

**COQUILLE INDIAN TRIBE
EDUCATION DEPARTMENT**

**TUTORING
PROCEDURES**

EFFECTIVE _____, 2008

1.0 Inquiry

A. Inquiry shall be made in person or through phone call to Education Director. Education Director shall make an initial assessment to determine whether client is eligible.

B. After initial inquiry, applicant or parent of applicant will be mailed an application packet within 48 business hours of inquiry. Application packet will include parent application and Contract for Services for tutor.

2.0 Use of Funds

A. Funding is to be used solely for the purpose of tutoring for Tribal youth and is not intended for use by parents wishing to home school their children.

B. Funding is available on a limited basis and may not exceed an authorized amount per month per Tribal youth.

3.0 Application Process

A. Parents must first contact Education Program Director.

B. A packet of materials will be sent to the parent within 48 hours of request. Included in the packet will be the parent's application form, Coquille Indian Tribe Contract for Services (which will include a criminal background check), and a W-9 Form. The Coquille Indian Tribe will not deduct taxes from tutoring payments, but will report earnings of \$600 or more on Form 1099 Misc. at the end of the year.

C. Provider payment information must be included.

D. When application packet is complete, Education Director will make a decision based on the parent's and the counselor's written justification for tutoring.

E. Parents will be notified of decision in writing.

F. Payments to tutors are done through the education department once a month.

G. Time frame to complete application process to be within 30 days of application.

4.0 Tutor Responsibility

A. Tutor must complete a Contract for Services which will include a criminal background check.

B. Tutor will supply the Education Director with verifiable proof of eligibility to effectively be a tutor.

C. Once contracted as a tutor for the Coquille Indian Tribe, tutor will submit monthly time sheets and monthly activities for tutoring.

5.0 Payment

A. Tutor must supply the Education Director with a monthly time sheet as well as materials covered/progress report before payment can be made.

B. Payments are made monthly and should be submitted in a timely manner.