

Grand Traverse Band- Youth Services  
Tribal Youth Enrichment Program (TYEP) Request Form  
FY 2023

The Tribal Youth Enrichment Program (TYEP) is to offer a unique approach to meet the youth needs to access funds to assist with the cost of their choice. Funding can be used for a variety of purposes that may include but are not limited to cultural, education, sport and summer camp fees, music and dance lessons, class trips, or other appropriate need. The desired outcome is to give the youth the opportunity to participate in activities that will enhance and support self-development. In addition, encouraging healthy involvement of acceptable healthy activities. The funds are available From Oct 1<sup>st</sup> -September 30<sup>th</sup>, 2023. **Deadline to ensure processing September 20<sup>th</sup>, 2023.**

Distribution amounts, up to:

0-4 years old	= \$125
5-12 years old	= \$175
13-18 years old	= \$200

**Program Requirements & Procedures**

**PLEASE READ GUIDELINES CAREFULLY AND INITIAL EACH ITEM AS AGREEMENT TO COMPLY**

\_\_\_\_\_ Youth must be a GTB Tribal Member 0-18 years old residing within six-county service area at time of the request. 18-year-olds must be attending K-12 school.

\_\_\_\_\_ Parent/Guardian/Foster Parent must complete a Tribal Youth Enrichment Program form (This form is available with LLL Youth Intervention program staff).

\_\_\_\_\_ Must provide a copy of the youth's tribal identification card.

\_\_\_\_\_ W-9 Required for Non-GTB Parent/Guardian/Foster Parent.

\_\_\_\_\_ Must attach documentation to support request or provide description (Receipts, Flyer, Budget, etc).

\_\_\_\_\_ Once request is received with appropriate documentation, **please allow 2 weeks for processing. Missing documentation could delay processing.**

\_\_\_\_\_ Funds will be determined if payment can be made to the vendor, reimbursement with receipt or by a Mastercard Gift Card.

(Must complete gift card program guidelines) **\*\*The funds may be split between one or more requests, however can't exceed distribution amount. Gift cards can not be split.**

\_\_\_\_\_ Reimbursement- **Receipts must be legible with date and within current fiscal year, proof of payment is required.**

\_\_\_\_\_ I understand failure to provide receipts renders the Parent/Guardian ineligible to obtain any financial requests from this program for the entirety of the current fiscal year.

Program Contact Information:

TaShena Sams, 231.534.7231 [TaShena.Sams@gtb-nsn.gov](mailto:TaShena.Sams@gtb-nsn.gov)  
Ryan Memberto, 231.631.6903 [Ryan.Memberto@gtb-nsn.gov](mailto:Ryan.Memberto@gtb-nsn.gov)

[GTBYouth@gtb-nsn.gov](mailto:GTBYouth@gtb-nsn.gov)



Grand Traverse Band- Youth Services  
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[GTBYouth@gtb-nsn.gov](mailto:GTBYouth@gtb-nsn.gov)  
 FY 2023



Youth Name: \_\_\_\_\_ Tribal ID: \_\_\_\_\_

Youth Address: \_\_\_\_\_ County: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian/Foster Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Relationship to Youth:  Parent  Legal Guardian  Foster Parent

Does the youth live with you?  Yes  No

Please provide a **description and/or supporting documents** for request (**Request will be denied if not completed**):

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Vendor: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

Mastercard:  \$125 (0-4 yrs old)  \$175 (5-12 yrs old)  \$200 (13-18 yrs old))

I hereby certify that all information given is true and correct. I understand that the information provided is to receive funds intended for the use of the youth mentioned above, and failure comply with program procedure may render the Parent/Guardian ineligible to obtain any financial requests from this program for the entirety of the current fiscal year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grand Traverse Band of Ottawa and Chippewa Indians**

**TRIBAL YOUTH ENRICHMENT PROGRAM (TYEP)  
GIFT CARD  
PROGRAM GUIDELINES**

**PLEASE READ GUIDELINES CAREFULLY AND INITIAL EACH ITEM AS AGREEMENT TO COMPLY**

- \_\_\_\_\_ The TYEP may provide a gift card per child, per application, if the child has not received any previous support from TYEP during the current fiscal year
- \_\_\_\_\_ Gift card purchases are restricted to the description or supporting documents provided on the TYEP application
- \_\_\_\_\_ Gift cards are not to be used for purchases not intended for immediate use by the child, including but not limited to alcohol and tobacco products
- \_\_\_\_\_ Receipts for all gift card purchases are due to the Youth Services/Intervention Program no later than thirty days (30) after the card is issued
- \_\_\_\_\_ Failure to provide receipts and to account for any outstanding amounts remaining on the gift card will result in the ineligibility of child on this application to be issued a gift card through this program for the entirety of 2022/2023 and **2023/2024** fiscal year
- \_\_\_\_\_ Failure to provide receipts may also result in a civil action against the parent/guardian to recover the full amount(s) issued on the gift card(s) received from this application. Penalties may include, but are not limited to, costs and attorney fees, and may be recovered by wage garnishments, judgement liens, or tribal per capita withholding
- \_\_\_\_\_ Misuse of the gift card(s) for unauthorized purchases may also result in a civil action against the parent/guardian to recover the full amount(s) issued on the gift card(s) received from this application. Penalties may include, but are not limited to, costs and attorney fees, and may be recovered by wage garnishments, judgement liens, or tribal per capita withholding.
- \_\_\_\_\_ The parent/guardian must report a lost or stolen gift card(s) immediately to the Office of Management and Budget. Lost or stolen gift cards cannot be replaced
- \_\_\_\_\_ Receipt of a gift card(s) from this program in 2022/2023 renders the parent/guardian ineligible to obtain any reimbursement for any tribal enrichment services acquired for the child on this application for the entirety of 2022/2023 fiscal year

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use**

Youth Name (PRINT): \_\_\_\_\_

Receipts Due: \_\_\_\_\_

Gift Card Signature: \_\_\_\_\_

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