

 THE OSAGE NATION	Osage Nation Policies and Procedures	
	Document #: ON-RM-100	Title: Record's Management Policy and Procedure
	Revision #: 1.0	Last Revised: 07/28/2026

Osage Nation **Education** Department
 Financial Assistance Services for School Clothing, Supplies,
 and Technology Program
 Record's Management Policy and Procedure
 Policy and Procedures

Document Version #: 1.0

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Policy Owner:

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Osage Nation Education Department Record's Management Policies and Procedures

Effective date: 07/28/2026

POLICY

PURPOSE

The purpose of this policy is to utilize the Plan of Operation authorized by the Osage Nation Education Department to ensure consistent, compliant, and efficient record creation, storage, classification, retention, and disposal across Osage Nation Education Department operations and supporting IT systems; and to protect integrity, and confidentiality.

SCOPE

This policy applies to all employees, contractors, staff, and constituents of the Osage Nation Education Department, under the supervision and direction of the department's Director, and covers all physical records, digital files, emails, system logs, and all data retained or processed within IT-managed systems.

DEFINITIONS

- ¹ Pre-Kindergarten focuses on Kindergarten readiness for children, four years old, who will be starting Kindergarten within the next year.

ROLES & RESPONSIBILITIES

- **Director** approves budget and policy and procedures
- **Tribal Education Advocate- FAS** processes applications, submits approved applications for assistance payment and facilitates communication between families and the accounting department

CLASSIFICATION OF RECORDS

Records must be classified as one of the following:

- **Administrative:** These support the general management and internal operations of the Nation.
- **Financial:** These directly relate to budgeting, expenditures, and financial planning.
- **Legal/Regulatory:** These relate to compliance, contracts, or records that could be involved in legal review.
- **Personnel:** These relate to individual employee records and HR processes. (Note: Some records overlap with Legal/Regulatory due to dual-use, e.g., for investigations)
- **Operational:** These support day-to-day Education Department operations and services. (Note: Records in this group may also fit under Administration classification if used for policy enforcement and planning.)

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PROCEDURE

PROCESS

The Osage Nation Education Department (ONED) recognizes that the start of a new school year can be a stressful time for our Osage families. The Osage Nation Congress enacted ONCA 22-91 to provide funding for school clothing, supplies, and technology assistance for members of the Osage Nation with school-aged children.

The Osage Nation Financial Assistance Services for School Clothing, Supplies, and Technology Assistance (ONFASSCSTA) is available to all legally enrolled members of the Osage Nation who attend pre-kindergarten through twelfth (Pre-K-12th) grade.

The Osage Nation Education Department determines eligibility for the ONFASSCSTA Program. To be eligible for the assistance, the following requirements must be met:

- Student(s) must be a legally enrolled member of the Osage Nation; and
- Student(s) must be enrolled in a public, home school, private, charter, or boarding school in Pre-kindergarten¹-12th grade; and
- Must provide the applicable Verification of Enrollment (VOE) document

FUNDING LEVELS

Each student who is eligible for the ONFASSCSTA will be funded at Two Hundred Fifty Dollars (\$250) per academic year for the purchase of school clothing, school supplies, and school technology.

FUNDING LIMITATIONS

The following programs: Early Head Start, Head Start, Preschool, and Wahzhazhi Early Learning Academy (WELA), and other similar programs are not eligible for assistance.

Misuse of funds may result in future disqualification from the Program and may result in court action for fraud pursuant to the laws of the Osage Nation. Misuse of funds includes, but is not limited to, making prohibited purchases as listed in the Allowable Expenses section below.

ALLOWABLE EXPENSES

The ONFASSCSTA funds may only be used to satisfy the following defined purchases and/or expenses:

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School clothes includes the following: tops/shirts, pants/shorts, dresses/skirts, undergarments/socks, winter gloves/scarves, coats, winter hats, and shoes/boots.

School supplies include the following items required for the student to complete enrolled courses, such as paper, pens, notebooks, erasers, crayons, glue, colored pencils, backpacks, and other necessary items the Student may require to participate fully in class.

School technology assistance items include the following: laptops, iPads, Chromebooks, computers, learning applications, calculators, chargers, headphones, and earbuds.

Non-allowed purchases include, but are not limited to the following: toiletries, consumable items such as groceries, food/drinks, tobacco, alcohol, gas, cell phones, phone or music cards, sports gear, makeup, jewelry, body sprays/perfumes/colognes, purses/accessories, hair products, televisions, ball caps and/or hats, and phone or other electronic apps unrelated to school.

SERVICE AREA

This program is available to all legally enrolled members of the Osage Nation who attend pre-kindergarten through twelfth grade, regardless of the county/state/country they reside in.

APPLICATION PROCESS

Applications for the Osage Nation Financial Assistance Services for School Clothing, Supplies, and Technology Assistance (ONFASSCSTA) are available on the Osage Nation Service Portal: <https://portal.osagenation-nsn.gov/>. Applications must be received by the deadline, and no extensions will be granted. The Student's parent/guardian applying for the student must be the legal/custodial parent, legal guardian, or legal caseworker at the time the application is submitted. **The Student's parent/guardian must submit a new application each academic year.**

Completed applications (with all required documents) are processed in the order of receipt, and assistance shall be provided based on funding availability.

APPLICATION REQUIREMENTS

Applications will open for the new academic year on October 1st. Applications can be submitted online up until the deadline of the May 1st of the following year.

Complete applications shall include the following:

1. A fully completed and submitted online application through the service portal;
2. A copy of the Student's Osage Nation membership card (verified internally);

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3. Verification of Enrollment (VOE) document (dependent on school type) as listed below. School IDs will not be accepted.
 - a. **Public/Private school students** must submit one of the following: the Verification of Enrollment (VOE) form, completed and signed by a school official; the student's current class schedule, which must include the student's name, grade, academic year, and school information; or the student's most recent report card, which must include the student's name, grade, academic year, and school information. These items are acceptable only if the required information is listed.
 - b. **Home-school students** must submit a receipt from a verifiable company for the home-school curriculum and/or nooks to be used for the academic year with their application.
 - c. **Students who are home-schooled through an online charter school or a virtual academy** must submit letter with the company's official letterhead verifying the student is enrolled for the current academic year;
4. If applicable, legal custody or guardianship documents are required if the student is not living with the biological parent(s). Marriage license, bank statement, Social Security card, driver's license, tax document, etc. are not required.

PAYMENT

Assistance will be provided via direct deposit for the purchase of school clothing, school supplies, and school technology assistance. The Electronic Funds Transfer/ Direct Deposit form is included with the application. Assistance will not be provided in the form of cash or checks.

DATA PRIVACY

The information contained in each application and any attached supporting documentation is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the prior written consent of the Student's parent/legal guardian, unless the information is being used to perform the duties of an Osage Nation employee. The Student's information may be released to other Osage Nation Departments/Programs with which the Student or Student's parent/legal guardian is receiving or requesting services, and to the Office of the Osage Nation Attorney General for investigation to detect or eliminate fraud. Any information related to this Program shall be gathered pursuant to applicable Osage law and in accordance with this Data Privacy section and the Osage Nation Open Records Act.

APPEALS PROCESS

If a Student's parent or legal guardian believes the Student has been denied in error, the parent or legal guardian must submit a written appeal letter vial email to the ONED program administrator with ten (10) business days of notification, stating the reason for the appeal.

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Within five (5) business days of receiving the appeal letter, the ONED program administrator will submit a report to the Director via email. Within ten (10) business days of that report, the Director shall inform the complainant and the Secretary in writing of the decision. The Director's decision shall be the Department's final decision.

REQUIRED DOCUMENTS

The following documents are required to process the application and determine eligibility:

- Student's Osage Nation Membership Card; and
- Student's Verification of Enrollment document- document depends on the student's school type

POLICY REVIEW

- This policy will be reviewed yearly or upon significant change.

CONTACT INFORMATION

Email: schoolassistance@osagenation-nsn.gov

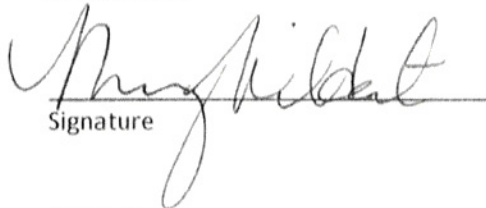
Phone: 918-287-5300

Physical Address: Osage Nation Education Department
Attn: School Assistance
P.O. Box 250
Hominy, OK 74035

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Signature Page

APPROVALS



Signature

Director

7/28/26

Date



Signature

Secretary

7/28/26

Date

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Appendix A – Document Change Control

Revision Number	Date of Issue	Author(s)/Approvers	Brief Description of Change
1.0	07/28/2026	Lindsey Mitts	Standardized P&P's