

**Sitka Tribe of Alaska Social Services Department
Employment 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) Employment Assistance funds by the Social Services Department.

2.0 Revision History

Date	Revised	Changes	Sections Affected
03/27/2018	New policy		

3.0 Persons Affected

This policy affects all Tribal Citizens seeking Employment Assistance from the Social Services Department.

4.0 Policy


- 4.01 Employment Benefit Assistance funds are only available to enrolled STA Tribal Citizens.
- 4.02 The eligible Tribal Citizen must complete and sign the employment benefit application and submit the necessary documentation. Necessary documentation includes a completed Sitka Tribe of Alaska Employment Assistance Application, employer's signature verifying employment and a copy of the invoice received from the vendor.
- 4.03 Payments towards employment expenses will not be made to the Tribal Citizen. Funds will be distributed directly to a business, agency, or vendor by check to pay costs associated with a Tribal Citizen's direct employment needs. The vendor may be located outside of Sitka if employment/testing requires it but is not intended to cover travel costs of any type.
- 4.04 The maximum employment benefit assistance is \$250.00 per fiscal year, as funds are available.
- 4.05 The Social Services Department Director or designee may authorize the distribution of employment assistance funds.

5.0 Responsibilities

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

CERTIFICATION

The foregoing resolution was adopted at a duly convened meeting of the Tribal Council of Sitka Tribe of Alaska, held on May 16, 2018, and at which a quorum was present, by a vote of 8 IN FAVOR, AGAINST, ABSTAIN, and 1 ABSENT.



Kathy Hope Erickson, Tribal Chairman

Attest:



Nancy Douglas, Tribal Secretary