



TLINGIT &amp; HAIDA

**Employment & Training • Job Placement & Training**

P.O. Box 25500 • Juneau, Alaska 99802

Phone: 907.463.7929 • Toll: 800.344.1432 • Fax: 888.965.9102

Email: JPT@tlingitandhaida.gov • Website: www.tlingitandhaida.gov

## Application for Training Services

First Name	MI	Last Name	Date
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The Job Placement and Training program assists eligible applicants in obtaining job skills so they can secure employment and become self-sufficient.

- Training may not exceed 24 months of full-time actual training hours.
- Registered Nurse training may not exceed 36 months of full-time actual training hours.
- Training must lead to permanent and gainful employment.

### Eligibility

- Applicant must be enrolled with a federally recognized tribe.
- Applicant must reside in Central Council of Tlingit & Haida Indian Tribes of Alaska's (Tlingit & Haida) service area: Craig, Juneau, Klawock, Pelican, Saxman, Tenakee.
- Applicant must show financial need (difference between available resources and cost of training).

## Training Application Checklist

The following documents or information will be required to complete the application package:

- ☐ Verification of Tribal Enrollment or Proof of Eligibility for Tribal Enrollment
- ☐ Verification of Residency
- ☐ Verification of Selective Service Registration
- ☐ Acceptance Letter from the Training Institute that you Plan to Attend
- ☐ Training Outline (Course Outline Breakdown from Advisor)
- ☐ Financial Aid Package Form, Proof that you have Applied for Financial Aid
- ☐ Verification of Application for Scholarships from ANCSA Corp, Alaska Native Brotherhood/Sisterhood, etc.
- ☐ Copy of High School Diploma or General Education Diploma (GED)
- ☐ Assessments Applicable to Training
- ☐ Individual Employment Plan (IEP)
- ☐ Student Budget Forecast
- ☐ Student Medical and Dental Services Form (if you are leaving Alaska for school)
- ☐ Student Agreement
- ☐ Release of Information
- ☐ Request for Vendor Setup Form

Additional documentation and/or information may be requested based on need.

*Note: All information submitted with this application is CONFIDENTIAL and will only be used for consideration of applicants request for funding by Tlingit & Haida's Employment and Training Department.*

**Completed application must be received 30 days prior to start of training.**  
**This allows adequate time for making financial, living and travel arrangements needed by students.**

## Applicant Personal Information

Name (First, Middle, Last)			
Social Security Number		Date of Birth	
Home Address (Physical)	City	State	Zip Code
Mailing Address	City	State	Zip Code
Prior Physical Address (if moved in last year)	City	State	Zip Code
Home Phone	Cell Phone	Email Address	
Emergency Contact Name	Relationship	Message Phone	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	Race/Ethnic Group <input type="checkbox"/> Alaska Native / American Indian <input type="checkbox"/> Other: _____	Citizenship <input type="checkbox"/> US Citizen <input type="checkbox"/> Other: _____	
What Federally Recognized Tribe are you enrolled with?		Tribal Enrollment Number	

## Household Members

List **ALL PERSONS** living in the household – if you need more space, please use the back of this page.

*Race information is optional. Benefits are given without regard to race, color or national origin. Your answers will not affect your eligibility or benefit amount.*

Name	Relationship (NR = Not Related)	Date of Birth	SSN	Gender (M/F)	Race	US Citizen Yes/No
	SELF					

*Race: (You may select more than one race)*

AN = Alaska Native    AI = American Indian    WH = White    BL = Black or African American    AS = Asian    PI = Native Hawaiian or Pacific Islander

### Academic Information

☐ High School

Name and Location of High School

Graduation Date

☐ GED

Name and Location where GED was obtained

Graduation Date

☐ College/Vocational

Name and Location of School

Type of Degree

Graduation Date

### Skills and Abilities

Are you a member of a Union?

If yes, which Union?

List any volunteer experience you have done or are currently doing:

List any tools, machinery, equipment, or computer software you can operate/repair:

### Yes No Have you ever received any type of service from Tlingit & Haida?

☐
☐

Adult Vocational Training - If yes, when and from what office?

☐
☐

Higher Education - If yes, when and from what office?

☐
☐

Vocational Rehabilitation - If yes, when and from what office?

☐
☐

TANF - If yes, when and from what office?

☐
☐

General Assistance, If yes, when and from what office?

### School/Training Information

Name of Educational Institution you plan on attending:

School Mailing Address:

Have you applied? ☐ Yes ☐ NoHave you been accepted? ☐ Yes ☐ NoClass Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ SeniorEnrollment Status: ☐ Full-Time (at least 12 credits) ☐ Part-Time (at least 6 credits) ☐ Training ClassSemesters: (check each semester you will attend) ☐ Fall ☐ Spring ☐ SummerExpected Degree or Certificate: ☐ Associate of Arts ☐ Associate of Applied Science ☐ Vocational Training Certificate

## Individual Employment Plan (IEP)

Please answer all questions in two (2) sentences or more; this will help us to assist you better. You are welcome to use the back of this page if you need more room to write.

1. Briefly outline your long-term employment goals:

2. What are current barriers preventing you from obtaining full-time employment?

- ☐ Education / Training
- ☐ Financial Assistance for Education
- ☐ Living expenses
- ☐ Transportation
- ☐ Other: \_\_\_\_\_

3. What type of employment are you considering after completion of your training?

4. Who is the potential employer for this type of employment in your community?

5. Upon completion of your training, which additional resources/services would assist you in obtaining your goal?

- ☐ Job Skills Workshop
- ☐ Juneau Job Center
- ☐ ALEXsys (Alaska Labor Exchange System) – Job
- ☐ Search Career Assessment Tests
- ☐ Financial Literacy

Applicant Signature	Date
Parent/Guardian Signature (if applicable)	Date

Student Budget Forecast				
First Name		MI	Last Name	
Name of School		Start Date	End Date	Phone Number
School Mailing Address		City	State	Zip Code
Type of Vocation		Length of Training Period		
Certificate/Degree/Course Name:				
Estimate your Expenses and Resources for the School Year				
Expenses	Amount	Resources	Amount	
Fall Tuition		Student Contribution		
Winter Tuition		Parental Contribution		
Spring Tuition		Veteran's Benefits		
Summer Tuition		Social Security Benefits		
Transportation		Scholarships		
Room and Board		Salary (Part-Time)		
Books		Spouse's Income		
Fees		Alaska Student Loan		
Supplies		National Direct Student Loan		
Tools		SOA Incentive Grant (SEIG)		
Medical/Dental/Vision		ANSCA Corporation Grant		
Childcare		ANB/ANS Education Grant		
Related Costs		Other Resources		
Personal Appearance		Other Resources		
Other Expenses		Other Resources		
<b>Total Expenses:</b>		<b>Total Resources:</b>		
TOTAL UNMET NEED				
<b>Total Resources:</b>		Comments		
<b>Total Expenses:</b>		Comments		
<b>Total Unmet Need:</b>		Comments		



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## Student Medical and Dental Services

**PLEASE KEEP A COPY FOR YOUR RECORDS AND SUBMIT ONE TO THE  
ADMISSION'S OFFICE ONCE YOU REACH SCHOOL.**

Students attending school outside the State of Alaska will have their medical and dental care provided by:

**Alaska Native Medical Center**  
**ATTN: Contract Health Care**  
 4315 Diplomacy Drive  
 Anchorage, Alaska 99508  
 Phone: 800.478.1636 or 907.729.2480  
 Fax: 907.729.2483

In order for us to assist you, it is important that you complete all paperwork in a timely manner. Please do the following if you have a medical emergency while attending school outside the State of Alaska:

1. Ask your school to send a letter to Contract Health Care. Your letter should state how long you'll be attending school, when you will complete school, and the letter must state you are a full-time student, this should be updated **EVERY** term or if you transfer schools.
2. Send a copy of your tribal enrollment card, Valid State of Alaska identification or driver's license, copy of airline ticket or itinerary, or ferry system ticket, to Contract Health Care.
3. Temporary mailing address and contact telephone number while attending school.
4. Contact Contract Health Care within 72 hours of an emergency.

### STUDENT INFORMATION

First Name	MI	Last Name	Enrollment Number
Mailing Address		City	State Zip Code
Name of School			
School Mailing Address		City	State Zip Code

### CERTIFICATION

**I certify that I have read the above information and understand that Tlingit & Haida's Employment and Training Department is not responsible for any medical or dental expenses I may incur while I'm attending school.**

Applicant Signature

Date

Parent/Guardian Signature  
(If Applicable)

Date



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## Student Agreement

1. I understand that the Training Assistance program is a **Supplemental** program, and that I need to apply for other Financial Aid. I will ask Financial Aid to send a **Needs Analysis** to Tlingit & Haida's Employment and Training Department.
2. I agree to attend school full-time, follow all rules, maintain attendance requirements, and to maintain at least a **2.0 GPA**.
3. I will notify my assigned caseworker in writing before I withdraw from any class; I will seek prior approval to any changes.
4. I agree to complete and return the **Evaluation & Attendance Form**, which can be found on our website located at [www.tlingitandhaida.gov](http://www.tlingitandhaida.gov).
5. I agree to forward my transcripts to Employment and Training at the end of each term.
6. I understand the **Penalties for Non-Compliance**:  
 1<sup>st</sup> Non-Compliance: Student is put on probation for 30 days and given a chance to come into compliance.  
 2<sup>nd</sup> Non-Compliance: I may be Terminated from the Training Assistance program.
7. I understand that if I do not follow these guidelines, **my funding may be terminated and I may be required to repay any monies given to me for training.**
8. I agree to provide Employment and Training with a **copy of all Certificates and Degrees** I obtain during my training.
9. I agree that upon the completion of my training, I will seek permanent full-time employment related to my training field. I will notify Tlingit & Haida's Employment and Training Department of the results of my employment search.
10. I understand that the grants I receive for my education may be taxable; only tuition, fees, books, supplies, and equipment are non-taxable. I will be responsible for the taxes that may be required.
11. I have read and understand the Appeal Procedure and I agree to follow that procedure.
12. The disclosure of the requested information by the applicant is voluntary but required to obtain benefits. Failure to provide the requested information may result in a delay or denial of assistance.

## Certification

**I understand that this is not an Award Statement and that by signing this Student Agreement, I agree to do what is required of me.**

 \_\_\_\_\_  
 Applicant Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Vocational Training Caseworker

 \_\_\_\_\_  
 Date



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## Release of Information

*Valid for no less than 36 months of start date*

Student Name (Print)	Student Social Security Number
<p>I authorize the release of information requested by the Employment &amp; Training Department's Training Services program.</p> <p>This release of information shall be in effect while I'm applying for services to help determine my eligibility for Employment &amp; Training services or while I am a recipient of Employment &amp; Training services and for any later investigations pertaining to my eligibility for services.</p> <p>Tlingit &amp; Haida must adhere to the regulations of the Federal Government; therefore, I must release information to them for verification when it is required. Please release the following information to Tlingit &amp; Haida's Employment &amp; Training Department upon their request:</p> <ol style="list-style-type: none"> <li>1. School Transcripts/Attendance/Evaluations/Academic Concerns/Grades</li> <li>2. Authorization to speak with Student Counselor/Advisor/Admission Office/Financial Aid Office/Book Store</li> <li>3. Landlord/Tenant Lease</li> <li>4. Utility &amp; Bank Account information</li> <li>5. Emergency medical documentation</li> </ol> <p>Beginning Date: _____ this release will terminate once training is complete and a copy of certificate of degree is received in Tlingit &amp; Haida's Employment &amp; Training/Training Services office.</p>	

Student Signature	Date
Case Manager Signature	Date

**A REPRODUCTION OF THIS RELEASE IS AS VALID AS THE ORIGINAL**





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## Applicant/Client Appeal Procedure

Clients who have been denied services or have received a reduction of services have the right to file a written appeal by following these procedures. Decisions affecting clients are made based on a review of program policies, procedures, and the required official documentation.

### Step 1 - Client

- A client has ten (10) working days from the date of receipt of a decision to submit a written appeal to the department Director/Manager or his/her designee.
- A client outside of Juneau must have their written appeal postmarked within ten (10) working days from the date of receipt of a decision.
- A client may request another person to be present at meetings or interviews. The client must notify the department Director/Manager or designee who this person is, contact information, and their role. Guidelines will need to be established to ensure confidentiality if the person is not a Tlingit & Haida employee.

### Step 2 – Director/Manager

- The department Director/Manager or his/her designee, in consultation with subordinate staff, will make every effort to review documentation and make a decision in the shortest amount of time possible and not to exceed five (5) working days from the date of receipt of the appeal.
- A client not satisfied with the department's decision may submit a written request within five (5) working days from the date of receipt of the decision to the Program Compliance Manager or his/her designee to have their appeal reviewed by the Appeals Committee.

### Step 3 - Appeals Committee

- A client must complete Step 1 before the Program Compliance Manager, or his/her designee will consider a referral to the Appeals Committee.
- The Appeals Committee will review the appeal within five (5) working days of receipt.
- The client will be notified of the Appeals Committee's decision within two (2) working days after the date of its meeting.
- All decisions of the Appeals Committee are final.

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 Applicant Signature

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 Date

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 Applicant Signature

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 Date



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Sample Document

## Client Vendor Setup – NEEDED FOR PAYMENT

### Request for Client Setup

(This form is used in lieu of the W9 form published by the Internal Revenue service)

**All required forms must be completed and signed before payment is issued**

<input type="checkbox"/> New <input type="checkbox"/> Update	
Legal Name (as shown on your tax return)	Social Security Number
Mailing Address: _____ City: _____ State: _____ Zip: _____	Telephone Number: ( ) _____
Physical Address: _____ City: _____ State: _____ Zip: _____	Email Address: _____

### Certification:

Under penalties of perjury, I certify that:

- 1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me and
- 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
- 3) I am a US person (including a US Resident alien)

Certification instructions: You must cross out 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Penalties

**Failure to furnish TIN:** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50.00 for each such failure unless your failure is due to a reasonable cause and not to willful neglect. **Civil penalty for false information with respect to withholding:** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500.00 penalty.

**Criminal penalty for falsifying information:** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs:** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Finance Only	
Debarment Certification:	Date



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## Authorization for Direct Deposit

I hereby authorize Tlingit & Haida to initiate direct deposits to my account at the financial institution named below. I also authorize Tlingit & Haida to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Tlingit & Haida responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until Tlingit & Haida receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Finance Department.

Name and Address (Please Print) <input type="checkbox"/> (new address)	For verification purposes please provide your Social Security Number																		
	Phone Number																		
	Email Address																		
Name of Financial Institution	Financial Institute Phone Number																		
Your Account Number <input type="checkbox"/> Checking or <input type="checkbox"/> Savings																			
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**Please attach a voided check, deposit slip or other form of bank verification.**

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date



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Sample Document

## Media Release Form

**Program:** \_\_\_\_\_

**Community:** \_\_\_\_\_

Central Council of Tlingit and Haida Indian Tribes of Alaska (Tlingit & Haida) has my permission to use my or my child's name, photograph(s), voice, and/or video recording(s). I understand that this media may be used in formats including print publications, online publications, presentations, websites, and social media.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (signature of parent/guardian if under 18)

\_\_\_\_\_  
Parent/Guardian Name (if under 18)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address