

Ho-Chunk Nation

Department of Education



Pre K-12 Grant Program

Application Packet and Guidelines

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The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Table of Contents

Page

4	Purpose Statement
4	Disclaimer Statement
5	Eligibility Requirements
5	Funding Limits
5	Guidelines
7	Award/Honor Blanket for High School Graduates
8	Camp Fees
9	College Preparatory Expense
10	College Visit Grant
11	Correspondence Course Fees
12	Disabled Student Assistive Technology Cost
13	Driver’s Education Fees
14	Educational Computer Software
15	Elementary/Middle School/Junior High School Computer
16	Extra-Curricular Activity Equipment/Supply Purchase
17	Extra-Curricular Activity Participation Fees
18	Foreign Exchange Travel Student Program
19	High School Graduation Expenses
20	High School Student Computer

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

- 21 Home School Support
- 22 Internet Access Support for Students
- 23 Musical Instrument Lease/Rental Fees
- 24 Musical Instrument Purchase
- 25 Musical Instrument Lessons
- 26 Musical Instrument Supplies
- 27 Out of State/Overnight Travel Student Program Fees
- 28 Public School Fees (*field trips, registration, class fees etc...*)
- 29 School Lunch Costs/Fees Reimbursement
- 30 School Supply Purchase K-6
- 31 School Supply Purchase Grades 7 – 12
- 32 Scientific or Financial Calculator Purchase
- 33 Special Educational/Special Therapy Fees
- 34 Special Learning Needs Programs or Materials
- 35 Summer School Course Fee
- 36 Talented and Gifted Program Fees
- 37 Tuition Fees – Pre-School
- 38 Tuition Fees – Private/Parochial School
- 39 Tutorial Assistance Fees
- 40 Ho-Chunk Language Instruction Fee

Attachments: Pre K-12 Grant Program Applications

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Purpose Statement

The purpose of the Ho-Chunk Nation’s Pre K-12 Grant Program is to:

- Provide Educational grants for parents/guardians in helping their children develop and equip themselves with the skills, knowledge and personal qualities needed for life and career success through education.
- Provide Educational grants for the parents/guardians of Ho-Chunk Nation enrolled children to help meet the children’s basic Educational needs and to assist in ensuring that children in grades Pre-School through Grade 12 have the opportunity to fully participate in Educational related experiences and unique Educational opportunities.

Disclaimer Statement:

The Pre K-12 Grant Program is wholly funded by the Net Profit Distribution (NPD) funds of the Ho-Chunk Nation. On an annual basis, the Ho-Chunk Nation Legislature appropriates funds to provide opportunities and additional Educational choices for Ho-Chunk Nation enrolled children in grades Pre-School through Grade 12. This program is designed to be a supplemental and not a primary funding source for families with Ho-Chunk enrolled children.

All applications are subject to approval and funding availability and therefore are awarded on a first come, first served basis until the available funds have been expended. Parents/guardians maintain full responsibility for meeting their child(ren)’s entire funding needs.

Information submitted to the Pre K-12 Grant Program is used for determining eligibility as well as evaluating the program effectiveness and becomes the property of the Pre K-12 Grant Program.

Eligibility Requirements:

To qualify for consideration for benefits through this program a child must:

- Be enrolled in the Ho-Chunk Nation and have a valid enrollment number.
- Be between 3 and 19 years of age unless otherwise stated within the Pre K-12 Grant Program Guidelines.
- Not have graduated from high school or obtained an HSED, GED or met other high school equivalency standards for graduation.

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Funding Limits:

This program limits the funding available to \$2500.00 per child per Fiscal Year. The Ho-Chunk Nation Fiscal Year runs from July 1 through June 30.

Guidelines:

The following pages contain the guideline descriptions and list the required information needed to successfully apply for each of the separate Pre K-12 Grant Program Benefits.

The Pre K-12 Grant Program staff will review all applications for completeness and ensure that **ALL** required documentation is included with each application.

Applications that are missing information cannot be processed until the required information is submitted by the applicant. The applicant will be contacted and informed of the required information and the file will be held until the application is complete. Please note that the Pre K-12 Grant Program staff are not always able to “retrieve” or “pull” information from a previous file or application and although they will do so whenever possible to assist in processing the application in a timely manner, the responsibility to ensure the completeness of an application resides solely with the parent/guardian and not with the Pre K-12 Grant Program staff.

Applications that are not signed will be returned for signature. The Ho-Chunk Nation Pre K-12 Grant Program staff will not keep copies of any information that is returned to an applicant and will return the application in its entirety including any receipts that were submitted.

Reimbursements can only be made during the fiscal year in which the expense occurred and cannot be carried over to the next fiscal year. Therefore, all requests for reimbursements must be received in the Pre K-12 Grant Program office no later than **June 30** of the current fiscal year to be considered for processing. Requests for reimbursement submitted after this date will not be funded and the application will be denied. In accordance with the Ho-Chunk Nation Budget and Appropriations Act, the Ho-Chunk Nation is the “payer of last resort” applicants must seek out the Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Receipts must show the date of purchase, the item purchased and the total amount paid. If a receipt is not a “cash register” type receipt, it must also have the signature of the selling party or service provider. A copy of a cancelled check will also provide evidence of payment, a copy of a check front only is not acceptable evidence that payment was made.

Johnson O’Malley is a National program that provides assistance to ALL Native American Students and is often administered through the School Districts or through a Tribally run program. Because the Ho-Chunk Nation’s Budget and Appropriation’s Act requires that alternative funding sources are utilized prior to the expenditure of NPD funds, each applicant for the Pre K-12 grant program must

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seek out assistance from their local Johnson O’Malley parent committee prior to applying for Pre K-12 funds. If there is not an active JOM program in your area, a letter from your school district or local Tribe will provide sufficient proof that this requirement has been met. If there is an active JOM program in your area a letter from your area committee or a copy of the meeting minutes from the meeting you attended and sought assistance will prove this requirement has been met. The Pre K-12 program cannot process applications that have not sought alternative funding sources because this program is funded and budgeted with NPD funds and must comply with the Ho-Chunk Nation’s Budget and Appropriation’s Act.

Employee Relations Act protects the employees of the Ho-Chunk Nation from abusive treatment. In accordance with the Employee Relations Act, Chapter V, 30(d), The Nation reserves the right to deny **services** and entry onto the Nation’s property to members of the **public, visitors and employees** who are physically and/or verbally abusive or disruptive of services and operations. The Pre K-12 staff makes every effort to process grant applications in an efficient manner and in full accordance with these regulations. If an applicant treats any member of the Department of Education staff in a manner that is abusive or causes the normal operation and services to be disrupted, at the discretion of the Division Manager or Executive Director of Education, these services will be suspended indefinitely and no applications will be accepted or processed from the abusive applicant.

Mail or submit completed applications and all required information to:

Ho-Chunk Nation Department of Education
Pre K-12 Grant Program
PO BOX 667
Black River Falls, WI 54615

Each child must have their own application completed; however you may request multiple services such as **School Lunch Cost/Free Reimbursement** and **School Supply Purchase Reimbursement** on the same application if the request is for the same child.

If you have any questions about the Ho-Chunk Nation Pre K-12 Grant Program, please contact the Program Staff at 715-284-4915 or (800) 362-4476. Information can also be submitted via Fax at the following number: 715-284-1760. Additional information can be found on the internet at www.ho-chunknation.com under “Forms” then “Education Forms” or at: <http://www.ho-chunknation.com/?PageId=646>

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Award/Honor Blanket for High School Graduates

Maximum Award: 1 Pendleton blanket per high school graduate.

Description: An honor blanket in recognition of the achievement of graduation from High School. **ONE TIME USE ONLY. GED, HSED or other equivalency diploma is not acceptable.**

Requests for award blankets are due to the Pre K-12 Grant Program within (4) four months of the date of graduation. Requests received after this date will not be processed and will be returned to the applicant.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- A copy of diploma proving child has successfully completed High School.**

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Camp Fees

Description: Assistance is available for payment or reimbursement of the fees for student participation in camp(s). **This includes Ho-Chunk Nation sponsored camps. SPENDING MONEY OR ANY OTHER EXPENSES OTHER THAN THE CAMP FEE WILL NOT BE COVERED.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the cost of the camp.**
- Camp curriculum/syllabus and/or itinerary/program/brochure.**
- Copy of current grade report.**

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College Preparatory Expenses

Description: Assistance is available for reimbursement of the costs associated with the preparation for secondary school. These costs include the cost of ACT and SAT examination fees, ACT and SAT prep materials and tutoring.

Required Information for reimbursement (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the cost of the examinations, materials or tutoring**
- Copy of current grade report.**

The use of this grant for ACT and/or SAT examination fee reimbursement is a prerequisite for the utilization of the College Visit Grant

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College Visit Grant

Description: Assistance is available for payment or reimbursement of the costs for a High School Junior or Senior in public or private/parochial school to visit a college in anticipation of attendance. In order to qualify for this grant, a student must have already utilized the College Preparatory Expense grant for the reimbursement of ACT and/or SAT examination fees. In addition, a student must contact the Ho-Chunk Nation Department of Education Higher Education Program and obtain a referral for the use of this grant.

Required Information for reimbursement (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Referral letter from the HCN Higher Education Program, recommending the use of this grant**
- Signed agreement by parent/guardian to pay back any un-reconciled expenses if not requesting reimbursement**
- Receipt for actual or itemized expense accounting of expected trip expenses**
- Copy of current grade report.**

This grant will cover usual expenses associated with travel, including transportation costs, lodging and meals. Any fees associated with the visit or travel may also be covered such as parking fees, admission fees. Receipts must be remitted to reconcile the trip.

All receipts must be turning in within 7 days of any trip and any funds not accounted for by receipts must be repaid to the Pre K-12 Grant Program.

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Correspondence Course Fees

Description: Grants are available for payment or reimbursement of fees for students enrolled in a public or private/parochial school to acquire credits in a core subject that is required for high school graduation.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the correspondence course.**
- Letter from school that guarantees the chosen correspondence course will be accepted by the school and the credit will be applied toward graduation.**
- Copy of current grade report.**

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Disabled Student Assistive Technology Costs

Description: Assistance is available for the purchase or reimbursement of costs for assistive technology for disabled students in public or private/parochial school. **This program is available until the Ho-Chunk Nation Department of Education develops an alternate program to specifically replace this grant.**

In an effort to increase school district responsibility, the Ho-Chunk Nation will first look to the school district to provide assistive technology to students who have been identified as students with special needs through the Individual Education Plan (IEP) process. The Ho-Chunk Nation will consider sharing costs with the school district if necessary however the student must retain the equipment that is purchased.

“Child with a disability means a child evaluated in accordance with §300.304 through 300.311 as having mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as emotional disturbance), an orthopedic impairment, autism, traumatic brain injury, any other health impairment, a specific learning disability, deaf blindness, or multiple disabilities, and who, thereof, needs special education and related services” – 20 USC§1401§300.8 Child with a disability.

“Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability.”- 20 USC §1401. Definitions

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for purchase of assistive equipment**
- Letter from a physician and/or other supporting medical professional verifying disability and need for assistive equipment.**
- Letter from school verifying student’s need for assistive equipment**
- Copy of current grade report.**

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Driver’s Education Fees

Description: Assistance is available for payment or reimbursement of the costs associated with driver’s education for students in public or private/parochial school. This grant **does not** cover licensing, insurance or exam fees.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for payment/cost of the program fees**
- Copy of program policy and fee listing**
- Copy of current grade report.**

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Educational Computer Software

Description: Assistance is available for purchase or reimbursement of Educational software for students in Grades K-12 attending public or private/parochial school. This grant **does not include non-Educational game software.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for payment of appropriate software**
- Copy of current grade report.**

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Elementary/Middle School/Junior High School Computer

THIS IS A ONE TIME BENEFIT.

Description: Assistance is available for purchase or reimbursement of the purchase of a computer; including a printer, a monitor and any cables or power supply that may be needed for students in Grades K-8 in public or private/parochial school. **Use of this grant does not exclude a student from eligibility for the High School Laptop/Notebook Computer grant once they reach the appropriate grade level.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the purchase of a desktop computer system.**
- Copy of current grade report.**

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Extra-Curricular Activity Equipment/Supply Purchase

Description: Assistance is available for payment or reimbursement of the cost of equipment or supplies normally associated with the participation in a public, private/parochial school sponsored or community based extra-curricular activity. In addition this grant covers supply expenses related to the participation in community based extra-curricular activities including but not limited to: student memberships to health clubs, tournament fees, league fees, martial arts classes and other tradition/non-traditional activities at the discretion of the Pre K-12 Grant Program Staff. **This grant does not cover band, orchestra or other music program participation expenses.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the purchase of necessary equipment.**
- Letter of acceptance or document proving participation in the activity from a school program or sponsoring organization official.**
- Copy of current grade report.**

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Extra-Curricular Activity Participation Fees

Description: Assistance is available for payment or reimbursement of fees for student participation in public, private/parochial school extra-curricular activities. In addition this grant covers student participation in community based extra-curricular activities including but not limited to: student memberships to health clubs, tournament fees, league fees, martial arts classes and other tradition/non-traditional activities at the discretion of the Pre K-12 Grant Program Staff.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the payment of required fees.**
- Letter of acceptance or document proving participation in the activity from a school program or sponsoring organization official.**
- Copy of current grade report.**

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Foreign Exchange/Travel Student Program Fees

Description: Assistance is available for payment or reimbursement of fees for student participation in public or private/parochial school sponsored foreign exchange/travel programs. **This grant does not supply spending money or any expenses other than the trip fees.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the payment of fees.**
- A letter from the school listing their foreign exchange fee requirements**
- A copy of the school’s foreign exchange or travel policy including a cancellation and refund policy.**
- The trip itinerary or program description**
- Trip report must be submitted within 7 days of return to the Pre K-12 Grant Program and will be put on file**
- Copy of current grade report.**

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High School Graduation Expenses

Description: Assistance is available for payment or reimbursement of the costs associated with specific high school graduation expenses from public or private/parochial school. **THIS IS A ONE TIME ONLY GRANT. Student must graduate from the school from which they are claiming expenses in order for the expenses to be legitimate.**

Allowable Expenses: Graduation Pictures, Graduation Announcements, Cap and Gown.

Required Information for Reimbursement (check off as each is obtained):

- Completed Pre K-12 Grant Program Application
- Receipt for the payment of approved items.
- A notarized letter from the school superintendent stating that the student has met the requirements for graduation

OR

- A copy of student’s Diploma

Required Information for Payment (check off as each is obtained):

- Completed Pre K-12 Grant Program Application
- Invoice for the payment of approved items.
- A letter from the parent/guardian or non-minor applicant ensuring that any prepayment made by the Ho-Chunk Nation Pre K-12 Grant Program will be repaid if the student does not provide a copy of their Diploma by June 30 of the graduation year.

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High School Student Computer

THIS IS A ONE TIME GRANT.

Description: Assistance is available for purchase or reimbursement of the purchase of a computer; including a printer, a monitor and any cables or power supply that may be needed for high school students in public or private/parochial high school.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the purchase of a laptop/notebook computer system.**
- Copy of current grade report.**

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Home Schooling Support

Description: Assistance is available for payment or reimbursement of costs for required materials/supplies and/or fees related to home schooling support. **A student must be enrolled in a home schooling program by age 18. This program will not cover “Home Bound Instruction” which fall under the responsibility of the child’s school district.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the payment of fees and required materials**
- A document from the school sponsoring organization listing required fees, materials and supplies**
- Document from school listing instructional curriculum and Education plan**
- Copy of contract with home school program/organization or completed application for a home school organization or program to be submitted with the payment**
- Document verifying the home school organization or program complies with the applicants State home schooling laws and standardized testing requirements of that State where required.**

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Internet Access Support for Students

Maximum Award: \$ 450.00 per year per eligible household.

Description: Assistance is available for the partial reimbursement of the cost of internet access for students in Grades K-12 in public or private/parochial school. **This grant is limited to only one access account through one internet service provider regardless of the number of eligible students in a household and is only available for reimbursement for usage during the months of September through May of each fiscal year.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the payment of internet fees**
- Copy of the internet bill**
- A current grade report.**

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Musical Instrument Lease/Rental Fees

Description: Assistance is available for payment or reimbursement of lease/rental fees for musical instruments associated with the participation in private, school sponsored and/or community based music programs.

Lease/Rental may **NOT** be through a private individual or other non-business entity. It is the parent/guardian(s) responsibility to contract for the lease/rental of an instrument with their chosen vendor. If the selected vendor will not accept pre-payments for a lease agreement or payments made by a third party provider the Ho-Chunk Nation Pre K-12 Grant Program will have to deny this benefit unless the applicant is seeking **Reimbursement** only.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Copy of Lease/Rental Agreement**
- Invoice or receipt for payment of lease or rental fees**
- Copy of Current or most recent Grade Report showing band/orchestra or music program participation (if in a school based program)**

OR

- Letter from conductor OR instructor showing successful progress and attendance (if in a private or community based music program)**
- Copy of current grade report.**

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Musical Instrument Lessons

Description: Assistance is available for **reimbursement** of the cost of musical instrument lessons to improve skills for participation in private, school sponsored and/or community based music programs.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the lessons including the date payment was made.**
- Lesson plan, schedule and fee structure.**
- Letter from instructor listing credentials for music instruction. Credentials will be accepted on a case-by-case basis after review by the Pre K-12 Grant Program staff.**
- Copy of current grade report showing band/orchestra or music program participation and progress (if in a school based music program).**

OR

- Letter from conductor OR instructor showing successful progress and attendance (if in a private or community based music program).**
- Copy of current grade report.**

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Musical Instrument Purchase

Description: Assistance is available for purchase or reimbursement of the cost of a musical instrument purchase after one (1) year of successful participation in a private, school sponsored and/or community based music program. The purchase may not be through a private individual or other non-business entity. Instrument purchase includes initial items needed for maintenance, storage and usage of the instrument. This includes instruments in sets, i.e. drum set with cymbals, stands, throne etc, electric guitar with an amplifier, cord, picks, strings, strap, etc

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for instrument purchase.**
- Copy of current grade report showing band/orchestra or music program participation and progress (if in a school based music program).**

OR

- Letter from conductor OR instructor showing successful progress and attendance (if in a private or community based music program).**
- Letter from conductor or instructor or band teacher proving at least one (1) year of successful participation in a music program (either private, school or community based)**
- Copy of current grade report.**

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Musical Instrument Supplies

Description: Assistance is available for purchase or reimbursement of the cost of a musical instrument related supplies after one (1) year of successful participation in a private, school sponsored and/or community based music program. The purchase may not be through a private individual or other non-business entity. Instrument purchase includes initial items needed for maintenance, storage and usage of the instrument, i.e. reeds, polishing cloth, drum sticks, instrument specific cleaning solutions, cases, music stands etc.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for instrument supply purchase.**
- Copy of current grade report showing band/orchestra or music program participation and progress (if in a school based music program).**

OR

- Letter from conductor OR instructor showing successful progress and attendance (if in a private or community based music program).**
- Copy of current grade report.**

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Out of State/Overnight Travel Student Program Fees

Description: Assistance is available for payment or reimbursement of fees for student participation in public or private/parochial school sponsored and supervised programs that require out of state and/or overnight travel. **This grant does not provide spending money or cover any expenses other than the trip fees.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for the payment of fees**
- A document from the school listing the out of state/overnight travel fee requirement**
- A document from the school listing the cancellation and refund policy**
- A document from the school with the trip or program description**
- A copy of the trip itinerary**
- Copy of current grade report.**

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Public School Fees

Description: Assistance is available for the reimbursement of fees associated with enrollment and attendance in a public school. **This grant does not cover the cost of student or class pictures.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the payment of fees**
- A document from the school listing the required fees**
- Copy of current or most recent grade report.**

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School Lunch Costs/Fees

Description: Assistance is available for reimbursement of the cost of school lunch and milk purchases for students in public and private/parochial school.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the payment of school lunch and/or milk purchases**
- A letter of denial or ineligibility for the school free lunch program**
- Copy of current grade report.**

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School Supply Purchase Pre K - 6

Description: Assistance is available for the reimbursement of school supplies for students in Pre K through Grade 6 and enrolled in public or private/parochial school. **This grant is for the purchase of a back pack/book bag and school supplies including 1 pair of gym shoes.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the purchase of school supplies**
- A document from the school listing required supplies**
- Copy of current or most recent grade report.**

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School Supply Purchase Grades 7 - 12

Description: Assistance is available for the reimbursement of school supplies for students in Grade 7 through Grade 12 that are enrolled in public or private/parochial school. **This grant does not cover gym uniforms or shoes.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt for the purchase of school supplies**
- Copy of current or most recent grade report.**

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Scientific or Financial Calculator Purchase

Description: Assistance is available for the purchase or reimbursement of a Scientific or Financial Calculator for students taking courses where either a Scientific or Financial Calculator is specifically recommended by the instructor or in the course description as necessary to complete the course work. **THIS IS A ONE TIME PURCHASE ONLY GRANT.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt or Invoice for the purchase of a Scientific or Financial Calculator**
- A document from the school or program listing the need for a Scientific or Financial Calculator**
- Copy of current or most recent grade report.**

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Special Educational/Special Therapy Fees

Description: Assistance is available for the payment or reimbursement of costs for special education/special therapy fees over and above what is covered by insurance or school district responsibility. **This grant does not cover mental health services or medications. This program is available until the Ho-Chunk Nation Department of Education develops an alternate program to specifically replace this grant.**

In an effort to increase school district responsibility, the Ho-Chunk Nation will first look to the school district to provide assistive technology to students who have been identified as students with special needs through the Individual Education Plan (IEP) process. The Ho-Chunk Nation will consider sharing costs with the school district if necessary however the student must retain the equipment that is purchased.

“Child with a disability means a child evaluated in accordance with §300.304 through 300.311 as having mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance (referred to in this part as emotional disturbance), an orthopedic impairment, autism, traumatic brain injury, any other health impairment, a specific learning disability, deaf blindness, or multiple disabilities, and who, thereof, needs special education and related services” – 20 USC§1401§300.8 Child with a disability.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt for fee(s) including what therapy/therapies will be or had been received**
- Document stating the expected and achieved outcomes**
- A letter from a physician and/or other supporting medical professional verifying disability and the need for special therapy**
- Copy of current grade report.**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Special Learning Needs Programs or Materials

Description: Assistance is available for the payment or reimbursement of costs associated with special learning needs programs and testing/evaluation for Talented and Gifted program participation in public or private/parochial school. **This program is not limited to students with special education needs. This program is available until the Ho-Chunk Nation Department of Education develops an alternate program to specifically replace this grant.**

In an effort to increase school district responsibility, the Ho-Chunk Nation will first look to the school district to provide assistive technology to students who have been identified as students with special needs through the Individual Education Plan (IEP) process. The Ho-Chunk Nation will consider sharing costs with the school district if necessary however the student must retain the equipment that is purchased.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Receipt or Invoice for the payment of special learning needs program or Talented and Gifted Program testing/evaluation costs**
- Copy of current grade report.**
- A letter from a physician or other medical professional verifying the need for special learning needs program participation**

OR

- A letter from school verifying the student’s special learning needs or recommendation for evaluation**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Summer School Course Fee

Description: Assistance is available for the payment or reimbursement of fees for students to acquire credits in a core subject that is required for high school graduation from a public or private/parochial High School. **This grant will not fund request for Extended School Year (ESY) services for students with special education needs except in cases where the school district is sharing the cost with the Ho-Chunk Nation and a representative of the Ho-Chunk Nation Department of Education is directly involved in the Individual Education Plan process and it is determined that there is a future benefit to the Ho-Chunk Nation AND all other funding sources have been exhausted.** Proof of successful completion must be provided within 60 days of course completion or future funding for the applicant with the Pre K-12 Program will be suspended until this proof is provided.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Copy of current grade report.**
- Receipt or Invoice for the costs of summer school courses**
- A document from the school or program accepting the student into the summer school program**
- Copy of the transcript audit and class schedule demonstrating the courses taken will satisfy the deficient course credits**
- A letter of support from a school district or other responsible Educational officer stating the need for summer school courses for graduation**
 - **Extended School Year Programs also need:**
 - ❖ **Copy of student’s Individual Education Plan with proof of the Ho-Chunk Nation’s participation in the IEP development process**
 - ❖ **Copy of the School Districts cost sharing contribution**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Talented and Gifted Program Fees

Description: Assistance is available for the payment or reimbursement of Talented and Gifted Program Fees for students in public or private/parochial school. **This grant does not cover Talented and Gifted testing or evaluation fees. Those fees are covered under the Special Learning Needs Program and Materials grant.**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Provide testing results or written testimony from an Educational professional showing outstanding proficiency in one or more Educational areas**
- A letter from a school official verifying Talented and Gifted participation**
- A letter from a school official stating student has been measured and found to need additional appropriate education**
- A copy of the Talented and Gifted Program policies and fee(s) statement**
- Invoice or Receipt for payment of Talented and Gifted program fees**
- Copy of current grade report.**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Tuition Fees – Pre-School

Description: Assistance is available for tuition and registration fee payment or reimbursement for students to attend a licensed pre-school up to six (6) hours a day from August through June. **Students that attend Kindergarten, Head Start or other public school program are not eligible for this grant. DAY CARE EXPENSES ARE NOT COVERED UNDER THIS GRANT**

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt from the school for costs of pre-school tuition and a copy of the fee schedule from the school describing the rate per hour.**
- A copy of the curriculum/syllabus and pre-school schedule.**
- A copy of the pre-school license**
- Copy of current or most recent progress report.**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Tuition Fees – Private/Parochial School

Description: Assistance is available for the payment or reimbursement of the costs for students to attend a licensed private/parochial school. These costs include tuition, registration, books, school uniforms and any other costs directly related to the attendance of a private/parochial school for the current school year. This grant will not pay for any balances outstanding from previous school years.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt from the school for costs of school tuition and registration fees**
- A copy of the curriculum/syllabus**
- A copy of the school’s accreditation**
- Copy of current or most recent grade report.**

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Tutorial Assistance Fees

Description: Assistance is available for payment or reimbursement of fees for students to receive tutoring from an accredited tutoring service; that is necessary to improve their performance in **core** subjects. Tutorial assistance is paid based upon an agreement and/or contract between the parent/guardian of the student and the tutoring service. The Ho-Chunk Nation has no liability or responsibility for payment, contract agreement or contract language, terms, conditions or delivery of tutorial services or attendance by the students at tutorial services. Contracts must have a start date and completion date as well as detail the rate and hours of service, tutoring site location and cancellation policy for grant consideration.

The Ho-Chunk Nation Pre K-12 Grant Program will only pay for services delivered, not expected, meaning that tutors will need to submit either an invoice or bill for time instructed or the parent/guardian can pay the tutor and request a reimbursement by the Program. Family members do not qualify as tutors for the purposes of this grant. This Program will not pay for or reimburse for missed or cancelled tutoring sessions. The Pre K-12 Grant Program is NOT a party to any contract or agreement made between the parent/guardian and the service provider and may decline to pay in whole or in part for tutoring services at its discretion. The Pre K-12 Grant Program will NOT pay any amount in excess of \$15.00/hr for tutoring services that do not guarantee results to their students and will not pay any amount if guaranteed results are not met.

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Copy of the contact or agreement for tutoring services**
- A copy of the curriculum and tutoring schedule**
- A copy of the tutor/tutoring services credentials**
- A receipt or detailed invoice for payment of services rendered**
- Copy of current grade report.**

If payment is being made to an individual the following additional information is required:

- A completed W-9 by the service provider**

Upon completion of the tutoring sessions a progress report or examination must be provided to the Pre K-12 Program that demonstrates there was improvement in the areas that were tutored. This can be a subsequent report card or specific test.

The Ho-Chunk Nation is the “payer of last resort”, therefore applicants must seek assistance from their area Johnson O’Malley Program prior to applying for the Pre K-12 Grant Program.

Ho-Chunk Language Instruction Fee

Description: This program is designed for students who want to learn the Ho-Chunk Language and have access to a fluent speaker. The fluent speaker must provide an 8-week curriculum with measurable standards. Each speaker will need to be approved by Traditional Court. All curriculum standards will need to meet the HCN Language Division basic fluency assessment for each level. This will be at the discretion of a language team that will review each curriculum proposal. Once granted, the fluent speaker will provide a schedule for the eight weeks and show attendance of 3-5 hours per week per student. *This is a pilot program beginning April, 2010 and will be re-evaluated in April, 2011 for continuation.*

Required Information (check off as each is obtained):

- Completed Pre K-12 Grant Program Application**
- Invoice or Receipt from the Language Instructor for the cost of tuition and/or registration fees**
- A copy of the curriculum and schedule proposed by the Instructor as a working document to incorporate a learning project(*i.e. cooking, sewing, hunting or singing*)**
- A copy of the Instructor’s accreditation by the HCN Traditional Court**
- A letter from a Parent/Mentor agreeing to provide support to the student (*i.e. transportation, time*)**