



# QUILEUTE TRIBAL TANF PROGRAM PLAN

**Effective May 1, 2013 – April 30, 2016**

## Table of Contents

<u>Section</u>	<u>Title</u>	<u>Pages</u>
Section 1.	Quileute Tribe’s Approach: Provision of Welfare-Related Services	4
Section 2.	Agreements Regarding Provision of Welfare-related Services	5
Section 3.	Eligible Population and Service Area	5-9
Section 4.	Assurances	10
Section 5.	Employment Opportunities	10-11
Section 6.	Fiscal Accountability Provisions	11
Section 7.	Minimum Work Participation Requirements	11-14
Section 8.	Time Limits	15
Section 9.	Penalties against Individuals	15-16
Section 10.	TANF Program Assistance and Services	16-18
Section 11.	Confidentiality	18
Section 12.	Data Collection and Reporting	18-19
Section 13.	Retrocession	19

<u>Tables</u>	<u>Title</u>	<u>Pages</u>
Table I.	Quileute TANF Payment Standards and Earned Income Limits	20
Table II.	Support Service Payment Schedule	21-22
Table III.	Diversion Services Payment Schedule	23-24
Table IV.	Transition Services Payment Schedule	25-26
Table V.	Incentive Descriptions	27
Table VI.	Resource Limitation Standards	28

<b><u>Tables</u></b>	<b><u>Title</u></b>	<b><u>Pages</u></b>
Table VII.	Three Month Logic	29

Table VIII.	Sanction Timeline and Amounts	30
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<b><u>Illustrations</u></b>	<b><u>Title</u></b>	<b><u>Pages</u></b>
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Illustration A.	Map of the Quileute TANF Service Area	31
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Illustration B.	Quileute TANF Organizational Chart	32
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## **QUILEUTE INDIAN TRIBE TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**

Section 412 of the Social Security Act, as amended by Title I of the Personal Responsibility and Work Opportunity Reconciliation Act (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 Temporary Assistance for Needy Families (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, 2013 through April 30, 2016.

### **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 Tribal Assistance System (TAS) database. Federal and State quarterly reports are currently submitted in a timely manner.

This is the fourth renewal period for the Quileute Tribal TANF Program.

*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.*

*The final draft of the TANF Plan was then reviewed by the Executive Director and all members of*

*Tribal Council. Amendments were made as necessary and appropriate, and the Plan was approved by Tribal Council for submission to Washington D.C.*

## **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 Emergency Food Assistance Program (EFAP), Low Income Housing Energy Assistance Program (LIHEAP) and CITGO services and General Assistance through the BIA. These programs are smaller divisions of the Quileute Department of Human Services (QDHS). 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 (CSO) in Forks. The appropriate referrals are made when a client applies for TANF. The processes for referring clients and exchanging information between offices are negotiated through an Interagency Agreement with the Forks CSO and a Data Share Agreement with Washington State Department of Social and Health Services (DSHS). These agreements are negotiated on the same timeline as the Federal TANF Plan.

The Quileute TANF Program is currently working closely with the Division of Child Support (DCS). Quileute TANF clients are given an opportunity to complete a Child Support Referral and Assignment. These cases are then marked by the State as Quileute Child Support Cases. Any child support collected is passed on the Quileute Tribal TANF and passed through to the custodial parent. When a TANF case is closed, the assignment of child support returns to the State.

Further agreements between Quileute Tribal TANF and other programs that provide services to families in need are documented with Memorandums of Understanding or Letters of Agreement, as applicable. Other programs providing services that assist TANF families include, but are not limited to, Olympic Community Action Program (OlyCAP), the Caring Place, Forks Abuse Program, Clallam County Health Department, WIC, Quileute Child Care and B-3 Program, Quileute Health and Dental Clinic, Quileute Counseling and Recovery Services, and West End Outreach.

Quileute Tribal TANF Program plans to work with partner agencies and within the Quileute Department of Human Services to develop Family Preservation and Reunification Services for clients involved with Division of Child and Family Services or Indian Child Welfare. Services will advocate for the child and the parents, with the best interest of the family as a whole being constantly reviewed.

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 Tribe intends to serve children involved in the child welfare system whose parent(s) are enrolled members of a Federally-recognized Indian Tribe or Alaska Native Village. With proof of parent enrollment and accompanying court documents, the Quileute TANF Program will provide services to children placed in caretaker relative homes.

The Tribe further intends to serve otherwise eligible families with an adult HOH who has exceeded the 60-month Federal time limit and is not otherwise eligible for exemption due to hardship, domestic violence or unemployment rate exceeding 50% on Reservation. These clients will be served with non-comingled State Maintenance of Effort (MOE) funds as included in the current Intergovernmental Agreement between the State of Washington and the Quileute Tribe. Clients placed on this program will receive enhanced case management and support designed to bring them to self-sufficiency and assist them with navigating other systems or services for which they may be eligible.

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); and 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 twelve years, its lengthy administration of a Head Start program under the Administration of Children and Families and operation of 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. Quileute Tribal TANF will also provide services to children enrolled in the Hoh Tribe but placed in a caretaker relative placement approved by Quileute ICW or Child Protective Services.

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 or State MOE funded "assistance" (as defined in 45 CFR 286.10); or (b) any benefits or services pursuant to TANF purposes 1 or 2, regardless of the purpose served. "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 TANF 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. Objective criteria will be established for participation in these programs.

Unless the State instructs otherwise, the Tribe may also use MOE funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need.

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 eligible child(ren), or
- 3) one biological parent, one adult living as the second parent and eligible child(ren), or
- 4) a relative or non-relative caretaker and eligible child(ren) with acceptable court documents

Use of State MOE funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need, will be included in the current Intergovernmental Agreement between the State of Washington and the Quileute Tribe.

Family assistance units may not include more than two adult members, unless another family member 18 years of age is a child attending school. Children 18 years of age attending school may continue to be on the grant until they turn 19. The spouse, or person living as spouse, of an adult HOH is required to submit their information to the Quileute TANF Program, regardless of citizenship or parental status. If they are citizens, they will also be required to comply with any and all work participation requirements. Non-US Citizens will not be added to the grant, but their income will count towards the household.

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. In the case of children in caretaker relative placements, documentation of the child(ren)'s biological parent(s) enrollment in a Federally-recognized Indian Tribe or Alaska Native Village will suffice.

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, or
- 5) proof of parent(s) enrollment in a Federally-recognized Tribe or Alaska Native Village, for children in caretaker relative placements only

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 180 days, unless attending a Federally- supported primary or secondary school.
- 2) Teenage parents (17 years of age or younger) not attending 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 or on a case management plan that includes a payee.
- 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 HOH.
- 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

In the interest of promoting healthy families and providing 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, Quileute Tribal TANF will continue to serve a parent or parents receiving TANF even if one or more children has been removed from the home by Indian Child Welfare (ICW) or Child Protective Services. The child's amount will be deducted and only the adult portion will be distributed. The child's amount will be reallocated to the caretaker relative assigned by the courts. Quileute TANF will serve adult HOHs and their spouse, or person living as spouse, for a period not to exceed six months, provided they are in compliance with their court-approved reunification plan determined by ICW or Child Protective Services (CPS). Non-custodial parents without children in their household are ineligible for TANF cash assistance, however they may be eligible for subsidized employment placement and non-recurrent short-term benefits that align specifically with a court approved reunification plan or fulfillment of their child support obligation.

Quileute Tribal TANF will further serve teen HOH on payee status only. Teens must be attending school regularly, engaged in family or parenting activities, and provide an adult point of contact.

The plan regulations for determining the earned income and resource limits for eligibility of a Family Assistance Unit are attached as Tables I and VI. 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. All forms of income must be reported.

Household income is not a condition of eligibility for caretaker relative placements. When applying, caretaker relatives 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. Caretaker relatives must furnish a court or legal document stating that they are caring for or have custody of the child(ren). Caretaker relatives who have children from more than one family placed in their homes will have separate open cases for each set of siblings.

Child support income is not considered when determining eligibility, unless the amount of child support received, combined with all other income sources exceeds 150% of the Federal Poverty guidelines for the family unit size. Child support income is also passed through to the parent each month and is not deducted from the grant amount.

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 (FSP) 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.

Prior to completion of the Family Service Plan, and within 45 days from the date of application, all applicants are required to complete a Drug and Alcohol Evaluation, including a urinalysis, sign up for the next monthly budgeting class, and submit any applicable information from other service providers they may be working with. This information will be used to develop the most comprehensive and applicable Family Service Plan possible. All adult members of the Family Assistance Unit shall be required to sign their 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%. In the third month, the grant will be reduced by 75%. 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 any time 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. Prior to closing a case, two warning letters must have been sent and one home visit attempted. If a case is closed at any time during sanction/suspension status, the 60 day block must still be applied.

Clients applying for services after being closed in non-compliance must correct the sanction conditions, and complete any evaluations, service plans and attend a budgeting class prior to being eligible for a TANF cash grant or any supportive services.

#### **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 actively involved in creating the means to provide jobs and 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 have made extensive additions to their resort. They are increasing efforts to cater to an increase in tourism. 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 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 the Quileute Ocean Park Resort, which includes 57 Tribally-owned cabins, motel units, a convenience store, and a new and improved RV Park. The Quileute Tribe also has a Bureau of Indian Affairs (BIA) Tribal School, an Indian Health Services (IHS) Health Clinic and a Quileute Housing Authority (QHA). Current Reservation businesses 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, education 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 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 or subsidized employment placement that best meets their needs and interests. In the interest of promoting job preparation and ensuring self-sufficiency, clients without General Equivalency Diploma (GED) or high school diploma will be required to participate in GED or the equivalent for a minimum of 6 hours per week. Non-participation in GED or the equivalent will result in initiation of the sanction process. Quileute TANF will support clients with their diploma or GED 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>
Thirteenth (FY2014)	42%
Fourteenth (FY 2015)	42%
Fifteenth (FY 2016)	42%

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 cannot 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, Job Corps, 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 ensures 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 will 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: Pursuant to 45 CFR Section 286.140 the Quileute Tribe hereby elects the Family Violence Option as a part of its TANF Plan. The Family Violence Option may result in the exemption from time limits of individuals receiving FVO waivers.

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 served with non-comingled State Maintenance of Effort funds.

### **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, sanction procedures 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 information 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, for reasons 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 allowable under the Quileute Tribe's organizational chart. Clients and the Program must abide by chain of command when addressing disputes. Chain of command can be referenced on Illustration B. 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.

**Payee services** will be provided by the TANF Program or in partnership with another agency for clients, by request or by indication of need as determined to provide for children in accordance with the first purpose of TANF.

**Support services** will be provided to eligible families who are otherwise in compliance and can provide documentation of need. Services can only be in voucher or vendor payment form. Costs cannot be reimbursed. 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. Services can only be in voucher or vendor payment form. For further information, see Table V.

**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. Services can only be in voucher or vendor payment form. Costs cannot be reimbursed.

**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 still 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. Services can only be in voucher or vendor payment form. Costs cannot be reimbursed. Transition services cannot exceed four consecutive months in a one year period. For further information, see Table IV.

**Diversion services** will be provided to families who are over income for cash assistance, but under 200% of the current Federal Poverty Level, and otherwise eligible for TANF, as funds are available. Families requesting diversion who meet financial eligibility for regular TANF services will be denied diversion benefits. 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. Services can only be in voucher or vendor payment form. Costs cannot be reimbursed. Diversion services cannot exceed four months in a one year period. Clients receiving Diversion services who apply for TANF assistance prior to the end of the one year period (12 full months from the end of the final month of diversion services) will be required to pay back a prorated amount of the benefits previously received. For further information, see Table III.

**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 provided a stipend equivalent to the current minimum wage for a maximum of 8 hours per day and 40 hours per week, by the TANF Program. Clients on a WEX without their GED or diploma will be provided a stipend equivalent to the current minimum wage for a maximum of 25 hours per week and will be required to participate in GED activities for a minimum of 6 hours per week. Income from a WEX will be treated as any type of unearned 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 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.

**Subsidized Employment** will be arranged for clients who have just completed a WEX or who were recently in the workforce prior to application for TANF. Clients must have their GED or high school diploma in order to be eligible for subsidized employment. The Quileute TANF Program signs Subsidized Employment Agreements with all prospective employers who are willing and able to train individuals in a certain vocation or skill. All wages and benefits must be paid by the employer. Employers should be willing and able to hire the client at the end of the subsidized employment agreement, pending a positive work ethic and commitment from the client. Agreements will outline the length of time and percentage of reimbursement. Income from subsidized employment will be treated as any type of earned income and deducted from the client's cash grant as applicable. In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced other workers. Subsidized employment placements cannot exceed one year or a total of

2080 hours. Subsidized employment agreements must taper the percentage of reimbursement provided by the TANF Program. This information will be included in the agreement.

**YOP (Youth Opportunity Program)** subsidized employment services will be subsidized by the Quileute Tribal TANF Program, in accordance with the Quileute Tribe's commitment to alleviating unemployment and increasing prospects of future employment for our low-income youth. Guidelines will be established in collaboration with the YOP Supervisor and the Personnel office.

### **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 necessary and allowable 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>Gross Monthly Earned Income Limit*</b>
1	\$399.00	\$901.00
2	\$502.00	\$1184.00
3	\$605.00	\$1467.00
4	\$708.00	\$1750.00
5	\$811.00	\$2033.00
6	\$914.00	\$2316.00
7	\$1017.00	\$2599.00
8	\$1120.00	\$2882.00
9	\$1223.00	\$3165.00
10	\$1326.00	\$3448.00

Earned and unearned income from non-US citizens who are not part of the TANF grant but reside in the home will be considered for eligibility purposes and monthly thereafter.

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.

Child support received is not deducted from the grant.

Any income earned through employment with the United States Census Bureau in 2010 will be fully disregarded.

<b>Table II</b>			
<b>Support Services Payment Schedule*</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	<b>Additional Information</b>
Rental Assistance	Limit of \$600.00, per request.	No more than twice per program year.	Back debt must be arranged as "disburse on behalf of".
Utilities	Limit of \$200.00, per request	No more than twice per program year.	"Door hanger" costs or shut off fees will be paid, if necessary, but will be deducted from the grant at \$30 per month.
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.	\$50.00 voucher Maximum of \$500.00 per program year	Twice per month.	Client must provide reason, drivers license, registration and proof of insurance.
Carpool or vanpool costs	Maximum of \$125.00 per request	No more than once per month. No more than twice per program year	Paid at the beginning of new employment
Repair of vehicle	\$800.00 per request.	Maximum of twice per program year.	Exceptions may be made if client has emergency need (work, medical, etc.) but may not exceed 75% of lowest blue book value of vehicle.
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	Twice per school year	
Educational Expenses - adults	\$200.00	As needed, once per quarter or semester	
School supplies - Children	\$50.00 per child	Once per school year	
Counseling not covered by insurance	\$1,000.00 limit per program year.	As recommended by a professional	Must provide proof of attendance and be included in Family Service Plan.
Diapers for child	\$40.00 Limit of \$160.00 per program year	Once per month, no more than 4 months per program year.	

<b>Support Services Payment Schedule*</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	<b>Additional Information</b>
Food Vouchers	Limit \$100.00	Once per month, no more than 4 months per program year.	Must have exhausted food stamps or commodities for the month.
Meal Vouchers	Maximum \$10.00 per day.	Per participant per day.	Only allowable when participant is completing school, work or barrier removal activities out of town.
Hygiene (Personal, Cleaning)	\$30.00 per request, maximum of \$90.00 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, health or safety	\$2,500.00 maximum.	Once per program year	Only with written support from two agencies or professionals who are working with the client.
Daycare costs	\$600.00 maximum per month. Not to exceed \$3.50 per child per hour, unless child is high needs.	Twice per year.	Paid only with proof of application to DSHS Working Connections. Both parents must be working, or have need for care documented by a professional. Back debt will be paid as a "disburse on behalf of".
Driver's license, endorsements or education	\$400 maximum	Once per year	
<p>* 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. Additional supports, not listed here, may be approved by the Program Coordinator, as necessary for employment, education, health or safety. "Disburse on behalf of" is a payee status tracked through the TAS system, where all or part of the client's grant is distributed in separate checks to vendors on the first of each month for costs not allowed under support services or for monthly payments</p> <p>"Door hanger" costs are fees imposed by the Public Utility District through a final warning card that is hung on the client's door prior to shut off of electric or utilities.</p>			

<b>Table III</b>			
<b>Diversion Services Payment Schedule*</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	<b>Additional Info</b>
Rental Assistance	Limit of \$900.00.	Once per year.	Clients with past due balances must complete payroll deduction within first month of diversion services.
Utilities	Limit of \$500.00.	Once per year.	Clients with past due balances must complete payroll deduction within first month of diversion services.
Transportation – Bus passes	\$450.00 per program year	Per Clallam Transit fee schedule. Monthly passes or single tickets, not to exceed four consecutive months.	
Transportation – Gas Vouchers –	\$50.00 voucher Maximum of \$500.00 per program year	Twice per month. Not to exceed four consecutive months.	Only to assist clients with transportation to work or training.
Carpool or vanpool costs	Maximum of \$125.00 per request	Once per month, no more than four months per program year.	
Repair of vehicle	Not to exceed \$3,500.00	Maximum of once 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 once per program year.	Only with letter from employer providing information regarding dress code requirement.
Educational or training Expenses not covered by employer	\$200.00	Once per year.	Must provide proof of enrollment and attendance.
Diapers for child for daycare	\$40.00 Limit of \$160.00 per program year	Once per month, no more than 4 months per program year.	Child must be attending daycare. Parent(s) must be working.
Daycare costs	\$600.00 maximum. Not to exceed \$3.50 per child per hour, unless child is high needs.	Once per month, no more than 4 months per program year.	Paid only with proof of application to DSHS Working Connections. Parent(s) must be working, or have need for care documented by a professional.

<b>Diversion Services Payment Schedule cont.</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	
Food Vouchers	Limit \$100.00	Once per month, no more than 4 months per program year.	Must not be receiving food stamps or commodities.
Meal Vouchers	Maximum \$10.00 per day.	Per participant per day, not to exceed four consecutive months.	When participant is completing work or training out of town.
Costs/dues necessary to retain employment	\$300.00 maximum for each due or fee.	Once per type of employment per program year.	
Relocation costs for work	\$2,500.00 maximum.	Once per program year.	Only with written support from two agencies or professionals who are working with the client.
Driver's license or endorsements	\$150 maximum	Once per lifetime	
<p>* Diversion services may only be used when a client has exhausted other resources. Eligibility is reviewed monthly and must be verified prior to services for that month. Monthly benefits cannot be changed or amended once agreed upon. Client must document contact with other agencies and complete budget seminar and worksheet as part of the application. Additional supports, not listed here, may be approved by the Program Coordinator, as necessary for employment or training.</p>			

<b>Table IV</b>			
<b>Transition Services Payment Schedule*</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	<b>Additional Info</b>
Rental Assistance	Limit of \$700.00, per request.	No more than twice per program year.	Clients with past debt must complete payroll deduction within first month of receiving transition services.
Utilities	Limit of \$400.00.	No more than twice per program year.	Clients with past debt must complete payroll deduction within first month of receiving transition services.
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.	\$50.00 voucher Maximum of \$500.00 per program year	Twice per month.	
Carpool or vanpool costs	Maximum of \$125.00 per request	Once per month. No more than twice per program year.	
Repair of vehicle	Not to exceed \$2,600.00	Maximum of twice per program year.	
License/Fees	\$130.00	Twice per program year.	Please see non-allowable expenses in policies.
Work clothing - Adults	\$100.00 per eligible adult	Maximum of twice per program year.	Only with letter from employer providing information regarding dress code requirements.
School clothing – Children	\$100.00 per child	Once per school year	Must provide proof of attendance.
Educational Expenses - adults	\$200.00	As needed, once per quarter or semester	Must provide proof of attendance.
School supplies – Children	\$50.00 per child	Once per school year	Must provide proof of attendance.
Counseling not covered by insurance	\$1,000.00 limit per program year.	As recommended by a professional	Must provide proof of attendance.
Diapers for child for daycare	\$40.00 Limit of \$160.00 per program year	Once per month, no more than 4 months per program year.	Child must be in daycare.

<b>Transition Services Payment Schedule cont.</b>			
<b>Type of Support</b>	<b>Maximum Amount</b>	<b>Frequency</b>	<b>Additional Info</b>
Food Vouchers	Limit \$100.00	Once per month, no more than 4 months per program year.	Food stamps and/or commodities must be exhausted for the month.
Meal Vouchers	Maximum \$10.00 per day.	Per participant per day	Only when participant is completing school, work or barrier removal activities out of town.
Costs/dues necessary to retain employment	\$300.00 maximum for each due or fee.	Once per type of employment per program year.	
Relocation costs, for work, school, health or safety	\$2,500.00 maximum.	Once per program year.	Only with written support from two agencies or professionals who are working with the client.
Driver's license or endorsements	\$150 maximum	Once per year.	
Daycare costs	\$600.00 maximum. Not to exceed \$3.50 per child per hour, unless child is high needs.	Once per month, no more than 4 months per program year.	Paid only with proof of application to DSHS Working Connections. Parent(s) must be working, or have need for care documented by a professional.
<p>* Transition services may only be used when a client has exhausted other resources. An application must be completed for each transition service. Client must document contact with other agencies and complete budget worksheet as part of the application. Additional transition, not listed here, may be approved by the Program Coordinator, as necessary for employment, education or safety. Transition may be requested sporadically or for an extended period. Total services cannot exceed four months per year.</p>			

<b>Table V</b>			
<b>Incentive Descriptions</b>			
<b>Type of Incentive</b>	<b>Voucher Amount</b>	<b>Frequency</b>	<b>Additional Info</b>
Earns GED/Diploma	\$300.00	Once a lifetime	Must provide proof
Earns Associates or Vocational degree	\$600.00	Once a lifetime	Must provide proof
Begins work	\$100.00	Per new job, as long as previous employment ended positively	Must provide proof
Completes WEX	\$100.00	Per WEX placement and as long as WEX ended successfully	Must provide letter or note from WEX placement.
Completes Subsidized Employment	\$100.00	Per Subsidized Employment placement, with official hire	Must provide letter or note from SE placement.
Completion of a barrier removal program or activity	\$250.00	Per completion, as long as the recommendation was made by a professional	Must provide letter or note from counselor or instructor.
Opens and maintains one savings account, with proof of additional deposits	\$50.00	Initially and once every 3 months, with proof of maintenance, for the duration of the client's time on TANF	Must provide bank statements.
Straight A's - Adult	\$50.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
Straight A's - Child	\$30.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
B Average- Adult	\$30.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
B Average - Child	\$20.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
C Average - Adult	\$25.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
C Average - Child	\$15.00	Per grading period, no more than 4 times per school year.	Must provide copy of transcript or report card.
Perfect School Attendance - Adult	\$50.00	Per grading period, no more than 4 times per school year, regardless of grades.	Must provide attendance report.
Perfect School Attendance - Child	\$40.00	Per grading period, no more than 4 times per school year, regardless of grades.	Must provide attendance report.
School Attendance above 80% - Adult	\$30.00	Per grading period, no more than 4 times per school year.	Must provide attendance report.
School Attendance above 80% - Child	\$20.00	Per grading period, no more than 4 times per school year.	Must provide attendance report.
Marriage	\$400.00	Once per lifetime	Must provide copy of marriage license.
Driver's license	\$100.00	With first license, once per lifetime	Must provide copy of driver's license.

\*\* Clients may choose vouchers from various vendors. Vouchers cannot be used for alcohol or tobacco.

<b>Table VI</b>		
<b>Resource Limitation Standards</b>		
<b>Resource Type</b>	<b>Guidelines</b>	<b>Exceptions</b>
One vehicle, up to \$10,000.00 trade-in value documented by “reputable automotive expert website” such KBB or NADA Guides	For one parent family	Vehicle value will not be disregarded if client is making payments that exceed 50% of the cash grant they are eligible for.
Second vehicle, up to \$9,000.00 trade-in value documented by “reputable automotive expert website” such KBB or NADA Guides	For two parent family	Second vehicle (of lower value) is disregarded if both parents are participating, unless car payments are being made that exceed 50% of what their cash grant would be on TANF
Additional Vehicles (including motor homes/travel trailers)	Counted at 100% of trade-in value. If they are too old to be found on a site then the value of the vehicle would be excluded as a resource.	If sold, the sale amount must be reported and counted as unearned income in that month.
Boat or trailer	One boat and trailer is exempt	Boat and trailer are not disregarded if a loan is being repaid.
Home	One home is exempt	Equity will be considered if client has purchased home.
Property	Exempt, if home is built on the property or if the property is in Trust	Property not meeting this criteria will be calculated at current market value and prorated by month. Value cannot exceed 150% of poverty level per month.
Savings account or other accessible financial resources	With initial application, one month worth of backup funds in savings or checking will be exempted. Amount determined by budget worksheet.	Accrual of savings or checking after initial application will be disregarded at reevaluations as a resource, until amount exceeds three months’ worth of back up savings.
Per Capita within last twelve months.	Money held in trust will be counted the year it is to be or was distributed. The amount will be divided by 12 and deducted each month.	Amounts and distribution guidelines vary by Tribe. Proof of enrollment and a signed release to the applicable Tribal per capita officer will be required.
Per Capita received monthly or quarterly.	Per capita received in combination with the approved grant amount and other income sources for the same month, exceeding 185% of the poverty level, will be divided by 12 and considered monthly for the next year.	Per capita, whether prorated or deducted semi-annually, will be deducted from the grant at 1.00 per 1.00 after the \$250.00 disregard.

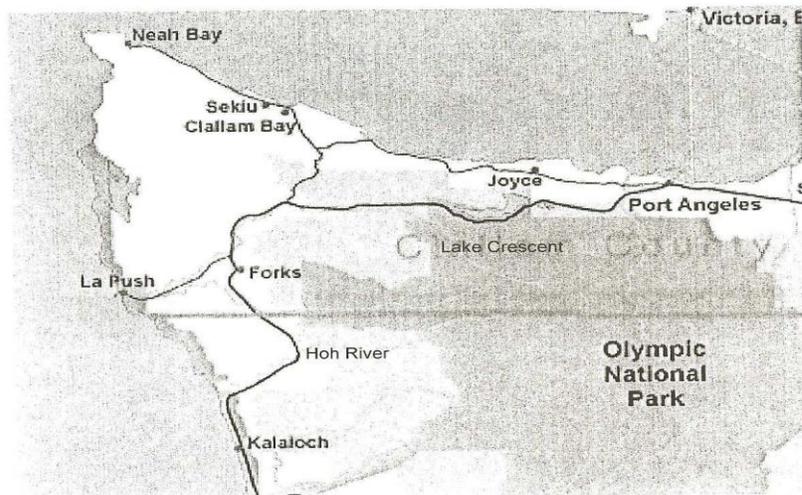
<b>Table VII</b>					
<b>Three Month Logic</b>					
	<b>MONTH 1</b>	<b>then</b>	<b>MONTH 2</b>	<b>then</b>	<b>MONTH 3</b>
C	Client works and/or attends school	▶	Client turns in hours for work participation by the 15th	▶	Full Grant Check issued and mailed on the last work day of the month
N C	Client works and/or attends school	▶	Client does not turn in hours by the 15 <sup>th</sup> 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 15th	▶	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 15 <sup>th</sup>	▶	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 15 <sup>th</sup>	▶	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, with two warnings sent and one home visit attempted.	▶	Case is closed

C = Compliant instance  
NC= Noncompliant instance

<b>TABLE VIII</b>							
<b>Sanction Timeline and Amounts</b>							
<b>Family Size (#Adults)</b>	<b>Grant Amount</b>	<b>1<sup>st</sup> Adult Portion</b>	<b>2<sup>nd</sup> 50%</b>	<b>3<sup>rd</sup> 75%</b>	<b>4<sup>th</sup> 90%</b>	<b>5<sup>th</sup> Full Amount</b>	<b>6<sup>th</sup> Full Amount</b>
<b>1 (1)</b>	<b>\$ 399.00</b>	\$ 103.00	\$ 199.50	\$ 299.25	\$ 359.10	\$ 399.00	\$ 399.00
<b>2 (1)</b>	<b>\$ 502.00</b>	\$ 103.00	\$ 251.00	\$ 376.50	\$ 451.80	\$ 502.00	\$ 502.00
<b>2 (2)</b>	<b>\$ 502.00</b>	\$ 206.00	\$ 251.00	\$ 376.50	\$ 451.80	\$ 502.00	\$ 502.00
<b>3 (1)</b>	<b>\$ 605.00</b>	\$ 103.00	\$ 302.50	\$ 453.75	\$ 544.50	\$ 605.00	\$ 605.00
<b>3 (2)</b>	<b>\$ 605.00</b>	\$ 206.00	\$ 302.50	\$ 453.75	\$ 544.50	\$ 605.00	\$ 605.00
<b>4 (1)</b>	<b>\$708.00</b>	\$ 103.00	\$ 354.00	\$ 531.00	\$ 637.20	\$ 708.00	\$ 708.00
<b>4 (2)</b>	<b>\$708.00</b>	\$ 206.00	\$ 354.00	\$ 531.00	\$ 637.20	\$ 708.00	\$ 708.00
<b>5 (1)</b>	<b>\$ 811.00</b>	\$ 103.00	\$ 405.50	\$ 608.25	\$ 729.90	\$ 811.00	\$ 811.00
<b>5 (2)</b>	<b>\$ 811.00</b>	\$ 206.00	\$ 405.50	\$ 608.25	\$ 729.90	\$ 811.00	\$ 811.00
<b>6 (1)</b>	<b>\$ 914.00</b>	\$ 103.00	\$ 457.00	\$ 685.50	\$ 822.60	\$ 914.00	\$ 914.00
<b>6 (2)</b>	<b>\$ 914.00</b>	\$ 206.00	\$ 457.00	\$ 685.50	\$ 822.60	\$ 914.00	\$ 914.00
<b>7 (1)</b>	<b>\$1017.00</b>	\$ 103.00	\$ 508.50	\$ 762.75	\$ 915.30	\$1017.00	\$1017.00
<b>7 (2)</b>	<b>\$1017.00</b>	\$ 206.00	\$ 508.50	\$ 762.75	\$ 915.30	\$1017.00	\$1017.00
<b>8 (1)</b>	<b>\$1120.00</b>	\$ 103.00	\$ 560.00	\$840.00	\$1008.00	\$1120.00	\$1120.00
<b>8 (2)</b>	<b>\$1120.00</b>	\$ 206.00	\$ 560.00	\$840.00	\$1008.00	\$1120.00	\$1120.00
<b>9 (1)</b>	<b>\$1223.00</b>	\$ 103.00	\$611.50	\$917.25	\$1100.70	\$1223.00	\$1223.00
<b>9 (2)</b>	<b>\$1223.00</b>	\$ 206.00	\$611.50	\$917.25	\$1100.70	\$1223.00	\$1223.00
<b>10 (1)</b>	<b>\$1326.00</b>	\$ 103.00	\$663.00	\$994.50	\$1193.40	\$1326.00	\$1326.00
<b>10 (2)</b>	<b>\$1326.00</b>	\$ 206.00	\$663.00	\$994.50	\$1193.40	\$1326.00	\$1326.00
** Sanction can be lifted only after client has met with case manager to fix the issue.**							
**After the 6 <sup>th</sup> sanction month, the case will be closed until the client reapplies.**							
**Case can be closed at any time during the sanction process if the case manager has sent two notices and attempted a home visit and still not had contact with the client for more than 30 days.**							

## Illustration A

**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

**Illustration B**

**Quilleute Department of Human Services Organizational Chart**

