

# **Job Placement & Training Program Manual**

## **POLICIES AND PROCEDURES**

### **Purpose**

The purpose of the Job Placement & Training program is to assist enrolled Siletz Tribal Members in acquiring training and job skills essential for full time and gainful employment.

### **Policy**

The policy of the Confederated Tribes of Siletz Indians of Oregon is to oversee the Job Placement & Training program which will:

Assist Tribal Members residing within the Tribe's 11-county service area of Benton, Clackamas, Lane, Lincoln, Lane, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill counties in accessing training programs to acquire essential job skills for full time employment.

## **DETERMINATION OF SERVICES**

### **Eligibility**

Eligibility for Job Placement & Training program funding:

- All applicants will be Siletz Tribal Members
- Obtained a high school diploma/GED certificate
- Must be at least 18 years of age
- Be unemployed, under-employed, or can benefit from employment assistant as determined by your servicing officer (CFR 26.5 C)
- Only those applicants who declare a desire and intend to accept full time employment as soon as possible after completion of training will be selected. Plans may subsequently change, but the intent of the training program is preparation for employment and this must be the initial intent of program participants. The program is not meant to serve as a preliminary to immediate further education assistance.
- Reside within the 11-county service area (must provide a copy of your Oregon driver's license or Oregon ID), you are residing on or near an Indian reservation or in a service area, or in agreed contract service area. (CFR 26.5 [B])
- Complete an Individual Self-Sufficiency Case Plan (ISP)
- Proof of Selective Service Registration (male applicants only)

### **Approved Courses of Training**

Training programs may be approved provided:

- The institution is accredited by a national or regional accrediting association
- The institution is approved for training by a state agency authorized to make such approvals

- It is determined that a reasonable certainty of employment for graduate of the institution in their respective field of training
- Apprenticeship training supervised by a State apprenticeship agency, council, or by the Federal Apprenticeship Training Service that is provided by a corporation or association that has been training bona fide apprentices for at least one year.
- Students are required to explore the vocational training opportunities offered through public community colleges in their respective fields of training
  - Training at private schools or institutions may only be approved after determination is made that a similar program is not available at public schools.

### **Types of Approved Training Programs**

- Vocational/Career and Technical Education (CTE) courses offered through term/semester institutions
- Vocational/CTE courses offered through clock hour institutions
- Apprenticeship programs offered through term, clock hour, or unions for journeyman field of studies such as, but not limited to, construction, electrical, or plumbing

## **APPLICATION PROCESS**

Job Placement & Training program applications are available at the Siletz, Eugene, Salem, and Portland Tribal offices and of the Tribal website. Applications can be mailed or emailed upon request

### **Application Packets**

Applications must be received in entirety. A completed application packet must contain the following:

- Completed Siletz Tribal Job Placement & Training program application form
- Verified Siletz Tribal Enrollment (staff will verify enrollment).
- Copy of Oregon driver's license or Oregon ID to verify residency and age requirement (applicant must live within the Confederated Tribes of Siletz Indians 11-county service area and be at least 18 years of age)
- A personal letter which states your educational goals and your plans upon completion of your training program
- Letter of acceptance to chosen training institution
- Proof of institution accreditation
- Verification of application for Federal Financial Aid (FAFSA) or proof that the institution does not accept FAFSA
- Copy of high school diploma, GED, or college transcript (highest level of education attainment)
- Copy of any required placement or aptitude test. If not required, school must provide documentation stating no test is required
- Proof of selective service registration

Applicants will receive email notification confirming receipt and status of their application from CTSI Education staff.

Additional information may be required which may include the following:

- Other sources of income or benefits i.e. Vocational Rehab, Veterans Affairs
- Agreement of joint venture i.e. Social and Human Services program, Vocational Rehab, Parole, Probation, or Adult and Family Services
- Valid state driver's license and certification of automobile insurance (if required by training site)

## **Application Deadlines**

### **Term Schools**

- All applicants must be completed and submitted to the Tribal education program by June 30<sup>th</sup>
- The deadline dates are posted in the Tribal offices, periodically in the Tribal newsletter, Tribal social media platforms, and on the Tribal website
- The June 30<sup>th</sup> deadline is a firm deadline and non-appealable

### **Clock Hour**

- Applications are accepted year round
- All applications must be completed 30 days prior to the start of training
  - For students already enrolled in a program, allow up to 30 days from receipt of a completed and approved application to receive funding

## **Funding Process**

- All application are reviewed and funded through a designated Education Specialist
- Each CTSI Education Specialist serves colleges, universities, and training institutions in the following counties as defined below
  - Eugene area Education Specialist in Benton, Lane, and Linn counties
  - Portland area Education Specialist in Clackamas, Multnomah, and Washington counties
  - Salem area Education Specialist in Marion, Polk, and Yamhill counties
  - Siletz central Education Specialist in Lincoln and Tillamook counties
- A Tribal Financial Aid Report (FAR) request is sent to all colleges, universities, or training institutions on behalf of student applicant
- The completed Financial Aid Report determines the financial need of the student
- The financial unmet need amount reported on the Financial Aid Report cannot be changed or over funded; per Title IV and CTSI Tribal Education department policy
- Students may receive up to \$15,000.00 per program, not to exceed the unmet need as listed on their Financial Aid Report
- The authority of all approvals will be made according to established policies and procedures of the Confederated Tribes of Siletz Indians

## **Training Approval Process**

### **Training Approval**

1. Eligible applicants will be awarded or approved grant assistance after they have provided a complete application packet and met the application deadline
2. Letters of notification regarding approval or denial will be emailed to the applicant within 30 days of submission of a completed application packet that has made the application deadline. Award eligibility will be determined after the declared institution provides a

completed Financial Aid Report to the Education Department that identifies education budget needs

Training Budget shall be based on:

- a. The institution/Tribal Financial Aid Report system will determine the trainee's education budget, the financial aid budget and available resources – but cannot exceed the \$15,000.00 maximum per program award for Job Placement & Training program
- b. Determination of Unmet Need is computed by utilizing the Financial Aid Report
- c. Determination of the allocation for Unmet Need is made by the Education Specialist based on identified unmet need and availability of funding in the Job Placement & Training program budget

### **Training Requirements**

1. Students in institutional vocational training courses are required to give evidence of progress by providing grade reports or progress evaluations from the institutions they are attending to the Tribal Education Program via their designated CTSI Education Specialist. Grade reports must be provided at the conclusion of each term/semester or institution grading/evaluation period. Failure to do so will result in a delay and subsequent denial of continued assistance.
2. A student who enters training is required to make satisfactory progress in training. Trainees must maintain minimum academic requirements of at least a 2.00 grade point average (GPA) and earn at least 12 credits for full time, 9 credits for  $\frac{3}{4}$  time, and 6 credits for part-time at term/semester colleges or maintain "satisfactory progress" as defined by clock hour institutions.
3. Students must also meet attendance policies as follows:
  - a. Notification of and prior approval concerning extended absences must be made with the Tribal Education Specialist and school/training institution
  - b. Absences due to extended illness must have verification by a doctor
4. Students must meet all financial requirements set forth by the school or training institution. Students are required to complete a Free Application for Federal Student Aid (FAFSA) for every academic year they plan to attend school/institution if available/required by institution.
5. Students must meet all application deadlines that have been established by the Siletz Tribal Education program, the institution they plan to attend, and Federal Financial Aid programs.
6. Students withdrawing from class or program must notify the Tribal Education Specialist within five days. Students are responsible for any balances owed to the school/training institution. Tribal responsibilities upon separation from training program.
  - a. Students may be required to reimburse the Siletz Education program for assistance received if they withdraw early and/or received funds they are not entitled to due to a withdrawal or dismissal status. Students may also need to pay institution directly.

### **Withdrawal from Classes:**

#### **Voluntary**

- a. Reasons must be clearly defined and expressed by the student. College/university or training institute staff and Education Specialist may recommend withdrawal if in the best interest of the student.
- b. Medical reasons may also be considered by a physician or other medical practitioner

### **Involuntary**

- a. When student fail to meet minimum academic requirements
- b. When student stops attending school or withdrawals after the withdrawal date
- c. If a student is separated from the training program for cause, the student may be responsible for repaying any portion of misused funds or account balance owed to institution. The Siletz Tribe's obligation ceases upon separation from the program.
- d. When an institution releases student from program

### **Reinstatement**

The student may be reinstated to their academic program within the same academic year if they make contact prior to withdrawal and make official arrangements for continuing their education with the school. \*All Tribal reinstatement is dependent on school/institution reinstatement

Length of interrupted status will be determined through consultation with the institution staff, student, Education Specialist, and medical or mental health staff, if needed.

### **Duration of Job Placement & Training Program Assistance**

Duration of training at any approved institution, apprenticeship and/or on-the-job training cannot exceed the following:

- Standard training programs cannot exceed 24 months of full-time actual training hours
- Registered nurse training programs cannot exceed 36 months of full-time training hours
- Apprenticeship training programs cannot exceed 36 months of full-time educational hours

### **Probation, Disciplinary Actions, and Appeals**

#### **A. Reasons for Probationary Status:**

1. Student is not enrolled a minimum of agreed upon credits: 12 credit hours for full time, 9 credit hours for  $\frac{3}{4}$  time, and 6 credits for part-time or a combination of work and educational hours as determined by apprenticeship programs
2. Student does not maintain a 2.0 GPA \*Specific to term/semester schools  
OR
3. Student is not making "satisfactory progress" according to their clock-hour institution
4. Student does not submit grade reports and class schedules when required
5. A student who fails to provide a grade report may be terminated from the Tribal Job Placement & Training program.

#### **B. Notification of Pending Probation Status**

1. The CTSI Education Specialist will provide initial email notification to the student regarding the probationary action and possible suspension or termination of assistance

2. Written notification of Probationary Status will be emailed to the student within 10 business days after receipt of grade/progress reports

### **C. Specific Terms to be Met**

1. To be removed from academic probation a grant recipient must receive a 2.00 GPA and earn credit hours for the probationary term, or meet “satisfactory progress” as defined by clock hour programs.
2. Failure to meet the minimum requirements during the probationary term/period will result in automatic suspension from the CTSI Job Placement & Training program funding.

### **D. Suspension or Termination from Program**

Student may be suspended or terminated from the Job Placement & Training program if:

1. Student does not meet the minimum requirement of a 2.00 GPA for their agreed upon credit hours or enrollment set forth/defined by their clock hour institution for the consecutive grading period.
2. Student does not provide evidence of progress by providing grade reports or progress evaluations from their school.
3. Student does not maintain a reasonable standard of conduct as specified by the institution will result in termination from the program and will be held responsible for any outstanding balance owed. Tribal responsibility ceases upon separation from training program.
4. Student fails to complete a term or semester or withdraws without official notification as specified by the Tribal Education program and the institution. Student will be terminated from the Job Placement & Training program.

### **E. Notification of Suspension or Termination Action**

The CTSI Education Specialist will provide an emailed Notification of Suspension or Termination. Reasons for suspension or termination will be outlined in the letter.

### **F. Reinstatement Terms**

Students on a suspended or terminated status will not be automatically reinstated. The student must also understand that there is no automatic entitlement to repeat services. The following must be provided:

1. Student is required to attend one term, semester, or grading period at their own expenses and provide verification of such attendance.
2. Student must meet minimum requirements of maintaining a 2.00 GPA for agreed upon credit hours or “satisfactory progress” as outlined by clock hour school during the grading/progress period of suspension and provide verification with a grade report or progress evaluation
3. Student must file for reinstatement with Financial Aid at their institution and provide verification of filing if institution accepts financial aid
4. Student is not eligible for other CTSI Education program while on suspension
5. Student must file for reinstatement of Tribal assistance with the Education Specialist for their area

## **G. Recovery of Funds**

Students that do not attend after enrollment or drops from the educational institution without official notification to the school, will reimburse all funds associated with their Tribal award. Funds will be made payable to the Confederated Tribes of Siletz Indians. No additional assistance may be received until all monies are recovered.

Students will be notified of monies owed and recovery attempts via email. Efforts will be made to recover funds from the educational institution and student. All recovered funds, unused grants and reimbursements will be returned to the Job Placement & Training program.

## **H. Retraining**

A maximum of one repeat training service will be allowed and will be determined on an individual basis considering need, ability, prior performance, and present motivation. In order to receive repeat training services and applicant must be unemployed, underemployed, or unable to work in their primary occupation due to physical or other disabilities or extenuating circumstances.

## **APPEAL PROCESS**

An applicant who has submitted a complete Job Placement & Training program application and is denied funding may appeal the decision within five days of receiving a notice of denial. Students suspended or terminated from the Job Placement & Training program may also appeal with five days of receiving written notification.

1. A decision to deny, suspend, or terminate assistance may be appealed in writing and mailed or emailed to:

Education & Cultural Programs Director  
Confederated Tribes of Siletz Indians  
PO Box 549  
Siletz, Oregon 97380  
[AlissaL@ctsi.nsn.us](mailto:AlissaL@ctsi.nsn.us)

2. Applicants or students who disagree with the decision of the Education & Cultural Programs Director may appeal the decision to the Tribal Education Committee within five days of receiving written emailed notice. Appeals must be in writing and mailed or emailed via the CEO to:

Siletz Tribal Education Committee  
PO Box 549  
Siletz, Oregon 97380  
[KurtisB@ctsi.nsn.us](mailto:KurtisB@ctsi.nsn.us)

1. The Tribal Education Committee is a committee established under the Siletz Tribal Standing Committee Ordinance and is granted authority pursuant to the Siletz Tribal Court Rules and Procedures Code to make a final decision. For purposes of this Ordinance, the Standing Committees serve as a Lower Court. The Education Committee shall provide an opportunity to present evidence, confront witnesses and be heard.
2. The committee is obligated under this Ordinance to inform a party of their right to appeal
3. The party has then days to appeal the Committee decision to the Chief Judge of the Siletz Tribal Court
4. Further appeal rights are addressed in the Siletz Tribal Rules and Procedures Cod, 3.63 Appeals from Standing Committees and Tribal Officials, (b) Right to Appeal

## **STUDENT RECORDS**

The official student records are maintained by one of four CTSI Education Specialists and housed at each of the Tribal offices. Files are kept at the area offices in Siletz, Salem, Portland, and Eugene.

The student records contains the following:

- Application and documentation
- Financial aid
- School information, grades, schedule
- Correspondence
- Documentation of contact
- Student maintenance

Student files are maintained according to Siletz Tribal Policies and Procedures and applicable federal requirements.

Student records are accessible only the student and/or by the appropriate education staff, Education & Culture Program Director, Education Specialist, CEO, and Tribal Education Committee (only in the case of an appeal hearing at the student's request). Student records cannot be released to parents/guardians, spouses, or other family members.

Records are only accessible with a Statement of Release provided by the student. The statement will provide specific authority and identify who has access beyond the above noted CTSI staff.