



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 <i>Calculation</i> 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