
CAREER SERVICES

The Career Services program is for Youth and Adult Native Americans whose family income meets the Federal poverty income guidelines and are enrolled with a Federal Recognized Tribe. Participants must reside within the townships of Bartelme or Red Springs, excluding Middle Village and including the villages of Bowler and Gresham. Applicants may be eligible for Adult Education, Work Experience, Supportive Services, and other Tribal Services as described below.

◇ APPLICANT'S RESPONSIBILITIES

Applicants who wish to be considered for Stockbridge-Munsee Career Services funds are **required** to have the following documents completed and on file prior to receiving assistance. The Department reserves the right to request such other documents as are needed to determine eligibility and implement services.

- Stockbridge-Munsee Education, Employment, and Training Application
- Income Verification
- Copy of Social Security card
- Copy of tribal enrollment card and
- if applicable, proof of registering with Selective Services
- Employability Development Plan (EDP)
- Proof of Residency

◇ ADULT EDUCATION

The Adult Education is intended to:

- Provide onsite GED tutoring/instruction.
 - Improve reading, math, and writing skills
 - Prepare for future work (resume writing, etc.)
 - Prepare for future training
- Covers the fee for taking the 5 GED tests off-site. However, **retests** for GED are not funded.

◇ WORK EXPERIENCE

The work experience (WEX) activity is intended to assist clients in gaining experience to develop work ethic and utilizing skills obtained through a training program, reestablish a work history after a period of not working, and sampling to find out interest areas.

- The amount of the assistance is determined according to work experience or occupational skills need, but is not to exceed \$3,500 per participant in a calendar year.
- Work experience is not a relief solution to personal financial stress, unemployment solutions due to situations such as walk-offs, terminations, etc., and/or an alternative to a job that is currently held.
- Before a participant begins a WEX activity it must be determined an appropriate activity for the participant. The participant must have a clear understanding about the activity.
- Assistance will be given to the participant in recognizing barriers or issues that may arise during the assigned activity. Some barriers may include, but are not limited to: Substance abuse issues that need to be resolved, child care planning, previous employment history (was there a walk off), and lack of transportation.
- Availability is dependent upon applicant need and potential employers' ability to provide employment for the applicant. It is our responsibility to find an employer that will be suitable for your experience.
- Repeating applicants must wait one calendar year from the date of withdrawing or completing the program before eligible to receive assistance.
- Employers, who do not hire a placed participant, without documented cause and communication with our office, must wait one calendar year from the date of separation before eligible to receive another participant.
- Participant must be prepared to complete the training and accept employment, if available, after the training period.

◇ SUPPORTIVE SERVICES

Assistance with work-related requirements such as gaming licenses, work clothes, tools, or commercial driver's licenses.

- In addition to a completed application, the applicant must provide proof of employment and need by submitting the verification of employment form certified with the Employer/Supervisor's signature.
- The amount of the assistance is determined according to actual need but is not to exceed \$250 per participant in a calendar year.
- Participants must complete at least 480 working hours of employment after receiving assistance. If participant voluntarily leaves the place of employment or is terminated from the job before completing at least 480 working hours of employment, he/she

will be required to repay the amount received. Repayment will be pro-rated to reflect credit for the actual hours worked.

◇ OTHER TRIBAL SERVICES

Career Services

- ⇒ career counseling
- ⇒ job search
- ⇒ employment assistance

Youth Employment

The youth employment program is a year round program for at risk Native American youth which focuses on leadership development opportunities that encourage responsibility, employability, and other positive social behaviors for youth ages 14-21.

- The youth are monitored and guided to ensure the youth are being as successful as they can be.
- The amount of hours per week is determined by the program specialist for hours worked at worksite and participation in our skills building workshops. However, hours are not to exceed 30 hours per week or a total of 315 hours in a federal fiscal year.
- Educational goals and plan must be met to continue in the program.

Summer Youth

Summer youth is a short-term program that includes skill building workshops and work-experience components for Stockbridge-Munsee enrolled youth between the ages 14-18.

- Up to 80 hours in a specified time frame for hours worked at worksite.
- Stockbridge-Munsee Direct descendants may participate on a space available basis, chosen by lottery.
- Applications are available in the spring at Bowler and Gresham schools and the Education Department. Participants are paid a stipend at the end of the program.