



**Bois Forte
Reservation Tribal council
13090 Westley Drive Dr.
Nett lake, MN 55772
(218) 757-3124 fax (218) 757-3126**

Direct Employment program

Direct Employment Guidelines

Eligibility will be determined by the following criteria:

1. Must be an enrolled member of the Bois Forte Band of Chippewa.
2. Must reside in St. Louis, Koochiching or Itasca Counties.
3. Must apply for services within **30 days of original hire.**
4. The amount of financial assistance will be based on the verified need. (Not to exceed \$400.00)
5. Letter stating need must accompany this application.
6. All eligible applications must be completed prior to services.

No cash payment will be made to participant. Those applicants that are full time employees will receive a maximum amount of \$400.00. Permanent part-time employees will receive a pro-rated amount based upon the maximum amount set for full time employees and number of hours worked as indicated by supervisor completing the Employment Verification Form. On call employees will receive a flat rate of \$100.00. (Employment Verifications are included in application).

The program will help with uniforms, work clothing, work boots/shoes, tools, gas, auto expenses (excluding routine maintenance, cosmetic repairs and/or loan payments), and childcare. Payments will be issued in the form of a purchase order or direct payment to the provider of services. If asking for assistance with childcare please provide a statement including full name of provider, address, and childcare rate. A W-9 form will also be required from the childcare provider.

To apply for Direct Employment:

1. Have employer fill out **Verification of Employment** form.
2. Write a short **Statement of Need** that includes what you need assistance with.
3. Return **application, verification, and statement of need** to the WIOA office for determination of eligibility.



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Application for Direct employment

Application Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Social Security No: _____/_____/_____ Telephone No. () _____

Date of Birth: _____ Age: _____ Gender: ____ M ____ F

Have you ever participated in the Direct Employment Program?

No _____

Yes _____ Yes, if so, when? _____

The type of assistance you are applying for: (Check all that apply)

- ◇ Work clothing
- ◇ Work/Winter boots
- ◇ Tools
- ◇ Gas
- ◇ Auto Expenses
- ◇ Childcare



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Statement of Need Form

Position you were hired for: _____

Are there special clothing or tool requirements for your job? _____ Yes _____ No

Please list what is required for your position. For example: Black dress slacks, black shoes, winter boots, thermal underwear, hat, gloves, safety glasses, etc. Please be specific in listing what you need or require. You will only be able to purchase the items on the purchase order.

Note: A valid driver's license must be provided for any auto related requests.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Which store would you prefer to use:

- ◆ Herberger's
- ◆ L & M Supply
- ◆ Other (Please specify) _____

If you do not require clothing or tools and wish to use Direct Employment for car repairs, childcare, or other such bill, please write a short statement below describing your need and include a copy of the invoice and address where payment can be made.

Signature

Date