



# PEORIA TRIBE

## OF INDIANS OF OKLAHOMA

## Tribal Citizen Reimbursement Program for School Supplies/School Clothes

The Peoria Tribe of Indians of Oklahoma has established a program for reimbursement of school supplies or clothes for enrolled citizens of the Peoria Tribe of Indians of Oklahoma nation-wide. This will be an annual program subject to budget approval each year by the Peoria Tribal Business Committee. Reimbursements will be made in accordance with the following program overview and made payable to the legal parent/legal guardian submitting the application. Reimbursement checks will be mailed to the address as listed on the application.

### **Eligibility:**

1. Student must be an enrolled Peoria Tribe of Indians of Oklahoma citizen, age 4-18
2. Student must be enrolled in a State Accredited Public School System, grades Pre-K-12<sup>th</sup> grade (see attached required form(s) for the school to fill out) or homeschooled (see attached required form(s) to be filled out by parent/guardian.
3. The Parent/Guardian applying on the student's behalf must be the legal custodial parent, legal guardian, foster parent, or caseworker at the time the application is processed.

### **Program Overview:**

1. The Peoria Tribe of Indians of Oklahoma Reimbursement for School Supplies/School Clothes reimburses enrolled families with up to \$500 to cover the expenses to attend Pre-K-12 grade.
2. Each student is eligible to apply for reimbursement up to 3 times a fiscal year up to the \$500 max per student. **Only one application will be accepted per student per period.**
3. Applications must be submitted by mail or turned in at the Tribal Headquarters. No emails or faxes will be accepted.
4. **Submitted receipts** must be the original itemized receipt, dated May 1<sup>st</sup> of 2022-May 31<sup>st</sup> of 2023 with the store name. Any receipts submitted not falling between these dates will be returned. **Online receipts** will be accepted with order date, clothing items purchased and total. Only send full receipt/full email. No screen shots or partial receipts. No order summary or shipment summary. Receipts must be grouped and labeled by student.
5. Receipts will NOT be accepted for the following reasons:
  - a. If combined with other purchases (ex. toiletries, food, non-clothing/school supply items).
  - b. If highlighters are used on the receipts. Do not highlight.
  - c. Receipts are stapled or taped. The date is not on the receipts.
  - d. **NO EXCEPTIONS!!**
6. It is the submitters's responsibility to make copies of receipts for their records.

**NOTE: The application will be considered INCOMPLETE and returned to submitter for completion, if not signed; filled out completely or if all requested documents are not turned in.**

Examples of costs allowable for reimbursement under this program include school supplies (paper, pencils, pens, notebooks, backpacks, etc., and shoes, clothes, school uniforms, lab fees, activity fees, summer school fees, or other fees charged by the school system.)

All applications for reimbursements must be submitted to the Tribal Programs Department at the Peoria Tribal Office.

PERIOD	MONTHLY PROCESSING DEADLINE
Period 1 – July 1 <sup>st</sup> through July 31 <sup>st</sup>	July 31 <sup>st</sup>
Period 2 – August 1 <sup>st</sup> through August 31 <sup>st</sup>	August 31 <sup>st</sup>
Period 3 – September 1 <sup>st</sup> through September 30 <sup>th</sup>	September 30 <sup>th</sup>
Period 4 – October 1 <sup>st</sup> through October 31 <sup>st</sup>	October 31 <sup>st</sup>
Period 5 – November 1 <sup>st</sup> through November 30 <sup>th</sup>	November 30 <sup>th</sup>
Period 6 – December 1 <sup>st</sup> through December 31 <sup>st</sup>	December 31 <sup>st</sup>
Period 7 – January 1, 2023 through January 31, 2023	January 31, 2023
Period 8 – February 1 <sup>st</sup> through February 28 <sup>th</sup>	February 28 <sup>th</sup>
Period 9 - March 1 <sup>st</sup> through March 31 <sup>st</sup>	March 31 <sup>st</sup>
Period 10 – April 1 <sup>st</sup> through April 30 <sup>th</sup>	April 30 <sup>th</sup>
Period 11 - May 1 <sup>st</sup> through May 31 <sup>st</sup>	May 30 <sup>th</sup>
Period 12 - June 1 <sup>st</sup> through June 30 <sup>th</sup>	June 30 <sup>th</sup>

**Applications must be received, in the office, by the deadline date to be processed for that period. Any incomplete applications or postage due applications will not be accepted and will be returned for your completion.**

**Required Documents:**

- Complete application, signed and submitted by the student’s legal parent/legal guardian
- Copy of student’s Peoria Tribe of Indians of Oklahoma Citizenship card
- Proof of school enrollment (see attached form to be filled out by students’ school or if home schooling see attached form)
- Proof of custody or guardianship: if the applicant is not the student’s legal custodial parent, submit the most current court documents or DHS approved letters of verification showing proof of custody or guardianship



**PEORIA TRIBE**  
OF INDIANS OF OKLAHOMA

**Tribal Citizen Reimbursement Program Application**  
*For School Supplies/School Clothes*

**Please print:**

Parent/Guardian Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
City/State/Zip Code

Phone Number: \_\_\_\_\_

**Please print:**

Student's Name: \_\_\_\_\_  
First Middle Last

**(Only one application will be accepted per student per period)**

Student's Tribal Roll #: \_\_\_\_\_ Birth date: \_\_\_\_\_  
(Attach copy of students' membership card)

School Attending: \_\_\_\_\_  
(Attach original certification of enrollment from school)

Grade: \_\_\_\_\_ Age: \_\_\_\_\_

**MUST BE ATTACHED: (check list below)**

Copy of Tribal Membership Card

Original Certification of School Enrollment

Original Receipts (not copies) of Purchases for School Supplies/Clothes

**All receipts must show date and amount of transaction with description of item purchased.**  
**Receipts submitted must be dated between May 1, 2022-May 31, 2023**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

***MUST BE SIGNED BY LEGAL PARENT/LEGAL GUARDIAN OR APPLICATION IS INCOMPLETE***

***DO NOT WRITE BELOW THIS LINE/OFFICE USE ONLY***

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Period Received: \_\_\_\_ Date Received: \_\_\_\_\_ Membership Confirmed: \_\_\_\_ Check Mailed: \_\_\_\_\_

Revised 9/15/2022

- 1. Please fill out the chart below indicating requested reimbursement amounts for each store. Please note that we will accept receipts dated May 1, 2022-May 31, 2023**
- 2. Please write the child's name on the receipt if there is more than one child in the household.**

Store Name	Date on Receipt	Amount per Receipt
Example: TARGET <b>(DO NOT HIGHLIGHT RECEIPTS DO NOT COMBINE KIDS ON ANY RECEIPT )</b>	08/24/2022	\$53.00

By signing below, I hereby apply for the Peoria Tribe of Indians of Oklahoma’s Tribal Citizen Reimbursement for School Supplies/School Clothes Program.

1. I am aware that only school supplies/school clothes receipts may be submitted for reimbursement.
2. All original receipts must be turned into the Peoria Tribal Programs Department via mail or in person with the student’s name and citizenship numbers written on the top of the receipts and must be limited to one student per receipt.
3. Reimbursement checks will only be issued to the Legal Custodial Parent or Legal Guardian.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*MUST BE SIGNED BY LEGAL PARENT/LEGAL GUARDIAN OR APPLICATION IS INCOMPLETE*



# PEORIA TRIBE

OF INDIANS OF OKLAHOMA

118 S Eight Tribes Trail • PO Box 1527

Miami, OK 74355

918-540-2535

## Student School Clothing/Supplies Reimbursement Program

**Please print:**

Student's Name: \_\_\_\_\_  
First Middle Last

**THIS PAGE TO BE COMPLETED BY THE STUDENT'S SCHOOL**

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**INSTRUCTIONS FOR SCHOOL:** Please complete the following fields and affix your school's official stamp/seal to this form OR provide a signed verification of enrollment on school letterhead. Upon completion, please return the form or letter to the legal parent/legal guardian of the student list above.

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street address City State Zip

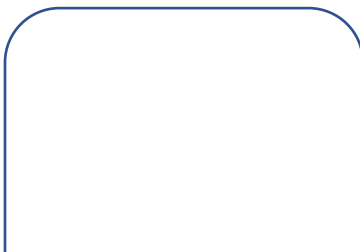
School Contact  
Name and Title: \_\_\_\_\_

School Office Phone +ext.: \_\_\_\_\_ School Year: \_\_\_\_\_ Student Grade: \_\_\_\_\_

**YOUR SIGNATURE HERE VERIFIES THAT THE ABOVE-NAMED STUDENT IS CURRENTLY ENROLLED IN THE LISTED SCHOOL AND MEETING REQUIREMENTS AS OF THIS DATE.**

School Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Stamp/Seal Here



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## Student School Clothing/Supplies Reimbursement Program

### HOME SCHOOL ENROLLMENT

If your child is NOT homeschooled, please disregard this form\*

You must attach a copy of the school year curriculum or original textbook receipts with this form.

Failure to attach the curriculum or textbook receipts will delay the process of this application.

I, the undersigned, hereby attest, that my child(ren) (**please list grade next to name of child**).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

are homeschooled at the home of \_\_\_\_\_

located at: \_\_\_\_\_

I affirm the enclosed curriculum is the curriculum that my child(ren) will be receiving and/or the enclosed original textbook receipts are the textbooks that will be used by my child(ren) during the school year.

Head of Household (print): \_\_\_\_\_ Date: \_\_\_\_\_

Head of Household Signature: \_\_\_\_\_