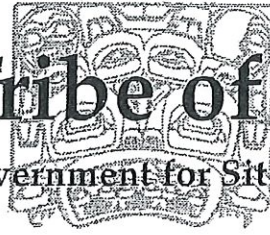


Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska



SOCIAL SERVICES DEPARTMENT SELF DETERMINATION 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) Self-Determination Assistance Funds by the Social Services Department. Self-Determination Assistance Funds are considered a "last resort" for STA Tribal Citizens in financial need.

2.0 Revision History

Date	Revised	Changes	Sections Affected
01/02/08	New policy		

3.0 Persons Affected

This policy affects all Social Services Department employees and STA Tribal Citizens seeking Self-Determination Assistance from the Social Services Department.

4.0 Policy

- 4.01 Self-Determination Assistance Funds (SD Funds) are only available to STA Tribal Citizens.
- 4.02 Individuals seeking SD funds must verify in writing on the SD Assistance application that all other financial resource options have been exhausted, including Public Assistance, TANF, General Assistance, Salvation Army and any other financial resources.
- 4.03 SD Funds are only available 1 time per year for a maximum of \$250.00 per individual.
- 4.04 Only the Social Services Department Director or designee may authorize the distribution of SD Funds.
- 4.05 SD Funds will be not distributed directly to individuals. Funds will be distributed directly to business or agencies by purchase order or check.
- 4.06 The Social Services Department will keep records of SD Funds distribution.

5.0 Responsibilities

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

Approved:



Lisa Gassman, General Manager

1/23/09

Date