



DOUGLAS INDIAN ASSOCIATION
Tribal Government

811 West 12th Street, Juneau, Alaska 99801-1529

Phone: (907) 364-2916 Fax: (907) 364-2917



Dear General Assistance Applicant:

In order to determine your eligibility for General Assistance you must be Alaska Native or American Indian and enrolled in a Federally Recognized Tribe or have a Certificate of Degree of Indian Blood (CDIB) issued by the Bureau of Indian Affairs. You must live within the Douglas Indian Association service area and submit a completed General Assistance application which includes the following:

- Completed General Assistance Application with all questions/sections answered or filled out properly. If a question or section does not apply to you, write "Not Applicable or N/A". Applications not filled out properly or entirely will not be processed.
- Proof of Tribal enrollment or CDIB for all countable household members.
- Government issued photo identification for all countable adult household members.
- Proof of residency in (Insert Tribe Name Here) service area.
- Proof of ALL INCOME (earned and unearned) which must also include bank statement(s) for all countable household members for the month in which you are applying for assistance.
- If currently employed, provide an Employment Proof form signed by your employer.
- If unemployed provide completed Work Search/Work Related Activity Sheets for each countable adult household member.
- Provide copies of your most recent statements/invoices (bills) and receipts showing payments made for all shelter and utility costs that apply to your household. Shelter/Utility bills must be in applicant/spouse's name.
- If you have children you must provide proof that you have applied for ATAP/TANF and if you are not eligible for ATAP/TANF you must provide proof of denial.
- If applicable, provide proof of guardianship of non-biological children in your custody, (i.e. grandchild, niece/nephew, etc.).
- Birth Certificates for all countable minor dependent children in the household.
- Other documentation to determine eligibility or exemption from General Assistance requirements (i.e. medical, disability, social security status, etc.).

A decision will be made within 30 days of your application date and you will be notified in writing within 45 days of your application date. If you are eligible and employable you will need to schedule an appointment with me to develop an Individual Self-Sufficiency Plan (ISP) before payment can be made. If you are eligible and unemployable with a verified medical excuse from work/work activity, you will need to schedule an appointment with me to develop a Case Plan before payment can be made.

You will be required to apply for other financial assistance programs – State/Federal/Tribal for which you are eligible. However, please note that if you are already receiving ATAP/TANF, Adult Public Assistance, Disability or any other State, Federal or Tribal financial assistance you may be determined ineligible for General Assistance under the federal regulations.

If you have any questions or concerns regarding the General Assistance application process please call me at 364-2983.

Sincerely,

Loretta Marvin, Family Caseworker