

A circular frame containing a photograph of a wooden structure and a piece of animal hide. The wooden structure consists of several long, thin wooden poles or beams arranged in a crisscross pattern. The animal hide is a large, rectangular piece of light brown, textured material, possibly made of animal skin, with several small holes along its edge. The background is a solid, light gray color.

NHBP TRIBAL MEMBERS'
PROGRAMS, BENEFITS AND SERVICES

2019





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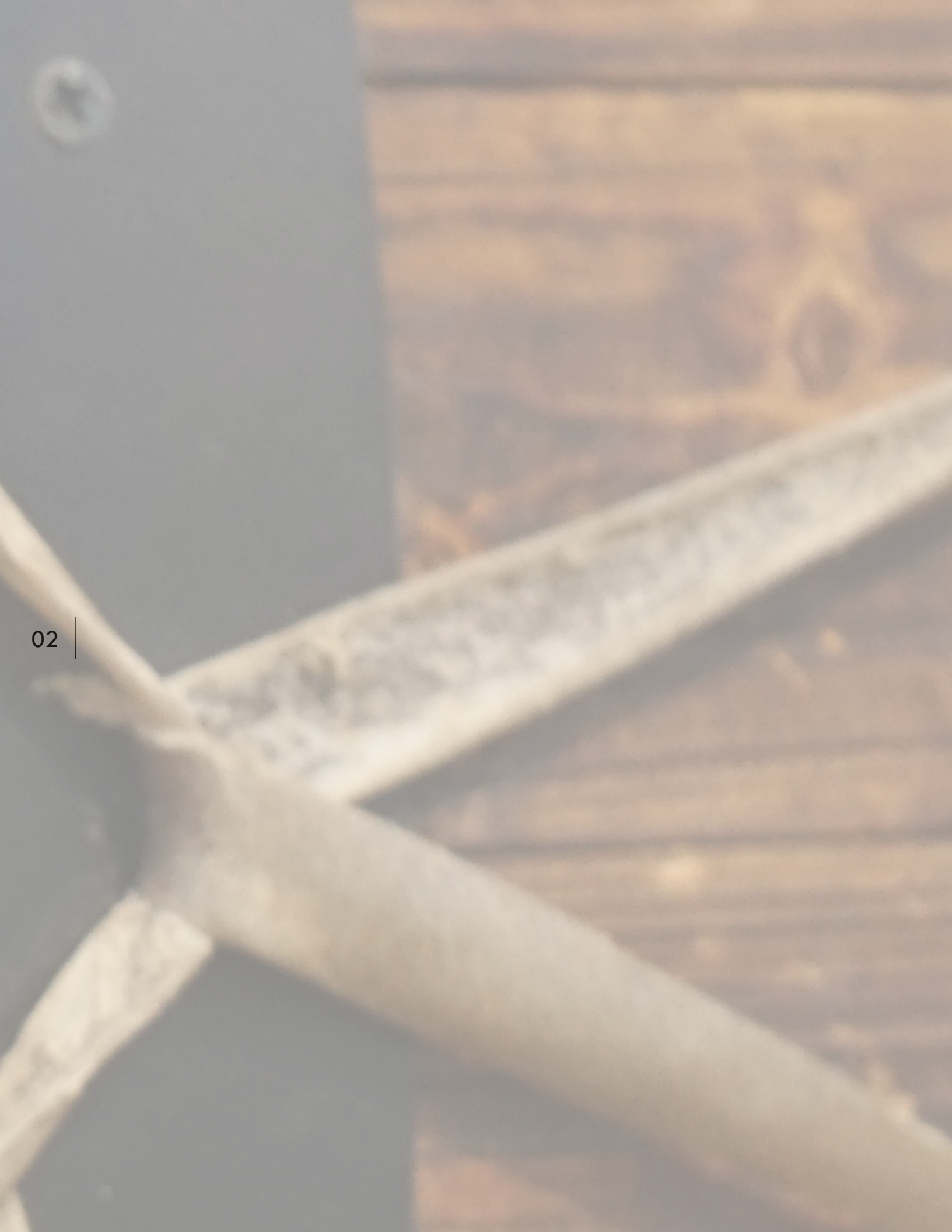


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Bozho,

The 2018 NHBP Members' Programs, Benefits and Services Booklet is for all NHBP Tribal Members to reference when seeking information regarding the programs, benefits and services NHBP has to offer its Tribal Members. The booklet is alphabetized and broken into sections by departments, sub departments and the programs provided by the department. Each description includes all the details necessary for Tribal Members to utilize that program, benefit or service.

Although this is the 2018 version, some information relating to the programs, eligibility, contact information or application details may change throughout the year. Should there be any confusion, please contact the NHBP Government Center at 269.729.5151 or visit Members Only for the most up to date information.

Migwéché,



Jamie Stuck
Tribal Council Chair



Dr. Jeff Chivis
Tribal Council Treasurer



Dorie Rios
Tribal Council Vice-Chair



Homer A. Mandoka
Tribal Council Sergeant-at-Arms

04 |

TRIBAL GOVERNANCE

ACCESSING BENEFITS

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) GUIDELINES:

Households CAN use SNAP benefits to buy foods for the household to eat, such as:

- Breads and cereals
- Fruits and vegetables
- Meats, fish and poultry
- Dairy products
- Seeds and plants which produce food for the household to eat

In some areas, restaurants can be authorized to accept SNAP benefits from qualified homeless, elderly or disabled people in exchange for low-cost meals.

Households CANNOT use SNAP benefits to buy:

- Beer, wine, liquor, cigarettes or tobacco
- Any nonfood items, such as:
 - Pet foods
 - Soaps, paper products
 - Household supplies
 - Vitamins and medicines
 - Food that will be eaten in the store
 - Hot foods

Junk Food and Luxury Items:

- Soft drinks, candy, cookies, snack crackers and ice cream are food items, and are therefore eligible items
- Seafood, steak, and bakery cakes are also food items, and are therefore eligible items

Energy Drinks:

When considering the eligibility of energy drinks, and other branded products, the primary determinant is the type of product label chosen by the manufacturer to conform to Food and Drug Administration (FDA) guidelines:

- Energy drinks that have a nutrition facts label are eligible foods
- Energy drinks that have a supplement facts label are classified by the FDA as supplements, and are therefore not eligible

Live Animals:

Generally, live animals and birds are not eligible for purchase with SNAP benefits. However, live seafood such as lobsters, fish and shellfish are eligible and may be purchased with SNAP benefits.

Pumpkins, Holiday Gift Baskets and Special Occasion Cakes:

Pumpkins are edible and eligible for purchase with SNAP benefits. However, inedible gourds and pumpkins that are used solely for ornamental purposes are not eligible items.

Gift baskets that contain both food and non-food items are not eligible for purchase with SNAP benefits. If the value of the non-food items, such as a stuffed holiday bear, does not exceed 50 percent of the purchase price, then it would be eligible.

Items such as birthday and other special occasion cakes are eligible for purchase with SNAP benefits as long as the value of non-edible decorations does not exceed 50 percent of the purchase price of the cake.

TRIBAL MEMBER BENEFIT

PROGRAM

Overview:

This program allows NHBP to create tax-exempt programs to address our unique social, cultural and economic issues. In order to qualify as an "Indian General Welfare Benefit," any payment made or service provided on behalf of an NHBP Tribal Member (or qualified non-Member) must:

- Be administered under specific guidelines that does not discriminate in favor of Tribal Members of NHBP.
- The benefits provided under the program are available to any NHBP Tribal Member who meets the guidelines and are for the promotion of general welfare. It is not for lavish or extravagant items and is not for the compensation of services.

Under the guidance of the Act, NHBP has established an all-encompassing General Welfare Benefits Program to benefit the needs of Tribal Members.

Funding:

Each eligible member will be credited with \$25,000 per year in equal monthly installments, which may be used as described in the section entitled "Accessing Benefits."

Eligibility and Notes:

1. Any enrolled adult NHBP Tribal Member, 18 years of age and older, is eligible to participate in the Tribal Member Benefits Program (TMBP).
 - a. Tribal Members becoming eligible during the plan year will be allowed to begin participation in the program on the first of the month following their eligibility.
 - b. NHBP Tribal Members who are currently incarcerated are not eligible for TMBP. Upon release your benefits will be available to you.
2. Only participating Tribal Members and their qualified non-Member dependents are eligible to use the benefits provided under the program. Qualified non-Members are defined as a spouse, parent, guardian, child or dependent, or household member of a Tribal Member. A qualified non-Member dependent must reside and show proof of living in the same household as the qualified Tribal Member
3. Benefits available under the TMBP are subject to established guidelines that serve as tax-exempt programs to address the needs of NHBP Tribal Members.
 - a. By activating your FSA TMBP debit card, the Tribal Member agrees to the Terms and Conditions of the program. It is the Tribal Members responsibility to understand the program and abide by the guidelines set forth within the NHBP General Welfare Code and Program Guide.

CONTACT

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ACCESSING BENEFITS

FSA TMBP DEBIT CARD

Participants will receive one debit card to be used with most health, utility, education and child care providers. The FSA TMBP debit card will be mailed in a plain white envelope to the enrollment address on file.

To activate your card, call 844.969.8777. When you have eligible expenses at a business that accepts MasterCard, simply select "Credit" and use your card for payment. The amount of eligible purchases will be deducted directly from your Tribal Benefit account.

Please be aware that some merchants may not accept the card or may charge a fee for processing. Please be prepared to pay any balance up front. Restrictions may apply.

It is important to remember to save your receipts as NHBP may request to validate your debit card purchases at any time. Please save all of your receipts in the event of a verification request.

RECURRING PAYMENTS

A recurring payment is similar to auto-pay and can be established for any fixed payment amount to eligible benefit providers. Payments are generated as a physical check and mailed 10 days before the selected due date. Due dates are available for the 1st or 15th of the month and may be made on a recurring monthly or one-time basis.

To set up recurring payments to your service providers, complete the Recurring Payment Authorization Form and attach all billing information as directed.

Please note all documentation must be submitted to the Tribal Member Benefits Administrator 15 days before the selected due date.



THE SUN SHINES ON A PURPLE FLOWER NEAR THE COMMUNITY GARDEN.

ACCESSING BENEFITS

CLAIM REIMBURSEMENT

Claim reimbursements may be used for eligible out-of-pocket expenses incurred during the plan year. When submitting a claim, Members must include a completed Claim Reimbursement Form along with the following documents to validate the amount of the service/purchase, service or item description, date of service/purchase and service provider or merchant name:

- Completed Claim Form
- Copy of billing statement or contract
- Proof of payment

Examples of Billing Statements may include an invoice, bill of sale or copy of a lease agreement.

Claims will be reviewed and approved or denied based on the documentation provided. If a claim is denied, a letter or email will be sent to the address of record based on the participant's notification preferences. The letter will advise the participant to provide additional information to validate the claim for processing.

Reimbursement distributions will be based on your available benefits under the program. Any approved claim exceeding the current balance will be pending until new funds are available.

Participants may check the status of a claim any time by logging into www.fsatpa.com



MAPLE TREES ON THE PORCH OF THE GOVERNMENT CENTER.

There are several easy and convenient ways to upload or submit a claim:

1. Online at fsatpa.com:
Visit fsatpa.com to log in and submit a claim under your Participant portal.
2. Mobile app:
Download the FSA TPA Benefits app from your Apple or Google Play store. Upload your claim as instructed.
3. Mail or Fax:
Mail: P.O. Box 1210, Atmore, Alabama, 36504
Fax: 855.673.6710

Please allow five to seven business days to process your claim.

All reimbursements will be issued via mailed check, unless the participant elects direct deposit reimbursement. To receive your reimbursement sooner, please complete and return the Direct Deposit Authorization Form along with a copy of a voided check.

How to sign up for Direct Deposit:

1. Log on to the Members Only website
2. Print the Direct Deposit Authorization Form and fill out completely
3. Attach a copy of a voided check to the form
4. Submit via email, mail or fax to the NHBP Tribal Member Benefits Administrator

BENEFITS

Participating Tribal Members and their qualified non-members will have the opportunity to utilize the program for the following types of eligible benefits. Any unused benefits will roll forward from month-to-month and into the next plan year.

As a reminder, the FSA TMBP debit card may only be used with compatible health, utility, education, child care and limited rental housing providers.

ACCESSING BENEFITS

HEALTH

Participating Tribal Members and their qualified non-members will have the opportunity to utilize the program for the following types of eligible benefits. Any unused benefits will roll forward from month-to-month and into the next plan year.

As a reminder, the FSA TMBP debit card may only be used with compatible health, utility, education, child care and limited rental housing providers.

- Non-cosmetic medical, pharmacy, dental and vision expenses, such as copays, coinsurance, deductibles, etc.
- Medical, dental and vision insurance premiums, excluding premiums paid pretax through an employer or group-sponsored Section 125 health plan
- Behavioral health care, including mental and behavioral health, drug and alcohol addiction, smoking cessation and gaming addiction
- Prescription drugs
- Physical therapy
- Medical equipment
- Braces or dentures
- Eyeglasses and/or contact lenses
- Hearing aids
- Prenatal care
- Fertility treatment and services
- Gestational surrogacy
- Breast pump and supplies
- Service animal
- Care and maintenance of service animal
- Long-term care premiums and services
- Assisted living
- Wellness, such as non-invasive weight loss programs
- Expenses and benefits for the recently deceased will be covered up to six months post death.
- Other

For a full list of eligible items, please review IRS Section 139D(a)(1) and 139E subject to IRS Publication 502 (<https://www.irs.gov/pub/irs-pdf/p502.pdf>). Note that NHBP reserves the right to limit the eligibility of any item(s) included within Section 139D and 139E and/or may require pre-approval by the Tribal Member Benefits Administrator.

CHILD CARE

- Care for qualified non-Members, ages 12 and under
- Care for a spouse or relative that is not physically or mentally able to care for him/herself

UTILITY

For a participant's primary residence only:

- Electricity
- Natural gas and propane
- Water
- Sewer and waste, including trash services
- Telephone services, such as a landline and cellular
- Internet services
- Cable or satellite services
- Backup generators

NHBP has defined primary residence, for use under the program, as the home domicile physically occupied by the owner (Tribal Member) for the major portion of the year and the address of record for such activities as Federal income tax reporting, voter registration, occupational licensing and other.

