

Shoshone-Bannock Tribes
477 Human Services Department
 PO Box 306
 Fort Hall, ID 83203
 Business Located at 385 Bannock Trail Road (Old Casino Building) in Fort Hall

Application for Services Guide

IMPORTANT INFORMATION – PLEASE READ!
 Keep this document for future reference

Welcome! We hope everyone is doing well and staying safe. The 477 Human Services Department (477 HSD) application process has changed to protect the safety of applicants and workers while continuing to deliver services. The office is open, but due to the mask mandate, all visitors must wear a mask if you plan to visit the office. Program staff may meet with people if you call ahead to make an appointment. Due to the uncertainty of the virus, tribal offices may close without notice. For updated information, please like the Shoshone-Bannock Tribes facebook page for any updates.

Service Priorities and Application Review Schedules	
September through October	In the months of September and October the department will only process applications for:
	1) Elders over 62 years of age and documented disabled individuals
	2) Emergencies will be evaluated on a case-by-case basis
	3) Higher Education Scholarship and Vocational Education applications whose deadline is October 1st
November	In the month of November, the department will be processing applications for:
	1) Elders over 62 years of age and documented disabled individuals
	2) Low-Income households with children 0-17
December	We will start reviewing all regular applications
January	All applications will be processed in order of date received (until funding is depleted)

2023 Updates – The new fiscal year (FY23) starts on October 1 2022. All persons seeking services from the Consumer Service Program (CSP) must update their application starting October 1st. Current 477 students, trainees TANF or GA participants only need to update their application if applying for CSP services (energy assistance, Tribal Member support services, or other assistance) or for TANF/GA re-certification.

How to Submit documents – There are many ways to submit your application and/or documents.

- Email to Wynona Boyer at wboyer@sbtribes.com or 477HSD@sbtribes.com
- FAX to (208) 478-3845
- Regular mail to: Shoshone-Bannock Tribe 477 HSD, PO Box 306, Fort Hall, ID 83203
- In person – drop off paperwork at the drop box located outside of our office building (Old Casino) in Fort Hall
- UPS/FedEx/Other at Shoshone-Bannock Tribes, Attention 477 HSD, 85 W Agency Rd., Building 82, Fort Hall, ID 83203.

Complete the Application For Services

The Application for Services is attached. This application only covers 477 and Consumer Service program services. Complete all items on the application and sign it; also sign the Release of Information. If you have a co-applicant, please have them also sign the application and Release of Information. **Submit the following documents with your application:**

For you and each person in the household submit:

- 1) Personal Identification, birth certificate, other legal identification
- 2) Tribal ID Card or other valid document, and
- 3) Social Security Card.

If you applied in the past 2 years, you do not need to resubmit IDs. If you have new people in your household submit their IDs and social security card.

Proof of Residency - Proof of residency is required! Provide a recently dated utility bill, rent receipt, or a bill or letter that lists your name and your physical address or mailing address.

Verification of Income - provide wage or earning statement(s) or proof of benefits or resources such as food stamps, social security, or other income or resources for the all persons in the household. If you do not have income, on Page 3 of the application explain how you cover food, shelter and utilities and sign and date the form.

Selective Service Registration - ONLY required for male applicants 18+ who are seeking education, employment or training services.

For your request - attach the bill, invoice or quote.

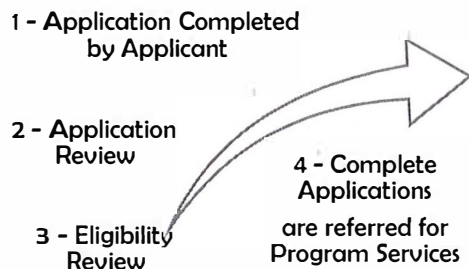
TANF Cash Assistance Applicants - In addition to the above, for the child or children you are seeking TANF cash assistance for, submit their:

- o Birth Certificate
- o Tribal Identification or Certificate of Enrollment
- o Social Security Card
- o Immunization Records for each child
- o Verification of School Attendance (for each child in school)
- o Verification of Custody of child or children

GA & TANF Applicants – When your application is complete, you will be contacted for an Intake Appointment. **Make sure you have a working phone number.** If your application is incomplete, you will receive a letter at the address you listed on the application. The program has up to 45 days to review TANF applications and 30 days for GA. If you do not hear from us, please contact the office.

Vocational Rehabilitation – For Vocational Rehabilitation services, you must complete a separate application. If you come to the building, you may call them and they will bring one out to you or contact them for other options. Voc-Rehab contact numbers are: Murray - (208) 236-1028 / Tracy - (208) 478-3851 / Candace – (208) 478-4050 / Otter – (208) 478-3978

Application Process - Once application is received, it has to be entered in the computer, reviewed and referred to the program for a decision on your request(s).



Incomplete Applications – If your application is incomplete meaning you did not complete a portion of the application, signature(s) missing, or did not provide ID’s, verification of residency and income, you will be contacted to provide the needed documents. If we are unable to contact you by phone, a letter will be sent to your mailing address. The application will remain at the front desk until it is complete.

Business Hours. Hours of operation are Monday through Friday from 8:00 am to 5:00 pm except for tribal or federal recognized holidays. For the remainder of 2022, the Tribe will be closed on these recognized holidays: Indian Day – Friday, September 30th Veteran’s Day – Thursday, November 11th; Thanksgiving – Wednesday, November 24th (starting at 12pm) and all day Thursday, November 25th; Native American Heritage Day – Monday, October 10th, Veteran’s Day-November 11th; Thanksgiving November 23rd from 1:00pm-5:00pm and November 24th; Native American Heritage Day-November 25th; Christmas Eve Day – December 23th; and Christmas Day – December 26th.

Department Directory

Consumer Services

Wynona Boyer	Administrative Representative	(208) 478-3898
Dustin Davis	Consumer Services Manager	(208) 478-3709
Jacki Wynn	Budget Counselor	(208) 478-3984
Michelle Friday	Payment Coordinator	(208) 478-3738

- wboyer@sbtribes.com
- ddavis@sbtribes.com
- jwynn@sbtribes.com
- mfriday@sbtribes.com

477 Program Services (Education, Employment, Training, TANF and GA)

Lori Pahvitse	477 Director	(208) 478-3737
Michelle Figueroa	TANF/GA Manager	(208) 478-3861
Ida Broncho	477 MIS Officer	(208) 478-3975
Debbie Dixey	TANF MIS Officer	(208) 478-3708
Luwana Skunkcap	Case Manager	(208) 478-3985
Jami Moss	Higher Ed Case Manager	(208) 478-3760
Nadine Auck	Case Manager	(208) 478-3767
SallyAnne Jack	Case Manager	(208) 478-3739
Marina Fast Horse	Case Manager	(208) 478-3974
Ferdinanda Shay	Case Manager	(208) 478-3855
RoseAnn Abrahamson	ABE/GED Instructor	(208) 478-3883
Johanna Whiteplume	Employment Specialist	(208) 478-3982
Jessica James, M.A.	Education Program Manager	(208) 478-3851
Lacey Whelan	Project Cord/Record Tech.	(208) 478-3712

- lpahvitse@sbtribes.com
- mfigueroa@sbtribes.com
- ibroncho@sbtribes.com
- ddixey@sbtribes.com
- skunkcap@sbtribes.com
- jstevenson@sbtribes.com
- nauck@sbtribes.com
- sjack@sbtribes.com
- mfasthorse@sbtribes.com
- feshay@sbtribes.com
- rabrahamson@sbtribes.com
- jwhiteplume@sbtribes.com
- jjames@sbtribes.com
- lwhelan@sbtribes.com

Vocational Rehabilitation

Ramona Medicine Horse	Director, Voc-Rehab	(208) 478-4052
Candace Racehorse VR Sr.	Sr.Counselor	(208) 478-4050
Murray Gonzalez	Administrative Assistant	(208) 236-1028
Otter Goggles	Employment Specialist	(208) 478-3978
Tracy Cree	Outreach/Budget	(208) 478-4051

- medicinehorse@sbtribes.com
- cracehorse@sbtribes.com
- mgonzalez@sbtribes.com
- ogoggles@sbtribes.com
- tcree@sbtribes.com

Tribal Youth Education Program (TYEP) – Education services for youth in grades K-12.

Dana Hernandez	Manager, TYEP	(208) 478-4014
Patricia I Johonson	Student Support Specialist	(208) 237-1680
Juanita Farmer	Liaison, (grades K-6)	(208) 478-3980
Kendra Benally	Liaison, (grades 7-12)	(208) 478-4092
Louida Benally	After School & Summer Enrichment Coordinator	(208) 478-4018

- danahernandez@sbtribes.com
- pjohnson@sbtribes.com
- jfarmer@sbtribes.com
- kebenally@sbtribes.com
- lbenally@sbtribes.com

Adult Protection Services

Marcia Hall	Elderly Protection Worker	(208) 478-4076
Velda Evening	Elderly Adult Protection	(208) 478-4076

- mhall@sbtribes.com
- vevening@sbtribes.com