



ADULT VOCATIONAL TRAINING APPLICATION



208 Hardee Street West, Anadarko, OK 73005
jdoyebi@kiowatribe.org | highereducation@kiowatribe.org
Main Line: (405)638-3044 | Office: (580) 654-5324
Applications are accepted via drop off, mail, or email.

The **AVT Program** is designed to provide financial assistance for Kiowa members who are attending/will attend vocational school. AVT students may receive funding for tuition, books, fees, and a bi-weekly subsistence allowance at a fixed rate.

ELGIBILITY REQUIREMENTS:

Client

- **18 years or older**
- **Enrolled Kiowa**
- **Live within the Jurisdiction** (see next page)
- **Have high school diploma or GED**

Client's School

- **Must be accredited**
- **Program must lead to certificate or license** (no hobby programs)
- **Does not need to be within Jurisdiction**

If you determine that you are eligible for the Adult Vocational Training Program, please fill out this application according to the checklist below. **Take care to fill out each page completely and try not to leave blanks.** If you have any questions about the application, please contact our office with the info above.

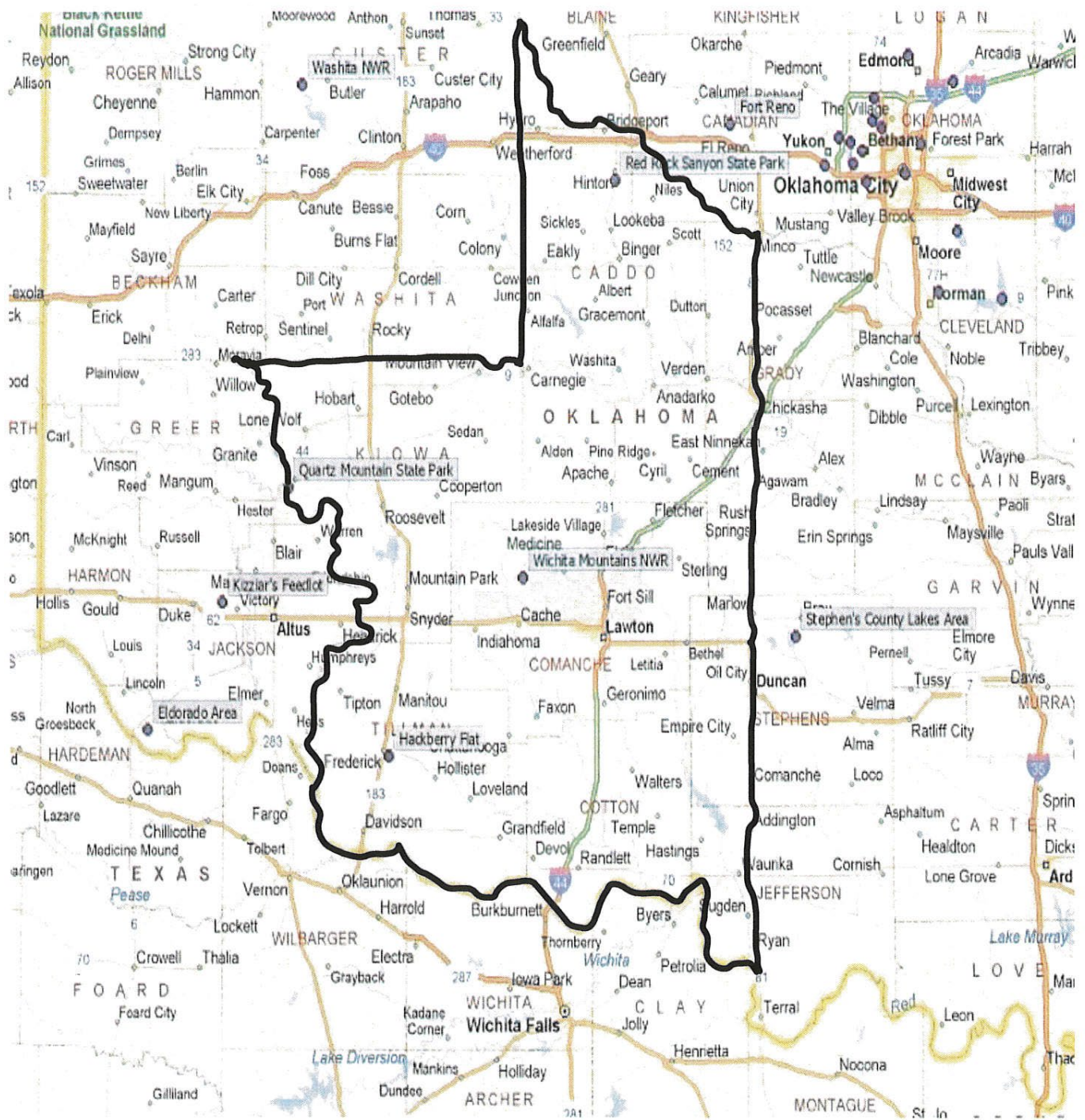
APPLICATION CHECKLIST:

- **Application (Page 1)**
- **Privacy Act (Page 2)**
- **Dependent Info./Personal Refs. (Page 3)**
- **Statement of Understanding (Page 4)**
- **FERPA (Page 5)**
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- **Individual Self Sufficiency Plan (Pages 7-8)**
- **Financial Needs Analysis (Page 9)**
- **Copy of CDIB**
- **Copy of Social Security Card**
- **Copy of HS Diploma or GED**

It is the client's responsibility to make sure ALL documentation for their application is complete.
The Kiowa Tribe AVT Program does **NOT** have a deadline, and students may apply before or during their program. However, an application cannot be processed until all documents are turned in.

The JPT Specialist will process complete applications within 5 days of receiving it.

Kiowa Tribe JPT Jurisdictional Boundary



PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

1. The authority for solicitation of the information on this form is 25 U.S.C. 13(42 Stat.208) and P.L. 84-959(70 Stat.986) as amended by P.L. 88-230(77 Stat.471, 25 U.S.C.309).
2. Disclosure of the requested information by the applicants is voluntary, but required to obtain benefit.
3. The purpose of collecting this information is to determine your eligibility for services.
4. The routine use of this information is by Kiowa Tribe Job Placement & Training Program to evaluate your request for assistance. Parts or all of the information in your application will be provided to employers who are considering you for employment.
5. Failure to provide the requested information may result in a delay or denial in receiving program assistance.

I have read the above statement. I hereby provide the requested information and authorize the use of such information to the extent of the uses specified in the statement. I also agree that all the information is true to the best of my knowledge and any misrepresentation of information given in this application could be construed as fraudulent and may affect my assistance.

Applicant Signature

Date

Program Staff Signature

Date

FOR PROGRAM USE:

I certify that _____ Has ___ Has Not (Check one) met the requirements for Direct Employment Assistance and therefore ___ Is ___ Is Not (Check one) eligible to receive benefits.

Recommended by: _____
Program Staff Title Date

Approved by: _____
Program Director Date

DEPENDENTS ACCOMPANYING APPLICANT

Name

Date of Birth

Grade

PERSONAL REFERENCES

(Please list at least 1 reference)

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____



**KIOWA TRIBE JOB PLACEMENT & TRAINING
ADULT VOCATIONAL TRAINING PROGRAM
STATEMENT OF UNDERSTANDING**



I _____ (Print Name), do hereby affirm that I will abide by rules and regulations of the Kiowa Tribe Job Placement & Training (JPT) Program as follows:

1. I understand that it is up to me to be in class every day, and abide by the rules and regulations set forth by your school to include: **attendance; personal behavior; grades; and living arrangements**. I further understand that I shall attend training as I would a job. If I am absent and the Kiowa Tribe JPT Program determines that the absence is not justified, **subsistence will be deducted for that day**.
2. I understand that I am on a program that allows up to 24 months to complete. However, this does not necessarily mean I have 24 months to complete training. **EXAMPLE:** If any course of training is 12 months in duration, I will be allowed 12 months to complete. If my training is interrupted by circumstances beyond my control, **“INTERRUPTED STATUS”** arrangements can be made with the JPT Program, and the training time can be adjusted accordingly. Otherwise, I will be expected to complete training in the **original time allotted for completion of the course**. Length of training will not be extended to make up time for unjustified absences.
3. It is also my responsibility to budget the monies given to me for school expenses. The amount will be limited to the number of persons involved in my case. The monies given to me cannot be used to pay for personal bills such as car payments or any other items that will be over and above my living expenses.
4. I understand that I must inform the JPT Program staff if a change in housing arrangements is necessary; if I intend to leave the training location (for which I must get permission in order to prevent any misunderstanding later on and to not be counted **AWOL (Absent Without Leave)**); and if I must discontinue training.
5. I understand that if I am **DROPPED** from the JPT Program for any reason such as poor grades, misbehavior, excessive un-excused absences, tardies, or any unfavorable attitudes that will prevent successful completion of my chosen course, **I will not be offered a second chance** at JPT Program services. The only purpose for which I may be excused from classes is when circumstances are temporarily beyond my control.
6. In accepting my application for the JPT Program and meeting all eligibility requirements, the Kiowa Tribe JPT Program agrees to furnish financial assistance toward school expenses. The amount will be determined by the JPT office in accordance with actual needs that arise once I go into training and will be limited to maximum allowances under the regulations, during my training period. Financial assistance will be granted as long as I observe the rules mentioned above and maintain my grades at an acceptable level, until I complete my course of study or until I am dropped from training.

Student Signature

Date

JPT Staff Signature

Date



**KIOWA TRIBE JOB PLACEMENT & TRAINING
ADULT VOCATIONAL TRAINING PROGRAM
STATEMENT OF UNDERSTANDING**



I _____ (Print Name), do hereby affirm that I will abide by rules and regulations of the Kiowa Tribe Job Placement & Training (JPT) Program as follows:

7. I understand that it is up to me to be in class every day, and abide by the rules and regulations set forth by your school to include: **attendance; personal behavior; grades; and living arrangements**. I further understand that I shall attend training as I would a job. If I am absent and the Kiowa Tribe JPT Program determines that the absence is not justified, **subsistence will be deducted for that day**.
8. I understand that I am on a program that allows up to 24 months to complete. However, this does not necessarily mean I have 24 months to complete training. **EXAMPLE:** If any course of training is 12 months in duration, I will be allowed 12 months to complete. If my training is interrupted by circumstances beyond my control, **“INTERRUPTED STATUS”** arrangements can be made with the JPT Program, and the training time can be adjusted accordingly. Otherwise, I will be expected to complete training in the **original time allotted for completion of the course**. Length of training will not be extended to make up time for unjustified absences.
9. It is also my responsibility to budget the monies given to me for school expenses. The amount will be limited to the number of persons involved in my case. The monies given to me cannot be used to pay for personal bills such as car payments or any other items that will be over and above my living expenses.
10. I understand that I must inform the JPT Program staff if a change in housing arrangements is necessary; if I intend to leave the training location (for which I must get permission in order to prevent any misunderstanding later on and to not be counted **AWOL (Absent Without Leave)**); and if I must discontinue training.
11. I understand that if I am **DROPPED** from the JPT Program for any reason such as poor grades, misbehavior, excessive un-excused absences, tardies, or any unfavorable attitudes that will prevent successful completion of my chosen course, **I will not be offered a second chance** at JPT Program services. The only purpose for which I may be excused from classes is when circumstances are temporarily beyond my control.
12. In accepting my application for the JPT Program and meeting all eligibility requirements, the Kiowa Tribe JPT Program agrees to furnish financial assistance toward school expenses. The amount will be determined by the JPT office in accordance with actual needs that arise once I go into training and will be limited to maximum allowances under the regulations, during my training period. Financial assistance will be granted as long as I observe the rules mentioned above and maintain my grades at an acceptable level, until I complete my course of study or until I am dropped from training.

STUDENT COPY
PLEASE KEEP FOR YOUR REFERENCE



**KIOWA TRIBE JOB PLACEMENT & TRAINING
ADULT VOCATIONAL TRAINING PROGRAM
FAMILY EDUCATIONAL RIGHTS &
PRIVACY ACT (FERPA)**



Consent to Release Student Information

I, _____, give permission to the Kiowa Tribe Higher Education
(Student Name)

Department to release my student information to:

Name	Relationship to Student
_____	_____
_____	_____
_____	_____
_____	_____

The only type of information that is to be released under this consent is (check all the apply):

- Transcript(s)
- AVT Status
- Financial Need Information
- Enrollment Information
- ALL RECORDS
- DO NO RELEASE MY INFORMATION**

I understand my information may be released orally, electronically, or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this consent (except for rights). I understand I may revoke this consent upon providing written notice to the Kiowa Tribe Job Placement & Training Program. I further understand that until this revocation is made, this consent shall remain in effect and my education records will continue to be provided to those individuals listed above for the specific purpose indicated above.

Student Signature: _____ **Date:** _____

JPT Staff Signature: _____ **Date:** _____

KIOWA TRIBE

ADULT VOCATIONAL TRAINING

LETTER OF INTENT

A letter written by the student, signed and dated, typed or handwritten, explaining **why** you chose your current program and **what** your education or career plan is.

Printed Name: _____ **Date:** _____

Signature: _____

**KIOWA TRIBE JPT PROGRAM:
INDIVIDUAL SELF SUFFICIENCY PLAN (ISP)**

Applicant Name: _____

Have you received previous Job Placement and Training Services? ___ Yes ___ No

If yeas, which services have you received and what year(s)?

- DEA ___ Year(s): _____
- AVT ___ Year(s): _____

Applicant Case Plan

1) What do you need to obtain job skills? (Check all that apply)

- ___ Education
- ___ Vocational Training
- ___ On the Job Training
- ___ Certification(s) (Please Specify) _____
- ___ Other (Please Specify) _____

2) What support services do you need to find and/or keep your current job? (Check all that apply)

- | | |
|---|----------------------------------|
| ___ Employment Search | ___ Interview Techniques |
| ___ Vocational Rehabilitation | ___ Resume Preparation |
| ___ Mental Health Treatment | ___ Individual/Family Counseling |
| ___ Public Assistance (Food Stamps, TANF, LIHEAP, etc.) | |
| (Specify Type) _____ | |
| ___ Other (Please specify) _____ | |

3) What challenges exist that prevent you from seeking training or keeping permanent employment? (Check all that apply)

- | | |
|--|---------------------------|
| ___ Medical Treatment | ___ Overcrowded Residence |
| ___ Substance Abuse Counseling/Treatment | ___ Domestic Violence |
| ___ Transportation | ___ Child Care |
| ___ Criminal Background | ___ Fines |
| ___ Financial Need | ___ No H.S. Diploma/GED |
| ___ Other (Please Specify) _____ | |

4) Job Experience

Please list your most recent past job titles and the years worked:

- | | |
|------------|-------------|
| Job: _____ | Year: _____ |
| Job: _____ | Year: _____ |
| Job: _____ | Year: _____ |
| Job: _____ | Year: _____ |

5) Job Training

Please list any training you've received and year completed (i.e. CPR, Forklift, Suicide Prevention, etc.)

Training: _____	Year: _____
Training: _____	Year: _____
Training: _____	Year: _____
Training: _____	Year: _____

6) **STUDENT:** Briefly describe how you will maintain a good standing with your education while balancing your life at home and/or work.

7) **FOR JPT STAFF ONLY:** Details or circumstances that may have not been explored in the rest of the application or needs to be expanded upon.

Applicant Signature

Date

Job Placement & Training Staff Signature

Date



KIOWA TRIBE JOB PLACEMENT & TRAINING ADULT VOCATIONAL TRAINING PROGRAM FINANCIAL NEEDS ANALYSIS



Email: jdoeybi@kiowatribe.org | highereducation@kiowatribe.org

Part I – Must Be Completed by Student

Print Name: _____ SSN: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Type of Training: _____

After completing Part I, please send or hand-carry this Financial Needs Analysis Form to the Financial Aid Office. By signing this portion of the document, you are authorizing your school/technical center to release your financial and academic information to the Kiowa Tribe Adult Vocational Training Program.

Student Signature Date

Students are required to apply for other financial aid sources offered through the Institution's Financial Aid Office.

Part II – Must Be Completed by Your Institution's Financial Aid Officer

Dear Financial Aid Officer:

This student has applied for financial assistance to the Kiowa Tribe Adult Vocational Training Program. Verification of financial need information is required from your office before any action can be taken on this application. The student has authorized release of his/her data. Please complete this form and return it to the student or send it to the JPT office directly.

Student Status: Independent _____ Dependent _____

BUDGET PERIOD Start Date: _____ Expected Grad Date: _____

Expenses		Institutional Awards		Student Resources	
Tuition	\$ _____	Pell Grant	\$ _____	Social Security	\$ _____
Fees	\$ _____	SEOG	\$ _____	Student/Spouse	\$ _____
Books	\$ _____	Perkins Loan	\$ _____	Contribution	\$ _____
Room/Board	\$ _____	Stafford Loan	\$ _____	VA Benefits	\$ _____
Travel	\$ _____	C.W.S.	\$ _____	Parent Contribution	\$ _____
Misc.	\$ _____	Voc. Rehab.	\$ _____	State Grants	\$ _____
Other: _____	\$ _____	Scholarship(s)	\$ _____	Other: _____	\$ _____
Other: _____	\$ _____	Other: _____	\$ _____		
Total Expenses	\$ _____	Total Awards	\$ _____	Total Resources	\$ _____

[Total Expenses] - [Institutional Awards + Student Resources] = Student's Unmet Need \$ _____

Name of Financial Aid Officer (Please Print)

Telephone Number

Date

Financial Aid Officer (Signature)

Name of School or Technical Center