



Policy: Service Fees	Approval Date: 5/10/23 Date Revised: 2/15/23
Section:	Responsible Official: Revenue Allocation Plan Administrator or his/her designee
References:	Policy Type: Departmental

Purpose: To relieve the Tribe of the expenses incurred for additional services not covered in the agreement between the Tribe and the Third-Party Administrator (TPA)

- I. POLICY
 - A. It is the policy of the Tribe to pay for the general services offered by the TPA. Any other services that result in an additional expense, will be the responsibility of the requesting Tribal Citizen.

- II. SCOPE
 - A. This policy applies to all Tribal Citizens and Qualified Nonmembers, Non-Tribal parents or 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 – 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. 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.
 - F. 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.
 - G. Third-Party Administrator (TPA) - The Third-Party Administrator who processes the General Welfare Program payments.

V. PROCEDURE

- A. When additional services are requested, resulting in an additional expense incurred, that expense will be charged to the requesting Tribal Citizens General Welfare Assistance account.
 1. Some examples of additional expenses include, but are not limited to;
 - a. Fees to overnight a check
 - b. Fees to stop payment on a check
 - c. Fees to replace a lost or stolen debit card
 - d. Any other fees not specifically covered under the agreement between the Tribe and the TPA.
 2. The fee schedule is determined by the service type, geographic location, and the TPA or their banking institution.