



Kickapoo Tribe of Oklahoma

Social Services Department
P.O. Box 70
McLoud, OK 74851

Phone: (405) 964-4227
Email: socialservices@okkt.net

2023 School Clothing Allowance Program

Program dates: (July 31, 2023– September 29, 2023)

Eligibility:

1. Student(s) must be enrolled with the Kickapoo Tribe of Oklahoma.
2. Parent/Guardian applying for the child, must be the custodial parent, legal guardian, foster parent or caseworker at the time the application is processed in the school clothing office.
3. Student must be 3 years or older and must be enrolled in Head Start or Pre-K through the 12th grade at the time the application is received.

***Head Start applicants are REQUIRED to provide a copy of the Head Start Program or Pre-Kindergarten School's License. NO exceptions for unlicensed programs or childcare facilities.

Guidelines:

1. Please refrain from calling to check the status of your application for a minimum of 2 weeks after submission. We are working persistently to get the School Clothing Applications processed quickly. Answering calls will slow down the process for everyone.
2. KTO School Clothing Program assists each enrolled student with **\$300.00 (Three Hundred Dollars)** from grades Head Start, or Pre-K through 12th grade.
3. Apply once per program year for each student, July 31, 2023 – September 29, 2023.
4. Applications may be submitted online via KTO Portal, original applications may be submitted by mail or in person at the Social Services office. Documents **must be legible** and SCANNED. **NO EMAILED Applications will be accepted.**
5. These guidelines have a set limit of 1 (one) request per student per fiscal year.
6. Once the application has been processed and approved, the students' VISA card will be loaded in the amount of \$300.00 (Three Hundred Dollars). All new VISA cards will be mailed out. **Each student must use their own card that was issued to them.**
7. Child MUST be enrolled and in attendance at school. In the event a school contacts our office and notifies us that a student has not been attending class, that student's card will be suspended for the remaining of the school year.
8. The students are to KEEP and use their same card every year until that card expires, at which time they will be issued a new card with no charge.

9. ALL RECEIPTS MUST BE TURNED IN BY April 26, 2024.

NO RECEIPTS WILL BE ACCEPTED AFTER THIS DATE.

Required Documents: ****COLORED COPIES ONLY****

- The completed application must first be filled out by the parent/legal guardian.
- Must submit a **2023–2024 class schedule or enrollment letter from the school**. Schedule/Letter must show the students' **name, grade, school name, school year and/or date enrolled**.
- Copy of the parent/legal guardian CDIB/ID, Non-KTO members must submit Driver's License/Photo ID.
- Copy of each students updated CDIB card. **CDIB issued during 2019 to present will be accepted**. Applications will not be processed until an updated CDIB is received. **NO EXCEPTIONS**.
- Child verification** – birth certificate.
If parents are separated or divorced, the applicant must verify by court document they have custody of the child, DHS case information, or Medicaid documents verifying household, if no court custody is established. **Adults with custody of KTO children will need most current court documents to verify custody or guardianship.**

Receipt/VISA Guidelines:

1. The school clothing allowance is to be used to purchase school clothing, shoes, and/or uniforms **ONLY**. Absolutely, **NO school supplies allowed**.
2. **NO** online shopping. Shopping online will automatically lock the card.
3. If school clothing allowance VISA cards lock up due to buying non-school clothing items, the Social Services Department **will not** unlock the VISA card for (5) business days due to violation of these Guidelines.
4. Should the VISA card not be intended for school clothes for the child, this may result in a formal investigation. The parent/legal guardian will be held responsible for repayment of misused funds, and it can affect other services received within other departments up to the next fiscal year.
5. **Legibly print the head of household name, student's name and CDIB number on each receipt.**
6. It is the parent/guardians' responsibility to make copies of receipts for their own records prior to submission.
7. A **\$10.00** fee will be charged to replace a lost or damaged VISA card.
8. **All clothing purchases receipts are to be turned in by Friday, April 26, 2024, for the student to be eligible for the following year. ONLY original receipts will be accepted. After April 26, 2024, any money left on the cards WILL BE PUT BACK TO THE TRIBE, and your card balance will be set to zero (0) until the next fiscal year.**