



Policy: Original Documents Treatment	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 Tribal Citizens retain, in a safe place, all original documentation related to qualifying General Welfare Assistance expenditures for possible audit purposes.

I. POLICY

A. It is the policy of the Tribe to not retain Tribal Citizens original documentation, as it relates to General Welfare Assistance.

II. SCOPE

A. This policy applies to the Tribal Citizen, Qualified Nonmembers, and their non-tribal parent or legal guardian, if applicable.

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 – Match E Be Nash She Wish Band of Pottawatomi Indians (Gun Lake Tribe).
- B. Tribal Citizen – An enrolled Citizen of Gun Lake Tribe which may also be referred to as Citizen.
- C. Non-Tribal parent – Is the biological parent who is not a Tribal Citizen of the Tribe
- D. 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
- E. Program - means the General Welfare Program established by or under authority of the Tribal Council, including the current General Welfare Program.
- F. Qualified Member – means the Tribal Citizen or program participant listed on the Qualified Member/Nonmember Designation Form who is eligible to receive assistance under the General Welfare Program.
- 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.

V. PROCEDURE

- A. It is the Tribal Citizens responsibility to maintain documentation which substantiates eligible expenses relating to the General Welfare Assistance Program.
- B. If any receipts, invoices, leases etc. are left at, or mailed to, the Tribal offices, they will not be mailed back to the Tribal Citizen.
- C. All documents submitted will be held for at least 15 (fifteen) business days and if not picked up, or other arrangements made, they will be destroyed.
- D. All paperwork can be submitted electronically, provided it is legible when printed.