



# MESCALERO APACHE TRIBE EARLY CHILDHOOD/BACK TO SCHOOL ASSISTANCE PROGRAM

## Policies & Procedures

- A. Purpose & Description.** The purpose of the Early Childhood/Back to School Assistance Program (the “Program”) is to provide financial assistance for the significant extra costs associated with the care and maintenance of very young children and children who are attending school, grades pre-Kindergarten through twelve (12). Payments under this Program are not per capita or dividend payments. Instead, payments are financial assistance based on need.
- B. Definitions.** For purposes of this Program, the following definitions shall apply:
- a. “Child” shall refer to each person age zero to nineteen (19) years of age.
  - b. “Pre-Kindergarten” shall refer to pre-Kindergarten, Headstart, and Montessori schools.
- C. Amount of Assistance & Limitation.** Each Applicant may apply for and receive \$700.00 for each of his or her children one time only.
- D. Eligibility.** Assistance under this Program is open to each child, regardless of residency, who is an enrolled member of the Tribe and:
- a. Age zero to three (0-3) years of age; or
  - b. Age four to nineteen (4-19) and enrolled in grades pre-kindergarten to 12<sup>th</sup> grade for the 2024-2025 school year.
- E. Submission of Applications & Payments.**
1. Each Applicant must complete and submit the Application attached to these Policies & Procedures.
  2. Applications must be submitted to the Front Desk at Tribal Administrative Offices, 108 Central Avenue, Mescalero, New Mexico or via mail to P.O. Box 227, Mescalero, New Mexico 88340, email to [tcochise@mescaleroapachetribe.com](mailto:tcochise@mescaleroapachetribe.com), or facsimile to (575) 464-9191.
  3. In order to receive payment on **August 1, 2024**, Applications must be received by 4:30 P.M. on **July 26, 2024**. August 1<sup>st</sup> payments will be distributed at the Community Gymnasium.
  4. All payments for Applications received after **July 26, 2024** will be mailed at a later date.
  5. For those applicants that missed the July 26, 2024 deadline, all Applications must be received by **August 16, 2024** at 4:30 P.M. Applications submitted after this date will not be considered and deemed denied.
  6. Incomplete Applications will be deemed ineligible and denied.
  7. The Tribe believes that the most efficient way to issue financial assistance checks under this Program is to prepare checks with each eligible child listed as the payee.



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## ATTESTATION, CERTIFICATION, & AGREEMENT

I, \_\_\_\_\_ (print name of Parent/Legal Guardian), attest and certify that:

1. I have physical custody or guardianship of the above-named child(ren) and no other person is filing an application on behalf of the above-named child(ren),
2. I am not able to pay for eligible costs, as defined by the Program's policies and procedures, hereinafter referred to as "eligible costs,"
3. I am in need of financial assistance under the Program, and
4. I will use any financial assistance I receive under the Program for eligible costs only.

I understand and agree that I will repay the amount of financial assistance I received if later it is discovered that I am not eligible for financial assistance under the Program or that I did not use the financial assistance I received for eligible costs.

I certify under penalty of law that the information contained above is true and accurate and I understand that I may be subject to prosecution for fraud if I knowingly provided false or misleading information.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent/Legal Guardian

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DATE RECEIVED: \_\_\_\_\_

APPROVED? \_\_\_ YES \_\_\_ NO

BY: \_\_\_\_\_



# MESCALERO APACHE TRIBE EARLY CHILDHOOD/BACK TO SCHOOL ASSISTANCE PROGRAM

## Application

### INSTRUCTIONS

1. Please see the Policies and Procedures for all applicable rules, including eligibility.
2. All children with the same parent/legal guardian may be listed on the same application. You must attach custody/legal guardianship orders if any.
3. This application must be *COMPLETE* with all required attachments. Incomplete applications will be denied. You must sign the “Attestation, Certification, and Agreement” attached to this application.
4. You must submit this application: in person at Tribal Administrative Offices; by mail to P.O. Box 227, Mescalero, NM 88340; by email to [tcochise@mescaleroapachetribe.com](mailto:tcochise@mescaleroapachetribe.com); or by facsimile to (575) 464-9191.
5. This application *must be returned to Tribal Administrative Offices* by 4:30 P.M. on July 26, 2024 if you would like to receive payment on August 1, 2024. August 1<sup>st</sup> payments will be distributed at the Community Gymnasium.
6. Payments for Applications received after July 26, 2024 will be mailed at a later date. No Applications will be accepted after August 16, 2024 at 4:30 P.M.

**Please List Child(ren)’s Information Below:**

Full Name:

Tribal Census #:

Date of Birth:

Name of School:

Full Name:

Tribal Census #:

Date of Birth:

Name of School:

Full Name:

Tribal Census #:

Date of Birth:

Name of School:

Full Name:

Tribal Census #:

Date of Birth:

Name of School:

\*Attach additional pages as needed.

**Please List Parent’s/Legal Guardian’s Information Below:**

Full Name:

Mailing Address:

Phone #:

**Total Amount of Assistance Requested (# of children multiplied by \$700.00):**



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8. A child who is age eighteen (18) or nineteen (19) may file an Application separate from his or her parent/legal guardian. In this case, the child will sign the Application as “parent/legal guardian.” Otherwise, where a parent/legal guardian wishes to apply for his or her child who is eighteen or nineteen years of age, then he or she must attach an original note, signed by the child, giving the parent/legal guardian permission to do so. In either case, the child, who is age eighteen (18) or nineteen (19) will be responsible for complying with these Policies and Procedures.
9. Proof of Eligibility.
  - a. Enrollment Status & Date of Birth. Each Applicant is required to list the Tribal census number and date of birth for each child listed on his or her Application. The Tribe will verify the enrollment status and date of birth for each child listed on an Application with the Tribal Census Clerk.
  - b. Custody or Guardianship. Where there is a custody or guardianship order for a particular child, then the Applicant must attach a copy of the most recent custody or guardianship order to the Application. The Tribe will verify custody or guardianship with the Mescalero Apache Tribal Child Support Enforcement Office (MATCSEO) and/or the Tribal Court, where there is an order attached to an Application or the Tribe has other reason to question the status of custody or guardianship.
  - c. Enrollment in School. Due to the administrative burden involved and the need to provide assistance as quickly as possible, the Tribe will presume that each child between age four to nineteen (4-19) is enrolled in school if the Applicant signs the “Attestation, Certification, and Agreement” on the Application.

**F. Eligible Uses.** As stated above, financial assistance provided under this Program is intended to help provide for the care and welfare of eligible children. Therefore, financial assistance must be used to pay the following costs:

Baby formula and baby food	Sports equipment (uniforms, shoulder or knee pads, etc.)	School supplies (notebooks, pens, pencils, erasers, highlighters, backpacks, etc.)
Wipes, diapers, and/or pampers	Fees associated with sports, art classes, laboratory or science, or other classes	Computers, laptops, or tablets for the child
Cribs, bassinets, or play pens	Expenses for field trips	Day care and/or after school program expenses
Food/snacks for school lunches	Clothing, uniforms, shoes for the child	