Native Village of Chitina
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Standard Operating Procedure

Title	Procedure Number	Page Number
Tribal Enrollment	SOP 2024- 001	Page 1 of 7
Function	Implementation Date	Revise Number
Quality Assurance	01/20/24	01

1.0 PURPOSE

This procedure describes the format and content requirements for List Documents (LSTs); such as processing Tribal Enrollment Application.

2.0 SCOPE

This procedure applies to all Native Village of Chitina quality system controlled LSTs.

3.0 DEFINITIONS

List Document (LST) – A list document (LST) is used to define standard lists of items. Examples include: lists of common names/abbreviations, lists of documents requiring review, lists of materials requiring disposition, etc.

4.0 RESPONSIBILITIES- Tribal Enrollment & Tribal Administrator are responsible for maintaining and updating this document.

5.0 PROCEDURE

5.1 List Document (LST) Use

 5.1.1 As defined in section 3.0, a list document (LST) is used to define standard lists of items. Examples include: lists of common names/abbreviations, list of documents requiring review, lists of materials requiring disposition etc.

➢ New applicants for tribal enrollment need to complete and sign the Tribal Enrollment Application with the family tree and attach a copy of their birth certificate and CDIB to be considered.

➢ NVC's website will send the Tribal Enrollment Application, family tree, Copy of Birth Certificate, and CDIB to your email address. These documents may also be hand delivered or sent by mail. Please download and save these documents to your "New Enrollees-pending" file.
If any supporting documents are missing, request them along with a set deadline (usually 30 days.) Save a receipt with the date requested and add it to the "New Enrollees-Pending" file with their other documents. After your set deadline has passed, make another attempt to advise the applicant to submit the necessary documents or to inform them that their application is incomplete. Then, leave the application in the "pending" file with a side note that their application is incomplete and that they have been notified.
If you receive an original birth certificate or CDIB, make a copy for your records and then promptly return the original to the sender via Certified mail.

➢ Review Tribal Enrollment Application:

1) Completed application with signature and date.
2) Family tree completed, lineage.
3) Copy of their Birth Certificate, proof of descendancy to the base enrollee.
4) Copy of their CDIB, needs to be at least 1/8 Chitina tribe Blood.
5) Not enrolled w/any other federally recognized tribe of the US.

If you have any questions about the application or the applicant asks questions that are not included in this document, please always refer to the most current Tribal Enrollment Ordinance, NVC Bylaws, and/or Tribal Administrator directive.

After gathering all documents, make two copies of all documents, one for their file and one to send to Council. Prepare a recommendation page using the template placed in the 'Tribal Enrollment' file, with the name of base enrollee and the applicant's information and your recommendation at the bottom. To prepare documents for the Council, white-out any personal information from all documents, then combine all the documents including the recommendation page, whited- out documents and Tribal Enrollment Resolution into one pdf file. Open the "Tribal Enrollment", open folder "For Council Review-info crossed out", then save the combined file, named "Tribal Enrollment applicants 'date'."

1) Prepare a Tribal Enrollment Resolution
   a. Using the Resolution SOP-002

2) Add Tribal Enrollment Resolution approval to the next Council meeting Agenda. Add the Tribal enrollment applications combined PDF file w/Resolutions, and Council meeting agenda to the current month Council meeting Team's file.

➤ **Once the Council has reviewed and approved**, look over the:
1) Tribal Enrollment Checklist document located in the "Tribal Enrollment" folder.

2) Assign a new tribal enrollment number using the "Tribal Enrollment checklist" document.

3) Send out Tribal Enrollment Approval Letter using the Approval Template, SOP-003.

If the application is denied, you will need to create a letter of denial and state the reasons for which it was rejected. You must also give the applicant 30 days to appeal and send the letter via certified mail. The Council will set a date for the rehearing that is no earlier than 30 days from the receipt of the appeal. After the 30 days, they will send a certified letter to inform the applicant of the rehearing.

4) Send out Tribal Enrollment Denial Letter using the Denial letter Template, SOP-004.

➤ **Open 'new individual' tab in the Progeny Software Program.** A new profile will open for you to add the person's personal info on their application, Birth Certificate, and CDIB to the spaces provided. There will be several tabs such as 'Family', where you will be adding the family tree information. The last tab, 'Documents' on their Progeny profile is to add all their documents, such as:

- Tribal Enrollment Application
- Family tree
- Birth Certificate
- CDIB
- Enrollment Resolution
- Enrollment Letter
- Marriage Certificate
- Death Certificate
- Adoption Decree
- Updated Contact Information sheet
- Any important mail or email correspondence

Progeny will give you the option to scan or extract an existing file on your computer.

➤ Make a new Enrollment folder with Name, DOB, and Enrollment # on the tab of the new enrollee.

Attach a summary document to the left side of the new enrollee's file folder, where you keep a record of all correspondence along with a date and your initials, such as:

- Submitted application.
- Approved/ Denied at Council meeting.

- Sent Enrollment/ Denial letter with 30 days to appeal.
- Correspondence with applicant. (sent Birth Certificate to address provided-Certified)

Add all their documents on the right side of the folder and add to the Tribal Enrollment File cabinet in alphabetical order.

The Tribal Enrollment file cabinet is always locked, and no one will have access to the key, but the Tribal Enrollment Coordinator or the Tribal Administrator. The front of the first drawer is for the 'Under 18 Youth', then all enrolled descendant files come after. The third drawer is 'Base Enrollees', 'Relinquished', then 'Deceased Members' folders.

➢ Construct a new Enrollment Letter using the Enrollment Letter template in the Tribal Enrollment file. Sign, date, stamp w/ tribal enrollment seal stamp, and make a copy for their file. Mail to the address listed on the application.

<center>LST Document</center>

NVC- Native Village of Chitina

CDIB- Certificate of Degree of Indian Blood

DOB- Date of Birth

PDF- Portable Document Format, usually Adobe

QASOP- Quality Assurance Standard Operating Procedure

Progeny- Tribal Enrollment Membership Software Program

TDR- Tribal Data Resources, the company Progeny comes from.

Tribal Enrollment Software (Progeny)

- Enrollment Verification- For ICWA or BIA Enrollment Dept requests. (Never provide enrollment information to anyone other than ICWA/Acct./TA or if the individual requests it themselves.) Open the Progeny software and then open the 'Find Individual' tab. Here, you will enter the individual's last name; if nothing appears, they are not enrolled with NVC. If a list of names appears, look for the individual's first name and make sure that it all matches. Then, you will tell the requester yes/no.

- At times, staff will need reports for things such as "how many tribal citizens in our area are elders (over 55). After the Progeny Software is open, open the left side tab 'Application Actions', open the tab 'Report Builder,' and here is where you can build a report based on the specific ages, mailing addresses, etc.

- To create a Tribal Citizen Identification card for someone, you will need to open the Individual's profile, refer to the Tribal Citizen Identification SOP-005.

Tribal Enrollment Resolution
SOP-002

    a. Open the 'Tribal Enrollment' Folder inside the 'NVC file' and then open the 'Tribal Enrollment Resolutions' folder. Use the Tribal Enrollment Resolution Template.

    b. In the FY (year) Resolution Log, look at the Resolution Log Sheet to find the next corresponding number to add to the top of your Tribal Enrollment Resolution, then add Tribal Enrollment Resolution to the Resolution Log Sheet with the date, then the date that it was approved by the Council.

    c. After adding the Resolution number to the top, add the new enrollee's name to each section where the name to be added.

The Tribal Enrollment Document needs to be included with the Individual's application when added to Council packets on the Teams file.

Tribal Enrollment Ordinance

The Tribal Enrollment Coordinator is responsible for drafting the Tribal Enrollment Ordinance.

The Tribal Enrollment Ordinance reflects the Bylaw.

When an amendment is made to Article II -Members, of the Bylaw, an amendment needs to be made to the Tribal Enrollment Ordinance reflecting the changes to be made.

Make the necessary changes to the Tribal Enrollment Ordinance, add it to the next Council meeting agenda (Tribal Enrollment Ordinance Amendment Approval).

Once the NVC Council has approved, add the amendment date to the Tribal Enrollment ordinance document and save to the 'Policy and Procedures' folder in the 'NVC File' Folder.

NATIVE VILLAGE OF CHITINA

Resolution 24-

Entitled: Resolution Authorizing Tribal Enrollment of _____

WHEREAS, the Native Village of Chitina is a Federally Recognized Tribe as defined in Section 4 of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 25 U.SC. 450b; and

WHEREAS, the Native Village of Chitina is the governing body that provides services to the tribal members and

WHEREAS, the Native Village of Chitina tribal members have resided in and around the Chitina area since time immemorial; and

WHEREAS, the Native Village of Chitina process to complete the tribal enrollment requires a resolution to approve the tribal enrollee and;

WHEREAS, the Native Village of Chitina certifies the _____ has met all the requirements of eligibility to be a tribally enrolled member and

NOW THEREFORE BE IT RESOLVED: The Native Village of Chitina approves the tribal enrollment of: _____.

BE IT FURTHER RESOLVED that the Native Village of Chitina Council Members authorizes the Tribal Enrollment staff to issue a Tribal Enrollment card to _____.

CERTIFICATION

This resolution was duly considered and adopted at a regular meeting of the Native Village of Chitina Council called and effective this _____ day of _____, 2024 by a vote of _____in favor, _____against, and _____abstaining.

ATTESTED

_____ 2024   _____ 2024
President   Date   Secretary   Date

ENROLLMENT LETTER

Date: 08/20/24

Dear;

This is to certify that the person named below has met all the requirements for enrollment to the Native Village of Chitina. Their enrollment was approved at the Native Village of Chitina Council meeting on   / / 2024.

Name:

Date of Birth:

Enrollment Number:

Blood Quantum:

Village: Chitina

Social Security Number: xxx-xx-

Colleena Ketcham

Tribal Enrollment Coordinator

Denial Letter

(Date)

Re: NVC Tribal Enrollment

Dear _____;

This letter is in response to the Tribal Enrollment application and supporting documents submitted for _____. Reviewed at Council meeting, held on _/_/_ by the Native Village Council. I regret to inform you that the application you submitted does not qualify for the following reasons:

- _____ (per Tribal Enrollment Ordinance/NVC Bylaw)

Per NVC Tribal Enrollment Ordinance, he/she has thirty (30) days from receipt of the notice of denial to petition the Tribal Council in writing for a hearing or to request additional time by reason of extraordinary circumstances rendering the thirty (30) day period insufficient.

Please feel free to contact me with any questions or concerns that you may have Monday-Friday during office hours.

Sincerely,

Colleena Ketcham
Tribal Enrollment Coordinator
Native Village of Chitina

Tribal Enrollment Checklist

___Application completely filled out with supporting documentation (front & back of application, birth records and certificate of Indian blood)

___Present to Board for approval if new enrollee (make sure the president signs along with approval and disapproval numbers marked)

___Using meeting minutes and the log book as reference, assign the approved applicant an enrollment #, and enter them into the log book and the computer.

Example: 06-123-045-23-03

06- Year enrollee was enrolled into the tribe
123-Month and day applicant was accepted by the board, e.g. January 23rd
045-Taken from the base enrollee the applicant descended from, e.g. 71-045. Adoptees (persons not descended from a base enrollee) will be designated with "000", and enrollment relinquished if they move away from the service area boundaries.
23-This applicant was the 23rd person enrolled for the given year
03- Third born child in their family

___Provide the applicant with a letter of acceptance or denial.

The acceptance letter must include:

Enrollees full name
Date of Birth
Social Security number
Blood quantum
Village of ancestor
Enrollment number
Date of enrollment

Denial letter should state the reason the applicant was denied, and advise them of their right to appeal should they disagree.

All correspondence must be signed by enrollment coordinator.

[Date]

Regular Council Meeting

Tribal Enrollment Applications and Tribal Enrollment Coordinator recommendations for Council Review

<u>Descendants of   [Base Enrolle Name] Base Enrollee #71-***</u>

1. **[Applicants's name]**

   Application #**-***-** (2 digits for year, 3 digits for month and day, and 2 digits for # of applicants)

   All Documents submitted:

   - Tribal Enrollment Application & Family tree completed
   - Copy of Birth Certificate
   - Copy of CDIB- Totals go here
   - (If applicable)Adoption Decree- proof of lineage to [tribal citizen's name], tribal citizen

2. **[Applicant's name]**

   Application #**-***-**

   All Documents Submitted:

   - Tribal Enrollment Application & Family tree completed
   - Copy of birth certificate
   - Copy of CDIB- Totals
   - Adoption Decree- proof of lineage to [tribal citizen name], tribal citizen

Recommendation: Approve or Deny. Give your reason to approve/deny the application.

<u>Descendants of [Base enrollee name], Base Enrollee #71-***</u>

3. **[Applicant name]**

   Application #: **-***-**

   All documents submitted:

   - Tribal Enrollment Application & Family tree completed
   - Copy of birth certificate- proof of lineage & daughter of Richard Norris
   - Copy of CDIB- Total

Recommendation: Approve/Deny. Reason to recommend to Approve/ Deny application.