

## **PONCA YOUTH ENRICHMENT FUND**

*(For External Distribution)*

### **Purpose:**

The Ponca Youth Enrichment Fund program (PYEF) provides funding to assist in enabling enrolled Ponca Tribe of Nebraska youth to reach their personal goals that may otherwise be unattainable due to lack of financial resources. The purpose of the program is to encourage participation and excellence in physical, educational, developmental, cultural, spiritual and other life-enriching activities. An extensive list of sample qualifying items is enclosed to serve as a guide. It is not an all-inclusive list. Please contact a PYEF committee member to confirm eligibility of any items or activities not listed.

### **Qualifications:**

**Enrollment:** Applicant must be currently enrolled in the Ponca Tribe of Nebraska

**Residency:** Applicant must currently be a permanent resident in one of the fifteen (15) county Service Delivery Areas. These counties include: Boyd, Burt, Douglas, Hall, Holt, Knox, Lancaster, Madison, Platte, Sarpy, Stanton, and Wayne Counties in Nebraska, Pottawatomie and Woodbury Counties in Iowa, and Charles Mix County in South Dakota.

**Age:** Applicant must be no older than nineteen (19) years of age (highschool) and (20) years of age (college). Applicants having reached school age (K-12) or freshman/sophomore year in college must be currently enrolled as a student. There is no minimum age limit to qualify.

**Prior Use:** Applicant must not have previously utilized all available funding for the particular period they are applying for as specified by the amount qualified for in the "Amounts/Limitations" section of the policy.

### **Available Funding:**

For the specific PTN District in which the applicant resides, there must be enough remaining P-YEF allotted funds to meet the request.

### **Amounts/Limitations:**

-Qualified members from newborn through and including 8<sup>th</sup> grade school level are eligible for up to \$200.00 per fiscal year\*.

-Qualified members having begun their 9<sup>th</sup> grade school year through sophomore year college are eligible for up to \$300.00 per fiscal year\*.

-If the district in which the applicant resides has remaining P-YEF funds as of April 1<sup>st</sup> of the application year, all eligible applicants may request to utilize the funding a second time for an amount subject to the same criteria the initial requests are based on. These requests are approved strictly on a first come first serve basis as funding remains available for the individual's district. Youth having not yet utilized any of their allotted funding for the fiscal year will always have priority over any youth making a second request for the fiscal year.

-Eligible expenses shall not be duplicated or funded by any other Ponca Tribal programs.

*\*Note: The Ponca Tribe of Nebraska's fiscal year begins each October 1<sup>st</sup> and ends each September 30<sup>th</sup>.*

### **Application Process:**

To apply for funding, the applicant, or parent/guardian of the applicant, should contact the PYEF committee member listed for the closest PTN office site/district. A current CIB will be requested on the participant's behalf from the Enrollment Department to verify enrollment status, age, and residency. This will be verified and requested each time a youth applies for funding. Be prepared to show proof of grade level for youth in 9th grade or higher.

Ponca Youth Enrichment Fund  
Tribal Council Approved 12/19/15  
Revised TC Approved 8/11/17, 12/2/2019

## Payment Method and Details:

Payment can be made in one of two forms:

- 1) Reimbursement to the parent or guardian of applicant or to the applicant.

Items needed would be a receipt, registration or payment confirmation from the vendor/organization/website/group etc showing amount and method of payment. The documentation of payment made should clearly show the nature of the purchase or activity. For example, the receipt must show the item purchased (such as athletic shoes or apparel, bicycle, school supplies, etc) that qualifies for the funding or in the case of a registration or payment confirmation, there should be clear detail contained on the form of what activity was paid for. If not, a separate written note or e-mail may be submitted from the coach/sponsor/group or activity leader etc to confirm the activity qualifies and to confirm payment was previously received. *Applicants should allow two to four weeks from the time all documentation is submitted to when the payment will be available to the person requesting reimbursement.*

- 2) Direct payment to the vendor.

Items needed would include documentation of the item or activity showing cost and description of activity or item purchased. This could include a registration form, a print out from the vendor or group's website or online store, a flyer containing the details or a written note or e-mail from the coach/sponsor/group activity or leader detailing the cost and description of activity. *Applicants should allow two to four weeks from the time all documentation is submitted to when the check will arrive to the vendor. The committee members can assist in contacting payee to communicate when the payment will arrive and work with them as much as possible to satisfy time restraints.*

## Approval:

Final approval of all PYEF requests rests with the Ponca Tribe of Nebraska's Tribal Council. For items or activities that are not clearly allowable or clearly disallowable, the PYEF committee member will seek clarification/approval from Tribal Council. This will be done prior to any funding being expended. In the event that an item is denied, the applicant does not qualify for the request for any reason, or the applicant is in need of funding above and beyond the program's limitations, the applicant, or parent or guardian of the applicant, always has the right as a Tribal member to follow up directly with their Tribal Council representative if they desire to have their request considered by the full Tribal Council. The PYEF committee member will not be involved in any follow up and the responsibility lies solely with the applicant.

*For questions or to apply for funding, please contact one of the PYEF Committee staff members listed below:*

### ***District 1:***

Niobrara Joan Geardino 402-438-9222 or [jgeardino@poncatribene.org](mailto:jgeardino@poncatribene.org)

Sioux City Joan Geardino 402-438-9222 or [jgeardino@poncatribene.org](mailto:jgeardino@poncatribene.org)

### ***District 2:***

Omaha Donna Larson 402-315-2761 or [dlarson@poncatribene.org](mailto:dlarson@poncatribene.org)

### ***District 3:***

Lincoln (Primary) Tiffani Spencer 402-438-9222 or [tspencer@poncatribene.org](mailto:tspencer@poncatribene.org)  
(Secondary) Joan Geardino 402-438-9222 or [jgeardino@poncatribene.org](mailto:jgeardino@poncatribene.org)

### ***District 4:***

Norfolk (Primary) Crystal Mundorf 402-371-8834 or [cmundorf@poncatribene.org](mailto:cmundorf@poncatribene.org)  
(Secondary) Tina Villalpando 402-371-8834 or [tinav@poncatribene.org](mailto:tinav@poncatribene.org)

## **EXAMPLES OF ELIGIBLE ITEMS AND ACTIVITIES\***

*\*Not all inclusive. Please check with PYEF committee member for questions on those not listed.*

### **Physical Activities**

*Fees, dues, equipment and supplies associated with applicant's participation in activities such as:*

- Team or individual sports and other physical activities\*
- League expenses
- Sports camps
- Tournaments
- School required items for physical education classes
- Gym or fitness center memberships
- Gym or fitness center lessons and/or classes

*\*Activity does not need to be an organized sport or be done on a competitive basis to qualify (example: bicycling, skateboarding, swimming, etc)*

### **Educational Activities**

*Fees, dues, equipment, and supplies associated with the applicant's traditional education including:*

- School Computer/Laptop usage costs
- School supplies
- Backpacks
- Class dues
- Field trip fees
- Dual credit class fees and materials
- Drivers Education fees
- Tutoring and related materials
- Gifted and accelerated learning classes and related materials
- Testing fees
- CPR and First Aid classes

*\*Please note: Video games and gaming consoles are excluded, unless sole purpose of the item qualifies under a category listed.- Items for entertainment purposes only are not allowable.*

### **Extracurricular Activities\***

*Fees, dues, equipment and supplies associated with applicant's participation in activities such as:*

- Special interest school groups such as FFA and FCLA
- Speech
- Debate
- Drama
- Girl Scouts/Boy Scouts of America
- Art
- Music/Chorus
- Band
- Other special interest clubs and groups not listed

*\*Group may be through the applicant's school or through an outside party. Both scenarios are eligible for funding.*

### **Spiritual Activities**

*Fees, dues, equipment and supplies associated with participation in activities such as:*

- Church and church affiliated camps
- Spiritual youth group activities
- Related field trips
- Spiritual mission trips

### **Cultural Activities**

*Fees, dues, equipment and supplies associated with the applicant getting and staying involved in Tribal Culture such as:*

- Regalia supplies
- Tribal Language learning tools and activities (electronic or other)
- Tribal affiliated camps
- Tribal affiliated special interest groups and activities
- Tribal affiliated trips and activities

### **Developmental Activities**

*Fees, dues, equipment, and supplies associated with the development of the applicant's abilities and skills such as:*

- Educational items, games, electronics and toys for all qualifying ages
- Toys, games, electronics and items increasing brain function for infants and toddlers such as hand eye coordination, language development etc.
- Safety equipment for toddlers and infants such as car seats, high chairs, strollers, etc

### **Outdoor Activities**

*Fees, dues, equipment and supplies associated with the applicant's enjoyment and exposure to the outdoors such as:*

- Hunting
- Hunter's safety course
- Fishing
- Camping
- Outdoor play equipment such as jungle gyms, trampolines, etc
- Outdoor physical leisure activities (for example bicycling, skiing, iceskating, etc)
- Swimming pools and related equipment and associated lessons, season passes, and apparel

## **PONCA YOUTH ENRICHMENT FUND**

*(For Internal Distribution)*

### **P-YEF Internal Process:**

1. Member, parent or legal guardian contacts local P-YEF committee member to request funding and supply needed information.
2. Committee member verifies eligibility for each member request based on:
  - a. Availability of funds
  - b. Current CIB from PTN Enrollment Department is requested for each youth for each occurrence funds are requested.
  - c. Documentation of eligibility for the applicant's request as outlined under "Payment Method" section
  - d. If request is not clearly allowable, clarification is sought from two Tribal Council representatives
  - e. Application/Request form is completed and signed by committee member
  - f. Check request is prepared and applicant or party applying on applicant's behalf is notified of what date the payment will be issued or item will be purchased.
3. Check Request Submission Requirements:
  - a. Attach completed, signed Application/Request form
  - b. Attach relevant receipts or documents the determination of eligibility of fund usage was based on
  - c. Attach current CIB verifying enrollment, residency and age
  - d. P-YEF committee member completes and signs check request form on "Program Director" line
    - i. Alternate committee member assigned to each location when conflict of interest arises
    - ii. Vendor name and address must be complete on check request
    - iii. Method of delivery of payment must be specified on check request (mail to the vendor, return to the preparer, hold in the office for member pick up etc)
  - e. Check request is submitted to Accounts Payable for processing
  - f. Two Tribal Council members approve the payment by signing during the Accounts Payable process.
4. P-YEF committee member will track PYEF usage information determinations for his/her district
5. Availability of funds will be reviewed for balance amounts in April to determine ability to process second requests from youth having already used it within the fiscal year.
6. P-YEF committee member may request a statement of balance of their District's available funding at any time from the Tribal Accountant or Finance Director.