



# **Job Placement and Training: Program & Operating Policy**

**Approved by the Director of Education:**

**Attention: Education**

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## The St. Croix Job Placement and Training Policy and Procedures

The Purpose of the Job Placement funding is to assist with financial resources to help eligible St. Croix Chippewa of Wisconsin Tribal members achieve career and professional goals. The St. Croix Education Departments Job Placement and Training Program contain 2 options for funding purposes. Options include the New Employee Assistance and Vocational Trades funding which includes options for continuous professional Development.

### Eligibility

**Description:** This section details the requirements you and your Training Service provider must meet to qualify for St. Croix Chippewa Indians of Wisconsin Job Placement and Training Program disbursement consideration.

#### Applicant Eligibility

- Submit the St. Croix Job Placement and Training application
- Be an enrolled member of the St. Croix Chippewa Indians of Wisconsin and/or be a member of a federally recognized tribe according to 25 CFR Part 26.1
- Reside on or near St. Croix Chippewa Indian of Wisconsin Reservation Communities
- Individual Self-Sufficiency Plan (ISP); including a list of goods and services needed to get the applicant to the job, signed by the applicant and servicing representative
- Applicants must be unemployed, under employed or need and can benefit from employment assistance

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## New Employee Assistance

The St. Croix Job Placement and Training Program, New Employee Assistance funding was created to financially assist eligible tribal members that meet the enrollment requirements (All JPT applicants must be a member of a federally recognized tribe according to 25 CFR Part 26.2). The New Employee Assistance is awarded to newly hired employees that meet all the requirements and provide all the information requested. Approved line items listed below; however, not limited upon discretion of the Education Director.

<b>Approved Line Items</b>	<b>Term/First Employment/Certification</b>	<b>Lifetime funding</b>
<b>Professional Attire/Uniforms</b>	<b>\$200.00</b>	<b>Up to \$400.00</b>
<b>Mileage</b>	<b>GSA Rate for 1 Week</b>	<b>Up to \$400.00</b>
<b>Childcare</b>	<b>1 week of childcare</b>	<b>Up to \$500.00</b>
<b>Rent</b>	<b>¼ of Total Rent (1 week)</b>	<b>UP to 1\$1000.00</b>
<b>Tools/Equipment</b>	<b>\$500.00</b>	<b>Up to \$1500.00</b>
<b>Meals</b>	<b>GSA Rate for 1 Week</b>	<b>Up to \$500.00</b>
<b>Dues (Union, etc.)</b>	<b>\$100.00</b>	<b>Up to \$200.00</b>
<b>Employee Badge Fees</b>	<b>\$50.00</b>	<b>Up to \$300.00</b>
<b>Registration Fees</b>	<b>\$200.00</b>	<b>Up to \$500.00</b>
<b>Other Needs</b>	<b>Dependent upon discretion of Education Director</b>	

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### To qualify for funding consideration, you must:

- Complete and submit St. Croix Job Placement and Training Applications to the Education Department. A new application must be completed for each New Hire request.
  - New Hire confirmation from employer
  - Incomplete applications will not be processed.
  - Job Placement and Training Program recipients must apply via electronic application and/or paper application
  - ISP (Individual Self-Sufficiency Plan)
- Submit the following supporting documentation (see following pages for more information)
  - A copy of your Certificate of Degree of Indian Blood (CDIB) and/or Official Tribal ID from the St. Croix Chippewa Indians of Wisconsin Enrollment office or the Bureau of Indian Affairs to prove enrollment in the St. Croix Chippewa Indians of Wisconsin. The CDIB must reflect your current legal name, you will be afforded one full term to correct your CDIB, if needed.
  - Current W-9

### Vocational Trades Requirements

- If you are requesting JPT funding for a Vocational Trade Program or Continuous Training, please submit the following supporting documentation:
  - A current, ***itemized billing statement*** and/or invoice that includes your name, tuition, fees, etc.
  - A copy of a valid ***class schedule*** showing student name, school name, academic term, courses, and number of credits.
  - A copy of the ***acceptance/admission*** letter for new, transfer, and reentering students.
    - If you are an undergraduate student, we need an acceptance/admissions letter.
    - If you are a graduate student, we need an admissions letter from your Graduate School.
    - If you are a conditional or preparatory student, you may be considered with a written plan that explains the conditions.

- A copy of your **Certificate of Degree of Indian Blood** (CDIB) and/or Official Tribal ID from the St. Croix Enrollment office or the Bureau of Indian Affairs to prove enrollment in the St. Croix Chippewa Indians of Wisconsin. The CDIB must reflect your current legal name. Students will be afforded one full term to correct their CDIB, if needed.
- File federal and/or state income taxes for accurate FAFSA consideration, if required.

**Job Placement and Training Eligibility: Terms of Funding**

Job Placement Program Technical Diploma/Certificate (Associate Degree if Vocational)-Credits Prorated by Term Type		
Credits	Semester	Quarter to Semester Equivalent
1-11	Part-Time	.166/.167
12+	Full-Time	.666/.667
Non-Accredited Continuous Training	NA	NA

Maximum Funding Eligibility Chart	
Technical Diploma or Certification	1 Year or Less
Approved Vocational Associate Degree	6 semesters

**Application Requirements**

**Description:** This section explains the application requirements that you must meet to qualify for St. Croix Higher Job Placement and Training Program consideration.

**To qualify for funding consideration, you must:**

- Complete and submit St. Croix Job Placement and Training Applications to the Education Department. A new application must be completed for each academic institution that you attend and/or Job Placement
  - Incomplete applications will not be processed.

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- Job Placement and Training Program recipients must apply via electronic application and/or paper application
  - Submit the following supporting documentation (see following pages for more information)
    - A copy of the academic institution's Financial Aid Award Summary and/or Financial Aid Offer.
    - A current, itemized billing statement and/or invoice that includes your name, tuition, fees, etc.
    - A copy of a valid class schedule showing student name, school name, academic term, courses, and number of credits.
    - A copy of the acceptance/admission letter for new, transfer, and reentering students.
      - If you are a conditional or preparatory student, you may be considered with a written plan that explains the conditions.
    - A copy of your Certificate of Degree of Indian Blood (CDIB) and/or Official Tribal ID from the St. Croix Chippewa Indians of Wisconsin Enrollment office or the Bureau of Indian Affairs to prove enrollment in the St. Croix Chippewa Indians of Wisconsin. The CDIB must reflect your current legal name, you will be afforded one full term to correct your CDIB, if needed.
    - You may be asked to submit a degree audit from your institution once per academic year to ensure that they are making satisfactory progress toward degree completion.
    - Current W-9

### **Application Requirements: Acceptance Letter**

**Description:** This section explains what constitutes an appropriate acceptance letter.

- All applicants requesting funding for a Technical Diploma or Certificate must provide an acceptance letter from the institution they are seeking enrollment. If seeking Continuous Training through a non-accredited program, applicants are required to submit preliminary registration.

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### **Application Requirements: Class Schedule**

**Description:** This section explains what constitutes an appropriate class schedule.

**Directions:** Submit a copy of a valid class schedule that includes your name, your school's name, the academic term, your courses, and the number of credits you will take that term. Please see example below:

- You will need to submit a new class schedule **each term** you are enrolled.
- If you add, drop, or withdraw from a course, ***you must contact our office immediately*** to inform us so that we can adjust your scholarship award accordingly.

### **Application Requirements: Billing Statement**

**Description:** This section explains what constitutes an appropriate itemized billing statement.

**Directions:** Submit a valid copy of your itemized billing statement that includes your name, your school's name, academic term, and a breakdown of expenses. If seeking Continuous Training through a non-accredited program, applicants are required to submit a billing statement. In other words, if you are applying for St. Croix Education Departments Job Placement and Training Program for academic term, your itemized billing statement should indicate charges for that term.

### **Application Requirements: Current Transcript**

**Description:** This section explains what constitutes an acceptable current transcript. Please contact us if you have any questions.

**Directions:** If you previously received Job Placement Funding, you must submit a transcript to close out prior scholarship terms.

- Electronic transcripts from student portals may be sent to the Higher Education Coordinator
- Please note: Screenshots will not be acceptable. All transcripts must be downloaded from institutions student information systems/official student portal access.

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## **Application Requirements: Certificate of Degree of Indian Blood (CDIB) and/or copy of Tribal ID**

**Description:** This section explains what constitutes an acceptable Certificate of Degree of Indian Blood (CDIB) for your application and/or official Tribal ID. Please contact us if you have any questions.

- You can contact the Enrollment office at St. Croix [Enrollment@stcroixojibwe-nsn.gov](mailto:Enrollment@stcroixojibwe-nsn.gov)
- Note that in most circumstances, you will only need to submit this document once. Exceptions to this include name changes.
- Your CDIB and/or Tribal ID must include your current legal name and blood quantum

## **Application Requirements: Deadlines and Late Applications**

**Description:** This section outlines the application timelines including the first day of school deadline and the process for requesting a once per degree late exception. Please be aware that funding process can take several weeks after your application is completed. Scholarships are awarded on a first completed, first funded basis and applications will be processed in the order they are received.

*Important Note: applying after the priority filing date (outlined on page 2) may result in the application being placed on a waitlist, as applications submitted on or before the priority date will be processed first.*

**Directions:** Complete and submit St. Croix Education departments Job Placement and Training Applications to the Education Department by the timelines outlined on page A new application must be completed each academic year for each academic institution that you attend.

- Incomplete applications will not be processed.

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- Recipients must submit a St. Croix Job Placement and Training Application via electronic application and/or submit paper application.
  - Ensure that all your supporting documentation is received
  - We will accept your materials until the midterm deadline established by the Higher Education Division. Materials received after that time will be accepted, but scholarship consideration will not be provided until the term ends. Only the courses in which you earned Satisfactory Academic Progress (GPA above 2.5) will be considered for a scholarship. All others will be at your expense.
  - You will be provided a one-time only opportunity (per degree level) to qualify for scholarship consideration after the deadline with submission of a letter of explanation for late application.

### **Funding Amounts for the St. Croix Job Placement and Training**

**Description:** This section explains the Job Placement and Training amounts for the St. Croix Job Placement and Training Funding for the following: Technical Diploma, Certificate or Continuous Training. Funding is determined once all documents have been received and evaluated. We cannot retroactively award funding for a term that is no longer in session. All funding is subject to availability of funds.

Funding disbursement may take up to 30 days to be processed and mailed to the vendor after all documents are received, and the financial information from your academic institution has been reviewed by our team. Unfortunately, we cannot reimburse you for previous student loans incurred at your own expense or any late fees imposed by your school.

#### **Directions:**

- Complete and submit your St. Croix Job Placement and Training Applications
- A new application must be completed each academic year for each academic institution you attend.

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## **JPT Funding (Technical Diploma, Certificate and Continuous Training)**

Awards for full-time students per standard academic year (September to May):

- Maximum funding: \$3,000AY (\$1,500/semester for full time status 12+ credits).

Awards for part-time students per standard academic year (September to May) are for direct costs (tuition, required fees, books) not covered by another source:

- Maximum of \$1500AY (\$750/semester for part time status 1-11 credits)

## **Continuous Training (Non-accredited Programs)**

Continuous Training through Non-accredited Programs. This funding is intended to assist with training through non accredited programs that offer certifications, continuing education and professional development.

Awards will be based on the credit equivalent (hour based). Applicants will need to provide application, ISP, registration and itemized billing.

Training	Funding
Non-Accredited Courses (professional development)	Full Time Funding Up to 12 credit equivalent (\$1500 max a term)
Non-Accredited Courses (professional development)	Part Time Funding Up 1-11 Credits equivalent (\$750 max a term)

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## Academic Requirements

**Description:** You are required to maintain satisfactory academic progress by completing all credits funded by the Education Department, and to maintain a satisfactory term grade point average (GPA). Your GPA will determine continuation of St. Croix Higher Education JPT funding.

### GPA Requirements:

- Must maintain SAP, 2.0 GPA

### Additional Academic Requirements:

- You must successfully complete all the credits for which you were awarded.
  - If you do not complete all the credits you were funded, you will be placed on probation.
    - While on probation, you maintain eligibility for continued funding
  - If you do not meet all probation requirements listed in your probation letter from our office, you will be suspended.
  - Schools using alternative grading such as pass/fail, or credit hours will have a satisfactory academic progress equivalency scale established by the Education Department. For inquiries, please contact us at St. Croix Education Department.
- ***If you withdraw from your classes, and the St. Croix Higher JPT funds were disbursed to you in error by the institution's financial aid office, you must reimburse the pro-rated calculated amount to the Education Department before you may be considered for future JPT funding.***
  - Further, if your program and the school return the JPT Funding to the St. Croix Education department due to dropped or withdrawn classes, thus creating a bill the school, the remaining financial obligation at the school will be your responsibility and not the St. Croix Education departments.
  - Students are strongly encouraged to email St. Croix's Higher Education Coordinator prior to withdrawing from a course or from an institution to discuss the potential academic and financial ramifications of those decisions. What is best for you academically may not be best financially and vice versa.

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## Academic Requirements: Probation

**Description:** This section outlines academic probation, how you got into it, and how you can be reinstated to good standing.

### Timeline of events that could lead to probation:

- You did not successfully complete all the credits for which you were awarded. For example, if you received a fall scholarship for 12 credits and you only complete 9, you will be placed on probation because you did not complete all the credits you were funded.
  - Please note: While on probation, you will maintain eligibility for continued scholarship funding. This is the time to reflect on your educational goals.
- You did not earn the required GPA.
  - If you are undergraduate student and earn a term GPA between 1.5 to 2.499, you will be placed on probation.
  - If you are a graduate student and earn a term GPA between 2.0 and 2.999, you will be placed on probation:

### How to reinstate St. Croix Higher Education funding:

To be reinstated for continued funding you must complete the equivalent number of credits you were funded during the term you were placed on probation.

- Only credits at the 100-level and above (or equivalent) will count toward reinstatement.
  - Please refer to your probation letter for specific reinstatement requirements
  - For undergraduate students on probation, you must earn at least a 2.5 term GPA to apply for reinstatement.
  - Unfortunately, for-profit credits will not be considered for reinstatement purposes
- Note: Please know that you are not able to reimburse the Education Department for credits funded to avoid probation and/or suspension after the term. When funding is returned by the school, attempted credits will be adjusted accordingly. If overpayment is sent directly to you in error, repayment is required to be eligible for further scholarship consideration

## Academic Requirements: Suspension

**Description:** This section outlines suspension from the St. Croix Job Placement and Training Program, how you got into it, and how you can be reinstated to good standing.

Events that occur leading to a suspension:

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- You did not successfully complete at least half of the credits for which you were awarded. For example, if you received a fall scholarship for 12 credits and you only complete 3, you will be suspended because you did not complete at least half of the credits you were funded.
    - While you are suspended, you are ineligible to receive funding until you return to good standing.
    - However, you are still eligible to receive advising services from the St. Croix Education Department while on suspension.
  - You did not earn the required GPA.
    - If you are an undergraduate student and earn a term GPA below 1.5, you will be suspended.
    - If you are a graduate student and earn a term GPA below 2.0, you will be suspended.
  - You did not meet the requirements of your probation as stated in your letter from St. Croix Education Department.

### **How to reinstate St. Croix Higher Education funding:**

To be reinstated for continued funding you must complete the equivalent number of credits you were funded during the term of academic suspension.

- Only credits at the 100-level and above (or equivalent) will count toward reinstatement.
- Please refer to your suspension letter for specific reinstatement requirements.
- For undergraduate students on probation, you must earn at least a 2.5 term GPA to apply for reinstatement.
- Unfortunately, for-profit credits will not be considered for reinstatement purposes.
- you may submit an appeal for scholarship consideration if you felt extenuating circumstances impacted your academic performance. See Appeals Process below:

*Note: Please know that you are not able to reimburse the Education Department for credits funded to avoid probation and/or suspension after the term. When funding is returned by the school, attempted credits will be adjusted accordingly. If overpayment is sent directly to you in error, repayment is required to be eligible for further scholarship consideration*

### **Academic Requirements: The Appeals Process**

**Description:** This section outlines our appeals process. If you are an applicant who has been placed on probation, suspension, or denied funding by us, you may file an appeal. Failure to complete the steps outlined below may affect the outcome of the appeal.

- An appeal is for extenuating circumstances beyond your control. Such extenuating circumstances include, but are not limited to:
  - Major medical emergencies (for self or relative).
  - Documented mental health challenges (e.g., depression, anxiety, etc.).

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- A major life change (e.g., death of a loved one, divorce, separation, giving birth, etc.).
  - Active military service.
  - Your appeal will be reviewed by the Higher Education Coordinator and the Director of Education.
  - Once a determination has been made, we will send you notification through the email address listed on your St. Croix Higher Education Scholarship Application.

**To file an appeal, please do the following:**

- Submit a written appeal letter to the St. Croix Higher Education Coordinator that outlines the relevant extenuating circumstances and the specific action you want us to take.
  - Example of specific action: You may request that your suspension is overturned and to be reinstated into probationary status.
- Submit any additional information we request from you, such as a degree audit form and supporting documentation (e.g., a letter from your provider).

**Academic Requirements: Reentry Opportunity**

**Description:** If you have been suspended or not active for 5 or more years, you are invited to reapply to the St. Croix Scholarship Program. You will be considered for reentry on a probationary status at the start of the next term.

- For example, if a student was suspended for poor academic performance during the Fall 2015 term, they will not be eligible to receive a scholarship under the forgiveness policy until Spring 2020.

**To exercise this option, please do the following:**

- Submit a letter to the St. Croix Education Higher Education Coordinator requesting an audit of your file and inform us that you wish to apply for the Reentry Opportunity.
- We will review your file and notify you of your eligibility.

**Graduation Achievement Award**

**Description:** The Graduation Achievement Program provides enrolled St. Croix Chippewa Indians of Wisconsin students attending non-profit, Title IV regionally accredited institutions with achievement incentives for degree completion.

You may receive a Graduation Achievement Award for each progressive degree earned. The amount awarded for certificates, associate, and bachelor’s degrees may not exceed the cumulative award total for each progressive degree level attained. However, advanced degrees (master’s, Juris

Doctorate, and doctorates) will be awarded the full amount listed below. If you previously received a Graduation Achievement Award and later earned an additional subsequent degree, you may be eligible (pending available funding at the end of the fiscal year in June) to receive the difference between prior and current Graduation Achievement Award amounts.

All documents must be received before the Graduation Achievement Award can be considered and processed.

*Note: The names of Graduation Achievement Award recipients may be released to the St. Croix Tribal Governing Board and entities for potential employment opportunities (e.g., management or Executive Director positions). The Director of Education will approve the release of information to any St. Croix entities.*

Degree	Amount
High School Diploma or Equivalent	\$500
One-Year certificate or diploma*	\$200
Associate Degree	\$700
Bachelor +	\$1000

**Directions:**

- Complete and submit a current Student Support Services Program application.
  - You must have a copy of your CDIB on file with us
- Close out all previous services (e.g., study abroad) and terms funded by our division.
- Submit your official transcript and a copy of your diploma to verify degree completion from a Title IV regionally accredited postsecondary school **within one year** of degree conferral date.
  - Late applications may be considered each June if there are funds remaining.
- Complete and submit a W-9 tax form within one calendar year of degree conferral date

