

YUOK TRIBE
TRIBAL EMPLOYMENT RIGHTS OFFICE

CLIENT SERVICES ASSISTANCE POLICY

The Client Services Program is designed to offset the financial burden to qualified Yurok Tribal members who have obtained employment but who need financial assistance to continue that employment. Client Service Assistance is awarded in the form of bus passes, tools, work clothes, certifications, and union dues/licensing fees.

A. Eligibility Requirements:

1. Applicant must be a Yurok Tribe member
2. Client Services Application must be complete
3. Applicant must be employed for less than six months continuously OR be unemployed but have an offer of employment
 - a. Transfers and promotions are considered continuous employment and therefore are not eligible
 - b. Employment verification must be submitted in the form of a letter from employer on company letterhead
 - c. Employment must represent a minimum of twenty (20) hours per week
4. Applicant may not exceed a limit of two (2) different Client Services within eighteen (18) months
5. Applicant must meet the household income guidelines
 - a.

No. in Family	Household Income
1	< \$24,173.00
2	< \$31,651.00
3	< \$39,129.00
4	< \$46,607.00

(For each additional family member, add \$7,478.00)

- b. Income verification must be submitted in the form of last year's tax return or current pay stub
6. Applicant must provide a letter from Employer on company letterhead, listing required clothing and/or work tools

B. Client Services provided:

- Bus Passes – not to exceed \$50.00
- Tools – not to exceed \$200.00
- Work Clothes – not to exceed \$200.00
- Certifications – not to exceed \$200.00
- Union Dues/Licensing Fees – Only with Repayment Agreement

****TERO will provide a list of approved vendors for clothing & tools****

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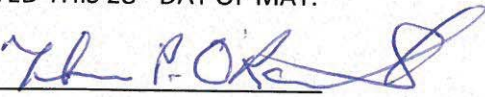
C. Application Procedures:

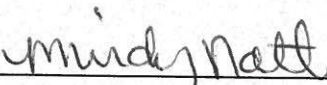
1. TERO reserves the right to request further documentation related to the Client Services applications
 - a. Members will be provided 30 days to accommodate all documentation requests.
 - b. Failure to comply with requests will result in the client relinquishing rights to all Client Services provided by the TERO for a minimum of 3 months.
2. Completed requests for Client Services must allow the TERO Office 3-5 business days for processing.
3. If awarded Client Service Assistance, Applicant will be notified in a timely matter when TERO has received the Purchase Order (PO).
 - a. Awarded applicant is responsible for any/all fees over the awarded amount.
 - b. Any purchases which are not identified within the employer's required clothing/tool list, must be repaid to TERO
 - c. In the event of an overpayment, the TERO Officer will notify the applicant immediately. Applicant is required to reimburse the Yurok Tribe TERO within 30 days or agree to a remuneration agreement. If applicant fails to resolve the overpayment by one of the above options, the matter will be referred to the Yurok Tribal Court.
 - d. If the Purchase Order is lost, the Applicant must wait 90 days before submitting a new Client Services Application
4. After purchase is complete, applicant is required to return the original receipt to TERO immediately. If applicant fails to return the receipt, s/he may forfeit all future TERO assistance.

CERTIFICATION

This is to certify that this Client Services Assistance Policy was approved at a duly called meeting of the Yurok Tribal Council on May 28, 2014, at which a quorum was present and that this Policy was amended by a vote of 8 for, 0 opposed, and 0 abstentions.

DATED THIS 28th DAY OF MAY.


Thomas P. O'Rourke, Sr. - Chairman
Yurok Tribe

ATTEST: 
Mindy Natt - Council Secretary