

<p>Title: Kenaitze Tribal Member Adult Enrichment Fund Policy with Corresponding Procedure</p>	<p>Effective Date: Council Approved 9/1/2021</p>
<p>Policy Classification: Tribal Wide</p>	<p>Function: Financial</p>

PURPOSE: To assure Kahtnuht’ana Dena’ina thrive forever by promoting and protecting the education, health and general welfare of Kenaitze Tribal Members.

APPLIES TO: All Kenaitze Tribal Members, 18 years of age and older.

DEFINITIONS: **Tribal Member Enrichment Fund:** Refers to a source of Tribal Council Discretionary funding for the enrichment of Kenaitze Tribal Members.

Internal Revenue Code Section 139E “Indian General Welfare Benefit”: Refers to any payment made or services provided to or on behalf of a Kenaitze Tribal Member pursuant to Kenaitze Tribal Government programs that are administered under specified guidelines and does not discriminate in favor of members of the governing body of the Tribe. The benefits provided under such program:

1. are available to any Tribal Member who meets such guidelines,
2. are for the promotion of general welfare,
3. are not lavish or extravagant,
4. are not compensation for services.

Enrichment: Refers to activities promoting and protecting the education, health and general welfare of Kenaitze Tribal Members.

Rolling 12-Month Period: Refers to a period of 12 consecutive months determined on a rolling basis with a new 12-month period beginning on the first day of each calendar month based on the month of the first approved request. Examples are provided below.

1. Assume a Tribal Member’s request for \$1,500.00 is approved on March 10, 2020, the same Tribal Member would not be eligible to submit a new request until March 10, 2021.
2. Assume a Tribal Member’s request for \$300 is approved on March 10, 2020 and the same Tribal Member’s request for an additional \$1,200.00 is approved on June 10, 2020, the same Tribal Member would not be eligible to submit a new request until March 10, 2021.

**POLICY
STATEMENT:**

The Kenaitze Tribal Council shall provide guidelines in order that the Kenaitze Tribal Member Adult Enrichment Fund may be allocated to meet the needs of adult Kenaitze Tribal Members when federal funding is insufficient to adequately fulfill federal trust obligations. Internal Revenue Code Section 139E "Indian General Welfare Benefit" guidelines shall be applied.

The Kenaitze Tribal Member Adult Enrichment Fund shall be used to promote the education, health, general welfare and the best interests of Kenaitze Tribal Member adults. The Tribal Member enrollment number shall be provided as the identifier for the application when presented to Tribal Council for consideration. The Tribal Council shall have the discretion to decide how funds are allocated throughout the fiscal year based on the following:

1. An Kenaitze Tribal Member adult may be eligible to apply for a total of \$1,500.00 of Kenaitze Tribal Member Adult Enrichment Funds during a rolling 12-month period.
 - a. The Tribal Council shall have sole discretion in the event that there are two (2) or more requests submitted by Kenaitze Tribal Member adults in the same household.
2. Benefits shall be paid on the basis of immediate need and shall not be treated as a resource of the Kenaitze Tribal Members for consideration of any program or service.
3. Funding shall be subject to availability of budgeted funds and shall be consistent in purpose, eligibility and intent of Tribal programs and services at the sole discretion of the Tribal Council.
4. The Tribal Programs Director is authorized to approve Tribal Member Enrichment Fund requests, unless a waiver is required by the Tribal Council.
5. Funding shall be paid to the designated vendor with supporting invoice in accordance with the Tribal Member Enrichment Request Intake Form, unless a waiver is required by the Tribal Council;
6. Funding shall not be used to pay for the following;
 - Funeral expenses
 - Credit card debt
 - Bail or legal services such as criminal, child custody and/or divorce cases
 - Income taxes
 - Damages to hotel room
 - Movies, or other incidental hotel charges
 - Alcohol, illicit drugs, non-prescribed drugs or marijuana
7. A Kenaitze Tribal Member adult shall be disqualified from using Kenaitze Tribal Member Adult Enrichment Funds upon submitting fraudulent documents and/or receipts as determined by the Tribal Council.

PROCEDURE:

1. Tribal Programs Director approval shall be obtained for a Kenaitze Tribal Member Adult Enrichment Fund Application for financial assistance in areas of need not to exceed \$1,500.00 in a rolling 12-month period for the following:

- a. Transportation may include but is not limited to gas, repairs and car insurance for the owner of the vehicle.
 - b. Household needs may include but is not limited to utilities, house repairs, house insurance, repair of an appliance or appliance replacement.
 - c. Housing which may include but is not limited to delinquent rent or mortgage payment and/or temporary relocation costs for a Tribal Member adult displaced from their home in a time of hardship.
 - d. A computer and/or an electronic device which may include but is not limited to internet service for such purpose as education and/or telehealth.
 - e. Job placement or training which may include but is not limited to required job counseling, work attire and support programs, and/or Tribal Member owned business expenses.
2. A completed Kenaitze Tribal Member Adult Enrichment Fund Application for financial assistance shall be filed with, and administered by the Tribal Programs Department.
 - a. Attach a copy of an invoice from the vendor(s).
 3. The Tribal Programs Department shall verify that other sources of funding have been exhausted.
 - a. Tribal Member Funeral Assistance and/or Memorial Policy with Corresponding Procedure
 - b. Na'ini Family and Social Services funding
 - c. TDHE funding
 - d. Education funding
 - e. State of Alaska Job Services funding
 - f. Any other internal and/or external funding sources
 4. The Tribal Programs Director or designee shall submit the Kenaitze Tribal Member Adult Enrichment Fund Application to the Tribal Council for approval at the next Tribal Council meeting when a waiver is required.
 - a. Tribal Programs Director or designee shall notify the Tribal Council Chair of a potential conflict of interest in accordance with the Tribal Council, Boards, Commissions and Committees Code of Conduct.
 - b. A Poll Vote of the Tribal Council may be conducted for urgent or emergent requests.
 5. The Tribal Member Services Supervisor or designee shall enter the request into ReqLogic, other than those requests that require Tribal Council approval, not to exceed \$1,500.00 in a rolling 12-month period.
 6. Tribal Programs Director or designee shall:
 - a. Authorize payment in ReqLogic to the vendor.
 - b. Prepare a Kenaitze Tribal Member Adult Enrichment Fund Report for Tribal Council on at least a quarterly basis.

- REFERENCES:**
1. Annual Budget Policy
 2. Procurement Policy with Corresponding Procedure

3. Internal Revenue Code
4. Tribal Member Funeral Assistance and/or Memorial Policy with Corresponding Procedure

CONTACT: If assistance or additional information about the policy is required contact the Tribal Programs Director.

RIGHT TO CHANGE: The Tribal Council, in its sole discretion, may amend or rescind this policy, in whole or in part, at any time without notice.

POLICY HISTORY: Origination Date: May 25, 2018 (Tribal Council Discretionary Funds Policy)
Revision Date: August 3, 2020 (Tribal Member Enrichment Funds Policy with Corresponding Procedure)
Revision Date: September 30, 2020
Revision Date: July 21, 2021
Revision Date: September 9, 2021