



Ninilchik Traditional Council  
Tribal Services Department  
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Date \_\_\_\_\_

Dear \_\_\_\_\_,

Ninilchik Tribe's General Assistance Program is temporary aid for Alaska Native and American Indians for basic essential needs when no other Federal, State or local resources are available.

Attached is the General Assistance Program application. It is the applicant's responsibility to provide all supporting documentation required in the application. The applicant's responsible for setting an appointment with the case manager to create an Individual Self-Sufficiency Plan (ISP) needed to complete the application.

If you have additional questions about the program or the General Assistance application, don't hesitate to get in touch with me at the phone number(s) or email address above.

Sincerely,

Elise Weber  
ICWA Specialist  
Ninilchik Tribe

## General Assistance Application Checklist

Requirement	NOTES:
Application fully completed, signed with all supporting documentation.	
Proof of Tribal Enrollment, CIB or Tribal enrollment card.	
State of Alaska ID or ADL	
Release of Information – signed.	
Proof of Residence in Service Area, invoice, bill with physical address.	
Work Search Document, 12 work searches completed with documentation.	
Employment Verification	
End of Employment Statement	
Medical Exempt Form – completed by physician	
Unemployment Determination – APPLICANT OBTAINS THIS DOCUMENT.	
Proof of Insufficient Resources – rent/utility receipts, pay stubs, UE denial, phone receipts.	
Copy of most recent bank statement.	
Landlord Shelter Statement signed and dated by landlord.	
Native Dividend Verification – applicant provides fax & contact numbers.	
Right to Appeal	
Individual Self Sufficiency Plan or Case Plan created for each household member with NTC caseworker.	

NTC Caseworker Requirements:	Comments:
Fax Public Assistance Verification	
Fax Native Corp Verification	
Child Support Confirmation – CSSD	
Call/verify work searches	
General Assistance Calc Worksheet	
Check Request & Check Request Memo	
Copy of GA Check w/signed receipt of check	
Contact Log Updated	

