



## **APACHE TRIBE OF OKLAHOMA ARP 2022-2023 SCHOOL CLOTHING ASSISTANCE KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE**

### **GUIDELINES, PLEASE READ.**

The 2022-2023 School clothing Program begins July 19, 2022 and ends September 2, 2022.

### **Guidelines:**

Student(s) must be enrolled with the Apache Tribe of Oklahoma. Enrollment will be verified. Apache Tribe of Oklahoma ARP School Clothing Assistance is \$250 for students in Kindergarten through the 5th grade and \$500 for students in 6th grade through the 12th grade Assistance is based on a completed application form.

One application will be submitted for each student enrolled with the Apache Tribe of Oklahoma.

Reimbursements are not allowed

Purchases are not tax-exempt

**APPLICANT MUST TURN IN RECEIPT(S) TO THE PROGRAM.**

The school clothing Visa Gift Card is void after the card expires date.

Once the school clothing Visa Gift Card is picked up or mailed out to the applicant's address, the applicant's Apache Tribe of Oklahoma ARP is absolved from any further responsibility.

**IF YOU LOSE OR MISPLACE THE CARD. THE VISA GIFT CARD WILL NOT BE REPLACED. IT IS THE APPLICANT'S RESPONSIBILITY TO TAKE CARE OF THE CARD AND USE IT FOR ITS PURPOSE.**

### **Required Documents:**

Completed application – **IF NOT COMPLETED, THE 2022-2023 SCHOOL CLOTHING APPLICATION WILL NOT BE PROCESSED.**

\* Completed application includes pages 1 and 2 and Letter of Verification of Enrollment for School.

Letter of Verification of Enrollment for School – Must have Parent-Guardian Name / Student Name and Grade for School Year 2022-2023 / Printed Name and Signature of School Official and be on School's letterhead. **IF NOT COMPLETE, THE APPLICATION WILL NOT BE PROCESSED.**

Verification of guardianship or other documents may be requested as needed

If the program needs more documents or the application is not completed, then the program will contact you by phone or email.

### **Ways to turn in the Completed Application:**

**Fax #:** 405-480-2921

**Email:** [arpato2021@gmail.com](mailto:arpato2021@gmail.com)

**Hand-delivered to ATO Admin. Building.**

**Mail:**

Apache Tribe of Oklahoma

Attn: Supportive Services

P.O. Box 1330

Anadarko OK 73005

**Receipt Guidelines:**

Due within 90 calendar days from the mailing date and/or picked-up date.

Postmark dates will be accepted. Postmark dates must be legible and have the date printed.

Receipts must be dated on or after the mailing date and or picked-up the Visa Gift Card. This is not a reimbursement program.

Receipts must be grouped and labeled by student name, OR combined receipts must be clearly marked, showing the amount spent per student.

Receipts are monitored for non-compliance.

\* Do not submit cash, coins, check or money orders, or other forms of payment with receipts. Copies, emailed, scanned, faxed, or original receipts will be accepted.

Legibly print the parent-guardian name, student's name, and phone number on each receipt.

All receipts must be dated, itemized, and have the store name and phone number. Do not cut off any information.

Garage sale receipts will not be accepted.

Receipts will NOT be accepted if combined with other purchases (ex. toiletries, food, non-clothing items), highlighters are used on the receipts, receipts are stapled or taped, and the date is not on the receipts. NO EXCEPTIONS!

Receipts must total or exceed the amount awarded to each student.

It is the parent-guardian responsibility to make copies of receipts for their records.

\*\*\*Failure to comply with the receipt due date and the amount will result in the student being ineligible for any future assistance that is pertaining to school clothing assistance. \*\*\*

Documents must be dated within 90 calendar days of the date when the assistance was given or mailed out to the applicant. Exceptions to this will include a natural disaster or medical/family emergency. Documentation of the natural disaster or medical/family emergency and a written appeal must be submitted within 10 calendar days from the date.

\*\*\* If receipts are not submitted, or receipts do not total or exceed the amount distributed for that child, that child will not be eligible for future assistance that is pertaining to school clothing assistance, regardless of who applied for the child.

**Approved Clothing Items:** Tops, pants, jeans/shorts, dresses/skirts, undergarments, socks, belts, winter hats, winter gloves, scarves, coats, shoes, boots, coveralls, backpacks, letterman jackets. Any items purchased that are not listed on the approved list are subject to denial. Non-approved items will not be counted toward your receipt total.

**Non-Approved Items:** check cashing fee, food, pop, candy, cell phones/minutes, make-up, perfumes, colognes, pajamas, sleepwear, swimwear, water shoes, sports gear/mouthpieces, shoe inserts, school supplies, hair accessories, jewelry, prom dresses/tuxedos, suits, formal wear, umbrellas, donations, bag fees, baseball caps, cowboy hats.