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KIC Special Needs COVID-19 Assistance Application

KIC Special Needs COVID-19

To provide financial aid to eligible Ketchikan Indian Community Tribal members for essential needs to help them maintain their independence, self-sufficiency, and to meet unmet needs due to the public health emergency.

Required Documents for KIC Special Needs COVID-19 Assistance Application

Documentation	
ALL APPLICATIONS	● Completed and Signed Application
	● Copy of KIC Enrollment
	● Picture ID
	● Proof of low income status. (Example: Last 30 Days Bank Statement, Alaska Public Assistance, Food stamps, and TANF.)
	PLEASE COME PREPARED – INCOMPLETED APPLICATIONS WILL NOT BE PROCESSED

Who is eligible to apply? Any KIC Tribal member, 18 years of age or older, living in Ketchikan or Saxman may apply for KIC Special Needs COVID-19 by completing the application process. Eligible applicants will fall below 80% of the median family income for the Ketchikan Gateway Borough: \$69,869.60. Proof of income will be verified and approval will be on an individual basis.

What is the KIC Special Needs COVID-19 Relief?

The **KIC Special Needs COVID-19 Relief Fund** was created by Ketchikan Indian Community in order to provide financial assistance to low-income tribal members. The program is an opportunity for qualified Tribal members to apply that can show a demonstrated need for financial support during the COVID-19 crisis. The Ketchikan Indian Community will disburse funds by mail. This is a limited funding opportunity and is available through December 30, 2020 or until funding is expended.

What is the timeline to apply? Applications will be processed as quickly as possible. Individuals are encouraged to apply early, as funding is limited.

Please have the application completely filled out and have all required documentation before you arrive to expedite the process.

ACKNOWLEDGEMENTS FOR KIC COVID-19 APPLICATION

INCOME

All income, including earned and unearned income is to be listed on the application. (Example: Last 30 Days Bank Statement, Alaska Public Assistance, Food stamps, and TANF). You are required to provide proof of income.

FEDERAL LAW GOVERNING FRAUD

Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes or uses any false writing or documents, knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

DECISION

When you file an application for Social Services, you have a right to a written decision within 30 days. In some cases, it may take 45 days. If you disagree with the decision, you may request a review of the decision with the Social Services Director. If you disagree with the decision, you may file an appeal.

ELIGIBILITY

Applicant must be an enrolled member of Ketchikan Indian Community. Enrollment records must be current and updated with physical and mailing addresses and a copy of birth certificates.

Client Rights / Responsibilities

The client has a right to...

- ❖ Be treated with respect
- ❖ Be treated without regard to race, color, creed, national origin, religion, sex, sexual preference, or age.
- ❖ Be treated without regard to disability.
- ❖ Have all personal information treated in a confidential manner.
- ❖ Review his/her file with appropriate staff present.

The client has the responsibility to....

- ❖ Treat KIC staff with respect & use family friendly behavior, no profanity or aggressive behavior.
- ❖ Be accurate and complete as possible when providing information to a KIC staff person.
- ❖ To follow program rules and regulations.
- ❖ Ask for clarifications regarding any services received from KIC that he/she does not understand.
- ❖ Keep all information received, heard and/or clients seen at Social Services office confidential.

Client Grievance Procedure

A procedure has been established and maintained by Ketchikan Indian Community to assist clients in resolving any complaints or grievances arising from a real or perceived violation of client rights. No specific form is necessary to file a grievance; however a grievance must be in writing. You must clearly state the problem(s) by detailing the actions taken or not taken by KIC staff and outline possible solutions and/or resolutions. An earnest effort will be made by KIC staff to resolve problems encountered during all stages of program participation. The following steps outline the recommended procedure for attempting prompt

resolutions to complaints/grievances regarding the service components of the Ketchikan Indian Community Tribal Council.

Step 1:

Submit a complaint in writing to the Department Director where the grievance occurred. An informal meeting will be scheduled to discuss the complaint. If the complaint cannot be resolve informally, the director shall within 10 days after the receipt of the complaint, issue a written decision and inform the client of the opportunity to further appeal the matter outlined in Step 2 below.

Step 2:

If unsatisfied with the written decision by the director you may submit an appeal, in writing, within thirty (30) days of Step 1, to the KIC Tribal Administrator, 2960 Tongass Avenue, Ketchikan, AK 99901.