



# NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

## GENERAL ASSISTANCE Client File Checklist

CLIENT NAME: \_\_\_\_\_

COMPLETED  
(Initial)

1. Application  
(Completed, signed & dated by applicant with all supporting documentation) \_\_\_\_\_
2. Proof of Tribal Membership  
(Verified for all members included on the application) \_\_\_\_\_
3. Proof of Insufficient Resources  
(Example: Rent/Utility receipts, pay stubs, unemployment, PF D) \_\_\_\_\_
4. General Assistance Calculation Worksheet  
\*Must have separate worksheet for each payment made to client \_\_\_\_\_
5. Proof of processed G A Payment  
(Copy of check, voucher, purchase order, receipts of payment or billing, etc.) \_\_\_\_\_
6. Proof of Residence in Service Area  
(Example: Verified current physical address, billing address, etc.) \_\_\_\_\_
7. Individual Self-Sufficiency Plan (ISP) \*Each adult must have their own separate ISP (Signed, dated by both the worker and applicant) \_\_\_\_\_
8. Client Case Notes \*Use the "Case Notes" section on the *Calculation* worksheet. \_\_\_\_\_
9. Approval, Pending, Denial Letter Sent \_\_\_\_\_
10. Release of Information  
(Signed by client and other adult member(s)) \_\_\_\_\_

\_\_\_\_\_  
Case Worker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Worker Supervisor Signature

\_\_\_\_\_  
Date