



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Office of the Tribal Chairperson
7500 Odawa Circle, Harbor Springs, Michigan 49740
Phone 231-242-1401

**FOOD AND UTILITY APPROPRIATION ALLOWANCE REGULATIONS
REG-WOS 2013-008-072522-001**

- I. Introduction:** The purpose of this regulation is to lay out the guidelines for the Little Traverse Bay Bands (LTBB) of Odawa Indians Department of Kikaajik to distribute allocated funds for the allowance of food and utilities to Tribal Elders who participate in the Food and Utility Appropriation Allowance Program. Hereinafter the Food and Utility program will be referred to as “FUP.” FUP will be in accordance with the “IRS Tribal General Welfare Guidance” and the “General Welfare Statute.”
- II. Definitions.**
- A. **FUP:** refers to the LTBB Department of Kikaajik Food and Utility Appropriation Allowance Program.
- B. **LTBB Tribal Elder:** refers to a Tribal Citizen of the Little Traverse Bay Bands of Odawa Indians who is fifty-five (55) years of age or older by December 31 of the current calendar year.
- III. Management.** This program will be managed by the LTBB Department of Kikaajik.
- IV. Funding.** This regulation is in effect for the FUP. Funding is allocated from the Tribal General Fund.
- V. Program Assistance:** The FUP will provide allowance(s) for any combination of food, grocery, and utility payments in the amount up to five hundred dollars (\$500.00) per the current calendar year for each qualifying LTBB Tribal Elder that applies.
- VI. Eligibility Criteria:**
- A. In order to participate in FUP, the following criteria must be met:
1. Applicant must be a LTBB Tribal Elder.
 2. Applicant must have completed an application through the LTBB Department of Kikaajik that includes all required information and address current with

Approved by Tribal Council 09-15-2022

Approved by Executive 07.25.22

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Enrollment.

VII. Applications:

A. Applications will be available in the January issue of the Odawa Newsletter of the current calendar year. An updated version of the program's application will be posted on the LTBB website by the Department of Kikaajik by January 1st of the current calendar year. The application may also be obtained by calling the LTBB Department of Kikaajik Office to request an application by way of mail, email, or fax. The application may be obtained in the LTBB Department of Kikaajik Office located at the LTBB Government Building, 7500 Odawa Circle, Harbor Springs, MI 49740.

1. The application will require:

- a. Name, contact information, enrollment number, a copy of the Applicant's enrollment card, and the applicant's signature.

B. Deadlines:

1. Application Submission:

- a. Applications will be accepted until November 30th of the current calendar year. Any applications submitted after November 30th will be declined.

2. Application Processing:

- b. Applications will be processed by the Department of Kikaajik in the order in which they are received.

C. Incomplete Applications:

1. Applications considered incomplete will be placed in a pending folder while waiting for the necessary additional information. Incomplete applications will be date stamped when inserted into the pending folder. Incomplete applications will be addressed and the Applicant contacted within five (5) business days of the time the application is labeled incomplete.

- a. In the case that an application is deemed incomplete by the LTBB Department of Kikaajik due to missing required information, every effort will be made to help the LTBB Tribal Elder complete the application.

VIII. Services and Distribution of Allowance.

A. FUP is available to all LTBB Tribal Elders so long as the eligibility requirements are met and the proper verification has been submitted. Allowances will be sent directly to the LTBB Tribal Elder and will be utilized for food and utilities.

IX. Determination:

A. The LTBB Department of Kikaajik Director will make the determination or decision administering this regulation and all disputes with the determination may be taken to the Direct Services Administrator for review or for a re-determination. Any questions relating to this regulation may be directed to the LTBB Department of Kikaajik.

CERTIFICATION

As Chairperson, I certify that I approve of these Food and Utility Appropriation Allowance Program Regulations.

Date: 07.25.22

Regina Gasco Bentley
Regina Gasco- Bentley, Tribal Chairperson

Received by the Tribal Council Office on: 08.25.2022 by: Yvonne Baker

As the Legislative Leader and Tribal Council Secretary, we certify the Food and Utility Appropriations Allowance Program Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on September 15, 2022 at which a quorum was present, by a vote of 7 in favor, 0 opposed, 0 abstentions, and 1 absent.

Date: 09/16/2022

Emily Proctor
Emily Proctor, Legislative Leader

Date: 09/16/2022

Marcella R. Reyes
Marcella Reyes, Secretary

