



Iowa Tribe of Kansas and Nebraska
3345 B Thrasher Rd.
White Cloud, KS 66094
Phone: 785-595-33258 785-595-3259
Fax: 785-595-6610

Adult Education Program

The information found with this is intended to acquaint you with the process for the Adult Education Program, as well, the application and the supporting documents required for the application.

First, for your information, are the Policies and Procedures of the program. There is nothing to sign or certify, your review is the only requirement needed to assist you with your application. Your attention is specifically directed to the first page, first section which includes three paragraphs. This will tell you the type of grant available, and the (5) requirements needed as the supporting documents to the application form.

Once you have completed the application form and other required information, you may return it by mail or in person to:

Iowa Tribe of Kansas and Nebraska
3345 B Thrasher Road
White Cloud, KS 66094
Attention: Contract/Grant Administrator

If you have any questions, please do not hesitate to call the Contract/Grant Administrator at (785) 595-3258. Application must be submitted at least 15 days prior to the beginning date of school or training. In addition to the 15 days, please allow extra days for any questions or additional information that may be needed.

Thank you for your interest in the program.

Iowa Tribe of Kansas and Nebraska
Adult Education Program

The Iowa Tribe of Kansas and Nebraska has entered into a contractual agreement with the Bureau of Indian Affairs for the purpose of operating the Adult Education Program for the benefit of the Iowa Tribe of Kansas and Nebraska.

The purpose of the Adult Education Program is to:

- ✓ Improve educational opportunities for Indian adults who lack the level of literacy skills necessary for effective citizenship and productive employment,
- ✓ Provide Indian adults with sufficient basic education to enable them to benefit from job training and retraining programs and to obtain and retain productive employment, and
- ✓ Enable Indian adults, who so desire, to continue their education to at least the level of completion of adult secondary education.

Eligible activities include:

- ✓ Enable Indian adults to acquire basic educational skills, including literacy,
- ✓ Provide educational services or instruction for elderly, disabled, or incarcerated Indian adults,
- ✓ If previously unemployed, purchase apparel that is required by job/duty,
- ✓ Tutor fees for GED exam, and
- ✓ GED exam fees.

The Iowa Tribe of Kansas and Nebraska has an obligation to the Bureau for program performance and to meet the goals and objectives of the contract. In addition to other specific requirements, outlined in the contract, the contractor must initiate organizational methods and procedure to accomplish the goals and objectives. The purpose of this document is to provide description of the methods and procedures the Iowa Tribe of Kansas and Nebraska has accepted to provide for application process, approval/disapproval process by the Executive Committee, grant award process and appeal rights. Any method and procedure used to accomplish the goals and objectives are intended to best benefit the tribal members and every effort to be fair and uniform.

Contract/Grant Administrator:

The Contract/Grant Administrator, designated by the Executive Committee of the Iowa Tribe of Kansas and Nebraska shall have multiple responsibilities of the Adult Education Program and serves as liaison between the program and Executive Committee of the Iowa Tribe of Kansas and Nebraska. Authority of disapproval/disapproval for grant award lies with the Executive Committee, however, the Contract/Grant Administrator shall offer recommendation for approval/disapproval based on verification of information submitted on the application.

All inquiries of the program by mail or telephone shall be directed to the Contract/Grant Administrator who has the responsibility of providing general information regarding the program as well as providing eligibility criteria, applications, appeal rights and receiving completed applications. The Contract/Grant Administrator shall be responsible for processing and handling of requests and application for the program. Upon receipt of application, the Contract/Grant Administrator shall verify information of the application and prepare an applicant checklist, offer approval for grant award amount of disapproval with comment, based in findings and submit all documents to the Executive Committee.

If applicant is approved for grant award, the Contract/Grant Administrator shall immediately proceed with payment request for the accounting department. If applicant is disapproved the Contract/Grant Administrator shall notify the applicant immediately of the decision and give reason for disapproval. Understanding the appeal

rights, the applicant and Contract/Grant Administrator shall follow the appeal procedure if the decision is not satisfactory.

The Contract/Grant Administrator not only has responsibility of those just mentioned but shall also assist tribal members or seek assistance for development of educational interests and goals. When called upon, the Contract/Grant Administrator will make every effort to locate a school or training site that can provide skills to achieve goals for educational advancement.

The Contract/Grant Administrator will maintain individual student folders. Information contained in the folders will consist of all information that applies to the student including any update on the student. Using information from the student folders, the Contract/Grant Administrator will prepare the quarterly and annual progress reports required by the Bureau. After compiling the information for the progress reports, the Contract/Grant Administrator will submit the reports for the accounting department. The accounting department is responsible for submitting, along with the financial reports of the program, to the Bureau of Indian Affairs.

Applications:

The program application, used for enrollment into the program requests information from the applicant that provides information to verify that the applicant meets the eligibility criteria. Provides information for the school or training as well as the anticipated costs for all needs. The application shall have an attachment that gives the appeal procedure and a certification that the applicant must return with the application stating that the procedure is understood and a copy has been provided. Applications must be submitted at least 30 days prior to the beginning date of school or training.

Applicant Checklist:

The applicant checklist provides information for the Executive Committee to review and/or make approval/disapproval for grant award. Intended purpose of the checklist is to expedite the approval/disapproval process without interruption because of questions regarding the eligibility, type of school or training, cost of, and whether funds are available for the grant award.

Every effort for total committee involvement will be made, although, the Chairman of the Executive Committee is authorized to approve, based on emergence need. If the school or training is scheduled to commence prior to the meeting of the Executive Committee, the Chairman may proceed with approval.

Notification of Denial/Acceptance:

The Contract/Grant Administrator shall immediately notify the applicant of the Executive Committee's decision on grant award regardless of whether approved or not and the amount of the award. Payment process will be initiated for approved grant and amount. Appeal rights apply for those applicants who are disapproved or feel the amount for grant award is inadequate.

Payment Process:

Immediately following approval for grant award, the Contract/Grant Administrator shall prepare a statement to the accounting department. Direct payment will be made to the school or training facility for the course. If books, supplies or apparel are required, payment for those items may be paid to the applicant. Any leftover funds along with proof of purchase (receipts) will need to be given to the Contract/Grant Administrator no later than 14 days after the purchase. Failure to provide proof of purchase will result in the Tribe using other means including but not limited to Tribal Court to collect the awarded amount. Other approved costs i.e. Travel will require a mileage statement for payment. The Contract/Grant Administrator will deliver any other requirements or information for payments required by the accounting department.

IOWA TRIBE OF KANSAS AND NEBRASKA
ADULT EDUCATION PROGRAM APPLICATION

PERSONAL INFORMATION:

Name: _____ Social Security Number: _____

Address: _____

Street City State Zip
Age: _____ Date of Birth: _____ Marital Status: (Married, Divorced, Widow, Single)

Daytime Telephone: _____ Email: _____

EDUCATION:

Are you a High School graduate? Yes () No () Highest grade completed: _____

Are you currently attending school or enrolled in any educational program? Yes () No ()

EMPLOYED:

Are you employed? _____

Name of Employer: _____

Address: _____

Length of Employment: _____ Will employer allow time off to attend? _____

AREA OF INTEREST:

General Education Development Test (GED) _____ Adult Basic Education Courses _____

Self Improvement Courses _____ Employment Enrichment _____

Name of class, training course, conference in which you are planning to attend and the dates/length.

Detail your needs and costs to attend: _____

CERTIFICATION:

I certify that I am a member of the Iowa Tribe of Kansas and Nebraska and live in the service area of the tribe. I further certify that the above information is correct and I am enclosing a letter stating how an Adult Education will assist me in achieving my career/education goals and what they are. I am also attaching documentation of the class, course or training I will attend.

Applicant's Signature

Date

IOWA TRIBE OF KANSAS AND NEBRASKA
ADULT EDUCATION PROGRAM APPEAL PROCEDURE

An applicant, who has completed an application for the Adult Education Program assistance and is notified of denied funding or feels the assistance provided is below the appropriate level, has the right to appeal the decision. Written complaint must be submitted within ten (10) calendar days after receipt of the denial or inadequate funding notification. The complaint stating the reason(s) why the applicant believes the decision should be changed must be sent to:

Contract/Grant Administrator Iowa Tribe of Kansas and Nebraska
3345 B Thrasher Rd.
White Cloud, KS 66094

Within five (5) calendar days after receipt of complain, the Contract/Grant Administrator shall arrange a meeting with the applicant and Chairman and/or designated representative. Prior to the meeting, the applicant has the right, to review the case file. Following the meeting and within five (5) calendar days, the Contract/Grant Administrator shall notify the applicant of decision resulting from the meeting.

If the complaint is not satisfactorily resolved by the applicant and Chairman and/or representative, the applicant has the right to appeal the decision to the Executive Committee. Written request of appeal to the Executive Committee shall be submitted to the Contract/Grant Administrator. The Chairman shall schedule a meeting with the Executive Committee to review the case file and shall notify the applicant of the date and time of the meeting. Every effort will be made to schedule the meeting within fourteen (14) calendar days following receipt of notification but the Chairman has the right to delay or reschedule the meeting if the timing would cause a hardship to the Executive Committee or applicant. The applicant has the right to be present at the appeal meeting with the Executive Committee and shall be given the opportunity to express orally the reasons why the appeal has been made.

Any decision made or action to carry out by the Executive Committee shall be issued to the applicant within ten (10) calendar days after the appeal meeting. The Contract/Grant Administrator shall notify the applicant, in writing, of the decision. Decision of the Executive Committee shall be final.

IOWA TRIBE OF KANSAS AND NEBRASKA
ADULT EDUCATION PROGRAM
APPEAL PROCEDURE CERTIFICATION

I understand that I have the right to file an appeal to the Adult Education Program in the following manner:

1. Within ten (10) calendar days following receipt of decision, written appeal must be filed with the Contract/Grant Administrator stating the reason(s) the appeal is filed.
2. Within five (5) calendar days following receipt of appeal, the Contract/Grant Administrator shall arrange for me to meet with the Chairman and/or designated representative.
3. Prior to the meeting, I may review my file to determine whether may be addition supporting data which may be submitted at the meeting and become a part of my file.
4. Within five (5) calendar days following the meeting with the Chairman and/or designated representative the Contract/Grant Administrator shall notify me of the meeting results.
5. If not satisfactorily resolved by meeting with the Chairman and/or representative, appeal to the Executive Committee may be requested, in writing to the Contract/Grant Administrator.
6. The Chairman will arrange and notify of a meeting with the Executive Committee. Every effort will be made to schedule the meeting within fourteen (14) calendar days, however, the Chairman has the right to delay or reschedule the meeting if timing would be a hardship to the Executive Committee.
7. Within ten (10) calendar days after the appeal meeting with the Executive Committee, the Contract/Grant Administrator shall notify me of the decision, in writing.
8. I understand the decision of the Executive Committee shall be final.

By my signature, I certify that I have read, understand and will comply with the appeal procedures of the Adult Education Program of the Iowa Tribe of Kansas and Nebraska.

Applicant's Signature

Date