

**RED CLIFF EDUCATION DEPARTMENT  
88385 PIKE RD. HWY 13  
BAYFIELD, WI 54814**

**POLICES AND REQUIREMENTS OF THE EMPLOYMENT ASSISTANCE  
PROGRAM**

The Employment Assistance program, also known as Relocation, is available to individuals who have obtained new employment. The goal of the Employment Assistance Program is to promote self-efficient through permanent employment. This program can assist individuals financially until the receipt of their first full paycheck.

Moving expenses can be part of the Employment Assistance Program when actual relocation is necessary due to a required move for the purpose of secured employment. In this instance, assistance can be given when employment is obtained 50 miles out side the applicant's current residence.

**What an individual qualifies for depends on many factors:**

1. Individuals wishing to apply for Employment Assistance must do so within 30 days after the date of employment.
2. Grants will be awarded only to individuals' enrolled in the Red Cliff Band of Lake Superior Chippewa Indians.
3. The employment must be a full-time, permanent position. No assistance is available to individuals obtaining seasonal, temporary or part-time employment. Self-employed individuals or training programs are also ineligible for Employment Assistance.
4. The employment cannot be through a training program, such as CESA, CEP, JTPA, WCC, Manpower, etc.
5. The job must be verified through the employer.
6. An individual may only receive one Employment Assistance service during calendar year.
7. A maximum of two services will be allowed through either the Adult Vocational Training or Employment Assistance Program.
8. Once the Employment Assistance monies have been depleted, any applications received thereafter will be held for 15 days. If no additional funding becomes available within that time, the applicant will be notified and the application cancelled.

**The following information is needed and must be supplied by the applicant:**

1. Name, address, and telephone number of the employer.
2. Job Title.
3. Beginning wage per hour.
4. Job starting date.
5. Date of first paycheck.

**Grievance procedure:**

An individual may appeal to the Red Cliff Education/Scholarship Committee any cause he/she feels is unjustified. An appeal shall be made in writing to the Red Cliff Education/Scholarship Committee for their determination. If the individual feels that the Committee's decision on the appeal is unjust, he/she may appeal to the Red Cliff Tribal Council. The decision of the Council shall be final.