

Community Service Block Grant

CSBG Policy

I. Eligibility:

- a. Applicant must be an enrolled member of the Tule River Tribe.
- b. Tule River Tribal Council Full-Time Regular Employee.
- c. Community Member living on the Tule River Indian Reservation.
- d. Applicant must apply for a BOGG/Tuition Fee Waiver at the attending college/university.
- e. Applicants must submit (if applicable):
 - Tribal documentation
 - Proof of residency
 - Class schedule or official enrollment verification
 - Copy of all tuition and book fees
 - Letter of plans
 - Letter from director/supervisor
 - Weekly progress reports if attending classes or trainings during working hours
 - Official transcripts within 30 days of completion of class or training.
 - Certificate of Completion
 - Receipts pertaining to all purchases through CSBG
- f. Applicant must apply and remain in compliance with the Community Service Block Grant (CSBG) and the Tribal Education Program (TEP) at all times in order for funding to continue.

II. Allowable Expenses:

- a. Tuition
- b. Books
- c. Supplies

III. General Regulations:

- a. The Community Service Block Grant funds up to \$300.00 per semester, quarter or module.
- b. Priority funding is given to 1. Tribal Members, 2. Tribal Employees and 3. Community Members living on the reservation.
- c. All funding is contingent on availability and is not guaranteed.
- d. Application must be submitted two weeks prior to the start of each term, semester, quarter or module. Application must be submitted in person.
- e. All Tribal employees must have pre-approved authorization from their directors/supervisors to attend class, training and courses. Authorization must be in writing and submitted with application. It is at the discretion of the director/supervisor to allow employees to attend classes, training and course while on working hours.
- f. All classes, trainings and courses must be related to the field in which employed by the Tule River Tribal Council.
- g. Tribal members employed with the Tribe who are receiving CSBG funds, and attending class during regular scheduled employment hours (maximum of hours per week with approval from department director), will not be eligible to receive mileage and/or food allowance under the Part-Time College/University Assistance Program. Employees must submit weekly attendance sheet signed by education facility.
- h. Applicant will be required to provide a certificate of completion, and/or official transcripts at the end of each term funded. Student is required to maintain a minimum 2.0 GPA at all times. Student will be required to pay back all Tribal funding received if he/she does not submit proof of completion of course work, fails or drops funded classes and does not complete with a minimum 2.0 GPA. The Education Department must receive proof of completion no later than 30 days after class, training and course completion. Failure to comply will result in Tribal Council deducting the amount owed, as per Amendment # 01 to Tribal Council Resolution # 57-89. Refer to Tribal Council Administration Policies & Procedures, Section 6.3.1 for Tribal members employed with the Tribe for reimbursement policy.