

QUARTZ VALLEY INDIAN RESERVATION
BIA ARP Assistance
APPLICATION



Application Checklist:

- _____ Income for household verification – Past 30 days (All adult members living in household)
- _____ Mailing – Proof of Residency
- _____ Tribal Enrollment verification for QVIR Tribal Members living in household.
- _____ Supporting Documentation
- _____ W9 for Vendor
- _____ Completed application.

Personal Information

Name:		Date of application:
DOB:	SSN: xxx-xx-	Tribal Enrollment #:
Telephone #:		Alternate Telephone #:
Mailing Address:		
Physical Address:		
County:		Email Address:

Household Composition and Income
Must document income is less than 80% SMI to access these resources.

Name of Household Member	DOB & Last 4-digits of SSN	Annual/Monthly Income Employer
1. Applicant -		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Total in Household:	Total Adults in Household:	Total Annual Income for household:

I understand Income verification must be submitted:

Acceptable Income Verification:

- Pay Stubs**
- W2s**
- IRS form 1099s**
- Tax filings.**
- Bank Statement demonstrating regular income.**
- Attestation from an employer**
- Zero Income Certification**

QV BIA ARP Assistance Procedure

Application Process and Determination

1. **Completed Application** – Applicants are responsible for completing an application prior to assistance. QVIR Elders and Disabled members may receive additional support filling out an application, upon request. To complete an application the following items must be submitted -
 - a. Application must be filled in completely.
 - b. Electricity Bill/Rental Agreement must be submitted.
 - i. Must be current Electricity bill/rental agreement.
 - ii. Must be legible.
 - c. Accurate Tribal Enrollment Number
 - d. Income Verification/Categorical Eligibility/Zero-income declaration must be submitted.
 - i. All Adults living in the household over the age of 18 years of age.
 - e. W9 for Vendor – Must be on file within finance department or submitted with application.
2. **Determination of Services** – Eligibility
 - a. QVIR Tribal Members must live within the Household.
 - b. Income does not exceed 80% SMI.
 - i. Determination is based on Household Income and Household size.
 - c. Only one applicant per physical address.
3. **Payment Process** – The amount will not exceed \$500.00 per applicant/household. Only one Vendor will be honored for this service.
 - a. A checklist of required information will be completed by staff per applicant – the checklist will ensure all documents have been submitted, the client is income eligible, and no other client has applied from the same household. The checklist will be included with each Purchase Order.
 - b. A purchase order will be completed by staff to include -
 - i. Electricity Bill Attached/Rental Agreement
 - ii. Programmatic Checklist.
 - iii. W9 attached.
4. **Correspondence** – a letter will be sent via email to client with all pertinent information regarding assistance; unless an email is not listed then a letter will be sent via mail. Please allow up to 4 weeks for full processing; this includes mailing time to vendor.

By Signing below, I acknowledge and understand:

- Incompletion of my application may delay services.
- My household income cannot exceed 80% State Median Income (SMI)
- A Quartz Valley Indian Reservation Member must be living in my household composition.
- That only one applicant per physical address.
- To allow up to 4 weeks for full processing.

I am certifying all information is true and correct to the best of my knowledge. I am aware, willfully, and knowingly, falsifying information may lead to receiving no services if found guilty. I am the only person in my Household Composition who is applying for services, and I give permission to the QVIR staff to contact and verify all documents concerning my/our income.

Applicant's Signature

Date

