



CHIPPEWA CREE TRIBAL TANF PROGRAM

APPLICATION CHECK LIST

Please utilize this checklist to assure that you have all required documentation for your appointment. This will assist in a timely application /approval process.

ADULT APPLICANTS

- Tribal certification of enrollment** or eligibility for enrollment in a federally recognized Tribe.
***NOTE: This must be provided for AT LEAST ONE MEMBER IN THE HOUSEHOLD.**
- Certified copy of birth certificates for ALL INDIVIDUALS** applying.
- Valid picture identification for ALL ADULTS** of the household including but not limited to a Montana driver's license, State Identification, Tribal identification or military identification.
- Social Security cards** or a receipt of application for a Social Security card for **ALL INDIVIDUALS** applying.
- If convicted of a drug-related felony, bring court documents verifying conviction.
- Completed TANF 101** – Date: _____
- “Your Rights and Responsibilities” form *(included in packet)*
- “Verification of Monetary Distribution” form *(included in packet)*
- “Release of Information” form *(included in packet)*.
- Verification of Drug Test for ALL ADULTS** applying.
- Verification of SNAP for ALL** individuals applying
- Verification of MEDICAID for ALL** individuals applying *(CTR-Children only)*

CHILDREN

- Tribal certification of enrollment** or eligibility for enrollment in a federally recognized Tribe.
***NOTE: This must be provided for at least one member in the household.**
- Immunization records for ALL CHILDREN** applying. Immunizations must be current.
- School attendance records for ALL school age children**, including minor parents.
- “School Enrollment Verification” form *(included in packet)* ***NOTE: Please list and have verification for each school aged child in the household.**

HOUSING

- Rent/lease receipt or letter from Tribal housing.
- “Residential Verification” form *(included in packet)*

INCOME

- “Verification of Employment” form *(included in packet)*
- Employment check stubs, letter from employer, etc.



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- Per capita, Non-Gaming or Tribal distribution
- Social Security Income (SSI /SSP, Survivors Benefits, etc.) **NOTE: Please provide the “Award Letter” for each person in the household that this applies to.**
- State Disability award or denial letter. .) **NOTE: Please provide the “Award Letter” for each person in the household that this applies to.**
- Unemployment award or denial letter
- Child Support-Case Status Report.** **NOTE: Please provide the “Court Order” for each child in the household that this applies to.**
- Child custody. **NOTE: Please provide the “Court Order” for each child in the household that this applies to.**

ADULT EDUCATION /TRAINING

- Student income, scholarships, grants, loans, (financial aid award or denial letter)
- Student expenses, books, tuition, etc.
- Verification of school enrollment

RESOURCES

- Bank accounts most current bank statement – Savings and Checking
- IRA, retirement accounts or other investment accounts
- Trust accounts
- Saving bonds
- Vehicle registration (vehicle must be registered in applicants name)
- Proof of car insurance and insurance costs
- Real property other than primary residence (time-share, vacation home, property)

NON-NEEDY CARETAKER

- Child custody/court order, tribal or county document with proper signatures and/or seals.