



Policy: General Welfare Assistance User Designation for Incarcerated Citizens	Approval Date: 5/10/23 Date Revised: 2/15/23
Section:	Responsible Official: Revenue Allocation Plan Administrator or his/her designee
References: General Welfare Assistance Guide (XII(B)(3))	Policy Type: Departmental

Purpose: To ensure proper use of the **User Designation Form**

I. POLICY

A. It is the policy of the Gun Lake Tribe to allow General Welfare Assistance funds to be accessed by Qualified Non-members and their Non-Tribal parent or Legal Guardian, if applicable, of the Incarcerated Tribal Citizen. Pursuant to XII(B)(3) of the General Welfare Assistance Guide, *“The Tribal Citizen Benefits shall be distributed equally to his or her Spouse or Certified Domestic Partner as in accordance with Tribal law and/or Dependents and their Non-Tribal parent or Legal Guardian, if qualified under the Program. Reimbursements will be accommodated at least annually and will be coordinated directly through the Revenue Allocation Plan Administrator or designee”*.

II. SCOPE

A. This policy applies to the Tribal Citizen, 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 be referred to as a Citizen
- C. Incarcerated – Any person serving a sentence in jail or prison for the commission of a crime.
- D. Non-Tribal parent - Is the biological parent who is not a Tribal Citizen of the Tribe.
- 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. 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
- H. Third Party Administrator – The Third-Party Administrator who processes the General Welfare Program payments.

V. PROCEDURE

- A. A signed **User Designation Form** must be on file with the Revenue Allocation Plan Administrator in order for funds to be accessed and/or denied.
 - 1. This Authorization will be in force and effect and does not expire until it is revoked in writing.
 - 2. Implementation of access or denial will depend on the Tribes monthly verification of eligibility, and Third-Party Administrator timeframes for payments and/or stop payments. All reasonable efforts will be made to stop or deny immediately.
 - a) All stop payment fees will be charged back to the Incarcerated Tribal Citizens GWE account.
 - 3. In an effort to prevent excessive use, the **User Designation Form** may only be used once per month.
 - a) The Tribe reserves the right to limit use of the **User Designation Form** and/or apply an administration fee of \$50.00 to the Incarcerated Tribal Citizens GWE account.