

**SOCIAL SERVICES DEPARTMENT
EMERGENCY TEMPORARY SHELTER ASSISTANCE POLICY**

1.0 Purpose

The purpose of this policy is to establish guidelines for the use of the Sitka Tribe of Alaska's (STA) special funding from the Bureau of Indian Affairs by the Social Services Department. The funding was a one-time specific payment to be used for emergency temporary shelter assistance.

2.0 Revision History

<u>Date</u>	<u>Revised</u>	<u>Changes</u>	<u>Sections Affected</u>
11.21.2022	New policy		

3.0 Persons Affected

This policy affects all Social Services Department employees and citizens in Sitka enrolled with a federally recognized tribe.

4.0 Policy

- 4.01 These funds are to be used for citizens enrolled with a federally recognized tribe residing in Sitka at the time of application.
- 4.02 Individuals seeking these funds must complete an application in-person with a social services representative. The application will require verification of enrollment in a federally recognized tribe and self-verification of currently experiencing homelessness.
- 4.03 The person applying for assistance is tasked with securing a monthly rental of their choice and providing a monthly invoice and acceptance into the program prior to occupancy.
- 4.04 Continued assistance past the first month will require a positive report from the current vendor or landlord verifying the recipient followed their property expectations. Monthly acceptance letters will be provided to the recipients. Monthly invoices will also be required from the vendor/landlord for continued payments.
- 4.05 If the recipient receives a negative report by a vendor or landlord from staying at the property or is evicted, or put on their no return list, the recipient will not receive continued assistance from this program. If this occurs, the recipient will no longer be eligible for this type of emergency temporary shelter assistance for a minimum of two years.
- 4.06 This funding is limited and will be provided by first come first serve. A waitlist will be an option if slots are filled.

- 4.07 Only the Social Services Department Director or designee may authorize the distribution of these funds.
- 4.08 These funds will be not distributed directly to individuals. Funds will be distributed directly to a vendor or landlord by purchase order, check, or credit card.
- 4.09 The Social Services Department will keep records of the applications, decision letters, and financial documents.

5.0 Responsibilities

The Social Services Department Director is responsible for ensuring compliance with this policy.

Approved:



Lisa Gassman, General Manager

11/21/22

Date