

**REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES**

Chapter TP 8-800

LIHEAP Program

January 31, 2017

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Index

<u>Text</u>	<u>Page</u>
SECTION 1: PURPOSE	2
SECTION 2: BACKGROUND AND INTENT	2
SECTION 3: DEFINITIONS	2
SECTION 4: DELEGATED AUTHORITY	3
SECTION 5: AUTHORIZED PROGRAMS AND SERVICES	4
SECTION 6: ELIGIBILITY	4
SECTION 7: REVIEW	5

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-800
LIHEAP Program

SECTION 1: PURPOSE

The purpose of the Redding Rancheria Low Income Home Energy Assistance Program (LIHEAP) is to conduct outreach activities and provide assistance to low-income households in meeting their energy costs, particularly those with the lowest incomes that pay a high portion of household income for home energy.

SECTION 2: BACKGROUND AND INTENT

The Redding Rancheria seeks to assist Indians and Indian households residing in the Redding Rancheria's service area. The Redding Rancheria has applied for and received a grant from the state (LIHEAP) to administer.

The intent of this program is to intervene in crisis situations, households in which one or more individuals who are receiving assistance under state program funds Part A: SSI payments, Food Stamps, Veterans and Survivors pensions, or households with income which does not exceed either one of the income guidelines listed below based upon current operating procedures:

- (a) An amount equal to 150% of poverty level for such state; or
- (b) An amount equal to 60% of the state median income.

SECTION 3: DEFINITIONS

- (a) Home Energy: A source of heating or cooling in residential dwellings.
- (b) Indian: Any person recognized as being Indian or Alaskan Native by a tribe or the federal government.
- (c) Indian family: A family with or without children, an elderly family, a disabled family, and/or single person where at least one person of the family is Indian as defined as above.
- (d) Low-income household: Federally eligible (federally qualified) set by section (b) (2) of public law 97-35 (42 U.S.C. 8624) and having an annual household income within the guidelines set forth in Section 2(a) and/or Section 2(b).

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-800
LIHEAP Program

SECTION 4: DELEGATED AUTHORITY

The Chief Executive Officer (CEO) is hereby delegated all administrative authority to carry out the day-to-day operations of the program in accordance with this policy. Such authority shall include but not limited to:

- (a) Developing and implementing procedures necessary to assure compliance with applicable federal law and LIHEAP regulations and guidelines.
- (b) Recommending to Tribal Council such policy decisions necessary to assure the efficient and effective administration of the program in accordance with its stated purpose.
- (c) Recommending to the Tribal Council such actions related to program services as are appropriate, for which authority has been delegated within this policy.
- (d) Making provisions for disbursement of program funds in accordance with this policy.
- (e) Coordinating with, obtaining the assistance of, and providing administrative direction to third parties engaged by the Redding Rancheria to assist in the administration of the program, including but not limited to legal counsel accountants, advisors and consultants.
- (f) Implementing such operating procedures as are required to assure day-to-day activities and services in the administration of the program, and to publish information for use by eligible participants on how to apply for and use the program.
- (g) Adopting and amending appropriate forms for application and other documents required for the administration of the program.
- (h) Acting as program administrator and delegating to the other officers and employees, in writing, the authority to act and sign on behalf of the CEO for this purpose in order to carry out the program.
- (i) Establishing appropriate training and/or technical assistance programs to assure that eligible recipients can maximize the benefits of the program
- (j) Providing information to participants regarding their rights and options, taxation issues the maximization of program benefits and other information pertinent to the program.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-800
LIHEAP Program

- (k) Providing reports to Tribal Council as to the status of the program, eligible participants and other information required by the Tribal Council.
- (l) Making provisions for budget and appropriations pursuant to annual budget and tribal budget policies
- (m) Initiating collection and legal proceedings as necessary to protect the Tribes interest with regard to program funds for which the recipient is in material breach of the program.

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

The Redding Rancheria Tribal Council authorizes the establishment of the Low Income Home Energy Program to be operated in a manner consistent with federal/state LIHEAP regulations. The Tribal Council reserves the right to approve the LIHEAP plan under which the program is operated and the right to approve the specific outreach services and activities of the program.

Specifically, heating and cooling energy assistance crisis payments made on behalf of low-income households towards their energy services are authorized, as follows:

- (a) Energy bills, connection and reconnection fees, late payment charges, bulk fuel, tank rental, or purchase costs, and security deposits that are retained for six months or longer.
- (b) Purchase of fuels that are provided to low-income households such as fuel oil, liquefied petroleum gas, and wood.
- (c) Eligible amounts will be paid based upon the maximum allowance for which the applicant qualifies at the time of intake. In some cases, this may result in a utility bill credit for the recipient household. In the event the recipient terminates the utility service prior to exhausting the credit, the remaining amount must be returned to the Redding Rancheria LIHEAP program.

SECTION 6: ELIGIBILITY

To qualify, individuals must reside within Redding Rancheria's service area and have a qualifying utility service per LIHEAP guidelines.

This program is accessible up to twice per calendar year per household.

- (a) An application must be completed with the Community Services Department Intake worker.

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES
Chapter TP 8-800
LIHEAP Program

- (b) Proof of Indian verification, (tribal enrollment card, tribal certification, CA judgment roll number, CDIB), and Indian household or member of an Indian household.
 - (1) Indian: Any person recognized as being Indian or Alaskan Native by a tribe or the federal government.
 - (2) Indian family: A family with or without children, an elderly family a disabled family, and/or single person where at least one person of the family is Indian as defined as above.
- (c) Proof of income must be provided showing the annual household Income.
- (d) Applicants are required to provide social security cards for the entire household, photo IDs for those 18 years of age and older and birth certificates for anyone under the age of 18.

SECTION 7: REVIEW

The CEO shall review this policy as needed and shall such make recommendations, if any, for its amendment as appropriate for the effective administration hereof.

Legislative History:

Originally Adopted by Tribal Council Resolution #033-06-26-12 dated June 26, 2012.
Amended by Tribal Council Resolution #011-01-31-17 dated January 31, 2017.