



**Navajo Division of Social Services**  
**Navajo Family Assistance Services**  
**Effective: August 29, 2022**



**Navajo School Clothing and School Supplies Guidelines**

**Section One: Purpose**

- A. The Navajo Family Assistance Services (NFAS) of the Navajo Nation Division of Social Services (NNDSS) provides financial benefits for eligible school age Navajo children to purchase clothing and school supplies, of their choice, in an effort to promote school attendance, encourage academic performance, and support confidence.
- B. The NFAS is the lead agency to provide financial benefits for school clothing and school supplies for eligible school age Navajo children. The Navajo School Clothing and School Supplies Guidelines will advise the applicant on how to apply for financial benefits. The applicant is a parent or legal guardian of the child(ren).

**Section Two: Eligibility**

- A. The following requirements outlines the eligibility of the child(ren):
- \_\_\_ 1. The child must be between 3 to 18 years of age at the time the application is submitted.
  - \_\_\_ 2. The child must be an enrolled member of the Navajo Nation.
  - \_\_\_ 3. The child must be enrolled in school which includes childcare center, Head Start, Pre-Kindergarten, Pre-School, grade K through 12, or in a learning enrichment program provided by the Family and Child Education (FACE) program, independent homebased childcare provider who is certified and/or registered with the Navajo Department of Child Care Development (DCCD), or through virtual learning.
- B. An applicant is only eligible to receive financial benefits from **one** of the following, not both:
- 1. NFAS' Navajo School Clothing and School Supplies;
  - or**
  - 2. Navajo Department for Self-Reliance's (DSR) TANF school clothing benefits.
- C. The applicant **cannot** simultaneously apply or receive funding from the funding sources provided in paragraph (B) of this section.
- D. NFAS will refer *TANF recipients to DSR for school clothing benefits.*
- E. By applying and receiving financial benefits, the applicant self attests that the NFAS funding will be used for the purposes outlined within these Guidelines and that the information submitted is true and accurate.
- F. Applicant must provide the correct contact information in the event NFAS staff require further clarification or additional information.

**Section Three: Definitions**

- **Child Care Center** – a facility, other than a private residence, receiving 1 or more children under 13 years of age for care for periods of less than 24 hours a day, where the parents or guardians are not immediately available to the child.
- **Enrichment Program** - outside courses that supplement homeschool curriculum. They can be hosted by public or private schools, homeschool parents, or community groups. The host usually charges an attendance fee, as well as a materials fee.
- **Early learning** - Early childhood education describes the period of learning that takes place from birth to 8 years old. There are several types of early education programs, including those that are federal, state or privately funded.

#### **Section Four: Required Documents**

- A. The applicant must submit the following required documents to NFAS and must include the information for both the parent/legal guardian and child(ren):
- \_\_\_ 1. Navajo School Clothing & School Supplies application;
  - \_\_\_ 2. Certificate of Indian Blood;
  - \_\_\_ 3. Social Security Card;
  - \_\_\_ 4. School or Learning Enrichment Program Enrollment Verification: a document on official school letterhead verifying the child is enrolled for the current educational year, verification by the Navajo DCCD for independent homebased providers, or appropriate documentation verifying the child is home school or in virtual learning;
  - \_\_\_ 5. Completed W-9 Form that is signed by the applicant. This document is for the applicant only. **Do not** fill out in child(ren)'s name; and
  - \_\_\_ 6. Legal Guardianship / Power of Attorney, if applicable.
- B. Outdated application formats will not be accepted. All applications must be for the school year 2022/2023, effective October 1, 2022 / Revised September 2, 2022.
- C. One application per household. (All children **must** be listed on one application.)
- D. All documents identified in section 3(a)(1-6) must be submitted with the application. In the event there are missing documents identified in section 3(a)(1-6) and/or the documents do not have adequate information, the application will be deemed as incomplete. If there are missing documents and/or the documents do not have adequate information, applicants will have 10 business days to submit missing documents and/or provide documents that provide adequate information from the date a notification is provided. In the event the applicant does not submit the missing documents and/or does not provide adequate information by the 10 business days as noted above, the application will be deemed denied.

#### **Section Five: Financial Benefits**

The financial benefit for Navajo School Clothing and School Supplies shall not exceed \$250.00 per child for the current school year.

#### **Section Six: Appeal**

If an application is denied, a written appeal for reconsideration must be submitted to the NFAS Senior Programs and Projects Specialist (SPPS) within ten (10) working days of receipt of a denial letter. The written appeal shall outline the reason(s) for which the applicant is disputing the denial of an application and should include supporting document(s), if any. The NFAS SPPS' decision will be final.

#### **Section Seven: Where to Apply:**

1. Applications can be found at the Navajo Nation Division of Social Services website <https://nndss.navajo-nsn.gov>
2. Applications will only be accepted at your local NFAS casework office or emailed to [NFAS.Comments@nndss.org](mailto:NFAS.Comments@nndss.org)
  - a. WINDOW ROCK OFFICE – Bldg. #2689 Window Rock Blvd.  
T: (928) 871-4664/4665/4667 – FAX: (928) 871-7909
  - b. CHINLE OFFICE - Rt. 7 Old BIA Complex Bldg. #175194  
T: (928) 674-2040/2042/2047 - FAX: (928) 674-2043
  - c. SHIPROCK OFFICE - Nataani Nez Complex, South HWY 491  
T: (505) 368-1572/1522/1488 - FAX: (505) 368-1177

- d. TUBA CITY OFFICE - Corner of Pine St and Edgewater Dr.  
T: (928) 283-3278 - FAX: (928) 283-3276
  
- e. GALLUP OFFICE - 116 South Boardman Dr.  
T: (505)726-2672 ext. 102/104 - FAX: (505) 726-2480
  
- f. CROWNPOINT OFFICE - 2724 Chapter House Rd. (Between Chapter House and Head Start)  
T: (505) 786-2236  
F: (505) 786-2238

3. All inquiries will be referred to the NFAS casework office location the applicant applied.



**Navajo Family Assistance Services Program**  
**P.O. Box 2547; Window Rock, AZ 86515**  
**Navajo School Clothing & Supplies Application**  
**School Year 2022-2023**



Parent/Guardian Name:		Relation to Child(ren):		Date:	
DOB:	CIB:	SSN:		Gender: M/F	
Mailing Address:		City:	State:		Zip:
Phone:	Email:		Chapter:	Reside on Reservation?	

Child(ren)'s Name:	Gender	DOB:	CIB:	SSN:	Grade / Enrollment:
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

<b>ACKNOWLEDGEMENT</b>	
<b>Initial</b>	By submitting the application and receiving assistance, I self-attest that the funding will be used for the purposes outlined in the Navajo School Clothing and Supplies Guidelines and that the information I have submitted is true and accurate.
<b>Initial</b>	I understand that children are not allowed to receive school clothing funding from both Department of Self Reliance and the NSCS Program.
<b>Initial</b>	I am only applying for children in my physical custody.
<hr/> Parent / Guardian Signature <span style="float: right;">Date:</span>	

<b>NFAS USE ONLY</b>	
Employee Name:	Date:
Position Title:	Office:

