



# Karuk Tribal TANF Program (KTTP)

## Project Activity Request

### (One Request Per Child)



Before any services are provided for this activity, the client must be determined eligible to receive services.

#### Child Information

First Name	
Last Name	
Date of birth	
Name of School Child's Enrolled	

#### Activity Information

Name of Activity			
Dates of Activity			
Activity Requirements Clothing & Equipment	Req'd Clothing		
	Req'd Shoes		
	Req'd Equipment		
	Additional Requirements		

#### Client supporting documentation (Required)

- |  |                                       |
|--|---------------------------------------|
| 1. Completed other Eligible Assessment   | 2. Completed Project Activity Request |
| 3. Tribal Affiliation Card/Certification | 4. Proof of Residency                 |
| 5. Current School Report Card            | 6. Family Income Verification         |

#### Activity supporting documentation

1. Activity (Proof - Flyer, Registration, proof enrolled in activity)
2. Proof of clothing and equipment requirement.
3. Photo Release form

#### Financial Assistance –

1. A activity needs assessment will be completed with the individual listed above.

#### Approval Process

- I. Activity requests must be submitted with/supporting documentation and approved 21 days prior to the start of the activity.
- II. The eligible child will only receive assistance for one TANF approved activity at a time.
- III. If activity has travel to other cities, a travel request must be submitted prior to travel date to receive reimbursement. This travel must reconciled prior to the next scheduled activity event/session. If the current travel is not reconciled, there will be a delay in receiving additional travel assistance.

**Office Use Only** Event # \_\_\_\_\_ CIF # \_\_\_\_\_

- |  |              |  |              |
|--|--------------|--|--------------|
|  | (Circle one) |  | (Circle one) |
| 1. Completed other Eligible Assessment         | <u>Y/N</u>   | 2. Tribal Affiliation Card/Certification           | <u>Y/N</u>   |
| 3. Proof of Residency                          | <u>Y/N</u>   | 4. Family Income Verification                      | <u>Y/N</u>   |
| 5. Current School Report Card                  | <u>Y/N</u>   | 6. Proof of activity clothing and equip req'd      | <u>Y/N</u>   |
| 7. Completed Extra-Curricular Activity Request | <u>Y/N</u>   | 8. Activity (Proof - Flyer, Reg., proof enrolled.) | <u>Y/N</u>   |

I have received the above listed supporting documentation. I am approving this activity request.

TANF Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_