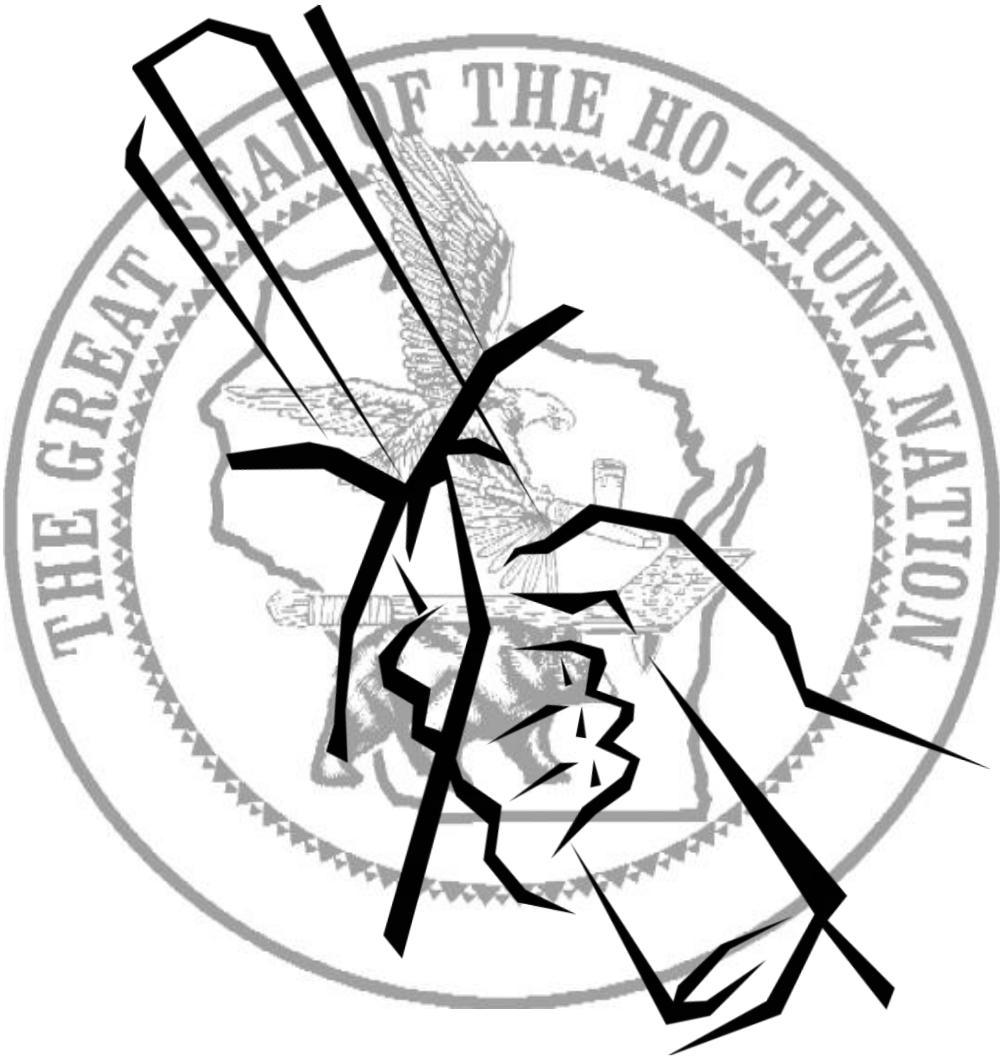
Ho-Chunk Nation

Department of Education



School – Community Relations Division

Pre K-12 Educational Grant Program

Guidelines and Grants

Revised 11/16/09; Revised 4/13/10; Legislative Resolution 04/20/10; Revised 7/1/14; Revised 3/11/16; Revised 9/27/17; Revised 11/5/18; Revised 7/1/19; Revised 4/1/20; Revised 7/1/21; Revised 3/19/22; Revised 7/1/24; Revised 7/1/26 ; Revised 8/5/26

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***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

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Purpose Statement

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

- Provide Educational grants for parents/guardians in helping their Ho-Chunk Nation enrolled children to 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 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 Educational 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 additional educational opportunities for Ho-Chunk Nation enrolled children in grades Pre-School through Grade 12. This program is designed to be supplemental and not a primary funding source for families with Ho-Chunk enrolled children.

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

Information submitted to the Pre K-12 Educational Grant Program is used to determine eligibility, evaluating the program's effectiveness, and becomes the property of the Pre K-12 Educational Grant Program. All forms, documents, and receipts submitted will not be returned unless specified at the time of application.

If a parent/student intentionally provides fraudulent information on the PreK-12 Grant Program application and/or supporting documentation, he/she/they will be denied use of the program.

Parental/Legal Custodian Access to the Prek-12 Educational Grant Program:

The Prek-12 Educational Grant Program will not be involved in any custody/parental disputes. We do not discriminate between the Ho-Chunk enrolled parent and a non-enrolled parent. If biological parents do not reside together, we will provide equal access for both parents to use the child's prek-12 funding. Our program is used to benefit the student. If a parent is to be denied use of the program, there must be a court order declaring termination of parental rights or a no-contact order.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Applications for students in placement or foster care must be signed for by the legal custodian. If a Social Services Department has legal custody, the student's case worker must sign the application. We must have a court order detailing who has legal authority over the student.

Eligibility Requirements:

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

- Be enrolled in the Ho-Chunk Nation with a valid enrollment number and provide a CDIB to the Education Department.
- Be between the ages of 3 and 19 years; or age 21 if in a transition plan (students with disabilities, IEP); or otherwise stated within the K-12 Educational Grant Program Guidelines.
- Request High School Graduation Expenses by the end of the current fiscal year.

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Funding Limits:

The Ho-Chunk Nation fiscal year runs from July 1 through June 30. Each Ho-Chunk Nation enrolled student is eligible for up to **$3,000** every fiscal year.

Deadlines: To ensure prompt billing and reimbursement, deadlines will be enforced.

Priority Deadline: All grants received and date stamped by the Education Department by June 15 will be processed as available funds permit.

Absolute Deadline: The fiscal year ends on June 30. Date stamped applications will be accepted until 4:30pm on June 30. All supporting documents must be received by this date/time. NO EXCEPTIONS

If any funds remain after June 15, the School-Community Relations staff will process completed application, in the order they are received, until June 30th, or until all the Pre K-12 funds are spent. **Applications date stamped after June 15th are not guaranteed to be funded**.

Funding Timeline:

Applications for reimbursements and/or payments will be processed within the Education Department within 3-4 weeks from the date the completed application was received. Please do not call the Ho-Chunk Nation Treasury Department to request the status of a reimbursement/payment.

Guidelines:

The following pages contain the guideline descriptions and list the required information needed to successful apply for each of the separate Pre K-12 Educational Grants.

The School-Community Relations (SCR) Division staff will review all applications for completeness to ensure that **ALL** required documentation is included with each application. Additional information may be required from family or vendor, such as a W-9 form.

Applications are processed in the order they are date stamped in the Education Department and once all supporting documents are received.

Applications missing information shall not be processed until the required information is submitted by the applicant. The applicant will be contacted and informed of the required information needed by phone and/or email. The file will be held until the application is complete. The PreK-12 Grant Specialist will attempt to contact the parent or guardian 3 times. After the last attempt, the file will be considered "inactive." Please note that the SCR staff are not always able to "retrieve" or "pull" information from a previous file or application. 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 SCR staff.

Applications that are not signed will be returned for signature. All new vendors and new parents to the HCN Department of Treasury will be required to submit a W9 form to complete the application.

Payments provided to a vendor for items such as extracurricular equipment purchases, etc., will require reconciliation with 30 days of payment receipt. If payments have not been reconciled, the student will not be able to use the Prek-12 Grant Program until reconciliation has been completed.

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 Educational Grant Program office no later than the designated deadlines of the current fiscal year to be considered for processing. Requests for reimbursement submitted after these dates will not be funded and the application will be denied. If a reimbursement check to a parent/vendor is not received (lost in the mail, etc.), the parent/guardian or vendor will be responsible for **a $18.00 stop and reissue fee**. There is a form that has to be completed when requesting the check be stopped and reissued. The fee must be paid to the Ho-Chunk Nation Department of Education before a stop-reissue will be processed. If a missing check is due to an SCR Division error (incorrect address, etc.), the SCR Division will cover the $18.00 fee.

Receipts must clearly show the date of purchase, the item purchased, and the total amount paid along with method of payment. If a receipt is not a "cash registered" type receipt, it must also have the signature of the selling party or service provider. Proof of payment may be an online payment receipt, a copy of the front and back of a cancelled check, or a billing statement. A shipping invoice does not usually qualify as proof of payment as it only verifies what was shipped. Gift Cards, discounts and store credit are not a valid form of payment and will not be reimbursed, unless the receipt for the gift card purchase is also included.

Care of Receipts: Please do not use tape on original receipts because the adhesive erases ink. All items for reimbursement must be clear and easy to read, including description, code, and price. We will not reimburse items we cannot read. When photocopying a long receipt, overlap the listed items so we can prove the photocopy is complete. **Do not write on the original receipt.** If you are providing copies of the receipts, each receipt should be on a different piece of paper. Do not combine multiple receipts on one page. If purchases for multiple children are on the same receipt, each item must be labeled with the name of the child the purchase was made for.

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Appeal Letters: A letter of appeal may be submitted to the School-Community Relations Division Director explaining the extenuating circumstance for missing deadlines or not fulfilling grant requirements. A decision will be made by the School-Community Relations Division Director, with an explanation, once all circumstances have been addressed for each individual appeal made.

Alternative Funding Sources must be utilized to comply with the Ho-Chunk Nation Appropriations and Budget Process Act. The Ho-Chunk Nation is the "payer of last resort" meaning that applicants must seek out other funding sources, such as the Johnson-O'Malley (JOM) Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program. In the case of a JOM IEC Committee fully expending their funding, PreK-12 will only cover expenses incurred AFTER the date the funding ran out. PreK-12 will NOT cover expenses that occurred before that date. Parents are responsible for ensuring they apply to the JOM Committee in a timely manner to ensure reimbursement.

Scholarships, Waivers, and Fundraising Buy-Outs will be monitored by the Pre K-12 Grant Specialists. Applicants are strongly encouraged to apply for scholarships or waivers if available for that program. This includes fundraising opportunities within the organization, if available. We will not pay or reimburse fundraising requirement funding for extra-curricular activities

Waitlists for Camps, Out of State Travel, Foreign Exchange Program, etc.: Students are not eligible for reimbursement if placed on a waitlist. Reimbursement will not occur until we are provided proof of acceptance or attendance/participation at the camp, travel, event, etc.

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. **If you are located within one of the 11 Ho-Chunk Nation JOM areas in Wisconsin, your child/children MUST be registered before being considered for funding through PreK-12.** The Ho-Chunk Nation's Appropriations and Budget Process Act requires alternative funding sources are utilized prior to expenditure of NPD funds, each applicant for the Pre K-12 Educational Grant program must seek out assistance from their local Johnson O'Malley Parent committee prior to applying for Pre K-12 funds. If there is an active JOM program in your area, a letter from your area committee or a copy of meeting minutes from the meeting you sought assistance will fulfill this requirement. If there is not an active JOM program in the area, a letter from your school district or the local tribe will be sufficient proof that this requirement has been met.

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 to 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 School-Community Relations 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 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 application will be accepted or processed from the suspended applicant. Another guardian or family member may then submit on behalf of that student.

Each student must have a separate application; multiple requests such as School Lunch Cost/Fee Reimbursement and School Supply Purchase Reimbursement may be 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 Educational Grant Program, please contact the Program Staff at 715-284-4915 or (800) 362-4476.

Submit applications and all required information to:

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

Fax: **715-284-1760**

Email: **SCR@ho-chunk.com**

HO-CHUNK NATION
School Community Relations Division

Additional information can be found at:

https://ho-chunknation.com/government/executive-branch/education/school-community-relations

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Award/Honor Blanket for High School Graduates

MAY BE USED ONLY ONCE

Maximum Award: 1 Wool blanket per high school student

Description: An honor blanket in recognition of the achievement of graduation from high school. **GED, HSED, or other equivalency diploma is not acceptable.**

Requests for award blankets are due to the Pre K-12 Educational Grant Program within **(6) six 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 Educational Grant Application
- ☐ Copy of Diploma proving student has successfully completed high school

***Our Award Blankets are purchased through a Native American Owned Company, Eighth Generation**

Diploma: A separate copy of the high school diploma must be submitted to Pre K-12 Educational Grant Program. The Education Department cannot access the diploma given to the Enrollment Office.

Camp Fees

Description: Assistance is available for payment or reimbursement of the fees for student registration costs for camp(s). This includes Ho-Chunk Nation sponsored camps. If the student is placed on a waitlist, reimbursement will not occur until proof of acceptance or attendance/participation is provided. We will not make payments on past due or late fees for camps.

***SPENDING MONEY OR ANY OTHER EXPENSES (EQUIPMENT, SUPPLIES) WILL NOT BE COVERED.**

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or Receipt for the cost of the camp
- ☐ Proof of Payment/How fee was paid: Cashed check, CC or Bank Statement (with payer's name on it). A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Camp curriculum/syllabus and/or itinerary/program/brochure
- ☐ Completed W-9 filled out by new vendor (for payment)

SPORT CAMPS

Grades 9-12: All athletic requests will be put on hold for individual review of applicant's high school amateur athletic rules and regulations. To help our reviewing process, it is recommended that applicants include their state's high school athletics association's rules for eligibility and amateur status.

Amateur Status: All state athletic association rules will be reviewed and followed to ensure that student-athletes are in compliance with their state's amateur status for athletic competitions.

WI High School Students (WIAA Rules): "Students must pay 100% of their own expenses, including transportation to any non-school (out-of-season) camps, clinics or specialized training."

State Amateur Rules: A link to the State by State list of Amateur rules is posted on the Pre K-12 Educational Grant Website: **www.Ho-ChunkNation.com/Prek-12**

Appeals: A letter from the State Athletic Association in support of the grant will be accepted. Due to misinterpretations from individual schools, letters from the high school athletic director will not be accepted.

Pre K-12 Educational Grant Guidelines are intended to inform families of state high school regulations. Further investigation for competition in high school and college is the responsibility of the student applicant and parent/guardian.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

College Credit and Correspondence Course Fees/AP Classes

Description: Grants are available for payment and reimbursement of fees for students enrolled in a public or private/parochial school to acquire college credits or high school credits that will be applied towards high school graduation.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Application
- ☐ Copy of current report card
- ☐ Invoice or Receipt for the correspondence course
- ☐ Proof of Payment/How fee was paid. A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for payment)

Higher Education also offers the following resources for college preparation:

- Pre-College advising
- College Access Program offers reimbursement for ACT/SAT, placement testing, placement prep class, college application fees

Ho-Chunk Nation Higher Education Contact Information

Email EducationAdvisors@ho-chunk.com

Web ho-chunknation.com/HigherEd

www.Facebook.com/HCN.HigherEd

Phone (800) 362-4476

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College Preparatory Expense

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

In addition, applicant must contact the Ho-Chunk Nation Higher Education College Access Program to obtain a referral for the use of this grant.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current transcript
- ☐ Receipt of the cost of the examinations, materials, or tutoring
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.

Higher Education also offers the following resources for college preparation:

- Pre-College advising
- College Access Program offers reimbursement for ACT/SAT, placement testing, placement prep class, college application fees

Ho-Chunk Nation Higher Education Contact Information

Email EducationAdvisors@ho-chunk.com

Web ho-chunknation.com/HigherEd

www.Facebook.com/HCN.HigherEd

Phone (800) 362-4476

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College Visit Grant

Description: Assistance is available for payment or reimbursement of the costs for a high school student in public or private/parochial school to visit a college, in anticipation of attendance. In addition, a student must contact the Ho-Chunk Nation Department of Education Higher Education College Access Program to obtain a referral for the use of this grant. Multiple college and universities may be visited. There is a two day, two night maximum.

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card (grades 9-10) or transcript (grades 11-12)
- ☐ Referral letter from the Higher Education College Access Program recommending the use of this grant, along with a worksheet to complete during the trip
- ☐ Copy of registration or proof of test completion for ACT, SAT, or equivalent
- ☐ Tour itinerary from the College/University, as well as proof of attendance
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.

This grant will cover usual expenses associated with travel, including transportation costs (gas and toll costs not included), lodging and meal of the student for the travel day before and the day of the visit. **(2 day, 2 night maximum)**

Receipts to reconcile the trip must be turned in within 14 days of any trip. Failure to do so will put future requests for the student on hold until the trip is reconciled.

Travel expenses allowed for student: airfare, mileage (directly from home address to college address and return); parking fees; shuttles/taxi; hotel for night of a travel day and the visit day.

Higher Education also offers the following resources for college preparation:

- Pre-College advising
- College Access Program offers reimbursement for ACT/SAT, placement testing, placement prep class, college application fees

<u>Ho-Chunk Nation Higher Education Contact Information</u>

Email EducationAdvisors@ho-chunk.com
Web ho-chunknation.com/HigherEd
www.Facebook.com/HCN.HigherEd
Phone (800) 362-4476

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Driver's Education Fees

MAY BE USED ONLY ONCE

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.

The Pre K-12 Educational Grant Program is NOT a party to any contract or agreement made between the parent/guardian and the service provider. Invoices cannot be made out to the Ho-Chunk Nation.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or receipt for payment/cost of the program fees
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Copy of program policy and fee listing
- ☐ Completed W-9 filled out by new vendor (for payment)

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12. Driver's Education must be run through the school district to be eligible for JOM reimbursement.

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Educational Computer Software

Description: Assistance is available for reimbursement of educational software or downloadable subscriptions 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 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or Receipt for payment of appropriate software
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.

Anti-virus software: This grant may include reimbursement only for anti-virus software to be used on computers purchased with Pre K-12 Educational Grant Program (one year at a time).

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Elementary Student (Grades K-5) Computer Grant

Description: Assistance is available for purchase a computer package through the SCR Division; including a printer and software that may be needed for elementary students in public or private/parochial high school.

Computer purchase applications must be submitted by **May 15**. This ensures payment to the vendor can occur before the close of the fiscal year.

Required Information (check off as each is obtained):

- ☐ Completed Pre-K-12 Educational Grant Program Application
- ☐ Choice of iPad or Desktop package for student (See Appendix A)
- ☐ Copy of current report card

Please use Appendix A to choose the computer you would like.

Computer Pick-Up: Computers must be picked up within 20 days of order, or they will be returned to the vendor.

****Please see Appendix A for Computer Request form and submit with the application.**

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. This grant includes regalia made for school-sponsored events (pow wow, cultural presentation, etc.) We do not make payments for past due balances or late fees. **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 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice and Receipt for purchase of necessary equipment
- ☐ A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Letter of acceptance or document proving participation in the activity from a school program or sponsoring organization official
- ☐ Description of activity student is participating in (tournament, sport, dance, gymnastics, etc.)
- ☐ A document from school or coach showing the need for the equipment or supplies *
- ☐ Completed W-9 filled out by new vendor (for payment)
- ☐ For payment, receipts must be provided to the Ho-Chunk Nation Education Department within 30 days of check receipt (i.e. Scheels All Sports, etc.). If receipts are not provided, the parent/guardian will be responsible for reimbursing the Department of Education.

***See Appendix B for proof of participation and equipment recommended**

Traditional/Non-traditional Activities: The activity cannot be a hobby. There must be an instructor, series of lessons, performance, and/or competition associated with the activity. We do not cover equipment and supplies related to non-sporting activities and camps (sleeping bags, sunglasses, hats, sunscreen, towels, basic clothing items, etc.). This grant will also cover regalia made for school events (cultural presentations, pow wows, etc.)

Required Team Uniforms: Reimbursement for required uniforms are limited to 3 tops (i.e. jersey, jacket, and shirt) and 2 bottoms (i.e. shorts, sweatpants). We will provide reimbursement for one jacket or sweatshirt, one t-shirt and warm-up pants.

Grades 9-12: All athletic requests will be put on hold for individual review of applicant's high school amateur athletic rules and regulations. To help our reviewing process, it is recommended that applicants include their state's high school athletics association's rules for eligibility and amateur status.

Amateur Status: All state athletic association rules will be reviewed and followed to ensure that student-athletes are in compliance with their state's amateur status for athletic competitions.

WI High School Students (WIAA Rules): Registration fees may be reimbursed for competition or showcase events. Clothing, equipment, incentives, costs for camps/clinics/instruction, etc. are not allowed.

State Amateur Rules: A link to the State by State list of Amateur rules is posted on the Pre K-12 Educational Grant Website: **www.Ho-ChunkNation.com/Prek-12**

Appeals: A letter from the State Athletic Association in support of the grant will be accepted. Due to misinterpretations from individual schools, letters from the high school athletic director will not be accepted.

Pre K-12 Educational Grant Guidelines are intended to inform families of state high school regulations. Further investigation for competition in high school and college is the responsibility of the student applicant and parent/guardian.

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

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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 traditional/non-traditional activities associated with performance or competition. We do not make payments for past due balances or late fees.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice and Receipt for payment of required fees
- ☐ Proof of Cost of Activity (Brochure, flyer, registration form)
- ☐ A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Letter of acceptance or document providing participation in the activity from a school program or sponsoring organization official *
- ☐ Description of activity student is participation in (tournament, sport, dance, gymnastics, etc.)
- ☐ Completed W-9 filled out by new vendor (for payment)

***See Appendix B for proof of participation and equipment recommended**

Traditional/Non-traditional Activities: The activity cannot be a hobby. There must be an instructor, series of lessons, performance, and/or competition associated with the activity.

Club Memberships (i.e. YMCA): Membership fees will be processed for the student only, not the family. Club memberships will be processed only if student is involved in activities hosted by club (i.e. swimming lessons, basketball leagues, etc.). The Ho-Chunk Nation Health Department has a program to pay for Club Memberships. A letter indicating denial of services is needed before Pre K-12 will reimburse.

Grades 9-12: All athletic requests will be put on hold for individual review of applicant's high school amateur athletic rules and regulations. To help our reviewing process, it is recommended that applicants include their state's high school athletics association's rules for eligibility and amateur status.

Amateur Status: All state athletic association rules will be reviewed and followed to ensure that student-athletes are in compliance with their state's amateur status for athletic competitions.

WI High School Students (WIAA Rules): Registration fees may be reimbursed for competition or showcase events. Clothing, equipment, incentives, costs for camps/clinics/instruction, etc. are not allowed.

State Amateur Rules: A link to the State by State list of Amateur rules is posted on the Pre K-12 Educational Grant Website: **www.Ho-ChunkNation.com/Prek-12**

Appeals: A letter from the State Athletic Association in support of the grant will be accepted. Due to misinterpretations from individual schools, letters from the high school athletic director will not be accepted.

Pre K-12 Educational Grant Guidelines are intended to inform families of state high school regulations. Further investigation for competition in high school and college is the responsibility of the student applicant and parent/guardian.

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Foreign Exchange Travel Student Program

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

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card (grades 6-9) or transcript (10-12)
- ☐ Invoice or Receipt for payment of required fees (late fees and trip insurance are not covered by the grant)
- ☐ Proof of Payment: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A copy of the school/program's foreign exchange or travel policy including a cancellation and refund policy
- ☐ The trip itinerary or program description
- ☐ Documents proving the travel is sponsored by the school
- ☐ **Trip report must be submitted within 14 days of return to the PreK-12 Grant Program and will be placed on file.**
- ☐ Completed W-9 filled out by new vendor (for payment)

Alternative Funding: Applicants must utilize other **funding sources** first. Examples of other funding are local grants, fundraising, activity/program scholarships, Title VII, and JOM.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Graphing or Financial Calculator Purchase

MAY BE USED ONLY ONCE

Description: Assistance is available for the reimbursement of a Graphing or Financial Calculator over the amount of $50.00 for courses where a specialty calculator is specifically recommended by the instructor or in the course description as necessary to complete the course work.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt for the purchase of a specialty calculator
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A document from the school or program listing the need for a specialty calculator

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

High School Student (Grades 9-12) Student Computer

Description: Assistance is available for purchase a computer package through the SCR Division; including a printer and software that may be needed for high school students in public or private/parochial high school.

Computer purchase applications must be submitted by **May 15**. This ensures payment to the vendor can occur before the close of the fiscal year.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Choice of package for student (See Appendix C)
- ☐ Copy of current report card

Please use Appendix C to choose the computer you would like.

Computer Pick-Up: Computers must be picked up within 20 days of order, or they will be returned to the vendor.

****Please see Appendix A for Computer Request form and submit with the application.**

High School Graduation Expenses

MAY BE USED ONLY ONCE

Description: Assistance is available for payment or reimbursement of the costs associated with specific high school graduation expenses from public or private/parochial school. Students must graduate from the school from which they are claiming expenses in order for the expenses to be legitimate. Grant reimbursement is not for an HSED, GED or other high school equivalency standards for graduation.

Allowable Expenses: Graduation pictures, graduation announcements, cap and gown.

Non-Allowable Expenses: Yearbooks, Senior Class apparel, extra cap tassel, class ring

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Receipt for the payment of approved items
- ☐ A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ High School transcript

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ High School Transcript
- ☐ 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 Educational Grant Program will be repaid if the student does not provide a copy of the student's diploma by June 30 of the graduation year
- ☐ Completed W-9 filled out by new vendor (for payment)

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

Additional Orders: Payment/reimbursement for additional senior pictures or graduation announcements will be allowed for the original vendor.

Graduation Requirement for Ho-Chunk trust fund: It is the responsibility of the family and student to verify the completion of the home school program to fulfill their State's graduation requirements.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Home Schooling Support

MUST ENROLL IN A HOME-SCHOOLING PROGRAM BY AGE 18

Description: Assistance is available for payment or reimbursement of costs for required materials/supplies and/or fees related to home-schooling support. The SCR Division will not provide suggestions on a home-schooling program and does not keep a list of programs offered. It is the parent/guardian's responsibility to make this decision. **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 Educational Grant Program Application
- ☐ Copy of current or most recent report card
- ☐ Invoice or receipt for the payment of fees and required materials
- ☐ A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Documentation from the school sponsoring organization listing required fees, materials, and supplies
- ☐ Document from organization listing instructional curriculum and educational 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 applicant's State home schooling laws and standardized testing requirements
- ☐ Completed W-9 filled out by new vendor (for purchase)

Graduation Requirement for Ho-Chunk trust fund: It is the responsibility of the family and student to verify the completion of the home school program to fulfill their State's graduation requirements.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Internet Access Support for Students

Maximum Award: $100/month will be reimbursed per household (July 1 – June 30)

Description: Assistance is available for the reimbursement of the cost of internet access for students in grades K-12. **This grant is limited to only one student through one internet service provider regardless of the number of eligible students in the household. Monthly bills must be paid in full or reimbursement will not be allowed. Applications must be for the same student throughout the entire fiscal year.**

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Proof of Charge: Copy of the bill showing internet fees per month
- ☐ Proof of Dates of Service (month of internet service)
- ☐ Proof of Payment: Receipt for the payment of current internet fees.

Fees not covered: late fees

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Middle School Student (Grades 6-8) Student Computer

Description: Assistance is available for purchase a computer package through the SCR Division; including a printer and software that may be needed for middle school students in public or private/parochial high school.

Computer purchase applications must be submitted by **May 15**. This ensures payment to the vendor can occur before the close of the fiscal year.

Required Information (check off as each is obtained):

- ☐ Completed Pre-K-12 Educational Grant Program Application
- ☐ Choice of package for student (See Appendix B)
- ☐ Copy of current report card

Please use Appendix B to choose the computer you would like.

Computer Pick-Up: Computers must be picked up within 20 days of order, or they will be returned to the vendor.

****Please see Appendix A for Computer Request form and submit with the application.**

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. This does not cover the cost of maintenance, damage or repairs to the instrument. We will not make payments for past due balances. Accounts must be up-to-date for payment requests.

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 Educational Grant Program will deny the request.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current or most recent report card showing band/orchestra or music program participation
- ☐ Copy of Lease/Rental Agreement
- ☐ Invoice or receipt for payment of lease or rental fees
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for purchase)

OR

Required Information for a private or community based music program (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current or most recent report card
- ☐ Letter from conductor OR instructor showing successful progress and attendance
- ☐ Completed W-9 filled out by new vendor (for purchase)

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Musical Instrument Lessons

Description: Assistance is available for payment or 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 Educational Grant Program Application
- ☐ Receipt or invoice for the lessons including the date payment was made
- ☐ Proof of Payment/ How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Lesson plans, schedule, and fee structure
- ☐ Letter from instructor listing credentials for music instruction. Credentials will be accepted case by case basis after review by the Pre K-12 Educational Grant Program staff
- ☐ Completed W-9 filled out by new instructor (for payment)
- ☐ Copy of current or most recent report card showing band/orchestra or music program participation (if in school based program) **OR**
- ☐ Letter from conductor OR instructor showing successful progress and attendance (if in a private or community based music program)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

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, electric guitar with an amplifier, cord, picks, strings, straps, etc.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current or most recent report card showing band/orchestra or music program participation
- ☐ Letter from band teacher proving at least one (1) year of successful participation in a music program
- ☐ Invoice or receipt for instrument purchase
- ☐ Proof of Payment/How fee was paid: Cashed check, CC or Bank Statement (with payer's name on it). A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for purchase)

OR

Required Information for a private or community based music program (check off at each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Letter from conductor OR instructor showing successful progress and attendance
- ☐ Letter from conductor OR instructor proving at least one (1) year of successful participation in a music program
- ☐ Completed W-9 filled out by new vendor (for purchase)

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Musical Instrument Supplies

Description: Assistance is available for purchase or reimbursement of the cost of a musical instrument related supplies. 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 for school based program
(Check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card showing band/orchestra or music program participation and progress
- ☐ Invoice or Receipt for instrument supply purchase
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for purchase)

OR

Required Information for private or community based music program
(Check off as each if obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Letter from conductor OR instructor showing successful progress and attendance
- ☐ Invoice or receipt for instrument supply purchase
- ☐ Completed W-9 filled out by new vendor (for purchase)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Out of State/Overnight Travel Student Program Fees

Description: Assistance is available for payment or reimbursement of fees for student participation in 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 trip fees.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or receipt for the payment of fees
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A document from the school listing the out of state/overnight travel fee requirement (late fees and trip insurance are not covered by grant)
- ☐ A document from the school listing the cancellation and refund policy
- ☐ A document from the school with the trip or program description
- ☐ Documents proving the travel is sponsored by the school
- ☐ A copy of the trip itinerary
- ☐ Completed W-9 filled out by new vendor (for payment)

Alternative Funding: Applicants must utilize other **funding sources** first. Examples of other funding sources are local grants, fundraising, activity/program scholarships, Title VI and JOM. If fundraising is an option, only ½ of the total amount due will be paid. The remaining funds will be paid after all fundraising has been completed. A separate application must be submitted for the remaining funds due.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

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, computer repairs, late fees, or fines.**

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt for the payment of fees
- ☐ Proof of Payment/ how fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A document from the school listing the required fees

Examples: field trips, registration, class fees, computer fees, laptop insurance fees, etc.

Johnson O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

School Meal Costs/Fees

Description: Assistance is available for payment or reimbursement of the cost of school breakfast, lunch and milk purchases for students in public and private/parochial school. If a school uses family accounts, verification may be needed to show the specific names using the lunch account.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Proof of payment to school lunch program and/or milk purchases; must show name of student applicant on account
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A letter of denial or ineligibility for the school free lunch program
- ☐ Completed W-9 on file

Proof of Payment: This can include receipts signed by a school agent, cancelled checks from the bank, or email from the school assuring payment was made to student's account.

Johnson-O'Malley: All reimbursement requests must go to their area JOM (if available in the area) before being reimbursed by Prek-12.

Cost Calculation: The maximum amount for school meal costs/fees will be calculated as 180 school days multiplied by the school lunch cost, breakfast cost, or milk cost. (Example: 180 days x $3.95 (lunch) = $711.00)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

School Supply Purchase Pre K-5

Description: Assistance is available for the reimbursement of school supplies for students in Pre K through grade 5 and enrolled in public or private/parochial school. We will not reimburse for items purchased in bulk quantity or basic clothing items.

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt for the purchase of school supplies
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A document from the school listing required supplies-we will not reimburse for items not on the list
- ☐ Headphones purchase limited to $30.00 (we will not cover Airpods, Beats Headphones, etc.)
- ☐ Gym Shoe purchase limited to $125.00
- ☐ Students are allowed one pair of gym shoes and a backpack from July – December, and an additional pair and backpack from January – April of each school year.

Johnson-O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12. Duplicates will not be reimbursed. If a student received school supplies and/or a backpack from a local JOM event, he/she will not be reimbursed for those items through PreK-12. Items purchased will be cross-referenced with JOM issued school supplies

Care of receipts: Please do not use tape on original receipts because the adhesive erases ink. All items for reimbursement but be clear and easy to read, including description, code, and price. We will not reimburse items we cannot read. When photocopying a long receipt, overlap the listed items so we can prove the photocopy is complete. **Do not highlight, or write on the original receipt. If the receipt is being used for multiple students, please detail which item is for which student.**

Proof of Payment: The receipt must have the store name, date of purchase, and all entries must be legible. Shipping invoices are not considered proof of payment.

Public School Uniforms: Reimbursement for school required uniforms are limited to 3 tops (i.e. polo, blouse, sweater) and 3 bottoms (i.e. skirts, shorts, pants).

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

School Supply Purchase Grades 6-12

Description: Assistance is available for the reimbursement of school supplies for students in grade 6 through grade 12. We will not reimburse for items purchased in bulk quantity or basic clothing items. This grant does cover gym uniforms and 1 pair of gym shoes.

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt for the purchase of school supplies
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Headphones reimbursement is limited to $30.00 (we will not cover Airpods, Beats Headphones, etc.)
- ☐ Gym Shoe purchase limited to $175.00
- ☐ Students are allowed one pair of gym shoes and a backpack from July – December, and an additional pair and a backpack from January – April of each school year.

Johnson-O'Malley: All reimbursement requests must go to their area JOM Committee (if available in the area) before being reimbursed by Prek-12. Duplicates will not be reimbursed. If a student received school supplies and/or a backpack from a local JOM event, he/she will not be reimbursed for those items through PreK-12. Items purchased will be cross-referenced with JOM issued school supplies

Care of receipts: Please do not use tape on original receipts because the adhesive erases ink. All items for reimbursement but be clear and easy to read, including description, code, and price. We will not reimburse items we cannot read. When photocopying a long receipt, overlap the listed items so we can prove the photocopy is complete. **Do not highlight, or write on the original receipt. If multiple student purchases are on the receipt, please detail which item is for which student.**

Proof of Payment: The receipt must have the store name, date of purchase, and all entries must be legible. Shipping invoices are not considered proof of payment.

School Uniforms: Reimbursement for school required uniforms are limited to 3 tops (i.e. polo, blouse, sweater) and 3 bottoms (i.e. skirts, shorts, pants).

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Special Education/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 do not cover mental health services or medications.**

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 need 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 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or Receipt for fee(s) including what therapy/therapies will be or had been received
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Document stating the expected and achieved outcomes
- ☐ A letter from a physician and/or other supporting medical/behavioral professional verifying disability and the need for special therapy
- ☐ Copy of student's Individual Education Plan (IEP) showing need for programs or materials
- ☐ Document stating the school's efforts to fulfill IEP directives
- ☐ Completed W-9 filled out by new vendor (for payment)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Specialized Learning Programs or Materials

Description: Assistance is available for the payment or reimbursement of costs associated with specialized 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.

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 need 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 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt or invoice for the payment of special needs program or Talented and Gifted program testing/evaluation costs
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for payment)
- ☐ A letter from a physician or other medical/behavioral 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 other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Student Assistive Technology Cost

Description: Assistance is available for the purchase or reimbursement of costs for assistive technology for students with disabilities in public or private/parochial school.

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 need 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.

"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 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or Receipt for purchase of assistive equipment
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Letter from a physician and/or other supporting behavioral or medical professional verifying disability and need for assistive equipment
- ☐ Letter from school verifying student's need for assistive equipment
- ☐ Copy of student's Individual Education Plan (IEP) showing need for programs or materials
- ☐ A letter from the parent/guardian detailing the schools effort to fulfill the IEP directives. Completed W-9 filled out by new vendor (for purchase)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Summer School Course Fee

Description: Assistance is available for the payment or reimbursement of fees for students to achieve grade level (grades 6-8) or acquire credits in a core subject that is required for high school graduation from a public or private/parochial High School (grades 9-12). **This grant will not fund requests 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.**

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Receipt or invoice for the cost of summer school courses
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A document from the school or program accepting the student into summer school program
- ☐ Copy of the transcript audit and class schedule demonstration the courses taken will satisfy the deficient grade level knowledge or course credits
- ☐ A letter of support from a school district or other responsible educational officer stating the need for summer school courses for grade level knowledge or graduation
- ☐ Extended School Year Programs also need:
    - Copy of student's Individual Education Plan (IEP)
    - Copy of the School District's cost sharing contribution
- ☐ Completed W-9 filled out by new vendor (for payment)

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational 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 (school year comparable to local school district). This grant will include students, ages 1-2 years old, who are participating in a Ho-Chunk language-based curriculum (ex. Hocak E Cooni). **DAY CARE EXPENSES ARE NOT COVERED UNDER THIS GRANT.**

Required Information (check off as each are obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Invoice or receipt from the school for costs of pre-school tuition and a copy of fee schedule from the school describing the rate per hour
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ A copy of the curriculum/syllabus and pre-school schedule must be provided
- ☐ A copy of the facility's state license
- ☐ Complete W-9 filled out by new vendor (for payment)
- ☐ If financial assistance is offered through the school or outside entities, parents must apply before submitting to the PreK-12 program.

***The Ho-Chunk Nation is the "payer of last resort". Therefore, applicants must seek assistance from other funding sources, such as their area Johnson-O'Malley Program or program scholarships, prior to applying for the Pre K-12 Educational Grant Program ***

Tuition Fees – Private/Parochial School

Description: Assistance is available for the payment of tuition and/or reimbursement of the costs for students to attend a licensed private/parochial school. These costs include tuition, registration, books, school uniforms, field trips, 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 years.

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Invoice or receipt from the school for costs of school tuition and registration fees
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Copy of the Curriculum/syllabus
- ☐ Copy of the school's accreditation
- ☐ Completed W-9 filled out by new vendor (for payment)
- ☐ If financial assistance is offered through the school or outside entities, parents must apply before submitting to the PreK-12 program

Graduation Requirement for Ho-Chunk trust fund: It is the responsibility of the family and student to verify the completion of the Private/Parochial School curriculum to fulfill their State's graduation requirements.

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Tutorial Assistance Fees

Description: Assistance is available for payment or reimbursement of fees for students to receive tutoring from an accredited tutoring service or provider, a tutor recommended by a teacher, or college students 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 agreements or contract language, terms, conditions or delivery of tutorial services or attendance by the students.

Contracts must have the following for grant consideration: a start date as well as a detailed rate of pay, hours of service, tutoring site location, refund policy, and cancellation policy.

The Ho-Chunk Nation Pre K-12 Educational Grant Program will only pay for service delivered, not expected; meaning 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 Educational 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. Invoices cannot be made out to the Ho-Chunk Nation.

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

- ☐ Completed Pre K-12 Educational Grant Program Application
- ☐ Copy of current report card
- ☐ Copy of the contract or agreement for tutoring services
- ☐ Copy of the curriculum and tutoring schedule
- ☐ Copy of the tutor/tutoring services credentials
- ☐ Receipt or detailed invoice for payment of services rendered
- ☐ Proof of Payment/How fee was paid: A physical receipt or the credit card or bank statement showing the transaction and account holder's name.
- ☐ Completed W-9 filled out by new vendor (for payment)

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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 Hoocąk speaker. All curriculums and assessments will be reviewed by HCN Language Division; learning projects such as cooking, sewing, hunting, or singing are encouraged. Once reviewed, the Hoocąk speaker will provide a schedule of lessons and activities for eight weeks. An attendance sheet will be provided at the end of the 8 weeks to show attendance of 3-5 hours per week per student.

Cohort groups of 2-5 Hoocąk enrolled school-aged students may be formed at locations, such as Youth & Family Services and Branch Offices. Depending on the size of the cohort group and level of fluency, the instructor honorarium may range from $25-$35 per hour per cohort group.

Examples: 1 student = $25/hour

2 students = $30/hour

3+ students = $35/hour

Payments will be processed when applications, invoice, and sign in sheets are submitted.

Current Hoocąk language instructors may be eligible for this grant if the Pre K-12 students are not participating in the Hoocąk language instructor's existing program. This cannot be part of their normal job duties or work hours.

Adjustments to this grant may occur to better assist our communities in learning our Ho-Chunk Language.

The Pre K-12 Educational Grant Program is NOT a party to any contract or agreement made between the parent/guardian and the service provider. Invoices cannot be made out to the Ho-Chunk Nation.

Required Information (check off as each is obtained):

- ☐ Completed Pre K-12 Educational Grant Program Application; each member of the cohort must submit an application
- ☐ Copy of current report card
- ☐ Invoice or receipt from the language instructor for the cost of tuition and/or registration fees
- ☐ Copy of the curriculum and learning projects, along with the class schedule, and location proposed by the instructor
- ☐ A letter from a parent/mentor agreeing to provide support to the student (i.e. transportation, language review time)
- ☐ Completed W-9 filled out by new vendor (for payment)

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Ho-Chunk Nation Education Department
Pre K – 12 Grant Program
(715)284-4915

Elementary School (K-5) Computer Request Form– Appendix A

When ordering a computer through the Ho-Chunk Nation Prek-12 Grant Program, please complete this form. This will ensure expedited processing time on the computer orders.

Type of Computer and size (Circle One):

1. Apple iPad (11") with 2-year warranty with Apple Pencil and Otterbox Case

   Total Cost of iPad Package = $1433.00

2. Desktop: Dell Pro Micro Desktop Computer: AMD Ryzen 5, 8GB, 256GB SSD, 24" monitor

   Total Cost of Desktop Package = $1522.00

All Accessories Included with computer packages:

Microsoft Office 2024 Home and Business Software

Printer

PRICES ARE SUBJECT TO CHANGE

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Ho-Chunk Nation Education Department
Pre K – 12 Grant Program
(715)284-4915

Middle School (6-8) Computer Request Form– Appendix B

When ordering a computer through the Ho-Chunk Nation Prek-12 Grant Program, please complete this form. This will ensure expedited processing time on the computer orders.

Type of Computer and size (Circle One):

1. Dell Pro 14" Notebook- Full HD, 60Hx, Intel Core 5, 256 GB SSD, and 3-year extended warranty

   Total Cost of Laptop Package = $1495.00

2. Dell Pro QCS1250 Desktop Computer – Intel Core i5, 16GB, 512 GB SSD, 24" Monitor

   Total Cost of Desktop Package = $1778.00

All Accessories Included with computer packages:

Microsoft Office 2024 Home and Business Software

Printer

PRICES ARE SUBJECT TO CHANGE

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Ho-Chunk Nation Education Department
Pre K – 12 Grant Program
(715)284-4915

High School (9-12) Computer Request Form- Appendix C

When ordering a computer through the Ho-Chunk Nation Prek-12 Grant Program, please complete this form. This will ensure expedited processing time on the computer orders.

Type of Computer and size (Circle One):

1. Lenovo ThinkBook 16 G7=16" touchscreen, AMD Ryzen 5, 16GB, 512 GB SSD with 3-year extended warranty

   Total Cost of Lenovo Laptop Package = $1632.00

2. Samsung Galaxy Tab Active 5 Pro Tablet-10.1", Gen 3 (Green) with 3-year extended warranty

   Total Cost of Samsung Tablet Package = $1417.00

All Accessories Included with computer packages:

Microsoft Office 2024 Home and Business Software

Printer

PRICES ARE SUBJECT TO CHANGE

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Proof of Student Participation and Equipment Needed- Appendix D

Student Name: _____

Sports/Activities: _____

Team Name: _____

This confirms that the above student is participating in the listed sports and/or activities.

The following equipment is recommended for participation:

_____

_____

_____

_____

_____

_____

Coach Information:

Name: _____

Contact Number: _____

Email Address: _____

Coach's Signature: _____ Date: _____

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