



Policy: Notification of Changes – Minor Program	Approval Date: 5/10/23 Date Revised: 10/28/22
Section:	Responsible Official: Revenue Allocation Plan Administrator or his/her designee
References:	Policy Type: Departmental

Purpose: To ensure timely notification of household changes that may affect program eligibility.

**I. POLICY**

- A. It is the Policy of the Gun Lake Tribe, once the set criteria have been met, to allow Non-Tribal Parents and/or the Legal Guardian of Minor Tribal Citizens to utilize the General Welfare Assistance – Minor Program. This criteria is very specific and any changes could affect eligibility and must be disclosed in a timely manner.

**II. SCOPE**

- A. This policy applies to the Minor Tribal Citizen, Qualified Nonmembers, Non-Tribal Citizen parents and/or their Legal Guardians, if applicable, and the Tribal Member Benefits Department.

**III. AUTHORITY**

- A. Under the direction of the Senior Director of Operations and the General Welfare Ordinance, the Revenue Allocation Plan Administrator or his/her designee is responsible for the management and enforcement of this policy.

**IV. DEFINITIONS**

- A. Tribe – The Match E Be Nash She Wish Band of Pottawatomi Indians (Gun Lake Tribe).
- B. Tribal Citizen – An enrolled Citizen of the Gun Lake Tribe which may be referred to as a Citizen.
- C. Minor – Shall mean an enrolled Citizen of the Tribe who is under eighteen (18) years of age.
- D. Assistance – Means any Program benefits or payments accrued or paid under any General Welfare Program adopted by the Tribe, in accordance with applicable program guidelines.
- E. Legal Guardian – shall be a person who acts as the primary caretaker of a Minor. This person may be personally selected by the child’s biological parents, or appointed by the court. Guardianship arrangements are necessary when a child’s biological parents are unable to provide care.
- F. Non-Tribal parent – Is the biological parent who is not a Tribal Citizen of the Tribe.
- G. Qualified Non-member – means a spouse, certified domestic partner in accordance with Tribal law, parent, legal guardian, or Dependent of a Tribal Citizen who must be listed on the Citizen’s Qualified Member/Nonmember Designation Form.
- H. Third-Party Administrator – The Third-Party Administrator who processes the General Welfare Program payments.

V. PROCEDURE

- A. Notification of household changes must be made by calling, emailing or in person to Tribal Member Benefits Department within ten (10) calendar days of household change.
  - 1. If the household change warrants program termination, a letter will be sent to confirm termination.
- B. Program termination date - will depend on the Tribes monthly verification of eligibility, and the timeframes set by the Third-Party Administrator for payments and/or stop payments. All reasonable efforts will be made to stop or deny immediately.
- C. If further household changes occur, causing the Minor child to become eligible again, the Non-Tribal Citizen parent and/or Legal Guardian can re-apply for the General Welfare Assistance – Minor Program.
- D. In an effort to prevent excessive changes, the General Welfare Assistance – Minor Program may only be applied for once per month.