INTAKE FLOW CHART

1. Receive Applicant (Sign-In).
2. Provide Multi-Application.
3. Assure (Review) Application.
4. Application must be complete along with all SUPPORTING DOCUMENTS.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!

(A) FAMILY INCOME: Pay stubs from previous employer, Unemployment Insurance (U.I.) Documents, Grant Award Letters (BIA/Tribal Grants, Pell, etc.), Public Assistance Award Letters (TANF, Food Stamps, Commodities, SSI, VA, Disability, etc.). Letter from employer on letterhead stating wages. All family income received in the past six (6) months prior to application date must be submitted!

(B) DATE OF BIRTH/AGE: Birth Certificate, Driver’s License, State I.D. or Work Permit.

(C) RESIDENTIAL ADDRESS: Utility Bill w/ address on it, Rent Receipt, Driver’s License, Cancelled Checks, Voter’s Card, or Postmarked Mail.

(D) CITIZENSHIP: Voter’s Registration, Social Security Card, or Birth Certificate.

(E) DEGREE OF INDIAN BLOOD: Tribal Enrollment Card or BIA Certification w/ Roll Number.

(F) SELECTIVE SERVICE REGISTRATION: MALE APPLICANTS

ONLY born on or after January 1, 1960, must provide a Registration Acknowledgement Letter from the Selective Service. If the letter is not immediately available, the applicant will be required to sign a Self Certification (Draft Compliance) Statement. Before any applicant is provided services and the letter is not readily available, a telephone verification call will be made to the Selective Service System Registration Information Office.

5. Once Multi-Application File is complete and eligibility has been determined by the Intake or Staff, the Applicant is referred to the Job Developer for Counseling and/or Referrals.

6. The Kiowa Tribe’s WIA Service area is Caddo, Kiowa, Jackson, Harmon, Greer, and Tillman Counties of Oklahoma.

***FAXES WILL NOT BE ACCEPTED!!***

PLEASE SUBMIT ONE DOCUMENT FROM EACH OF THE HIGHLIGHTED AREA CANNOT DUPLICATE SAME DOCUMENT