

TRADE SCHOOL PROGRAM

Policy

The Trade School Program operates on a fiscal year (October through September) and serves low-income Native Americans within the Osage Reservation (Osage County) by providing opportunities in career training. This program provides career assessments, stipends, short-term tuition and fees.

Eligibility Requirements

- Reside within the boundaries of the Osage Reservation (Osage County)
- Native American (evidenced by a membership card from a federally recognized tribe or CDIB)
- Household income may not exceed 200% of the Federal Poverty Guidelines
- For purposes of this program an adult is 18 years or older
- If applicable, male applicants must also register or be registered for the Selective Service

Preference Priority

Osage Preference priority method:

- Member of the Osage Nation
- Member of the Osage Nation must be included in the household
- Member of a federally recognized tribe

Veteran Preference priority method:

- Disabled Osage Nation member Veteran
- Member of the Osage Nation
- Disabled Veteran Parent or Spouse of Osage Member
- Veteran Parent or Spouse of Osage Member
- Disabled Veteran of a federally recognized tribe

Completed applications contain the following attachments:

- Copy of an Osage membership card for Osage Preference, or a non-Osage tribal membership card or CDIB for each person applicable in household
- Copy of photo identification for the applicant
- Copy of Social Security card for the applicant
- Proof of residency (must include a current utility bill that is in the name of the applicant or certification of address)

- Verification of registration for the Selective Service, if male applicant
- If applicable, Veterans must provide DD form 214 – for purposes of benefit and services, a person who served in the active military service and who was discharged or released under conditions other than dishonorable is a veteran
- If applicable, Disabled applicants must provide verification of Social Security Disability (SSD or SSDI) or Supplemental Security Income (SSI)

Application Procedure

- Applicants must submit a complete application to the Osage Nation Financial Assistance Department. Incomplete applications will not be accepted.
- Complete applications will be processed within ten (10) business days from the application completion date and each applicant will receive an approval/denial letter via US mail or electronic mail.
- Applicants may be placed on a waiting list due to high volume of applicants and limited funding.
- Applicants will have (10) business days from date of denial to appeal decisions

Income

Applicants and each adult in the household must provide the following sources of income for past 30 days from the date of application:

- Wages (Net)
- Social Security Administration (SSA) excluding Medicare deduction
- Social Security Income Benefits (SSI)
- Retirement/Pension Benefits
- Self-Employment
- Rental Income
- Alimony
- Child Support
- Dividends and interest
- Unemployment compensation
- Per capita payments, revenue sharing, etc.

TRADE SCHOOL SERVICES

Services will provide Training assistance in preparation for adults to enter, re-enter, or retain unsubsidized employment leading to self-sufficiency.

Applicants may apply with the following accredited certifiable training institutions:

- Tri-County Technology of Bartlesville or Pawhuska
- Tulsa Welding School
- Central Technology of Drumright and Sapulpa
- Center of Professional Studies
- Tulsa Technology Center
- Pioneer Technology Center of Ponca City
- Wings Health Care Training
- Cosmetology Educational Institutions
- Other - Director approved

Compensation

Participants will be paid a stipend on a bi-weekly basis for class attendance. Stipends will count toward the maximum monthly benefit amount allowed per applicant based on full or part-time status and availability of funds. Maximum monthly benefit amounts will be evaluated and reassessed every 3 months by the Financial Assistance Department.

Participant Responsibilities

- Complete a career assessment prior to attending school
- Drug Screen (Financial Assistance Drug Policy will be followed if test is positive)
- Provide proof of approved enrollment
- Provide proof of application for other financial assistance

Time Management Procedure

- Submit bi-weekly timesheets (fax, email, or hand timesheets)
- Timesheets must be signed by both instructor and participant
- Timesheets may not be altered
- Timesheets must be complete including dates, hours of training each day and totaled
- Timesheets must be received Thursday by 4:30 p.m. or processed the following week

Supportive Services

Required supportive services may be available, dependent on funding levels, to compliant participants and will count towards their maximum monthly benefit amount. These services may include, but not limited to:

- Uniforms
- Tools
- Books
- Transportation expenses

Reasons for terminating services

- Violations of the attendance policy as defined by school
- Falsifying timesheets

- Intentionally misrepresents, conceals, or withholds a material fact for the purpose of establishing or maintaining eligibility.

Participants that have been terminated may not apply for Trade School services or Career Development services for one year beginning on date of termination.

Appeal Process

Participants that are terminated may appeal to the Director within ten days from the date of termination. The appeal will be reviewed and the final determination may be appealed to the Director of Operations within ten days of the determination date. The Director of Operations will make a determination within ten days. The determination of the Director of Operations is final.