



Oglala Sioux Tribe
Job Placement & Training Program

111 West Main Street/P.O. Box 424, Pine Ridge, SD 57770
Phone: (605) 867-1007/1008 Fax: (605)867-2170



REVISED: 01/2023

ADULT VOCATIONAL TRAINING CHECKLIST

Deadlines: Fall Semester – **July 1st**
Spring Semester – **November 15th**
Summer Semester – **April 1st**

APPLICANT:	Attached	Notes
Birth Certificate		Copy only
Social Security Card		Copy only
Tribal Enrollment		Copy only
High School Completion		Copy of diploma/transcript/GED
Military DD-214		Copy only, if applicable
Needs Analysis Form		Form in packet
Acceptance Letter from School		Copy only
FAFSA (Pell) Submittal		Noted on Needs Analysis form by school
Release of Information		Form in packet
Individual Self-Sufficiency Plan		Form in packet

DEPENDENT(S):	Attached	Notes
Marriage License		Copy only, if applicable
Birth Certificate		Copy only for each dependent
Tribal Enrollment		Copy only for each dependent
Social Security Card		Copy only for each dependent
Guardian/Custody Order		Copy only if dependent other than biological

This application and all supporting documents must be completed and submitted by the deadline before your application can be considered for funding. There are limited funds, we urge you to submit your application as soon as possible. Please keep application deadlines in mind.

If you have any questions or need information, please contact the OST Job Placement and Training Program staff at the telephone number listed above.



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The Oglala Sioux Tribe – Job Placement and Training Program is funded by the federal Bureau of Indian Affairs through a P.L. 93-638 contract. Federal regulations are required to be followed by the program and the students receiving funding. The program was established with the overall intent to help reduce the high unemployment and the dependence on welfare assistance, that exists on the Pine Ridge Indian Reservation. The program's aspiration in accomplishing this task is to assist individuals and/or married couples to seek training skills they can use to become self-sufficient and self-supporting individuals on or off the reservation.

The Adult Vocation Training Program provides adult Native Americans between the ages of 18 to 35 years of age who reside on or near reservations, an opportunity to learn employable skills. The program will assist in funding students for up to 24 months at a nationally accredited vocational training school; which offers courses in electronics, carpentry, masonry, computer technology, radiology, secretarial skills, nursing, cosmetology, auto/diesel mechanics, electrical technology and other two-year vocational fields.

The OST Adult Vocational and Training Program fund expenses for; 1) tuition, 2) books and 3) fees. However, the OST-AVT will be a **SECONDARY** funding source for each semester and may fund an amount up to and **NOT TO EXCEED** \$2,500.00. This amount will be applied to the semester bill **AFTER** FAFSA (PELL) and other financial resources are applied to the bill first.

A student **MUST** be eligible for FAFSA (PELL) before they are eligible for funding from the OST Adult Vocational Training Program.

Students **may** also be eligible for a monthly living stipend in the amount of \$500.00 per month; and an additional \$50.00 for each child **UP TO A MAXIMUM** of three (3) children. Eligibility for the monthly living amount is dependent on the Needs Analysis information completed by the school.

Students must meet the requirements of the program (attendance and GPA) in order to continue receiving the monthly living stipend; as well as the overall attendance and GPA for the semester. Students must ensure that monthly Progress Reports are submitted to the OST Job Placement and Training Program from the school they are attending.

There is also a short-term training program for those eligible adults who wish to receive training for training/certification programs; i.e., CDL, EMT, CNA, first aid, farrier, etc. The OST Job Placement and Training Program will fund an amount **NOT TO EXCEED** \$2,000.00. Monthly living stipends are **NOT** provided for short term training programs.

Funding from the OST Job Placement and Training Program is **NOT** allowed for individuals who have already received a post-secondary degree or training certificate.

Due to program budget constraints, the completion of your file does not guarantee funding for your education. Aside from the mandatory submittal of FAFSA (Pell) application, we encourage you to apply for other scholarships or sources of funding to help subsidize the cost of tuition, books and fees.

Incomplete applications after the deadline(s) will not be considered for funding, please ensure your application and all pertinent documents are submitted by the deadline.



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APPLICANT INFORMATION:

Last Name First Name Middle Name SSN DOB

Mailing Address City State Zip Code Home Phone #

Permanent Address City State Zip Code Cell Phone #

PERSON TO BE NOTIFIED IN AN EMERGENCY:

Name Address Phone #

EDUCATION:

High School Attended: _____ Date Completed: _____

High School Address: _____

GED Completed (Date): _____ State GED Completed: _____

TRAINING/EDUCATION:

Field of training/education you are requesting: _____

Do you have physical limitations that will interfere in your training/education? ____Yes ____No

If yes, please explain: _____

Have you received and completed previous training? ____Yes ____No

If yes, please list type and where: _____

Do you have income from any other source, other than FAFSA (Pell)? ____Yes ____No

If yes, please explain: _____

SCHOOL/TRAINING INFORMATION:

Name of school attending Program/Field Title

Address of school attending Phone



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PLEASE READ THE BELOW THOROUGHLY AND INITIAL:

- _____ I hereby apply to attend the school indicated on this application and agree to follow all rules, regulations and attendance requirements of the school and the OST Job Placement and Training Program, and to the best of my ability will satisfactorily complete the course which I have selected.
- _____ I will carry and complete a minimum of 12 credit hours per semester/quarter.
- _____ I will maintain a minimum of a 2.50 HPA (Grade Point Average) for every semester I am funded and will maintain a minimum 75% attendance, or higher, depending on the attendance requirement of the school I am attending.
- _____ If I do not complete the requirements of the school or the OST Job Placement and Training Program, I may jeopardize my funding and may be suspended from the program.
- _____ I further agree that should I not successfully complete the program I am enrolled in, the funds issued on behalf of my tuition, books, fees, training and monthly stipends, I may be required to pay the total amount back to the OST Job Placement and Training Program; either in lump sum or an agreed upon payment arrangement. I further understand that should the repayment default, collection will be made through the OST Tribal Courts.
- _____ I understand that if I am eligible for other training funds, such as Student Educational Opportunity Grants (SEOG), scholarships and loans, etc., this will be included when computing my financial aid package and I agree to use these funds for the purpose intended.
- _____ I authorize the school to release my grades, attendance and income information to the OST Job Placement and Training Program personnel.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND PAPER REDUCTION ACT:

1. 20 U.S.C. §1232g. Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records.
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain funding,
3. The purpose of this information collected is to determine your eligibility for services.
4. The routine use of this information is by the Bureau of Indian Affairs and school personnel to evaluate your request and to assist you before and during your training. After completion of training, parts or all of the information in your application will be provided to employers who are considering you for employment. The application will be used in a routine manner by school personnel who are working with you and who need background information, and by those individuals involved in financial control who need budgeting information contained in your application.
5. Failure to provide requested information may result in a delay or denial in receiving training or Job Placement assistance you are requesting.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Applicant Signature

Date

Interviewer (Witness) Signature

Date

**OGLALA SIOUX TRIBE
JOB PLACEMENT AND TRAINING PROGRAM
ADULT VOCATIONAL TRAINING**

Individual Self-Sufficiency Plan

Name

Program/Field Title

Requirements of the OST-Job Placement and Training Program Adult Vocational Training are:

1. Applicant must be enrolled in a minimum of 12 credit hours per semester/quarter.
2. Applicant must complete each semester with a final GPA of 2.50 or higher.
3. Applicant must attend class with a minimum of 75% attendance or meet the requirement of the school's attendance requirement, whichever is higher.
4. Applicant must ensure their school submits monthly Progress Reports to the OST Job Placement and Training Program reflecting the students' monthly GPA and attendance.
5. Applicant will meet the satisfactory benchmark on their ISP.
6. Applicant must report any changes to their education plan to the OST Job Placement and Training Program as soon as possible.
7. Applicant must notify, in writing and individually, the school and the OST Job Placement Training Program, if they are going to be absent for more than three days. If the reason for the absence is due to health issues, a doctor's statement must be submitted with the effective and return to school dates noted.

Non-Compliance:

1. If the applicant does not comply with the ISP, they will be ineligible for the program.
2. If the applicant withdraws from the vocational training after the school's add/drop date, the applicant will be ineligible for one semester.

Applicant responsibilities:

1. Applicant must participate in the program orientation prior to the beginning of the semester/quarter; the OST-JPTP Director will notify the applicant of date, time and place.
2. Applicant must perform successfully in training developed in the ISP.
3. Applicant must participate in evaluations of academic progress.
4. Applicant must provide their class schedule, grades, financial Needs Analysis for each semester that the applicant attends (up to a maximum of 24 months).

Applicant Signature

OST-JPTP Director Signature

Date

Date

**OGLALA SIOUX TRIBE
JOB PLACEMENT AND TRAINING PROGRAM
ADULT VOCATIONAL TRAINING**

Individual Self-Sufficiency Plan

Goals: _____

Specific steps that will be made to accomplish the goal(s) identified:

1. _____
2. _____
3. _____
4. _____

Applicant activities/tasks with target dates identified (Include short-term and long-term range):

1. _____
2. _____
3. _____
4. _____

OST-JPTP Director's activities/tasks:

1. _____
2. _____
3. _____
4. _____

Progress of Applicant:

Satisfactory – Explain: _____

Unsatisfactory – Explain: _____

Referrals to other programs were (The Director must document and date the outcome of the referral, was the applicant eligible for those other services?):

Higher Education: _____

TANF: _____

Other: _____

**OGLALA SIOUX TRIBE
JOB PLACEMENT AND TRAINING PROGRAM
ADULT VOCATIONAL TRAINING**

RELEASE OF INFORMATION

To Whom It May Concern:

I, _____, hereby authorize the release of information from
(Print Name)
my school file to the Oglala Sioux Tribe – Job Placement and Training Program for the purpose of
financial funding.

Signature

Date

Oglala Sioux Tribe - Job Placement and Training Program
P.O. Box 424 * Pine Ridge, SD 57770
T: 605/867-1007 * F: 605-867-2170

OFFICIAL FINANCIAL AID NEEDS ANALYSIS

Last Name _____	First _____	Middle _____	Maiden _____	Social Security Number _____
Permanent Address _____	City _____	State _____	Zip Code _____	Telephone Number _____
Address While Attending School _____	City _____	State _____	Zip Code _____	Telephone Number _____

I hereby give my consent to have my official or student copy of my current term transcripts released automatically or as requested by the OST Job Placement and Training Program:

Student Signature _____	
<u>TO BE COMPLETED BY FINANCIAL AID OFFICE</u>	
Vocational Program Enrolled: _____	Months to Complete: _____
Name of School: _____	
School Address: _____	Phone #: _____
Contact Person: _____	Date Received in FAO: _____

The applicant's financial aid will cover the academic period from _____, 20__ to _____, 20__.

<u>Budget Cost:</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
Tuition	\$ _____	\$ _____	\$ _____
All Fees	\$ _____	\$ _____	\$ _____
Books	\$ _____	\$ _____	\$ _____
Uniforms	\$ _____	\$ _____	\$ _____
Dorm/Housing	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

<u>Resources & Other Aid:</u>
Parent Contribution \$ _____
Student Contribution \$ _____
Social Security \$ _____
Veteran's Benefits \$ _____
Voc. Rehabilitation \$ _____
Off Campus Scholar. \$ _____
State Indian Grant \$ _____
State Scholarships \$ _____
State Student Incent. \$ _____
<u>TOTAL:</u> \$ _____

<u>Federal Aid:</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
P.E.L.L.	\$ _____	\$ _____	\$ _____
S.E.O.G.	\$ _____	\$ _____	\$ _____
C.W.S.	\$ _____	\$ _____	\$ _____
Stafford	\$ _____	\$ _____	\$ _____
Stafford Unsub.	\$ _____	\$ _____	\$ _____
Plus	\$ _____	\$ _____	\$ _____
Perkins	\$ _____	\$ _____	\$ _____
College Loan	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

This applicant is NOT eligible for P.E.L.L. due to: _____
This applicant has a zero financial aid need at this institution: ____ Yes ____ No

Financial Aid Office Signature _____

Date _____

This applicant is NOT eligible for P.E.L.L. due to: _____
This applicant has a zero financial aid need at this institution: ____ Yes ____ No

Financial Aid Office Signature Date