

Eligibility

1. Must be a registered member of Oneida Nation of the Thames and present a current Status Card or a Membership Verification letter from the membership department.
2. An application form must be completed with all documentation required and signed by applicant.
3. Applications on behalf of a child (under the age of 18) must be completed and signed by parent/legal guardian.
4. All documentation must be provided with application. E.g. quote from doctor, dentist, pharmacy, health care provider.
5. Must not have received Emergency Assistance within the past 12 months. Preference will be given to people who have never received assistance .

Items Not Covered

1. **Living Expenses;** including but not limited to; rent, car payments, insurance, telephone, cell phone, cable, satellite, utilities, gym fees, credit cards, groceries.
2. **Legal Fees;** including but not limited to; Lawyer, fines, bond, bail, traffic tickets, family responsibility payments.
3. **Educational Expenses;** including but not limited to; tuition, books, school supplies; travel.
4. Any costs that can be covered by an Administration Band Program. E.g. Health, Medical Transportation, Community Development, Ontario Works , Employment and Training, Children's Wellness Fund, Disability Initiative, First Nations Health Insurance Branch, National Child Benefit Program, any other programs that may not be listed.
5. There will be **NO REIMBURSEMENTS.**
6. Applications will not be processed if incomplete. All documentation must accompany the application – including; verification of denial from other Administration Band Programs, quotes, vendor names and complete address. Assistance will be provided to complete application if required.

Application Review Process:

1. Applications received will be date stamped by Political Office Staff and recorded in the in-coming mail log.
2. The application will be immediately scanned and sent via e-mail to the Portfolio Councillors/Committee for approval/denial and CC'd to Chief, Council Staff and Sr. Administration Staff.
3. Portfolio Councillor or designated Committee Member will contact the applicant informing of decision.
4. All conflict of interest guidelines will be adhered to as per Council Policy.
5. Once application is approved/denied this information is given to Political Office Staff member for processing.

Approved Applications:

1. Political Office Staff will prepare financial documents to be submitted to Finance Department.
2. The Political Office Staff will contact the Applicant when payment is ready for pick up/mailed.
3. Information will be recorded on the Emergency Assistance Financial Spreadsheet.

Denied Applications:

1. The Portfolio Councillor or designated Committee Member will contact the applicant informing of the decision including reason for denial in writing in a timely manner.
2. Once letter is prepared it will be signed off by Council Portfolio and sent to applicant by Political Office Staff and recorded in out-going mail log.

Emergency Assistance Appeals Process:

1. Appeal must be in writing within five (5) business days from denial.
2. Documentation to support the appeal must accompany the request for appeal.
3. Once reviewed by Council Portfolios/Committee, the Applicant will be informed of Final Decision.
4. If the Appeal is denied the decision will stand no further consideration will be given to application. This information may be provided to the applicant in writing.