



**RESOLUTION ADOPTING THE CREATION, SUBMISSION, AND APPROVAL OF  
CAREGIVER PROGRAM CNG GUIDELINES**

**WHEREAS**, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

**WHEREAS**, the Comanche Constitution, Article VI, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

**WHEREAS**, some Comanche Nation tribal government departments and programs who receive only CNG funding, did not have CNG Guidelines established within, to provide employees and directors a reference or guide for client services provided to tribal members, nor a reference or guide that assisted the department or program in improving quality and performance of those client services; and

**WHEREAS**, CNG Guidelines are crucial for ensuring consistency, improving quality, and promoting efficiency across various fields, plus, they provide clear instructions, standards, rules, and recommendations, helping individuals and organizations achieve desired outcomes for client services; and

**WHEREAS**, by adhering to CNG Guidelines, directors and employees can make informed decisions, reduce errors, reduce service denials, produce more approvals, and maintain a high level of performance within; and

**WHEREAS**, certain departments and programs may require amendments to their CNG Guidelines in the future if services are modified, added, or removed, and any revisions or updates to the CNG Guidelines shall be processed through this same Resolution as amendments; and

**NOW THEREFORE BE IT RESOLVED**, the Comanche Business Committee hereby adopts the CNG Guidelines for the Caregiver Program that were created and submitted by March 1<sup>st</sup>, 2025 and finalized by September 2<sup>nd</sup>, 2025 by a subcommittee; and

**BE IT FURTHER RESOLVED**, that exceptions to these guidelines may **only** be granted with the written and signed approval of both the Tribal Administrator and Executive Financial Officer; and

**BE IT FURTHER RESOLVED**, an exception report for the Caregiver Program must be sent to the Comanche Business Committee each month; and

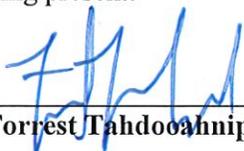
**BE IT FURTHER RESOLVED**, that any and all prior resolutions in conflict with the adoption and implementation of these CNG Guidelines are hereby null and void.

**BE IT FINALLY RESOLVED**, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

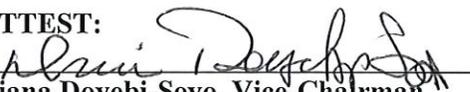
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## CERTIFICATION

The foregoing Resolution was adopted at a special meeting of the Comanche Business Committee held on the 19<sup>th</sup> day of September, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstaining, a legal quorum being present.

  
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Forrest Tahdoohnippah, Chairman

ATTEST:

  
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Diana Doyebi-Sovo, Vice-Chairman

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## CAREGIVERS PROGRAM

### CNG Guidelines

#### **Program Overview:**

Comanche Nation Caregivers Program's goal is to improve the quality of life for elderly Comanche Tribal Members throughout the United States. Persons who are eligible for our services are Comanche Nation elders who are 62 years of age or older and/or Comanche members who are disabled. We provide information, education, notary, and referral services to identify resources to meet the needs of all elders.

Objectives of the Caregiver Program is to provide the opportunity for our Elders to live in their own homes:

- Promoting health and independence
- Preventing cognitive decline
- Improve quality of life
- Referral to tribal and non-tribal entities, community health, Veterans affairs, etc.
- Assist with any needs that are brought to our attention

#### **Mission Statement:**

*Our mission is to improve the overall quality of life for Comanche Tribal Elders with family members providing care for them, so they feel safe and secure by living in their own homes and within the Comanche Culture.*

#### **Services Provided:**

Comanche Nation Caregivers Program assists Elders by offering the following elder support:

- Caregiving
  - Provide financial support for care of elderly/disabled to help with activities of daily living (personal care), basic home needs (laundry, dish washing, dusting, etc.). We perform home and/or zoom visits (those outside of the area) to our clients to track progress and provide program support, if needed.
- Referrals
  - Caregivers Program receives many requests with a variety of health care needs. We assist with what we can and if needed refer them to the area where assistance is needed.
- Application Assistance
  - We assist tribal members with completing program applications, emailing, faxing, making copies, etc. We make phone calls to tribal departments and outside resources to assist the tribal elder after receiving their service application.

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- Health/Wellness Education
  - Caregivers Program schedules many events for health/wellness with outside programs such as VA representatives, IHS Public Health Nursing Staff, Medicare representatives, Medicaid representatives, National Indian Council on Aging, Advantage Program of Oklahoma, etc. We provide informational handouts to our Caregivers/Clients over health care, bi-weekly.
- Transportation
  - When called upon by tribal members, CN Programs, IHS nursing staff, and outside programs to assist with establishing the tribal elder with a program who can provide transportation for them. A two-week notice must be provided.
- Home/Safety Visits
  - We receive referrals and requests to do home/safety visits for our tribal elders, upon receiving request, we will call and schedule an appointment to make a visit. When making these types of visits, we are looking to see if the tribal elder is being taken care of properly and the safety of home environment.
- Case Management
  - Assessment in home, connect with providers on behalf of clients, coordinate services, identifying needs of tribal elder/client.
- Special Services
  - On a case-by-case basis, there may be a situation where assistance is provided to tribal members under the age of 62 years of age due to temporary disability.

## **Eligibility Requirements:**

1. Enrolled member of the Comanche Nation.
2. Must be sixty-two (62) years of age or older *or* disabled and receiving disability payments through the State of Oklahoma.
  - a. Must provide a Proof of Disability from the State of Oklahoma or Military.
  - b. Must provide a Proof of Temporary Disability for tribal members under 62 years.
3. Must have a need for services that consist of two or more Activities of Daily Living.
4. Elders needing the highest level of care will be given priority; participation is up to a six-month period.
5. Must submit the completed application by email (caregivers@comanchenation.com), fax (580) 492-5297, or mail P.O. Box 908, Lawton, OK. 73502

## **Caregiver Requirements:**

1. Caregiver must be over the age of 18 years old.
2. A Caregiver will be paid to assist the tribal elder for up to (10) hours a week.
3. The Caregiver will give service to the tribal elders for up to a six-month period. After that time, a new six-month cycle will begin with new tribal elders participating, which will let us rotate services for our tribal elders.

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4. The compensation to the Caregiver is \$12.00 per hour. Timesheets will be due every other Friday by 5:00pm, and caregiver will be paid in accordance with the current Tribal Government Pay Period.

## **Supporting Documentation:**

- CDIB or Tribal Enrollment Letter of the tribal elder or member.
- State of Oklahoma Disability Letter, if disabled.
  - Other State Disability Letters will be accepted from residents of other states.
- Doctor's Referral showing a need of service.

## **The Elder must need assistance in at least two "Activities of Daily Living," including:**

Eating	Bathing
Transferring	Dressing
Incontinence	Toileting
Alzheimer's	Dementia

## **Elders may also receive assistance with two or more of the following to include:**

Cooking	Answering the Phone
Laundry	Assistance with Medication
Light Housekeeping	

## **Contact Information:**

Phone: (580) 492-1146

Fax: (580) 492-5297

Email: [caregivers@comanchenation.com](mailto:caregivers@comanchenation.com)

Address: 1107 SW H Ave, Lawton, OK 73501

Hours: Monday-Friday 8:00am – 5:00pm

*Applications will not be processed until all required documentation is submitted.  
Incomplete applications will be held for at least 30 days.  
Services contingent upon funding availability.*