



**Pueblo de San Ildefonso**  
*Office of the Governor*

**NOTICE OF TRIBAL MEMBER DISTRIBUTION**

September 1, 2020

The Pueblo de San Ildefonso Council authorized a distribution of \$500 per tribal member as assistance to tribal members during the COVID-19 pandemic. The distribution will be available to those individuals who are enrolled members of the Pueblo de San Ildefonso as of August 14, 2020.

The distribution will be made entirely by mail due to the COVID-19 social distancing and travel restrictions that are currently in place at the Pueblo.

Checks will be made out to, and mailed to, all tribal members listed on the membership roll as of August 14, 2020. Tribal members must confirm that the Tribal Administration has the most up-to-date contact information by completing and returning the required forms to ensure that distribution checks are made out to the proper individuals and sent to the correct address.

Distribution Procedures and Forms are attached and are also available at [www.sanipueblo.org](http://www.sanipueblo.org) (Click the "Contact Us" Link). All completed forms must be received or postmarked by **September 11, 2020**. Forms may be returned by mail to Finance Department, 02 Tunyo Po, Santa Fe, NM 87506, by fax to (505) 455-7351, by email to [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org), or by hand-delivery to the drop-box located outside of the Tribal Administration Office.

If you have any questions, please call the Governor's Office at (505) 455-2273 or email to [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org). Please do not come in person to the Tribal Administration Offices in order to maintain COVID-19 safe practices.

Please continue to stay safe, limit outings, avoid large gatherings, practice social distancing, wear a mask, and wash your hands. Our community needs you all to stay safe, strong and healthy during this challenging time.

  
Governor Perry M. Martinez

  
Lt. Governor Chris Moquino



## **Pueblo de San Ildefonso** *Office of the Governor*

### **COVID-19 ASSISTANCE DISTRIBUTION PROCEDURES**

#### **Authorization:**

- The Pueblo de San Ildefonso Council authorized a distribution per SI-R20-016 for all Pueblo de San Ildefonso tribal members to assist with the hardships caused by the COVID-19 pandemic.
- The amount of the distribution shall be \$500.00 per tribal member who is enrolled as of August 14, 2020.
- This policy shall be applicable for the 2020 COVID-19 assistance distribution.

#### **Distribution of Checks – By Mail ONLY:**

- Distribution of checks will be made entirely by mail due to the COVID-19 social distancing and travel restrictions that are currently in place at the Pueblo.
- Checks will be mailed to the address provided for the tribal member.
- **Checks cannot be picked up in person. NO EXCEPTIONS.**
- Distribution checks that are not cashed within 90 days of issuance will be voided and will not be reissued – NO EXCEPTIONS.

#### **Tribal Member Contact Information:**

- **Tribal members who are 18 years of age or older must complete the “Distribution Form for Tribal Members” to ensure that the Tribal Administration has the correct name, mailing address and other contact information. A tribal member over the age of 18 that has a tribal member spouse and minor children living in their household should include those members on the form.**
- **Checks will be made out in the names provided on the “Distribution Form for Tribal Members” and mailed to the address given on that form.**
- The Distribution Form for Tribal Members is attached or is available at [www.sanipueblo.org](http://www.sanipueblo.org) (Click on the “Contact Us” Link). The completed form must be returned to the Finance Office by mail, fax, email or hand-delivery.
- It is important to provide contact information such as a phone number or email in the event there are questions regarding the Tribal Member’s information.
- The Pueblo will rely on the information provided on the “Distribution Form for Tribal Members” and shall not be responsible for any Distributions sent to an incorrect address.

#### **Minor Children:**

- Distributions for minor children under the age of 18 as of August 14, 2020, and who are enrolled with the Pueblo de San Ildefonso as of August 14, 2020, will be mailed to the custodial parent or legal guardian of the minor child(ren).
- The custodial parent or legal guardian must complete the “Distribution Form for Tribal Members Under Age of 18 and return it to the Finance Department by mail, fax, email or hand-delivery to

the drop box. The Distribution Form for Tribal Members Under Age of 18 is attached or is available at [www.sanipueblo.org](http://www.sanipueblo.org) (Click on the “Contact Us” Link).

- The custodial parent or legal guardian may be asked to provide additional documents as may be necessary to confirm the information regarding the minor children. An individual who is not the minor child’s biological parent may be asked to provide legal documentation such as adoption or guardianship papers indicating they are the adoptive parent or legal guardian with physical custody of the minor child. A parent who is not the parent with whom the minor child resides full-time or is in a shared parenting relationship with regard to the minor child may be asked to provide documentation that they have primary physical custody of the minor child for a minimum of 50% of the time, and legal custody which means the parent had decision-making responsibility for the minor child that includes the right to physical custody, the right and duty to protect, clothe, shelter, educate, and authorize and provide medical services.
- **No Distribution check for a minor child will be mailed out without a completed “Distribution Form for Tribal Members Under Age of 18” – NO EXCEPTIONS.**
- The Pueblo will rely on the completed “Distribution Form for Tribal Members Under Age of 18,” and shall not be responsible for any Distribution handed out based on falsely provided information. The person who provided false information may be held personally liable under Tribal and Federal Law for the funds falsely distributed to them.

#### **Deadline to Submit Completed Forms:**

- **All completed forms must be received by the Finance Department or postmarked by September 11, 2020. NO EXCEPTIONS.**
- Completed forms may be returned by:
  - Mail: Finance Department, 02 Tunyo Po, Santa Fe, NM 87506
  - Fax: (505) 455-7351
  - Email: [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org)
  - Hand-Delivery: Place in drop-box located outside the Tribal Administration Office. The drop-box will be available during regular business hours from *8 am to 5 pm*.
- The Pueblo is not responsible for late receipt of completed forms. Tribal members are urged to complete the required forms and return them as soon as possible.

#### **Taxes:**

- The distribution is being made from tribal general funds. The distribution is subject to federal income tax and an IRS Form 1099 may be issued by the Pueblo. The individual tribal member is responsible for any applicable taxes.

#### **Questions/Assistance:**

- Due to COVID-19 safe practices and the need to limit face-to-face contact between staff and the public, please **do not** come into the Tribal Administration offices if you have questions or require assistance. Any questions or request for assistance may be made by phone to the Governor’s Office (505) 455-2273 or by email to [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org).



**Pueblo de San Ildefonso**  
***Distribution Form for Tribal Members***  
***RETURN BY SEPTEMBER 11, 2020***

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Please list your name, your tribal member spouse and minor children in household. Attach additional page if needed.

<b>Tribal Members (print)</b>	<b>Date of Birth</b>	<b>Enrollment Number (official use only)</b>

Tribal Member/Parent/Guardian: \_\_\_\_\_  
Print

\_\_\_\_\_  
Signature Date

**Return form or postmarked by: September 11, 2020**

*Email:* [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org)

*Fax:* (505) 455-7351

*Hand*

*Delivery:* Tribal Administration building drop box

*Mail:* 02 Tunyo Po  
Santa Fe, NM 87506



PUEBLO DE SAN ILDEFONSO

DISTRIBUTION FORM FOR TRIBAL MEMBERS UNDER AGE OF 18 AS OF AUGUST 14, 2020

I, \_\_\_\_\_, hereby certify that I am the custodial parent or legal guardian of the minor child(ren) listed below, who is/are in my custody and care. The Pueblo de San Ildefonso Finance Department reserves the right to verify the information you provide.

Child's Name (First, Middle, Last)	DOB	Enrollment #	Social Security #	Relationship to Minor

I authorize the Pueblo de San Ildefonso to mail the 2020 COVID-19 Distribution to me as the custodial parent or legal guardian of the above named minor child(ren), on behalf of and for the benefit of the named minor child(ren) to the following address:

\_\_\_\_\_  
Mailing Address

**CERTIFICATION**

I certify and attest that the information furnished on this form is true and correct to the best of my knowledge and that the Pueblo de San Ildefonso Finance Department may rely on and verify this information to authorize the distribution of 2020 COVID-19 Distribution funds for the named minor child(ren). I further agree and acknowledge that I may be held personally responsible for funds falsely distributed to me to the fullest extent of Tribal and Federal law. \_\_\_\_\_(Initial)

I, \_\_\_\_\_, custodial parent or legal guardian of the above named minor child(ren) have read and understand my personal legal liability for, including repayment of, any funds received from false information.

\_\_\_\_\_  
Signature of Custodial Parent/Legal Guardian

**Return this form by September 11, 2020, using one of these methods:**

E-mail: [accountspayable@sanipueblo.org](mailto:accountspayable@sanipueblo.org) Fax: (505)455-7351

Hand Delivery: Tribal Administration Building drop box

Mail: Finance Department, Pueblo De San Ildefonso, 02 Tunyo Po, Santa Fe, NM 87506