- Maintain and/or operate project.

Communities Served

The Roads & Transportation Department serves the member, affiliate member tribal governments, and private partnerships. Members as of April 2010:

- Central Council Tlingit & Haida Indian Tribes of Alaska
- Douglas Indian Association
- Organized Village of Saxman
- Regional partnerships - Allen Marine Inc, and City & Borough of Juneau

Members are those tribes that provided authorizing resolutions to Central Council to assume the full Indian Reservation Roads (IRR) Program on their behalf.

Affiliate members are those tribes that:

- Enter into an agreement with Central Council to receive technical assistance on IRR Program implementation.
- Provide an authorizing resolution for Central Council to assume a portion of their IRR Program on their behalf.

Eligibility Requirements

Federally recognized tribes are eligible for services under the IRR Program.

Application Process

Under CFR part 170, tribes apply for and receive funds from "Tribal Allocation Methodology." The Roads & Transportation Department also applies for funding from the FHWA, Federal Transit Administration, the Denali Commission, state, and municipal project grants.

Funding Agencies

Federal Highway Administration (FHA) and the Bureau of Indian Affairs.

Contact

Roads & Transportation Department
Toll Free: 1.800.344.1432 #7764
Local: 907.463.7764 | Fax: 907.463.7372

Program Purpose

The Compact enables tribes to redesign programs, activities, functions, and services of the Bureau of Indian Affairs (BIA); to reallocate funds from such programs, activities and functions or service according to the tribal priorities; to enhance the effectiveness and long term financial stability of its tribal government.

The Annual Funding Agreement (AFA) defines the relationship of Compact tribes whose funds are transferred to Central Council and the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) further defines the relationship.

Program Description

Central Council provides technical assistance and training opportunities to help tribal governments and programs to conduct elections and find additional resources to upgrade their administrative capability. Training is available that will help Central Council staff, tribal government councils and staff successfully perform their respective duties.

Central Council provides technical assistance to tribes in the areas of Personnel Policy Procedures and financial management.

Central Council provides training for Compact IRA Councils and programs in Strategic Planning, Financial Literacy for Tribal Council members, and BIA General Assistance. Tribes determine technical assistance and training to assist in the administration of the BIA programs at the local level.

By tribal resolution, those federally-recognized tribes in communities served have agreed to authorize Central Council to engage in the Compact with the United States Government on the tribes' behalf.

Communities Served

- Angoon
- Juneau
- Saxman
- Craig
- Kasaan
- Skagway
- Douglas
- Klawock
- Wrangell
- Haines
- Petersburg

Eligibility Requirements

Compact tribe listed in the Central Council Annual Funding Agreement (AFA).

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Self-Governance

Toll Free: 1.800.344.1432 #7117

Local: 907.463.7117

Fax: 907.586-8970



Program Purpose

To advocate for subsistence rights of Alaska Natives and tribes to ensure the continued customary and traditional uses of fish, wildlife and plant resources on lands and waters of Southeast Alaska.

Program Description

The Subsistence Program provides essential subsistence information to tribal citizens and Southeast tribes and provides input and testimony to state and federal agencies regarding any regulatory changes that may affect traditional gathering activities.

The Subsistence & Sustainable Development Coordinator and the Customary Trade Work Group are working to advocate for traditional subsistence rights.

Communities Served

All Southeast Alaska communities.

Eligibility Requirements

None

Funding Agencies

Bureau of Indian Affairs (BIA)

Contact

Business & Economic Development | Subsistence

Toll Free: 1.800.344.1432 #7147

Local: 907.463.7147 | Fax: 907.463.7356

Program Purpose

To provide opportunities to Native Americans living in Southeast Alaska for increased financial independence and self-sufficiency through education and technical assistance.

Program Description

In partnership with a regional non-profit, the Internal Revenue Service (IRS), and Taxpayer Advocate Service of Alaska, the Business & Economic Development Department provides free tax assistance by mail and outreach, tax problem resolution, and tax education.

Teams of IRS-certified volunteers travel to several communities each tax season from January to April, where they prepare and file personal income tax returns and conduct educational presentations. Selection of communities for the outreach effort depends on weather and availability of funding.

Other Southeast Alaska residents have an option of filing their taxes by mail. Tax problem resolution services are provided free of charge. When necessary, amended tax returns and tax returns for prior years can be prepared to resolve a controversy with the IRS.

Personal financial management training is aimed at helping individuals and families better manage their personal finances. Number of training sessions depends on availability of funding.

Communities Served

All Southeast Alaska communities.

Eligibility Requirements

Services are limited to individuals whose income falls under certain limits. The income limitations will not necessarily prevent the Department from assisting a person. However, requests from individuals whose income exceeds established limits will be evaluated on a case-by-case basis.

Application Process

For free tax assistance, tax education, and tax problem resolution—please call the Department for a schedule of trips and updates in December each year.

For taxes by mail—forms and instructions are available online: www.alaskatribalbiz.org.

For financial management training—please call the Department or watch for promotional materials and announcements.

Funding Agency

U.S. Department of Health and Human Services

Contact

Business & Economic Development | Tax Preparation
/ Financial Management

Toll Free: 1.800.344.1432 #7147

Local: 907.463.7147

Fax: 907.463.7356

Program Purpose

To provide rural Alaskan communities with needed public safety services and basic law enforcement at the local level.

Program Description

The Village Public Safety Officer (VPSO) Program trains and employs individuals residing in the village as first responders to public safety emergencies such as search and rescue, fire protection, emergency medical assistance, crime prevention and basic law enforcement. The VPSO Coordinator works closely with the local mayor and city council as well as with the Alaska State Troopers to administer this program in designated Southeast Communities.

Communities Served

Angoon, Hydaburg, Kake, Pelican, and Thorne Bay.

Eligibility Requirements

Depending on funding, a Southeast community can request a VPSO if their local city council can provide:

- Safe, sanitary, and secure office space, equipment, and supplies suitable and necessary to enable the VPSO to perform his or her duties;
- Safe, sanitary and secure residential living quarters suitable and necessary for the VPSO and his or her family. The city and VPSO shall negotiate any subsidy on rent and the city further agrees to provide necessary utility services for the residential living quarters; and
- A suitable VPSO public safety vehicle at the city's expense.

Funding Agency

State of Alaska, Department of Public Safety, Division of Alaska State Troopers

Contact

Tribal Operations | VPSO
Toll Free: 1.800.344.1432 #7738
Local: 907.463.7738
Fax: 907.586.8970

Program Purpose

To respectfully nurture families and their children to grow and participate in life with confidence and awareness, using their strengths to reach their full potential.

Program Description

Head Start is center-based, targeting 3-5 year olds (birthdate on or before September 1). Head Start centers offer four classroom experiences a week with meals and transportation.

Communities Served

- Angoon
- Craig
- Hoonah
- Juneau
- Klawock
- Petersburg
- Saxman
- Sitka
- Wrangell
- Yakutat

Eligibility Requirements

Priorities for Enrollment:

- Income eligible
- Children in foster care
- Age eligible children
- Teen parents
- Single parents
- Alaska Native/American Indian children
- Families with challenging circumstances
- Children with suspected/diagnosed disabilities

All families are encouraged to apply, including over-income and non-Native families.

Disabilities Service

Parents who have children with diagnosed or suspected disabilities or developmental delays are encouraged to apply. Disabilities or developmental delays may include, but are not restricted to: speech, health, social emotional, visual, hearing and/or physical impairments.

Application Process

Complete the eligibility application. Bring or mail it to a Head Start office along with the following information:

1. Your child's original state certified birth certificate. This will be returned immediately.
2. Verification of your family's income, such as W-2 forms, IRS form 1040 for the previous calendar year or pay stubs, ATAP printout, unemployment, SSI, dividends, etc. for the past month.
3. Current immunization record and tuberculosis test results.

Upon receipt, children are placed on the application list. Enrollment determination will begin in the spring and run through August 29.

Head Start Calendar

March-August: Recruitment for Head Start.

September: Class begins the second week of September.

May: Class ends the second week of May.

Benefits of Head Start

- No cost.
- Parents volunteer in programs—become a part of the educational experience for your child.
- Nutritious meals.
- Developmentally appropriate activities.
- Social skills, imaginative play.
- Individualized curriculum and attention.
- Learn healthy habits.
- Low child to staff ratio.
- Learn about Native culture.
- Parent education opportunities.

Funding Agencies

U.S. Department Health and Human Services, U.S. Department of Education, and Alaska Department of Education.

Contact

Tlingit Haida Head Start
Toll Free: 1.800.344.1432 #7127
Local: 907.463.7127
Fax: 907.463.7388

Head Start Office Locations

All locations use the (907) area code.

Angoon: 788.3440

Craig: 826.3775

Hoonah: 945.3255

Juneau Douglas: 586.2199

Juneau Gastineau: 790.1880

Juneau Glacier Valley: 780.1444

Juneau Salmon Creek: 780.2581

Juneau Taashuka 1: 789.1512

Juneau Taashuka 2: 790.2431

Klawock: 755.2903

Petersburg: 772.4751

Saxman: 225.8728

Sitka Center Base: 747.8356

Wrangell: 874.2455

Yakutat: 784.3460



Program Purpose

The Johnson O'Malley (JOM) Program provides supplemental educational opportunities for Alaska Native/American Indian students.

Program Description

The JOM Program serves three communities with Native students from three years of age through grade 12 in the local public school system. The emphasis is on tutorial and cultural enrichment activities. The programs are guided by local parent committees.

Communities Served

Haines, Juneau, and Wrangell.

Eligibility Requirements

- Three years of age through grade 12.
- Current enrollment in local public school system.
- Documentation as a descendent of an Alaska Native and/or American Indian.

Funding Agency

Bureau of Indian Affairs (BIA)

Contact

Vocational Training & Resource Center | Johnson O'Malley

Toll Free: 1.800.344.1432 #7156

Juneau: 907.463.7156 | Juneau Fax: 907.463.7321

Haines: 907.766.2644

Wrangell: 907.874.2909

Program Purpose

The Native Lands & Resources (NLR) Department provides environmental education and outreach to families and youth throughout Southeast Alaska. The Department demonstrates how environmental responsibility can become a part of daily life.

Youth are provided with skills to advocate for environmental awareness through education and community involvement.

Program Description

The NLR Department provides services to youth through the following youth activities:

- **Annual Culture Camp:** The Culture Camp is hosted by the NLR Department and is geared towards cultural and environmental awareness.
- **Alaska Youth Environmental Action (AYEA) Group:** The NLR Department meets with the AYEA group once a week over the lunch hour at the Juneau-Douglas High School. These meetings are held to discuss community events and environmental issues in Juneau.
- **Environmental Education at Local Schools:** The NLR Department visits local schools each spring to educate youth about environmental awareness and invite them to participate in Spring Clean Up and Earth Day events in the community.

Communities Served

All Southeast Alaska communities.

Funding Agency

Environmental Protection Agency

Contact

Native Lands & Resources

Toll Free: 1.800.344.1432 #7186

Local: 907.463.7186 | Fax: 907.463.7761

Program Purpose

To assist eligible tribal youth between the ages of 14-21 to obtain summer employment.

Program Description

The Summer Youth Employment & Training Program (SYETP), places qualified youth participants in positions with employers in their community. SYETP provides participating youth with the following Job & Life Skills Workshops: Job Hunting Tips, Completing an Application, Writing a Cover Letter, Building a Professional Resume, Interview Techniques, Surviving the Job, and The Power of Choices.

Communities Served

Open to all communities in Central Council's service area. Current participating communities include:

- Craig
- Douglas
- Haines
- Hoonah
- Hydaburg
- Juneau
- Kake
- Kasaan
- Ketchikan
- Petersburg
- Sitka
- Wrangell

Eligibility Requirements

- Applicants must be 14-21 years of age;
- Applicants must be an enrolled tribal citizen;
- Applicants must reside in Southeast Alaska; and
- Applicants must meet income guidelines (TANF waiver).

Application Process

- Complete SYETP Application.
- Provide copies of tribal enrollment card, social security card, and identification documenting date of birth.
- Provide proof of Southeast residency.
- Provide proof of family income for the past 30 days.
- If male and 18-21 years of age, must provide proof of registering with the Selective Service.

Application Process (Cont.)

- If 14-16 years of age, parent/guardian must complete Section B on Work Permit Form; and complete all hire paperwork:
 - Notice of Hire
 - Employment Eligibility Verification
 - W-4
- Must apply by the second week in June.

Funding Agency

Department of Labor – Work Investment Act for Youth

Contact

Employment & Training | SYETP

Toll Free: 1.800.344.1432 #7171

Local: 907.463.7171

Fax: 907.463.7392

Clients who have been denied services, or have received a reduction of services, have the right to file a written appeal by following these procedures. Decisions affecting clients are made based on a review of program policies, procedures and the required official documentation.

Step 1 – Client

- A client has ten (10) working days from the date of receipt of a decision to submit a written appeal to the program supervisor or his/her designee.
- A client outside of Juneau must have their written appeal postmarked to the program supervisor within ten (10) working days of receipt of a decision.

Step 2 – Program Supervisor

- The program supervisor or his/her designee in consultation with the program manager will make every effort to review documentation and make a decision in the shortest amount of time possible (not to exceed two (2) working days).

Step 3 – Appeals Committee

- A client not satisfied with the program supervisor's or his/her designee's decision may make a request to the Office of the President to have their appeal reviewed by the Appeals Committee.
- A client must complete Step 1 before the Office of the President will consider a referral to the Appeals Committee.
- The Appeals Committee will review appeals within two (2) working days of receipt.
- The client will be notified of the committee's decision within one (1) working day after the date of its meeting.
- All decisions of the Appeals Committee are final.

Notes



CENTRAL COUNCIL
TLINGIT & HAIDA INDIAN TRIBES OF ALASKA
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