

CHIPPEWA CREE TRIBAL TANF PROGRAM

APPLICATION CHECK LIST

Please utilize this checklist to assure that you have all required documentation for your appointment. This will assist in a timely application /approval process.

ADULT APPLICANTS

Tribal certification of enrollment or eligibility for enrollment in a federally recognized Tribe. *NOTE: This must be provided for AT LEAST ONE MEMBER IN THE HOUSEHOLD.

Certified copy of birth certificates for ALL INDIVIDUALS applying.

- ✓ Valid picture identification for ALL ADULTS of the household including but not limited to a Montana driver's license, State Identification, Tribal identification or military identification.
- Social Security cards or a receipt of application for a Social Security card for ALL INDIVIDUALS applying.
- If convicted of a drug-related felony, bring court documents verifying conviction.

Completed TANF 101 – Date:	
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- "Your Rights and Responsibilities" form (included in packet)
- "Verification of Monetary Distribution" form (included in packet)
- "Release of Information" form (included in packet).
- Verification of Drug Test for ALL ADULTS applying.
- Verification of SNAP for ALL individuals applying
- Verification of MEDICAID for ALL individuals applying (CTR-Children only)

CHILDREN

- Tribal certification of enrollment or eligibility for enrollment in a federally recognized Tribe. *NOTE: This must be provided for at least one member in the household.
- Immunization records for ALL CHILDREN applying. <u>Immunizations must be current.</u>

School attendance records for ALL school age children, including minor parents.

"School Enrollment Verification" form *(included in packet)* *NOTE: Please list and have verification for each school aged child in the household.

HOUSING

- Rent/lease receipt or letter from Tribal housing.
- "Residential Verification" form (included in packet)

INCOME

-] "Verification of Employment" form (included in packet)
- Employment check stubs, letter from employer, etc.



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	Per capita, Non-Gaming or Tribal distribution
	Social Security Income (SSI /SSP, Survivors Benefits, etc.) NOTE: Please provide the "Award Letter" for each person in the household that this applies to.
	State Disability award or denial letter) NOTE: Please provide the "Award Letter" for each person in the household that this applies to.
	Unemployment award or denial letter
	Child Support- <u>Case Status Report</u> . NOTE: Please provide the "Court Order" for each child in the household that this applies to.
	Child custody. NOTE: Please provide the "Court Order" for each child in the household that this applies to.
ADUL	FEDUCATION /TRAINING
	Student income, scholarships, grants, loans, (financial aid award or denial letter)
	Student expenses, books, tuition, etc.
	Verification of school enrollment
RESO	URCES
	Bank accounts most current bank statement – Savings and Checking
	IRA, retirement accounts or other investment accounts
	Trust accounts
	Saving bonds
	Vehicle registration (vehicle must be registered in applicants name)
	Proof of car insurance and insurance costs
	Real property other than primary residence (time-share, vacation home, property)

NON-NEEDY CARETAKER

Child custody agreement or foster care/court order, tribal or county document with proper signatures and/or seals.