

**QUILEUTE INDIAN TRIBE  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**

Section 412 of the Social Security Act, as amended by Title I of the PRWORA, provides the methodology by which Indian Tribes may operate their own Family Assistance Programs. The Quileute Tribe, pursuant to the provisions of this act, implemented a Tribal TANF Program effective May 1, 2001. The Tribe assures that it will maintain a Program consistent with the provisions of Title I of PRWORA and all other applicable Federal laws and regulations, specifically 45 CFR 286. The following sections describe the essential features of the Program and constitute the Tribe's TANF Plan, a three (3) year plan effective May 1, 2007 through April 30, 2010.

**SECTION 1. Quileute Tribe's Approach: Provision of Welfare-Related Services**

The Quileute Tribe has four primary goals they plan to achieve through the implementation and operation of the Tribal TANF Program.

- 1) To provide assistance (or other forms of support) to needy families so that children may be cared for in their own homes or in the homes of relatives;
- 2) To end dependence of needy parents on government benefits by promoting job preparation, work and marriage;
- 3) To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- 4) To encourage the formation and maintenance of two-parent families.

To measure the achievement or progression toward these overall goals, the Program will track and maintain relevant data in cooperation with other agencies. This data will include: the number of persons receiving assistance, duration and type of assistance received; employment data such as placement rates; wages, occupations, educational levels, activity completion status, and participation rates. This information is currently being entered into the TAS database. Federal quarterly reports are submitted to Washington D.C. on a regular basis. State quarterly reports are submitted as well.

This is the second renewal period for the Quileute Tribal TANF Program. Since the inception of the Quileute Tribal TANF Program, much about the program has been reviewed and reconsidered. In this light, it was felt that the Quileute TANF Plan needed a new approach and some positive changes in order to improve service delivery for eligible families. The Quileute Tribal Council, Executive Director, Human Services Director and the TANF Coordinator and staff worked closely together to edit and review all areas of the new plan.

There was a 45-day period of opportunity for the public to submit comments regarding the new draft of the Plan. Copies of the proposed Plan were made available to all individuals, upon request, at the TANF office. Any comments or suggestions that an individual wanted to make were accepted in written form, or transcribed by staff for those who were unable to write. At the end of the review and comment period the Human Services Director, TANF Coordinator and Program Staff met to

review the comments and create responses or make appropriate edits to the Plans.

## **SECTION 2. Agreements regarding Provision of Welfare-related Services**

The Quileute Tribal TANF Program will be responsible for administering all TANF services. The TANF office also oversees provision of food vouchers, LIHEAP services and General Assistance through the BIA. These programs are smaller divisions of the Quileute Department of Human Services. The Quileute Tribe also has a Commodities Program within QDHS.

Other welfare-related services, including childcare subsidies, food stamps and medical assistance are provided to TANF clients through the State Community Services Office in Forks. The appropriate referrals are made when a client applies for TANF. The processes for referring clients and exchanging information between offices are being negotiated through an Interagency Agreement with the Forks CSO and a Data Share Agreement with Washington State DSHS. When the Quileute Tribe has finalized these agreements, services will continue as per the agreement.

The Quileute TANF Program is currently negotiating a Memorandum of Agreement with the State for the assignment of Child Support. When the Quileute Tribe has finalized their agreement with Child Support, services will be activated as per the agreement.

Further agreements between Quileute Tribal TANF and other programs that provide services to families in need are documented with Memorandums of Understanding, as applicable. Other programs providing services that assist TANF families include, but are not limited to, OlyCAP (Olympic Community Action Program), the Caring Place, Forks Abuse Program, Clallam County Health Department, WIC, Quileute Health and Dental Clinic, and West End Outreach.

The Quileute TANF Program utilizes the TAS computer program to track all TANF cases, including work participation, grant payments, support services and months of assistance. The TAS program keeps all data on each TANF family on a secure server, accessible only to TANF Program staff.

## **SECTION 3. Eligible Population and Service Area**

It is the intent of the Quileute Tribal TANF program to provide services to all eligible, enrolled members of a Federally-recognized Indian Tribe or Alaska Native Village, living within the service area, with the exception of families containing only enrolled members of the Hoh Tribe. The Hoh Tribe voluntarily withdrew from the Quileute TANF service population in 2004.

The geographical service area of this TANF program includes the Quileute Indian Reservation and surrounding near-reservation service areas in Clallam County. The attached map illustrates the boundaries of the Quileute TANF service area (see Illustration A).

The Quileute TANF Program service area is defined as those areas serviced by the Forks CSO as far south as the Hoh Reservation; to the north and east along Highway 101 as far as Lake Crescent, and along Highway 113 through Clallam Bay and Sekiu, as far as the Makah Reservation boundary, and specifically including zip codes 98350 (La Push); 98305 (Beaver); 98326 (Clallam Bay); 98381 (Sekiu); 98331 (Forks).

The Quinault, Makah and Hoh Indian Reservation areas are specifically excluded from the TANF service area. The Tribe is capable of administering such a service area as demonstrated by the administration of a TANF Program for the last six years, its lengthy administration of a Head Start program under the Administration of Children and Families and a Tribal Health Clinic in association with Indian Health Services.

Families whose members are solely enrolled in the Hoh Tribe are specifically excluded from the Quileute Tribal TANF service population. If one of the family members is enrolled Quileute or enrolled in another Federally Recognized Indian Tribe and the family lives within the Quileute near-reservation service area and the Hoh Tribe has not begun implementing their own Tribal TANF Program, then the Quileute Tribal TANF Program will serve that family, based on receipt of documentation proving at least one family member's enrollment with a Federally recognized Indian Tribe other than Hoh.

Families who contain Makah Tribal members, living within the Quileute Tribal TANF near-reservation service area will be served by the Quileute Tribal TANF. Makah members are only ineligible if they are living on the Makah Reservation or outside of the Quileute TANF service area.

#### ELIGIBILITY

Eligibility for TANF assistance and services is as established in the Tribe's approved TANF plan. Only needy families, as defined in the TANF Plan, may receive: (a) any form of Federally-funded "assistance" (as defined in 45 CFR 286.10); (b) any benefits or services pursuant to TANF purposes 1 or 2, regardless of the purpose served; and (c) any benefits or services funded with State-provided matching funds (MOE). "Needy" means financially deprived, according to income and resource (if applicable) criteria established in the TANF Plan by the Tribe to receive the particular "assistance," benefit or service.

The Tribe may use segregated Federal Tribal funds (not State MOE funds) to provide services (and related activities) that do not constitute "assistance" (as defined in 45 CFR 286.10) to individuals and family members who are not financially deprived but who need the kind of services that meet TANF purposes 3 or 4, as per Section 1 of this Plan. Objective criteria will be established for participation in these programs.

An eligible family or assistance unit, is one that includes at least one child or pregnant woman. A family assistance unit is defined as

- 1) a pregnant woman, or
- 2) one or two parents and child(ren), or
- 3) a relative caregiver or non-relative caregiver and child(ren) with acceptable court documents

Family assistance units may not include more than two adult members, unless another family member 18 years of age is a child attending school.

The Quileute TANF Program conditions eligibility of a Family Assistance Unit on enrollment or

pending enrollment of at least one member of the Family Assistance Unit with a Federally-recognized Indian Tribe or Alaska Native Village.

The Quileute Tribal TANF program will service Family Assistance Units who meet income and resource limits and live within the designated service area that have:

- 1) at least one adult member of the family who is an enrolled member of a Federally-recognized Indian Tribe or Alaska Native Village or
- 2) at least one child who is enrolled in or pending enrollment in a Federally-recognized Tribe or
- 3) at least one adult member or child who provides to the program documentary BIA evidence of Indian or Alaska Native status or
- 4) a pregnant woman who is an enrolled member of a Federally-recognized Indian Tribe or Alaska Native Village

The following are not eligible for TANF assistance under this plan.

- 1) Any minor or dependent child of an otherwise eligible Family Assistance Unit, who is absent from the household for a period longer than 90 days, unless attending a Federally-supported primary or secondary school.
- 2) Teenage parents (17 years of age or younger) who do not attend high school or an approved training program.
- 3) Teenage parents (17 years of age or younger) not living in adult supervised households, unless legally emancipated.
- 4) Fugitive felons, individuals with open warrants, or persons who are not in compliance with any court-ordered parole or probation.
- 5) Any person who makes a fraudulent misrepresentation to obtain assistance from the TANF program.
- 6) Persons residing in a household who are not a minor or dependent child, the spouse, or person living as the spouse of the Family Assistance Unit's adult caregiver.
- 7) Persons who are not U.S. Citizens, in accordance with applicable laws and regulations mentioned in TANF-ACF-PA-2005-01, including USCIS 8 CFR Parts 289, 244, and 214 and Title 8 Chapter 14 of the U.S. Code

The plan regulations for determining the earned income and resource limits for eligibility of a Family Assistance Unit are attached as Tables I and IV. If income has not already been received during the month of application, the Family Assistance Unit income is anticipated. If, at the time of application, the Family Assistance Unit exceeds the income or resource limits, the family will not be eligible for benefits. Families may reapply on a monthly basis if their circumstances change.

Household income is not a condition of eligibility for caregiver relative placements. When applying, caregivers are not required to report income, unless the income is for the child (such as child support, per capita not going into Trust, or survivor's benefits). Only the child's income will be considered. Caregivers must furnish a court or legal document stating that they are caring for or have custody of the child(ren). Caregivers who have children from more than one family placed in their homes will have separate open cases for each set of siblings.

A family's continued eligibility shall be reviewed a minimum of once every 120 days. The review may include, but is not limited to, renegotiation of the Family Service Plan and review of the application. The service provided to each recipient or Family Assistance Unit shall be determined on a case-by-case basis. The Family Service Plan is a working document, agreed upon by the family and the case manager. The FSP shall contain all the requirements and strategies to move the family towards self-sufficiency. All adult members of the Family Assistance Unit shall be required to sign the FSP. The TANF case manager will sign the FSP on behalf of the Quileute Tribe. Non-compliance with the FSP shall initially result in an opportunity for the client to meet with their case manager to review their goals and objectives. Failure to meet with the case manager or further non-compliance, after revisions, shall progressively result in sanctions or suspension of services.

The sanction process will begin with a sanction of the adult portion of the grant. In a single parent family, the adult portion is \$103.00. In a two parent family, the adult portion is \$206.00. Continuing non-compliance will reduce the grant by 50% or the adult portion, whichever is greater. In the third month, the grant will be reduced by 75% or the adult portion, whichever is greater. The final sanction amount will be 90% of the cash grant. Full suspension of the cash grant can be held for up to two months following the final sanction amount. After that, the case will be closed, and the individual will not be able to reopen their case for a minimum of 60 days.

At anytime during this process, the client and case manager can meet to discuss the case status and to determine the necessary steps to lift the sanction/suspension. The case may also be closed during sanction/suspension if there is no case manager contact for over 30 days. If a case is closed at anytime during sanction/suspension status, the 60 day block must still be applied.

#### **SECTION 4. Assurances**

With the passage of PRWORA, the Tribe saw an opportunity to develop a program that would be beneficial to its members who receive public assistance and that would promote self-sufficiency for them and for their communities.

Quileute Tribal TANF works closely with the Forks CSO to ensure that families receiving TANF benefits do not duplicate services. This is included in the interagency agreement and is enforced by close communication between the Tribal TANF office and the Forks CSO. A Data Share Agreement exists between the Tribe and the State of Washington to ensure confidentiality in exchange of information.

#### **SECTION 5. Employment Opportunities**

The Quileute people and their government have been searching for ways to provide jobs and to enhance the economic well-being of their people. They have rebuilt their marina and are restoring their river front. They are reacquiring land lost from their aboriginal holdings. They are enhancing their resort complex. They are planning a cultural center to serve as a gathering place for their people, a place to honor and teach Tribal traditions, and a place to share their rich culture and history.

The Quileute Tribe has also invested in new buildings, an Early Childhood Center for the Head Start

and Child Care programs and a Human Services Building, including TANF, ICW, Circles of Care, EAP, DV/SA, Chemical Dependency and Mental Health.

The service area of the Quileute TANF program is predominantly rural, and includes the Quileute Reservation of La Push (pop. about 450), the town of Forks (pop. about 3500), and the communities of Clallam Bay and Beaver. The primary sources of employment on the reservation are provided by government services (Tribal and Federal); commercial ocean fisheries, subsistence river fisheries, and a small, off-season tourist industry in La Push, which includes 57 Tribally-owned cabins and motel units, a convenience store, and RV Park, a Tribal marina. La Push also has its own Tribal School and operates and manages a Tribal Health Clinic. Reservation economies are underdeveloped with limited full-time, regular employment. Fishing and the tourism industry are both seasonal.

The nearby town of Forks is a logging community with primary employment in the school systems, hospital, and government employment in resource-based, service agencies and correctional facilities. In addition, there are a number of small businesses, serving both tourist and resident populace. Like La Push, many jobs in Forks are seasonal or dependent on a declining industry. A combination of hiring practices, transportation barriers, and skill level requirements have made it very difficult for Tribal members to find full-time, permanent employment in the Forks area.

Unemployment in Forks and the surrounding rural communities has always been significantly above the State and county average, generally above 30%. The reservation unemployment rates for the past two to three decades have stayed over 50%. The only prospect for significantly changing this pattern is the development of a comprehensive, reservation-based education and training program in which concentrates on government services, tourism, and the development of a Tribal cultural center. The need to design and develop entrepreneur training has become evident. Utilization of the natural resources and cultural skills would be ideal in this area. The TANF Program plans to work with the Employee Assistance Counselor and other Tribal and local entities towards making this a reality for the Quileute Tribe.

Quileute TANF works to enhance opportunities for employment by creating Family Service Plans that are meaningful and relevant to each client. Work Site agreements are developed with area employers and clients are offered the opportunity to enter into a Work Experience placement that best meets their needs and interests. Clients are encouraged to work towards a diploma or equivalent and Quileute TANF will support them in working towards a vocational or Associate's degree to ensure their success in becoming self-sufficient.

## **SECTION 6. Fiscal Accountability Provisions**

The Quileute Tribe recognizes and acknowledges the responsibility associated with the exercise of sovereignty. The Tribe has an annual audit performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contain in The Government Auditing Standards, issued by the Comptroller General of the United States and the additional analysis as required by the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The Tribe has the expertise, systems and procedures in place to effectively and appropriately administer the proposed TANF program. The

Tribe assures that, for each year in which the Tribe receives or expends TANF funds, it will continue to apply the fiscal accountability provisions of section 5(f)(1) of the Indian Self-Determination and Education Assistance Act [25 U.S.C 450c(f)(1)], relating to the submission of a single-agency audit report required by Chapter 75 of Title 31, United States Code.

**SECTION 7. Minimum Work Participation Requirements**

Helping parents find employment will be the primary goal of the Tribe's TANF Program. It should, however, be understood that not all Tribal TANF recipients are able to engage immediately in suitable employment and may need to participate in other work related activities in order to empower them to be successful in the current job market. For this reason, barrier removal and participation in programs that provide basic skills and training for successful employment may initially make up the bulk of a client's Family Service Plan.

The Quileute TANF Program would like to propose the following minimum work participation rates, as the required rates to be reported for the next three fiscal Program years.

ALL FAMILY PARTICIPATION RATES

<u>Year</u>	<u>Minimum Participation Rate</u>
Seventh (FY08)	35 %
Eighth (FY09)	38 %
Ninth (FY10)	40%

The Quileute Tribe has had a long history of high unemployment and underemployment with the decline of the fishing and timber industries. Recent improvement in unemployment rates in Washington State's urban areas has not extended to rural area, especially resource-development areas such as the western parts of Clallam and Jefferson Counties. Within those rural areas, the highest unemployment rates are experienced on the Quileute, Makah and Hoh Indian Reservations and by Native Americans living near those reservations. In light of these unemployment rates and the limited number of available jobs, the Quileute Tribe finds that these proposed participation rates are reasonable, and should be flexible with the economy (for example on a seasonal basis).

For the purpose of the Tribe's TANF program the minimum number of hours that parents will be required to participate in work activities to meet their individual participation requirements are as follows:

- 1) Single Parents. Single parents must participate a minimum of 25 hours per week in a work activity as defined in the Tribe's TANF Plan.
- 2) Two-Parent Families: Unless the family can not find appropriate child care or one adult is disabled or caring for a disabled family member, both parents must participate a minimum of 40 hours per week combined. If one parent is exempted from work participation, for any reason, the other adult is responsible for participating a minimum of 25 hours per week

### AVERAGING HOURS OF WORK PARTICIPATION.

It is understood that there may be some instances in which an individual may not be able to participate in a work activity for the required amount of time in a given week. For this purpose, the parents (single or two-parent) will be able to add their total hours during a consecutive thirty-day period to determine an average of hours of participation. When divided by the number of weeks in the month, the average hours must equal the weekly requirement.

### LIMITATIONS AND SPECIAL RULES APPLIED TO PARTICIPATION.

Under the Tribe's TANF Plan there are exceptions, limitations and special rules that will be applied to the work participation requirements.

#### 1) AMOUNT OF TIME SPENT IN JOB SEARCH.

The amount of time an individual may spend in job search, as a sole work participation activity, is limited to a total of six weeks per program fiscal year. If the average unemployment rate in the service area exceeds the United States unemployment rate by more than 50% then the activity will be extended to an allowable twelve weeks per fiscal program year, as an individual's sole work participation activity. There are no limits for individuals who participate in job search or job readiness in combination with other work participation activities.

Due to the rural nature of the service area, the limited number of employers, and the high rate of unemployment, the Tribe will consider participation of the individual in job search for three eight hour days during the week as a week of participation in this activity. This will include time spent in independent job search activities and classroom or group job search activities.

#### 2) SINGLE PARENTS WITH A CHILD OR CHILDREN UNDER AGE 6.

A single parent who has a child under age 6 will be considered as meeting their individual work requirements if they participate in a work activity for an average of 20 hours per week during the month.

#### 3) EXEMPTION FROM WORK RESPONSIBILITIES

The Quileute TANF Program requires the adults in the TANF family to participate in work responsibilities, unless exempted by the provisions of this Plan. There may be times when this requirement would provide a hardship to the family. Accordingly, the Tribe exempts the following individuals from work responsibilities:

- a) Pregnant women in their last trimester
- b) Postpartum women for one year following the birth of their child
- c) Temporary health disability as defined by a physician.
- d) Enrolled Tribal members over the age of 50 (the age in which an enrolled Tribal member is recognized as an Elder)

- e) Persons over the age of 62 who are not enrolled (generally the age at which persons are recognized as a Senior Citizens and can draw Social Security benefits)
- f) Special circumstances (e.g. care for a disabled family member, death in family or court action) in the discretion of the TANF Program Coordinator
- g) Lack of available, affordable and appropriate child care

Documentation of reason for exemption status will be case noted in TAS and placed in the client's file.

#### 4) TRANSPORTATION TIME

Reasonable transportation time will be included in an adult's weekly hours in accordance with CFR 286.80. Reasonable is defined as the realistic length of time that it would take an individual to travel from their home to their work site, including any necessary stops along the way (i.e. childcare). Travel times will vary on a case-by-case basis. A client who takes the bus will have a considerably different travel time in comparison to an individual who owns a car.

The Quileute Reservation is 20 minutes from Forks. Individuals in Clallam Bay and Sekiu area can live as many as 150 miles round trip from the La Push TANF Office. To ride the transit bus from Clallam Bay to La Push and home again is an 11 hour day. In considering the length of time and cost of gasoline, it is only reasonable to credit clients who have the motivation to overcome the hurdle of travel time. Experiencing and enduring a commute is a large step towards understanding what a job will be like and becoming self-sufficient.

#### ALLOWABLE WORK ACTIVITIES

Quileute Tribal TANF defines allowable work activities in accordance with Section 286.100, including, but not limited to, unsubsidized or subsidized employment; work experience or on-the-job-training; job search either supervised or job readiness assistance; community service programs; providing child care for participants engaged in community service; vocational training; job skills training directly related to employment; education directly related to employment for those who have not received a high school diploma or GED; and high school or equivalency for those 17 and younger.

Quileute Tribal TANF also recognizes activities that are aimed towards successful, full time, permanent employment, including, but not limited to, college classes, military reserves, JobCorps, and AmeriCorps. The number of recipients participating in post secondary programs as a work activity will be limited to a maximum of 20% of the monthly TANF caseload.

The Quileute Tribal TANF also recognizes activities related to a recipient's rights under treaties to "hunt, fish and gather" as defined under Tribal statutes, treaties or other applicable law and when by exercising those rights, the members of their Family Assistance Unit will benefit by the resource provided. This includes, but is not limited to, cultural activities such as basket weaving, carving, and preparing and smoking fish and game. Recipients/participants may count up to 3 weeks or 120 hours per year toward their participation requirements.

Quileute TANF also recognizes activities that strengthen the Family Assistance Unit and ensure the health and safety of the children, including but not limited to, attending medical and dental appointments, attending family or marriage counseling, participating in home visits and conferences with other agencies or schools and volunteering in children's classrooms and with coaching of children's sports activities.

#### GOOD CAUSE EXCEPTIONS FOR FAILURE TO SUCCESSFULLY PARTICIPATE

One of the following exceptions must be met to show "good cause" for failure to participate in work activities and/or to be successful in employment:

- 1) The work adversely affects participant's physical health as documented by a qualified health professional.
- 2) The work site violates Federal or Tribal health and safety standards.
- 3) The wages do not meet Federal minimum wage standards.
- 4) The job is vacant due to strike, lockout or other labor dispute.
- 5) The referral or employer is discriminatory.
- 6) Client did not understand the requirements (one time only).
- 7) Client cannot access affordable and appropriate childcare.
- 8) Vehicle breakdown or difficulties, for a reasonable time, until this can be remedied.
- 9) Serious illness in the immediate family that necessitates medical care.
- 10) Extreme weather conditions that prevent safe travel.
- 11) Other emergencies or events, approved by the case manager and Program Coordinator.

#### **SECTION 8. Time Limits**

The Quileute Tribe intends to comply with Regulation 286.115 and will not use Federal funds to provide assistance to any family that includes an adult who has received assistance for 60 months (whether or not consecutive) except as provided in this section.

#### EXEMPTIONS FROM TIME LIMITS

In developing their TANF Plan, the Tribe has taken into consideration that there are circumstances, which would make it a hardship if not an impossibility to limit certain individuals to a maximum of 60 months.

- 1) Under Section 286.115(c)(3), in determining the number of months for which an adult has received assistance under a State or Tribal program funded under this part, the State or Tribe shall disregard any month during which the adult lived on Reservation if the most reliable data available with respect to the month (or period including the month) indicate that at least 50% of the adults living on the Reservation were not employed.
- 2) Minor Child Exception: In determining the number of months for which an individual who is a parent or pregnant has received assistance under the TANF program, the Tribe shall disregard any month for which assistance was provided with respect to the individual and during which the individual was:

- a) a minor child; and
  - b) not the head of a household or married to the head of household.
- 3) Hardship Exemption: Up to 20% of the total caseload may be exempt for hardship. Hardship is defined as extraordinary, temporary family circumstances, which under Tribal tradition or the determination of the TANF staff and approval of the Coordinator, would make participation in work unconscionable.
- 4) Family Violence Option: The Quileute Tribe has elected to provide the Family Violence Option which may result in the exemption from time limits of individuals receiving waivers as therein defined. Pursuant to 45 CFR Section 286.140 the Quileute Tribe hereby elects the Family Violence Option as a part of its TANF Plan.

Cases of clients living off of the Quileute Reservation and exceeding the 60-month time limit, and not eligible for Hardship Exemption or Family Violence Option, will be referred to the State Safety Net Program.

### **Section 9. Penalties against Individuals**

According to Section 286.135, the Quileute Tribe will enforce penalties upon those individuals who refuse to engage in work activities, without good cause.

The Quileute TANF Program determines monthly cash assistance using three month logic. Table V gives examples of how this logic is applied. In non-compliant instances, cash grant payments are sanctioned by the adult portion. In a single parent family, the adult portion is \$103.00. In a two parent family, the adult portion is \$206.00. The full sanction process is summarized in Section 3.

#### **TERMINATION DUE TO FRAUD**

When the TANF office receives valid documentation of evidence of fraud, then sanction policies will be followed, when appropriate, and services for the adult participant can be refused for a period of up to one year. Clients have the right to present further evidence and create a repayment plan, if applicable. Clients who cooperate with the Program will continue to be eligible for services while repaying any overpayments as a result of any misrepresentation.

All attempts will be made to engage the client and continue to maintain a working relationship. Clients who do not cooperate will be referred to the Tribal Court or the State fraud investigator, when appropriate. The Quileute Tribal TANF program shall terminate a family due to a finding of fraud in any proceeding of a governmental agency or court of competent jurisdiction, such as collecting TANF benefits from multiple sources, providing false income information or failure to report all income. The sanctions under this section can be imposed in addition to any criminal penalties under applicable law.

#### **RIGHTS AND DUE PROCESS**

Written notice of all actions will be sent to clients and applicants within 10 working days, following receipt of all documentation. In the event that benefits are denied or reduced, a client can file a written appeal with the TANF Program Coordinator. A claimant has the right to a hearing with the

TANF Program Coordinator and other requested persons, no later than 30 days after an appeal is filed. The client will be contacted within 10 days of the receipt of appeal to schedule a hearing appointment. Results of the hearing may be appealed at a higher level, as appropriate and as accepted by the Tribal Council. Decisions regarding appeals must be made in accordance with Tribal, State and Federal laws. The Quileute TANF Program must remain within the guidelines of the Plan and 45 CFR 286 when determining the final result of client appeals.

## **SECTION 10. TANF Program Assistance and Services**

**Cash assistance grants** will be issued to eligible recipients monthly. Supplemental benefit payments shall be made if it is determined that for one of the following reasons a recipient received a lesser amount than that for which he/she was eligible:

- 1) a change that would cause an increase in benefits was reported too late for adjustment to the applicable payment period.
- 2) an administrative underpayment occurred due to an error by Tribe's TANF staff.
- 3) a hearing decision ordered restoration of benefits; or
- 4) the repayment by the recipient of an overpayment was in excess of the amount due.

A reduction in benefits shall be made to recover overpayment if TANF staff determines that a recipient received a higher amount than he/she was eligible to receive. The recipient shall have the opportunity to discuss the recovery with TANF staff prior to any adjustment to benefits. The reduction should not exceed twenty-five (25%) of the adult portion of the cash benefit in any given month, unless the amount is agreed upon by the client or the overpayment is a result of fraudulent misrepresentation.

**Support services** will be provided to eligible families who are otherwise in compliance and can provide documentation of need. For further information, see Table II.

**Incentive services** will be provided to eligible clients who are in compliance and have accomplished a positive milestone towards self-sufficiency. For further information, see Table III.

**Emergency services** will be provided to eligible families who are otherwise in compliance and can provide documentation of an emergency situation that necessitates services above and beyond support service limits. Emergency services are defined as non-recurring short term benefits, not to exceed four consecutive months, designed to deal with a specific crisis situation (e.g. car repairs, expenses resulting from extraordinary circumstances beyond the client's control, etc.). Recipients will have to provide documentation of crisis situation at hand.

**Transitional services** will be provided to families, who are otherwise eligible for TANF, but have become income ineligible within the past year. These services will be provided in the minimum amount necessary to support the family during transition and ensure that they remain self-sufficient. All Indian Family Assistance Units within the service area who are no longer TANF participants

because of income ineligibility, will be eligible for transitional services under this plan for 12 months from the date of income ineligibility.

**Diversion services** will be provided to families who are over income, meaning under 200% of the current Federal Poverty Level, but otherwise eligible for TANF, as funds are available. The amount approved will be the minimum amount necessary to assist the family through a crisis situation or to facilitate relocation fees, equipment or short-term training costs necessary for employment and keep them from becoming dependent upon TANF.

**Work Experience (WEX) placements** will be made as appropriate and available for clients who have or are working towards their GED or high school diploma. The Quileute TANF Program signs Work Site Agreements with all prospective employers who are willing and able to train individuals in a certain vocation or skill. Clients who are on a WEX, will be paid the current minimum wage for a maximum of 40 hours per week, by the TANF Program. Income from a WEX will be treated as any type of earned income and deducted from the client's cash grant as applicable. TANF clients on a WEX must follow all Tribal Personnel Policies and Procedures. Clients will only be placed in a WEX that aligns with a job skill or trade that they are interested in learning. In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced other workers. WEX placements will not exceed 1040 hours or 6 months, per placement. All WEX placements are closely monitored and supervised to ensure maximum benefit of the client. Clients working in a WEX who have successfully completed their GED, will be required to participate in ancillary job search in order to fully utilize their skills in the work force.

### **Section 11. Confidentiality**

Quileute Tribal TANF recipient information is confidential. The Tribal TANF program will restrict the use and disclosure of information about individual families receiving services. The Tribal TANF program will not release individual family information except as specifically authorized by Tribal law, administrative rule, or as ordered by a court of competent jurisdiction.

The Quileute TANF Program maintains all necessary Data Share Agreements and updates client Consent for Release of Confidential Information, as necessary. The Tribal TANF Program discloses and/or requests information as needed to determine eligibility for services and to ensure seamless provision of services for clients.

All Tribal TANF staff and Tribal accounting departmental staff and or individuals affiliated with the programmatic information are required to sign a Confidentiality Statement in order to protect the TANF client and safeguard client information.

### **SECTION 12. Data Collection and Reporting**

The Quileute Tribe will comply with all statutory and regulatory reporting requirements pertaining to the Tribal TANF Program.

### **SECTION 13. Retrocession**

The Quileute Tribe has the right to retrocede the TANF program. If the Quileute Tribe chooses to terminate its Tribal Family Assistance Grant prior to the end of the next three year renewal period, the Tribe will follow the guidelines set forth in 45 CFR Section 286.30.

<b>Table I</b>		
<b>Quileute TANF Payment Standards and Earned Income Limits</b>		
<b>Family Unit Size</b>	<b>Payment Standard</b>	<b>Earned Income Limit*</b>
1	\$399.00	\$817.00
2	\$502.00	\$1100.00
3	\$605.00	\$1383.00
4	\$708.00	\$1667.00
5	\$811.00	\$1950.00
6	\$914.00	\$2233.00
7	\$1017.00	\$2517.00
8	\$1120.00	\$2800.00
9	\$1223.00	\$3083.00
10	\$1326.00	\$3366.00

The first \$250.00 of income is disregarded, in the following order.

- 1) Unearned income over \$250.00, unless specifically disregarded, is deducted dollar for dollar
- 2) Any earned income over \$250.00 reduces the cash grant by \$.50 for each dollar.

The earned income limit is used when determining eligibility.

Family cap set at a family unit size of 10.

<b>Table II</b>			
<b>Support Services Payment Schedule*</b>			
<b>Type of Support</b>	<b>TAS Code</b>	<b>Maximum Amount</b>	<b>Frequency</b>
Rental Assistance		Limit of \$600.00, per request.	No more than twice per program year.
Utilities		Limit of \$150.00.	No more than twice per program year.
Transportation - Bus passes		\$450.00 per program year	Per Clallam Transit fee schedule. Monthly passes or single tickets.
Transportation - Gas Vouchers - Only to assist clients with meeting goals of FSP or needs of children.		\$40.00 voucher Maximum of \$400.00 per program year	Twice per month.
Carpool or vanpool costs		Maximum of \$125.00 per request	No more than twice per program year, at the beginning of new employment
Repair of vehicle		\$500.00	Maximum of twice per program year.
License/Fees		\$130.00	Once per program year. Please see non-allowable expenses in policies.
Work clothing - Adults		\$100.00 per eligible adult	Maximum of twice per program year.
School clothing - Children		\$100.00 per child	Once per school year, in August
Educational Expenses - adults		\$200.00	As needed, once per quarter or semester
School supplies - Children		\$50.00 per child	Once per school year, in August
Counseling not covered by insurance		\$1,000.00 limit per program year.	As recommended by a professional
Diapers for child for daycare		\$30.00 Limit of \$120.00 per program year	Once per month, no more than 4 months per program year.
Food Vouchers		Limit \$100.00	Once per month, no more than 3 months per program year.
Meal Vouchers		Maximum \$10.00 per day.	Per participant per day, when participant is completing school, work or barrier removal activities out of town.

<b>Support Services Payment Schedule cont.</b>			
<b>Type of Support</b>	<b>TAS Code</b>	<b>Maximum Amount</b>	<b>Frequency</b>
Personal Hygiene		\$20.00 per request, maximum of \$60.00 per program year.	No more than 3 times per program year.
Costs/dues necessary to begin employment		\$300.00 maximum for each due or fee.	Once per type of employment per program year.
Relocation costs, for work, school or safety		\$2,000.00 maximum.	Once per lifetime.
Driver's license or endorsements		\$100 maximum	Once per lifetime
* Support services may only be used when a client has exhausted other resources. An application must be completed for each support service. Client must document contact with other agencies and complete budget worksheet as part of the application.			

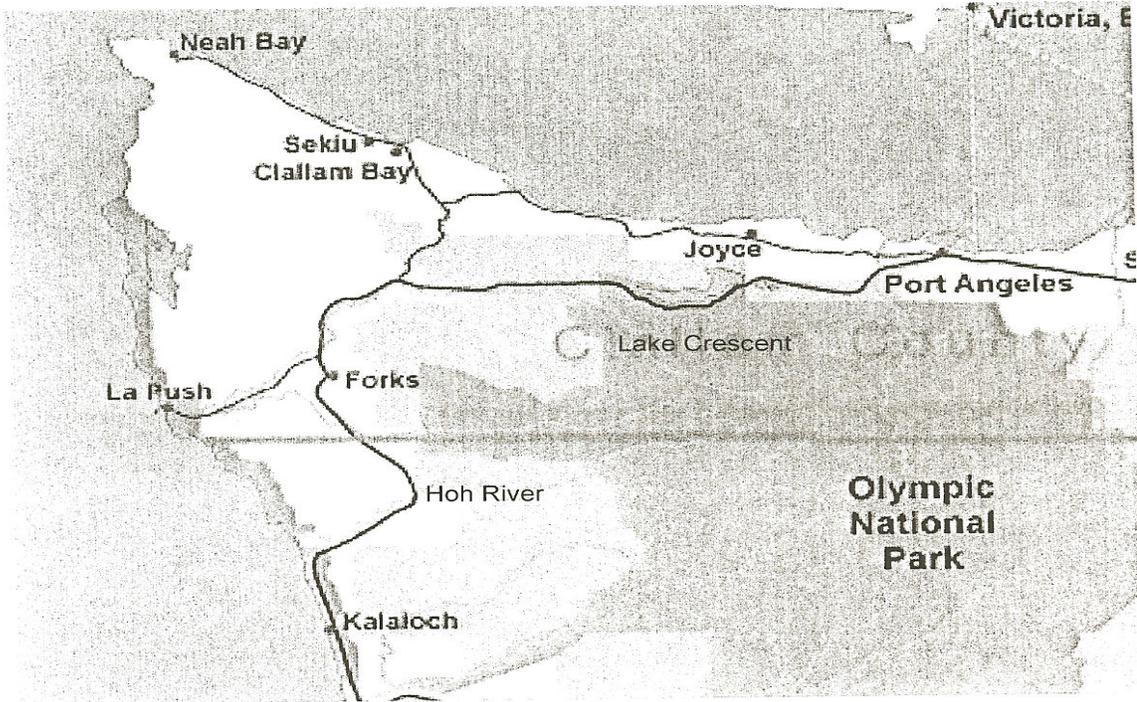
<b>Table III</b>			
<b>Incentive Descriptions</b>			
<b>Type of Incentive</b>	<b>TAS Code</b>	<b>Voucher Amount</b>	<b>Frequency</b>
Earns GED/Diploma		\$300.00	Once a lifetime
Earns Associates		\$550.00	Once a lifetime
Begins work		\$100.00	Per new job, as long as previous employment ended positively
Completes WEX		\$50.00	Per WEX placement and as long as WEX ended successfully
Completion of a barrier removal program or activity		\$250.00	Per completion, as long as the recommendation was made by a professional
Opens and maintains one savings account, with proof of additional deposits		\$30.00	Initially and once every 3 months, with proof of maintenance, for the duration of the client's time on TANF
Straight A's - Adult		\$30.00	Per grading period, no more than 4 times per school year.
Straight A's - Child		\$15.00	Per grading period, no more than 4 times per school year.
B Average- Adult		\$25.00	Per grading period, no more than 4 times per school year.
B Average - Child		\$10.00	Per grading period, no more than 4 times per school year.
C Average - Adult		\$20.00	Per grading period, no more than 4 times per school year.
C Average - Child		\$5.00	Per grading period, no more than 4 times per school year.
Perfect School Attendance - Adult		\$20.00	Per grading period, no more than 4 times per school year, regardless of grades.
Perfect School Attendance - Child		\$15.00	Per grading period, no more than 4 times per school year, regardless of grades.
Marriage		\$400.00	Once per lifetime
Driver's license		\$100.00	With first license, once per lifetime
** Incentives will always be paid in Voucher form. Recipients will never receive cash incentives. Clients may choose vouchers from various vendors, including Forks Outfitters, Safeway or Wal Mart. Vouchers cannot be used for alcohol or tobacco.			

<b>Table IV</b>		
<b>Resource Limitation Standards</b>		
<b>Resource Type</b>	<b>Exempt</b>	<b>Exceptions</b>
One vehicle	For one parent	
Second vehicle	For two parents	Second vehicle (of lower value) is disregarded if both parents are working.
Boat or trailer	One boat and trailer is exempt	
Home	One home is exempt	
Property	Exempt, if home is built on the property or if the property is in Trust	
Savings account or other accessible financial resources	With initial application, one month worth of backup funds in savings will be exempted	Accrual of savings after initial application will be disregarded at reevaluations as a resource

<b>Table V</b>					
<b>Three Month Logic</b>					
	<b>MONTH 1</b>	<b>then</b>	<b>MONTH 2</b>	<b>then</b>	<b>MONTH 3</b>
C	Client works and/or attends school	▶	Client turns in hours for work participation by the 10th	▶	Full Grant Check issued and mailed on the last work day of the month
N C	Client works and/or attends school	▶	Client does not turn in hours by the 20 <sup>th</sup> (following a notice) but turns in proof of income	▶	Case sanctioned and Grant Check reduced and mailed on the last work day of the month
N C	Client does not work or attend school	▶	Hours are incomplete or nonexistent Warning is sent with appointment to review FSP	▶	Case sanctioned and Grant Check reduced and mailed on the last work day of the month, unless client keeps appointment to review/update FSP
C	Children attend school	▶	Children's school attendance is received by the 10th	▶	Full Grant Check issued and mailed on the last work day of the month
N C	Children do not attend school	▶	Attendance report is poor (according to school standards)	▶	Case sanctioned and Grant Check reduced and mailed on the last work day of the month
C	Client receives other income	▶	Client turns in proof of or statement of income and monthly report form by the 10th	▶	Full or appropriately reduced Grant Check issued and mailed on the last work day of the month
N C	Client does or does not receive other income	▶	Client does not turn in monthly income report by the 20 <sup>th</sup> (following a notice)	▶	No Grant Check is issued until income verification is received
N C	Client does or does not receive other income	▶	Client falsifies income information and TANF office receives valid documentation	▶	Case is suspended until client makes appointment to create an overpayment for the fraudulent amount
N C	Client does or does not do all required activities, etc.	▶	No contact with case worker for 30+ days/warnings sent	▶	Case is closed

C = Compliant instance  
NC= Noncompliant instance

**Illustration A: Map of Quileute TANF Service Area**



- 45 miles from La Push to Lake Crescent
- 40 miles from La Push to Sekiu
- 36 miles from La Push to Hoh
- 15 miles from La Push to Forks