

Truck Loads of Help Policy and Procedure

STATEMENT OF PURPOSE:

The Department of Social Services assists Ponca Tribe of Nebraska members and other individuals/families residing in the 15 County Service Areas to assist low income/high need individuals/families with material needs that may be available through the Truck Loads of Help Program offered through the Center for People in Need.

STATEMENT OF POLICY:

The Ponca Tribe of Nebraska Department of Social Services will keep program related information confidential. Confidentiality will be broken to notify the proper authority should a client represent that he/she may be at risk to harm themselves or others. The Department of Social Services in cooperation with other Ponca Tribe of Nebraska and or other related community service programs will assist those individuals/families that qualify for assistance and the availability of items that fit the requesting parties' needs.

Section I ELIGIBILITY

- Must have residency established within the Ponca Tribe of Nebraska service area within Nebraska borders.
- Must not have received Truck Loads of Help in the last 30 days.
- Items will be available at community functions for distribution. All clients who take items will be required to sign documentation concerning receipts of items.

Section II ACQUISITION AND DISTRIBUTION:

ACQUISITION:

- Ponca Tribe of Nebraska offices will be put on the schedule for distribution access to retrieve items from the Truck Loads of Help acquisition dates as reported by the vendor.
 - Follow the guidelines set forth by the Truck Loads of Help distribution agreement as stated below or in the event of any change required by the vendor.

DISTRIBUTION:

- Acquired items will be distributed on a case by case basis and based on eligibility.
- Clients will sign an agreement form for distribution.
- All items are for the needs of clients and not intended for employees of Ponca Tribe of Nebraska unless they are eligible under this policy. Director shall confirm that the employee is eligible and document what was distributed to the employee. Should any employee misappropriate any items from this program the appropriate disciplinary action will be taken.

Conditions for DISTRIBUTION:

1. The goods will not be sold, bartered, traded, auctioned, or transferred in exchange for money, property, or other services.
2. Donations must be used by the recipient organization or given to qualifying (low-income/high need) clients participating in their programs.
3. Donations cannot be used for fundraisers, raffles or auctions, given to volunteers or staff members or sold in retail stores, web sites, garage sales, or flea markets.
4. Your agency agrees to **mark through the bar codes of all products** with a permanent black marker so items cannot be returned to retailers.
5. The Center for People in Need has the right to limit quantities of products that an agency may receive on certain items.
6. Your agency agrees to be responsible for shopping for and picking up all donated items that your agency wishes to receive through the program from the warehouse on the day of distribution.
7. Your agency agrees to not hold the Center for People in Need, Building Strong Families Foundation or Gifts-in-Kind responsible for broken or damaged products.
8. Clients will not be allowed to come to the warehouse and/or distribution site to shop for products.

Section III _____ AMENDMENTS TO THIS POLICY:

AMENDMENT PROCESS:

The Ponca Tribe of Nebraska reserves the right to make changes in foregoing policy and procedures as needed to continue and maintain compliance with the regulations as they are outlined for this program. Amendments if made will be accomplished for the sole purpose of ensuring the Truck Loads of Help program is completing its purpose of distributing goods to persons in need.

1. A request and/or concern is made by either a council member, Ponca Tribe of Nebraska social service worker or community member in writing and delivered to the Social Services Director
2. Requests and/or concerns are filed and reviewed annually by the Director and EDTA.
3. If requests/concerns holds merit under program guided regulation, it will then be processed for approval by Tribal Council.
4. Only those presented and approved by council will be allowed.