

## Bureau of Indian Affairs, Interior

## § 26.25

- (i) Tools for employment;
- (j) Initial union dues;
- (k) Transportation of household effects;
- (l) Security and safety deposits;
- (m) Items to improve personal appearance such as professional work clothing;
- (n) If required, kitchen and other household effects including bedding and appliances; and
- (o) Childcare.

### **§ 26.19 Will I be required to contribute financially to my employment and training goals?**

Yes, the Job Placement and Training Program clients are required to seek other funding, including the use of personal resources as a condition of their ISP.

### **§ 26.20 Can I be required to return portions of my grant?**

Yes, grants are awarded for a specific purpose as described in the applicant's ISP. If the funds cannot be spent according to the ISP, the unused portion must be returned to the service provider's job placement and training budget.

### **§ 26.21 Can this program be combined with other similar programs for maximum benefit?**

Yes, combining this program with other programs is encouraged, to the extent that laws governing program services permit partnering with similar programs and resources.

### **§ 26.22 May a tribe integrate Job Placement and Training funds into its Public Law 102-477 Plan?**

Yes, Indian tribes may integrate Job Placement and Training Program funds into their Public Law 102-477 Plan.

### **§ 26.23 What is an Individual Self-Sufficiency Plan (ISP)?**

- (a) An ISP is a document that:
  - (1) Spells out the details necessary for a person to assume a meaningful job (usually within a reasonable period of time);
  - (2) Supplements the application process and includes needed finances, special clothing, transportation, and support services necessary for employment;

(3) Identifies all financial resources and defines the employment or training objective and activities planned to reach the objective; and

(4) Outlines how the applicant will participate in job placement, where resources will allow.

(b) The employer's job information and offer should be attached to the ISP, which becomes a part of the application (and supporting documents).

(c) The ISP must indicate that the services received will meet the individual's and tribal goals.

(d) Only one comprehensive ISP can be in effect for each applicant at one time. The comprehensive ISP should be coordinated and integrated with other programs offered by the servicing agency.

## **Subpart B—Job Placement Services**

### **§ 26.24 What is the scope of the Job Placement Program?**

The Job Placement Program assists Indian people who have job skills to obtain and retain gainful employment leading to self-sufficiency.

### **§ 26.25 What constitutes a complete Job Placement Program application?**

To be complete, a Job Placement Program application must contain all of the items required by this section.

(a) An application signed by the applicant and servicing office representative.

(b) An ISP, including a list of goods and services needed to get the applicant to the job, signed by the applicant and servicing representative.

(c) An accepted official document that shows the formal relationship between the applicant and a federally recognized tribe or a document that shows an applicant's eligibility for services.

(d) A statement by the service provider that the applicant has been declared eligible for services.

(e) A financial statement that reflects the applicant's unmet need.

(f) An employer certification that the applicant has been hired. The certification must include, at a minimum:

- (1) Job title;