

**Yurok Tribe
TERO Employment Services Assistance
Policy**

I. Overview

The Employment Services Assistance Program provides financial assistance to Yurok Tribal Members and other Indians who are seeking or have obtained employment and who need assistance to continue that employment. This assistance may be in purchasing tools, work clothes, bus passes, drug testing, certifications, union dues or licensing fees related to a profession.

Job Service Assistance is limited to 2 separate types of assistance per year. Eligible types of Job Service Assistance Categories are as follows:

- Bus Passes are limited to \$50.00 per year.
- Drug Testing is once per year up to \$50.00
- Tools: Once per year up to \$200.00
- Work Clothes: Once per year up to \$200.00
- Certifications: Once per year up to \$125.00
- Union Dues/Licensing Fees: Once per year- full amount will be repaid.

A. Eligibility Requirements

1. Applicant must be a Yurok Tribal Member or a member of a federally recognized tribe.
2. Applicant must have a recent Yurok Tribe Skill Bank Application on file.
3. Applicant must be actively seeking employment or meet one of the following employment conditions to be eligible for services:
 - Offer of Employment, i.e. written letter
 - Employed for less than six (6) months in current position.
4. Job Service Assistance is limited to once per year per category. For this purpose a year is defined as the twelve (12) month period in which the applicant first received job service assistance. *I.e. applicant first received work clothes assistance on April 13, 2007, said applicant would not be eligible again for work clothes assistance until April 14, 2008; taking into consideration other eligibility requirements.*
5. Applicant must meet the income guidelines established by the Yurok Tribal Council.

No. in Family	Income Level
1	<\$33,400.00
2	<\$38,150.00
3	<\$42,900.00
4	<\$47,700.00
5	<\$51,500.00

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B. Application Procedures

1. Each person shall be required to complete a TERO Employment Services Application.
2. The TERO Officer or designee shall verify that said applicant is a Yurok Tribal member or a member of a federally recognized tribe.
3. The TERO Officer or designee shall verify that the applicant meets one of the employment conditions in A-3.


C. Assistance Payments

1. Financial assistance shall be supplied in the form of a Purchase Order or a check made out to the Vendor. Under no circumstances will a check be made out to an applicant.
2. The applicant is required to return the receipt to the TERO office immediately. If the applicant fails to return the receipt he/she will forfeit all future TERO assistance.
3. In the event of an overpayment, the TERO Officer shall notify the applicant immediately. Applicant shall reimburse the Yurok Tribe within 30 days or agree to a remuneration agreement. If the applicant fails to resolve the overpayment by one of the above options the matter will be referred to the Yurok Tribal Court.

CERTIFICATION

This is to certify that this Policy was approved at a duly called meeting of the Yurok Tribal Council on September 19, 2007, at which a quorum was present and that this Policy was amended by a vote of 6 for, 0 opposed and 0 abstentions. This Policy has not been rescinded or amended in anyway.

DATED THIS 19th DAY OF SEPTEMBER.



Maria Tripp, Chair
Yurok Tribe

ATTEST: 

Cynthia McKernan, Executive Assistant