



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
 - 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.					

ACKNOWLEDGEMENT	
Initial	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.
Initial	I understand that children are not allowed to receive school clothing funding from both Department of Self Reliance and the NSCS Program.
Initial	I am only applying for children in my physical custody.
<hr/> Parent / Guardian Signature Date:	

NFAS USE ONLY	
Employee Name:	Date:
Position Title:	Office:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
		<p>2 Business name/disregarded entity name, if different from above</p>	
		<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
		<p>6 City, state, and ZIP code</p>	
		<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.