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1. **Program Purpose:**
The purpose of the program is to help needy families with children and to provide parents and eligible adults with job preparation, work and work experience, and supportive services. The program is intended to help families work towards self-sufficiency and provide them with the means to not be dependent on the program.

   A. **Four Purpose of TANF:**
   1. To provide assistance to needy families, so that they can care for the children in their home or homes of eligible adults.
   2. To end the dependency of needy parents, by providing support for job preparation, work opportunities, and stable healthy marriages
   3. To prevent and reduce out of wedlock pregnancies, by helping establish goals and activities that will help prevent and reduce the incidence of these pregnancies; and
   4. To encourage the formation and maintenance of two-parent families.

2. **Mission and Goals**

   A. **Mission:**
   It is the mission of the Nooksack Tribal TANF Program to assist eligible families and pregnant women in becoming self-sufficient and assist in providing for the basic needs of children and children in adult relative/caretaker homes.

   B. **Goals:**
   The program goals are to help and empower families reach their full potential and become healthy, productive and self-sufficient. Families will have access and input into all the programs and services that are needed to help reach their goals. With the transition from TANF to work, the personal dignity, pride and cultural identity of participants are protected through their opportunity to make life changing choices.

3. **Application and Letter Notification**

   A. **Application**
   Applications may be requested and or submitted either in person, by mail or by fax. The application must be completed and signed by all adults applying for TANF. Any adult can fill out the application for the applicant if there is a power attorney in place. If an application is not complete within the first 30 days the application will be denied and the applicants will have to reapply.

   B. **Letter of notification**
   A letter of notification (LON) will be mailed to applicant indicating the status of an application; whether approved, denied or pending. Once the applicant’s application is approved another letter of notification (LON) will be used for all program notices. An applicant has the right to appeal, tat’s when a LON will be used to inform the client. The LON will be mailed to the applicants last know address of it maybe left at the front desk of the office, with in ten working days from the date of the decision.
4. Eligibility

Applicants or Participants must meet the eligibility guidelines to receive services. It is the responsibility of the applicant or participants to provide all the verification to determine eligibility.

A. Indian Family unit
Applicants must be enrolled member of a federally Recognized Indian tribe, a pregnant woman, or the non- needy adult care taker/ relative of an enrolled minor of a federally recognized Indian Tribe. Documentation is required, to show proof of enrollment and as long as it shows proof of one family member with an enrollment number.

B. Residency
Applicants must reside in the said service areas of Whatcom and Skagit county. PO boxes are not accepted, unless there is proof of a land lord statement, rental contract or another acceptable proof. In Whatcom county west side if the Interstate 5 and North SR539 (Guide Meridian) In Whatcom county Nooksack Tribal Members may be served regardless of residence. In Skagit County, members of the Swinomish, Upper Skagit, Sammish, and Sauk-Suiattle Tribes and all residences of these reservations, will need to have an approval or be referred by said tribe.

C. Citizenship and eligible alien status
Applicants and or caregivers, must be an Untied States Citizen or legal Alien resident. Citizenship is verified by the applicant providing a birth certificate, passport, or other legal government documents. Drivers license are NOT suitable for verification.

Qualified Alien: a qualified alien for TANF purpose is a person who; who is lawfully admitted for permanent residence, granted asylum, a refugee (an alien granted parole for at least on year by INS, who has been deportation withheld under section 243(h) of INA, alien granted conditional entry under immigration law effective Aril 1, 1980), alien who is a battered spouse or child of a U.S citizen or permanent legal resident. Qualified Aliens who entered the U.S before 1996; May receive TANF benefits, if eligible. Qualified aliens who enter on or after august 22, 1996, are not eligible for TANF benefits for five years after their date of entry. To be eligible for TANF, an alien must provide proof of his or her qualified status, by getting an INS form, i.e INS-551.

Five Year Bar Exceptions: Refugees under section 207 of the INA, who have been in U.S more than five years; under sections 208 of INA, who have not been in U.S more than five years; whose deportation has been withheld under section 243(h) of the INA for the first five years from the grant of withholding of deportation; U.S military veterans or active duty military, their spouses, and dependent children.

American Indian Born in Canada: An American Indian born in Canada may freely enter and reside in the U.S and is considered to be lawfully admitted for permanent residence if he or she is at least one-half American Indian. As such, he or she is a qualified alien. The provision does not include the spouse or child of such an Indian, nor a non-citizen, whose membership in an Indian Tribe or family is created by adoption, unless that person is also at least one-half American Indian Blood.
D. Income verification
All applicants must provide documentation of income for adults or children in the family unit. Applicants must meet the income guidelines in Table 1. If the limit exceeded, the family unit is not eligible for services. Income of the non-needy caretaker/relative is not used in determining eligibility for a child only case.

E. Resources verification
Applicant must provide all acceptable resource documents of all resources listed on application or when required.

F. Applicant receiving assistance from other state/tribal programs
Applicants (including children) who live in our service area, if receiving benefits from another program must disclose or provide information. If the applicant has received benefits for a specific month, they are not eligible for benefits, until the first day of the next month.

G. Household Composition
Applicants are not eligible for services if there are no children under the age of 18, all children under the age 18 must be enrolled in a public school, certified home school, high school completion, or a GED program and resides in the home. However, a child over the age of 18, but still enrolled in school full time or part time (with proof of their classes and hours) will still be eligible to receive TANF benefits until the graduate.

A family unit is considered, when all the applicants live in the same household. People considered living in the same dwelling. Living together in the same house, share the same address and or share sleeping, bedroom and kitchen facilities that are not a commercial establishment providing room and board. The income of all adults and minor parents of the same household will be used in determine eligibility.

An adult or minor parent is considered living together, A TANF home is the place that the child resides and sleeps at least 51% of the time, during the calendar month.

Any child that is absent from the home for more than………days, in one calendar month, is not eligible to receive services. Exemptions for longer than one-hundred and eighty days, include; education or employment, internship, residential treatment facility, admitted to the hospital, or those in a juvenile detention center located within the service area.

An adult or minor parent is not eligible for services if they are absent from the home longer than Thirty calendar days.

H. Custody
If there is a dispute that involves the validity of the residence of a child or who has the child majority of the time, the dispute must be in writing. The program may request documentation such as proof of custody, proof of filing for custody, a parenting plan or proof of filing for a parenting plan to decide of eligibility. The case will be denied if verification is not received.

For child only, case in which the biological or adoptive parents are not on the case, a case may open with a Volunteer Placement Form, court guardianship papers placement papers from a placement agency, r by the
non-needy caretaker/relative completing the Loco’s Parentis form and meeting one of the criteria. The case will be denied if verification is not received.

I. Child Support
Applicants that are applying for a cash assistance grant, that do not have two biological or adoptive parents in the family unit must complete the Child Support Referral and Assignment section of the application and provide a copy of an existing child Support Order or Parenting Plan, if available. If the referral and assignments is not complete or there is not adequate information provided, the application will be pending for more information.

A “Good Cause” and to ensure the safety of victims of rape, incest, domestic violence, hospitalization, mental heath treatment, Drug & Alcohol treatment. A Child Support Referral and Assignment will be waived in the case of rape, incest, and or domestic violence where is potential for further risk f Domestic Violence.

If a participant does not comply with establishing child support, the case will close and verification of complying with or established child support is required when reapplying for services.

J. Reunification Case
Clients whose cash grant closes due to Reunification case are not eligible for service unless other eligibility is met.

K. School attendance
All youth, five years and up, and are on the TANF cash grant are required to attend and be enrolled in school. Proof of enrollment is required to be submitted at the time of application. (Excludes cases that open when school enrollment is not available.
Minor parents are required to attend public high school, certified home school, high school completion, GED Program, or and approved training program to eligible for services. Proof of enrollment and two weeks of satisfactory attendance is required to be submitted at the time of application. (excludes cases that open when school enrollment is not available)

L. Minor Parent Residing with Adult Supervisor
Minor parents are required to reside in an adult supervised household, unless emancipated.

M. Fugitive Felon Non-Compliance of Parole or Probation
Fugitive felons or persons not in compliance with parole or probation are not eligible for any services.

N. Fraud
Any person/applicant, who make fraudulent misrepresentation in order to obtain assistance, shall be denied services.

O. Program Requirements not Met
Applicants must continue to cooperate and comply with all program requirements are not eligible for services
P. Exceeds 60 months of Cash Assistance
Applicants who have reached their 60 months per lifetime of cash assistance are not eligible for services. Exemptions include those eligible for services under the Hardship Exemption

5. Program Requirements
In order to be eligible or remain eligible for services, participants must meet the following requirements. If the requirements are not met, the participant is no longer eligible for services and case must be closed.

A. Orientation
All client’s are required to an Orientation within ten business days of eligibility determination.

B. Family Service Plan
All cases, including child only, are required to complete a Family service plan, when Orientation is given. FSP’s are to be reviewed every six months or when a client completes one of their goals. The FSP is to help us guide the clients and provide them with the proper support.

C. Household Composition changes
All TANF participants are required to report all changes, with in ten business days of the changes. A new application is needed when, an adult or child moves into the household or a child I born. A change of circumstance form is required when an adult or child is no longer residing in the home or part of the family unit.

D. Monthly review
Participants are required to meet with their Case Manager or the Lead Case Manager monthly. MERF’s are do be done in person, unless other arrangements were made with Case Manager. Child Only will have to mail or email their MERF’s to their Case manager.

E. Monthly Eligibility Re- Determination
All participants are required to complete a Monthly eligibility report Form (MERF). All MERFs are to be completed on or by the 20th of each month. If MERF’s are not completed on or before the last day of the month, with out communication with Case Manger or Lead Case Manager, TANF case will result in a case closure.

F. Documentation
Participants must provide all required documentation with in the first thirty days of applying for a cash assistance grant. If the documents are not available, proof of ordering documents may suffice until official documents arrives. Documents required include: Social Security Card, Birth Certificate, photo I.D. for adults, unemployment and Social Security benefits or any other documents to determine eligibility, continued eligibility or compliance.
G. Home Visits
A home visit will be based on as needed, from the lead Case Manager and or Director.

H. Chemical Dependency Assessment
If a chemical dependency assessment (CDA) is required a LON will be sent out to all participants notifying them, they will need to complete the assessment within thirty days of a LON. If a full assessment results in a treatment plan, the plan will become a program requirement in the FSP. Participants may provide a copy of an existing treatment plan, if available. This will supersede the need for an CDA and full assessment.

6. Program Responsibilities
The program staff will utilize active and above active effort case management. Participants that do not agree that they receive active case management may submit an Appeal

A. Self Sufficiency Goals
Family Service Plan (FSP) and a Self Sufficiency Transition Plan (SSTP) are written with the participants. The personal dignity, pride and cultural identity will be protected through their opportunity to make life changing choices as they work toward reaching their goals. The plans will contain goals, performance measures, and timeframes for achieving goals. The plans will be updated as goals are met.

B. Communications
Staff will work with participants to maintain an open line of communication through written communication, phone, office visits, home visits, and work site visits, or by email. Regular contact will be maintained with the purpose of providing support and services to the family unit.

C. Customer Service
Staff will treat all participants in a courteous, fair, equal manner. The two office will provide same level of quality customer services.

D. Level of Service
Staff will be proactive when services are provided, with attentions given to efficiency and effectiveness. Staff will advocate on behalf of participants as requested and when possible. Staff will also extend services to include transportation assistance when available and possible.

7. Case Types
Family Units are based on family composition

A. Family
A family case consists of one adult head of household, one spouse (if applicable) and one or more children. One or both adults listed on the application must meet the eligibility criteria. The children must either be
biological or legally adopted by one or both of the adult’s families are required to complete hours of work participation as defined in the FSP, unless exempt.

B. Pregnancy
A pregnancy case must consist of one adult pregnant woman. Proof of pregnancy must be provided with the application process. Once the third trimester is reached, she is exempt from work participation. The pregnant women may become exempt sooner if a Doctor’s note is provided that list specific recommendations against work participation.

C. Minor Parent
Minor parent Case, consists of a minor Head of Household, a child of the minor head of household, and significant other if under the age 18 and residing in the home. The minor head of household must be under the age of 18, unmarried and not emancipated. A minor head of household must live in an adult supervised home, in which the adult parent cannot be the parent of the child or be a significant other to the minor child. The cash grant must be issued to a Protective Payee, vendors, or to the adult supervisor in the home. Work participation must be met, unless exempt. If the parent is not a minor, they cannot be included in the family unit until the minor parents reaches the age 18, becomes married or is emancipated. Although not open on he case, all income of the other parent must be counted if they reside in the same home. If the non-custodial parent is out of the home and over the age 18, a Child Support Assignment and Referral must be completed.

Should the minor parent reside in the same household as their biological child, the case shall open as a minor parent case, unless there are placement papers that places the child in the care of an adult other than the minor head of household.

D. Child Only
A Child Only consists of a Non-Needy adult caretaker/relative or one biological or adoptive parent that receives Social Security benefits. The income of the non-needy adult care taker/ relative, who is not a biological or adoptive parent, is not used to determine eligibility or to calculate the cash grant nor are they required to complete work participation activities and hours.

For Child Only Cases in which one biological adoptive parent is receiving Social Security Benefits, the parent is in not counted as part of the family unit. The parent is required to report all earned and unearned income on the initial application and the MERFs thereafter. Social Security benefits are not counted in determining eligibility or to calculate the cash grant, however other income reported maybe used in determining eligibility, cash grants and other services. The parent is not required to complete work participation activities and hours.

If there is more than one child in the family unit with same biological parents, the children are open under one case. If the biological parents are not the same, the children open under separate cases.
E. Needy Caretaker/Relative

Needy Caretaker/relative may apply for TANF for the children in their care. The Caretaker/Relative and their dependents may also be included on the application if they meet all eligibility requirements. The Adult or Adults would be required to do work participation activities and hours, unless otherwise exempt. If one or both adult parents become exempt from work participation, then the case will become a Child Only. If the family unit becomes over income, the case closes and may reopen as a Child Only Case (non-needy). Caretaker/Relative Case will follow the same requirements and guidelines of a Family Case.

8. Resources and Income

All resources and income reported are used to determine eligibility, continued eligibility, and calculating the cash grant. Failure to report resources and income will result in fraud and the Fraud section will apply

A. Financial Resources

Income eligibility will be determined after review of all available resources. Resources are considered available. Unless specifically excluded by federal status or listed under exempt resources. Participants have thirty days from LON to submit verification of pursuing financial resources or services to which they have legal rights. Active pursuit means applying for and satisfying requirements to receive the resources or services. i.e. Social Security or unemployment. This includes exhausting all appeals. Should the participant fail to follow through with pursuing other resources, the case will close or the participant will be removed from the case. To reapply, proof of applying for other financial resources must be submitted with the application.

Should a participant be approved for monetary benefits for months they received cash benefits from TANF, an adjustment or recovery will be made, an overpayment will be established per the Overpayment section.

B. Resource limit

Applicants cannot exceed $5,000 in non-exempt resources; certain types of real and personal property are exempt. Certain types of resources are exempt, exempt resources are not counted against the resource limit. While the resources are not considered in determining eligibility, participants are required to report the cash, when applying for Supportive Services.

C. Exempt Resources

As a condition of eligibility, the following resources will not be counted in determining eligibility:

- One operable more vehicle for a one-parent family or two operable motor vehicles for a two-parent family. Fair market value of the second vehicle may not exceed $5,000
- Per capita payments made by the BIA on behalf of a Tribe or by the Tribe with revenue from the sale or distribution of natural resources will be excluded as resources or unearned income. All other per capita payments (i.e. casino profits payments) will be considered as unearned income in the month received and resources in the second month.
all other resources will be used to determine eligibly. This includes any resources that has a fair market value or equity that exceeds the resource limit. If any other resources are acquired or sold while open, the participant must report on the MERF with verification attached. The funds will be counted as income when calculating a cash grant or continued eligibility.

D. Income

Income guidelines for eligibility is listed in Table 2. Participants are required to report income on their MERF, as it applies to those on the case or those in the family unit that required to report income. If this shows that the family unit is eligible and meets all other eligible factors, then the family unit will receive TANF benefits. If the applicant or participant exceeds the income limit, a LON will be mailed out.

- **Total gross income means**
  the total of the gross monthly earned and unearned income of all adults in the assistance unit and all unearned income of all children in the household. Gross earned income, is the total of wages before any deductions. Gross income of an employee means the amount of earned income actually received in he month by a person in the family unit, before any deductions are made for any expenses of earning such as taxes, child care, transportation, etc.

E. Earned income

Earned income includes wages, salary, commissions, profits, unemployment benefits or in-kind contributions from activities earned through unemployment. All income of the applying household will be considered, when determining eligibility. All earned income or in-kind contributions must be reported on MERF and verification attached, such as paystubs or a statement from employer, that includes name, phone number, amount of wages earned or value of the in-kind contribution, and the pay date.

Earned income for self-employment participants will be calculated after deductions of for work related expenses are verified with receipts. To verify business expenses and amount of earnings, the client must provide a copy of their business license, verification of liability insurance and receipts of business expenses.

- Jury Duty and Witness feed
- Contracted Employees
- Child Support Payments

F. Unearned Income

Unearned income is calculated the same way earned income is counted, except there is no disregards and will be counted $1.00 for $1.00. The income is counted once it is received and reported on the MERF. The following are considered unearned income:

- Retirement benefits, Social Security benefits (Survivor benefits paid to children) and Veterans pensions,
- Dividends and interest
- Unemployment compensation
- Direct child support, adoption or foster payments
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- Royalties and rent/lease income
- Per capita payments, revenue sharing, casino bonuses, etc. (Note: Per capita payments made by the BIA on behalf of the Tribe or by the Tribe with revenue from sale or distribution of Natural Resources will be excluded as resources or unearned income.)
- Contest or lottery prizes and Bingo winnings,
- Payments from any type of cash assistance program,
- Deposits into joint accounts, owned by TANF applicant, or recipient adult or child and any other person inside or outside the economic unit, or direct cash gifts by someone who is not in the economic unit.

Youth Social Security benefits, Social Security Survivor Benefits, child support payments received by a Caretaker from a child support agency, and Per Capita payments that are not from Natural resources is unearned income; and is counted dollar for dollar. The unearned income of the youth will be considered in determining TANF eligibility.

G. Income Disregard

The total amount of any Grant, scholarship, or award to an undergraduate for educational purposes under Title IV of the Higher Education Act of 1965 or under BIA student assistance program will not be counted.

- Stipends
- Gifts under $50 (if a single gift exceeds the total dollar amount over $50 counts as income)
- Per capita for Natural resources
- Loans (educational, personal and commercial)
- U.S Department of Veterans Affairs (VA)
- Division of Vocational Rehabilitation
- Earned Income Tax Credit
- Income Tax returns
- Energy assistance payments Major Disaster and Emergency Assistance

The income does not need to be reported on the MERF, with verification attached.

There is a disregard of up to $250 of earned income per month, per household receiving a cash grant. Income must be reported on the MERF, with verification attached.

H. Foster Care

Any foster care or adult foster care payments received by CPS or the State to a TANF parent/caretaker, will not be counted as income, in determining eligibility. A person can not be included in a TANF household and be receiving Title IV-E Foster Care or State Funded foster care benefits for the same period.

9. Child Support

The Child Support program works in conjunction with the Tribe’s Child Support Services Program in support for Children that are receiving monthly cash assistance from the program.
A. Reporting Child Support
   If current child support is received or will be received from the non-custodial parent in the month that a TANF application is submitted, the amount and date received or will be received must be reported on the applications and verification provided. The child support income is used in determining eligibility and calculating the first cash grant.

   Failure of an applicant or participant to report child support received directly or indirectly when applying for or receiving a cash grant is fraud and the fraud section will be followed.

B. Payments in Excess of the Cash Grant
   If current child support payments exceed the cash grant amount, the case will be closed and the child support payments are sent to the family unit.

C. CASE CLOSURE
   If a case has closed and current child support payments are received, the funds received will be returned to the Nooksack Child Support Program.

D. Debt Forgiveness
   The program may forgive child support debt owed to the TANF program through an application process or a written statement. Debt owed to a custodial parent, guardian or to other Child Support Programs cannot be written off.

10. Cash Benefits
   A cash grant is a monthly cash assistance payment designed to meet the Family's basic need such as food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. Cash grants are subject to Sanctions contingent on compliance.

   A. Determining and Calculating Benefits
      For eligibility, the amount of TANF payment is calculated using prospective budgeting of the first month and second month of payment. The payment is calculated for each month thereafter.

   B. Disregards
      The earned income deduction disregards a portion of the gross earnings. 50% of the adults monthly earned income in the TANF assistance unit is disregarded. These families are also entitled to a $250 income disregard.

   C. Initial Cash Grant and Payment schedule
      The first payment made to an approved applicant is prorated to the date of receipt of a completed application provided the client is determined eligible.

      The addition of new members to the TANF assistance unit will be added to the next month's payment, no prorating will occur.
D. Delivery of Payment
Payment of TANF is made by check to each payee, which must be picked up at the Nooksack Tribal TANF office. The payee is required to sign for all checks, unless in an extreme situation, the caseworker may mail the check.

E. Vendor payments
TANF Clients can initiate a vendor payment to be deducted from their cash assistant check for the amount due to a vendor or agency. This amount cannot exceed 50% of their cash assistance check. Vendor or agency payments must be approved and set up in TAS program.

F. Stopping payment and Reissuing
The client may request the program to stop payment on TANF checks that have been issued but were not received by recipient, stolen or lost by recipient. The client must request the stop payment, either by phone call, or email to their Case Manager. Once the confirmation of the not being cashed and a stop payment has been placed. Then the check can be re-issued.

G. Underpayment
When a recipient received a lesser amount of a cash grant that the were eligible to receive. A LON will be mailed as soon as it is discovered. In some instances, the amount restored will be in the addition to the cash grant the participant is entitled to receive for the applicable month.

H. Overpayment
Overpayments of a cash grant is when adjustments are made for recovery of a cash assistance and services when an overpayment becomes apparent. Overpayments can occur when a participant fails to accurately report income, failure to report countable resources, two checks were issued and client cashes both checks, client fails to report child/adult moved, or client withholds information or provides fraudulent information. A LON will be mailed outlining the overpayment reason and the maximum amount that will be deducted from the participants future cash grants or Supportive Service. Participants will have ten business day from the date the LON to discuss the overpayment and sign a payback agreement. If the participant does not sign a Repayment contract, an overpayment will automatically be set to deduct 25% of future cash assistance. An overpayment “follows” the Head of Household, if that client’s case is closed. However, if the participant no longer receives benefits, the program may also request a payroll deduction. All uncollected overpayments will remain on file for future collection.

11. 60 months Cash Assistance limit
All adult participants may receive a cash grant total of 60 months per lifetime, unless they are exempt or meet at least one of the criteria as listed below.

A. Months that count
A pregnant woman with no children, a case that has transitioned to a Child Safety Net
B. Months that Do Not Count

Child only Suspended TANF case: A month in which the TANF case is suspended due to over income and ineligible for that month, where no case assistance was paid.

C. Exemptions from time limit

A participant may be exempt from the time limits while receiving a cash grant due to extenuating circumstances. This will be determined case-by-case, by the Manager or Director. Reasons for exemption include, but are not limited to, participants that have been subject to:

- Physical Abuse or Physical Acts that result in physical injury
- Sexual abuse or being forced to engage in non-consensual sexual acts or activities
- Threats of or attempted, physical or sexual abuse
- Mental abuse
- Neglect or deprecation of medical care
- Drug and alcohol treatment

For time limit exemptions, families reaching the time limit will receive a LON at the fifty-five month of countable assistance advising them that benefits will end after the 60 months. The Participant may apply for an extension of the hardship in writing to the Director, with in ten business days of date on LON. If approved the length of the exemption and any requirements that must be met during the exemption will be listed in the LON. If the participant fails to meet the requirements for an exemption, the months will no longer be exempt and a LON will be mailed out.

D. Hardship Exemption

Hardship exemptions are offered to families that have exceeded the 60 month per lifetime of cash assistance, also who suffer from a hardship where loss of TANF benefits would result in conditions that threaten the health and safety of the family. To be considered applicants must be denied benefits based on exhausting 60 months per lifetime cash assistance. Once denied the applicant will be given the opportunity to file for an appeal, outlined in Appeals Process section. Within five business days of the hearing, a LON will be mailed. If approved the participant must complete the Intake process. If denied, the participant will be referred to other programs, as applicable.

Those open under the Hardship Exemption will undergo a review by the Manager or Director, once every month to determine continued eligibility.

E. Exemption limit

A maximum of 25% of the TANF caseload, with one or more adults in the family unit, may be exempt from the 60-month time limit and continue to receive TANF.

12. Work Activity Participation Requirements

The goal of Self-sufficiency is to help the clients into jobs, and is monitored by developing a Family Service Plan (FSP). Work activity participation hours are averaged for the month.
A. Work Activity Hours

One-parent families are required to complete a minimum of twenty hours of approved work activities per week and a two-parent family is required to complete a minimum of thirty hours of approved work activities per week. If the families fail to meet the hours, the sanction process is followed, as listed in the Sanction section.

Two parent families may share hours of work activities, as long as they complete a minimum of thirty hours per week. If one parent of the two-parent family is exempt from completing hours, the other parent is required to meet twenty hours of work activities per week, if the family unit fails to meet the hours, the sanction process is followed, as listed in the Sanction.

For Pregnancy and Reunification cases, when hours of work activity participation are not met, the sanction process does not apply.

B. Approved Work Activities

As a requirement of TANF, self-sufficiency program participants must take part in work activities assigned to them. This requirement applies to applicants for TANF as well as recipients. Participants who fail to take part in assigned work activities, will move to the Sanction process. Approved work activities are those that remove barriers and reasonably assist the family unit to become self-sufficient. If the family does not show progress toward self-sufficiency, the Lead Case Manager, caseworker and participants will meet to discuss other work activities that will assist the family in moving forward. Approved work activities, hours, and guidelines are listed on table 3.

C. Work activity logs

Participants are required to submit Work Activities Timesheets (WATs) to verify they are meeting the hours of work activity participation and approved work activities. WAT require signatures to verify the hours an activity. WAT without signatures, will not be counted and a LON will be mailed. Incomplete WAT will be returned to the participant, explain what correction is needed. The hours reported on the WAT must be for actual time that it takes to complete the activity. WATs are available at both of the office locations. WAT may be submitted in person, drop box, or by email. If WATs are not received by the end of due date, hours are not met, or there are activities that are not allowable, a LON will be mailed that outlines the sanctions and penalties and how to correct the issues.

D. Exemptions from Work Activity Participation

Families exempt from requirement to participate in work activities includes only the following circumstances:

- Child only Case
- Special circumstances as approved by the Lead Case Manager and TANF Director
- Parent with a child under 12 months
- Persons over the age of 55
- Pregnant women in their last trimester
- Disabling medical conditions as defined by a physician
Adult TANF parents who are exempt from work participation requirements (parent of a child under the age of one year) are not exempt from requirements of their FSP; these individuals must engage in planning for self-sufficiency, appropriate social medical, educational and child developments services. Participants may be required to attend certain activities that are not work activities but are directly related to their ability to take part in work participations. Participants are not permitted to go in and out of exemption to access employment related services or to avoid sanctions.

E. Good Cause for Failure to Participate
Participants who fail to participate in work activities contained in the FSP will be subject to Sanctions and penalties, unless good cause is shown. One of the following criteria must be met to show good cause:

- Unavailable of transportation, until arrangements are made
- Schedule conflicts with required court appearances/ incarcerations (with time limit and adequate progress)
- Temporary or extraordinary circumstances that constitute unreasonable hardship or risk.
- Environmental emergencies such as fire, flood, violent storm, earthquake, tsunami, or snow storms.
- Participant does not understand program requirements (one time only)
- Childcare is unavailable (only until arrangements can be made)
- Mental and physical health issues

Participants must complete a Good Cause Exemption letter and be approved by the Lead Case Manager. A LON will be mailed, outlining requirements and time-frames of exemption.

F. Failure to engage Due to Lack of Child Care
If a single parent, caring for children under the age of five, verifies that they cannot meet work participation requirements due to the following reasons, the program will not reduce the cash grant or close the case.

- Appropriate childcare within a reasonable distance from home and work site is not available
- Informal childcare by a relative or under other arrangements is unavailable or suitable
- Appropriate or affordable formal childcare arrangements are unavailable

Participant will be exempt from work activity participation until childcare issues are resolved. The caseworker will document the action taken to secure informal childcare. The caseworker will also decide, of reasonable distance based on 1. Are they a licensed driver; 2. Do they have a vehicle; 3. Is the job or work activity with in walking distance to public transportation. The lead Case manager will determine if the family unit has made every effort to secure the childcare.
Lead Case manager will refer the participant to the Tribal CCDYF to apply for child care assistance. To continue the exemption, participants must provide monthly verification that child care is unavailable. If monthly verification is not provided, the exemption will be discontinued and a LON will be mailed.

13. Non-compliance

When a participant is not meeting the attendance and performance requirements, the case worker may attempt reconciliation the non-compliance Reconciliation involves a discussion between the caseworker and the participant about the reason(s) the participant failed to meet the expectation. Often a service provider or site supervisor may also have insight into the reason(s) a participant is not attending or performing satisfactorily. During this process, the caseworker may consider:

- Learning disabilities or development delays
- Domestic violence
- Substance abuse problems
- Mental health

The case worker may also:

- Review the individuals work activities exemption status
- Refer the participant to an agency or service provider for further assessment
- Meet with client to update the FSP to include services to address factors that interfere with the participant activities
- Reassign the participant to activities that match their skills and increase their employability.

Any determination that an individual is exempt from participating in work activities, or the activity the participant failed to attend, excuses the participant from a non-compliance penalty.

14. Displacement of other workers

In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced another worker. If the employer wants to hire a client, the position must first be posted and made available to the public.

15. Failure to Accept or Maintain Employment

Once engaged in the program, one of the following criteria must be met for good cause for failing to accept or maintain employment

- The work adversely affects participants physical health as documented by a qualified health professional
- The work site violates federal or Tribal Health and safety standards
- The job is vacant due to strike, lockout or other labor dispute
- The job referral or employer is discriminatory
- Child care issues

To be approved for good cause, participants must complete a Good Cause Exemption letter. A LON will be mailed regarding the approval or denial. If it is determined that it was the failure of the participant to accept or
maintain employment while receiving a cash grant, a thirty-day Sanction will apply. The sanctions process does not apply to a Pregnancy or Reunification Case; there, the case would close for thirty days.

16. Voluntary Closure or Removing Someone from A Case
A Participant may close a case or remove an adult or youth from a case at any time. The only exception is an adult cannot be voluntarily removed from a case while the case is in Sanction, unless the adult is no longer in the household. Voluntarily closing a case or removing an adult or youth from the case prior to the end of the month may result in an overpayment. Should this happen, a LON will be mailed.

A. Voluntary Closure
Take immediate action to close a case when a recipient requests closure. It may a written or a verbal request as to why recipient wants to close their case.

B. Removing an Adult or Youth
When removing an adult or minor parent, or a child from a case, a written request may be submitted, within ten business days. Once the request is received, the adult or child is removed from the case immediately. A Child Support Assignment and referral will be required, if applicable. All income for the household member must be reported, if still residing in the same household. Further, if the person removed was eligible for Transitional Services and chooses to close or is no longer part of the family unit; they are not eligible for Transitional Services.

C. Youth Graduating or reaching the age of 18
Youth, over the 18 years of age but under the age of 19, and graduate from high school or receives a GED, are removed from the family unit at the end of the month in which they last received a cash grant. Youth attending a high school or GED Program but have not graduated, must be removed from the family unit that day prior to turning 19 years old. The final case grant will be prorated to avoid an overpayment. Youth that receive a diploma or GED and are still under the age of 18, are removed from the case once they reach 18 years of age.

17. Supportive Services
Supportive services assist in removing barriers that may be preventing a family unit in becoming self-sufficient or ensuring basic needs for the children are being met. Services are based on compliance and whether program requirements are met. The services are not automatic or an entitlement and are contingent on the availability of funds. Services may be denied for any plausible reason, including but not limited to; non-compliance, availability of resources, missing documentation, questions of eligibility, frequency of use, availability of program funds, and guidelines. The program does not reimburse participants for items or services that have already been purchased. Supportive Service requests for items or services that are considered luxury or within a participant’s budget shall not be approved.
A Supportive Service Request form and all supporting documents must be submitted. A LON mailed within three business days of all information being submitted. If a participant has not been notified of the request after 3 business days, participants may request an update.
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For Child Only Cases support services are for the child or children. For this reason, a portion of services may be approved to cover the services incurred on behalf of the child or children. The program is not able to provide support services specific to non-needy caretaker/relative, parent, or their family.

Support Services will be issued either by check, Purchase order or in extreme case Tribal Credit card (per Directors approval)

Participants will be given written notice when a support services receipt is required. Failure to return receipt, spending more then was authorized, or making unauthorized purchase will result in the amount of the service being deducted from future cash grants, following the overpayment section and may result in no further support services being authorized for the family unit.

A. Basic and Emergent

Basic and emergent support services are up to $2,500 and may include food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. All support services are considered on a case-by-case basis and when other resources have been exhausted.

If a child moves from one home to another, the support service limits and purchased items specific to the youth are transferred to the next placement.

B. Transitional Services

Finding employment is a crucial step toward self-sufficiency, staying employed is just as important. Job retention services have proven an effective means of helping TANF recipients who find a job, to stay employed and to remain off TANF.

Transitional Services, may be granted for employment related items and services such as food, transportation, work related tools, equipment, clothing licensing and training fees. Transitional services for up to 6 months per 1st year and then once again the following year after closure. Eligibility will be determined at the one-year anniversary of cash grant closure.

Youth who are no longer eligible to receive cash benefits due to reaching age limit for services, may receive transitional services for up to six months and revisit one-year after the case closure or aged limit date. The transitional services available to the youth include employment and classroom training and related support incentives.

18. Incentives

Incentives are a great way for the program to acknowledge those that are working toward self-sufficiency, removing barriers, an educational goal or who have completed a goal outline in their FSP. Incentives are listed on list 4

A. Request

To request an incentive, the Incentive Request Form and supporting documents must be submitted within thirty days of event. Incentives are given as checks or gift cards. Receipts are not required.

B. Issuance

Approved incentives will be distributed once received from accounting. The incentive can either be picked up from the Case Manager or if other arrangements have been made.
19. **Work Experience (WEX)/ Training Program**

The purpose of WEX is to improve the employability of those who cannot find unsubsidized employment. WEX training provides an individual with an opportunity to acquire the general skills, training, knowledge and work habits necessary to obtain employment.

WEX placements will be offered as appropriate and available for TANF clients who have or working towards their GED of high school diploma.

- TANF clients on WEX training must follow all Tribal Personnel Policies and procedures.
- Clients will only be placed in a WEX training program that aligns with a job skill or trade that they are interested in learning.
- Supervisors/Trainers must provide appropriate supervision and training to ensure that clients are learning from their work experience.
- Supervisors will ensure that job site or training site is safe working environment.

A. **Work Site Agreement**

The Nooksack TANF program signs Work Site Agreements with all prospective employers who are willing and able to train individuals in a certain vacation or skill. Work Site Agreements are developed area employers and clients are offered the opportunity to enter into a Work Experience placement that best meets their need and interests.

B. **WEX Placements who have or not have their GED/Diploma**

Clients will be provided a stipend equivalent to the current minimum wage for a maximum of eight hours per day or forty hours per week by the TANF Program.

Clients will be provided a stipend to the current minimum wage for a maximum of twenty-five hours per week and will be required to participate in GED activities for a minimum of 8 hours per week.

C. **WEX Stipends**

Income from WEX will be treated as any type unearned income and will be considered when calculating TANF payments and will be deducted from client’s case grant as applicable.

D. **Requirements/training**

All WEX placements are closely monitored and supervised to ensure maximum benefits of the clients working in a WEX training position. Clients who are placed in WEX training and have not earned their high school diploma or GED will only be eligible to train up to a pre-determined number of hours per week. Once a GED/Diploma have been achieved, they will create their resume and participate in job search activities. Supervisors or trainers will provide the Nooksack Tribal TANF program a “training description” and TANF clients will be referred if eligible.
E. Time Limits
WEX placements will not exceed six months per placement, if client participates in forty hours per week. After ninety days, the supervisor/trainer, the client, and E&T coordinator will meet to discuss the progress and possibility of employment. If it is felt the client needs further training, the WEX training will continue for another ninety days. If it is felt the client still needs to learn basic skill and job readiness at the end of the WEX training the completion will still be considered as a positive step.

F. Ending of Termination of WEX
If, at any time during the WEX, the client fails to show up for training, fails to perform job duties or fails to show improvement, the supervisor must first give a verbal or written warning. The second time, the Supervisor should notify the E&T coordinator and schedule an intervention meeting to discuss the issues and recommend a plan for improvement, if the client does not meet expectations a third time, then the Trainer/Supervisor may terminate the training position by submitting in writing to the E&T coordinator.

At the end of the placement if the client or the trainer/Supervisor, agree not to seek permanent employment, then the WEX will be considered to have ended positively. The client may apply for a WEX position with another employer or department, the Trainer/Supervisor may train another WEX trainee for the same position.

Clients who choose to end their WEX at any time during the six months and does it positively by, meeting with their E&T coordinator and submit a letter in writing to the Trainer/supervisor stating that they wish to end their training position. Clients must give a two-week notice.

Clients that are terminated or end WEX without giving notice, will be ineligible for any training positions for six months. Clients who end their WEX before six months without good cause; their TANF case will be placed in a Sanction status.

G. On the Job Training (OJT)
OJT compensates an employer for training a participant to obtain the knowledge and skills necessary to perform the basic work requirements of a job. Trainees must be supervised by an employer, or work site manager on an ongoing basis, but no less frequent than daily.

To be eligible to participate in OJT, the following must be met;
- The family unit must be in compliance
- The employer must provide verification that the participant has been hired within the last ten business days and hired full time (32-40 hours per week)
- The employer must provide a job description that outline the training that the participant will receive

H. Site Visits/ Termination for WEX, Volunteer & OJT
Site visits are conducted to check on the progress of participant, assist with timesheets, discuss attendance, punctuality issue incentives and address other issues. Site visits include the employer participant and the E&T coordinator. Site visits are required one time per month or the duration of the placements or OJT.
The supervisor or employer has the right to terminate placements or OJT, at any time for just
cause. As outlined in the contract, supervisors or employers must contact the staff immediately
following termination, a negative termination may result in sanctions for the participant.
To leave a placement or an OJT, participants must give the supervisor/ employer a written two-
week notice. A negative termination may result in in further Sanctions for the participant for not
meeting work requirements, or leaving employment without good cause.

20. Youth Division
The program is committed to working with the parents/caretakers in trying to make sure the youth are in school
making progress.

A. School Attendance and Grades Standard
All Children 6 years of age up to 18 years of age, who are in the family unit receiving a cash grant are
required to show satisfactory public school, home school certified high school completion or GED
program attendance during the public school year and in the summer if deemed necessary for
compliance.
Failure of parents/caretakers to send children to school, or failure of children to attend school, will
result in the Sanction process.
It is the responsibility of the family to provide verification of grades and attendance for youth in
grades 12th and below all the way to kindergarten. All Grades and attendance verification are
required at the end of each quarter, semester or as case manager deems necessary. A LON will be
sent requesting grades and attendance with a due date ad time. Cash Grants will not be processed
after the deadline, until they are received. If they are not received within thirty days of the deadline;
the case will be closed. Grades and attendance will be required to add the child on the case or to
reopen a case.

B. School Visits
Any person who is attending K- 12th grade public school will be monitored through school visits. The
tribal Liaisons will conduct the School visits to verify school enrollment, attendance, grades,
progress for staff to advocate on behalf of a child. At school visits, prevention and educational
information will be distributed. Youth who are attending an accredited homeschool, or online
school, certified high school completion or a GED program, must provide monthly grade checks and
verification of attendance in lieu of school monitoring.

C. Home school
The program follows and supports all Washington State home-school laws (RCW 28A.225.010(1-2-3-
4) and RCW 28A.225.015) It is the responsibility of the parent/caretaker to the program with a
quarterly schedule of curriculum, a monthly progress report, and grades.

D. Individualized education Plan
Individualized Education Plan (IEP), the IEP addresses barriers youth may have that are preventing
them from being ins school and making progress. IEPs cover education and outline goals, focus
areas, commitments to meeting the goals and deadlines.
The initial IEP meeting will include the youth, the parent/caretaker, Tribal liaison and the youth staff at minimum. At the meeting the IEP will be completed and copies distributed. Thereafter, the youth staff and parent/caretaker will schedule meetings as needed. IEPs will vary in timeframes based on goals and progress of meeting the goals. If further barriers are identified, IEPs will be extended and/or revised to reflect changes or additions until the goals have been met. Once the goals are met, the IEP will be complete and incentive issued. For those parent/caretakers or youth that are in non-attendance of an IEP meeting or fail to set up an IEP, a LON will be sent. The LON will require an IEP to be completed within ten business days from the LON, or the case will close for no less then thirty day. Should the case re-open the need for an IEP will be reviewed and a LON set accordingly.

21. **Summer Youth Opportunity Program (SYOP)**

In efforts to prepare and mentor our Nooksack youth ages 14-17 years of age, for self-sufficiency, gain good work ethics and job skills; youth employment services will be available to eligible Tribal TANF cash assistance families.

The Summer Youth Employment Program will operate starting the month of June and run through September. Youth will be allowed to work eight hours per day; five days per week at the current minimum wage standard of the Nooksack Indian Tribe. SYOP participants will be paid accordingly to Nooksack Tribe’s Payroll calendar, TANF youth will only be paid for the hours that they work and will not be eligible for annual leave, sick leave, vacation pay, and cultural leave or paid holidays.

**Eligibility:**

- 2.0 Cumulative GPA
- Satisfactory school attendance
- Non-Barrier
- Comply with Pre-employment Screening which will include Drug Screening
- Youth and parent must attend Orientation with TAN staff and Nooksack Human Resources as which time Youth expectations and Policies will be reviewed

TANF Youth who participate in the Summer Youth Opportunity Program must;

- Make every effort to perform the work activity successfully
- Appear and remain at their work site as scheduled
- Arrive on time, be ready to perform assigned tasks during time allowed
- Dress appropriately for job duties/training

SYOP participants will be closely monitored and supervised to ensure maximum benefits of the training program. Supervisors or Trainers will provide Nooksack Tribal TANF a “Training description” to ensure appropriate training or qualifications.

SYOP participants and parents or guardians must sign a working agreement with their supervisor and department directors.
Youth who are required to attend summer school will be allowed to attend classes and work part time.

SYOP participants will work with TANF staff for Life skills classes on Friday’s at the Tribal Social Services Building.

22. Non-Compliance (Also apart of Work participation)

Sanctions are used to have leverage of cooperation when participants will not otherwise comply. Sanctions are applicable to Family, Needy Caretaker/Relative and Minor parent cases. Sanctions result in a grant reduction per adult head of household/spouse per grant and then closure. The client must continue to cooperate and comply with all program requirements and will all components of the FSP. Non-compliance will result in a Sanction, which will result in a reduction of TANF monthly grant.

A. Process

The caseworker will require documentation to verify initial/eligibility. The applicant must return all information to their caseworker within ten business days, before a cash grant can be issued. Failure to complete the intake process will result in denial of the application for TANF.

After the family unit qualifies and begins receiving cash assistance, the client must continue to comply with requirements of the TANF program and verify participation in work activities. If client is not in compliance with work participation requirements or any other component of the TANF program, the Sanction process will begin. Non-compliance will result in the monthly benefit being reduced according to the Sanction and benefit section of this manual. The client will not be eligible for Supportive Services until the Sanction has been lifted.

Action: Participants do not comply with work participation, due dates, or FSP requirements

Result: Participant receives Pre-sanction warning LON outlining the corrective actions required.

2. Participants have fourteen days to complete the corrective actions. 3. Once corrective actions are complete, participants are eligible for support services.

Action: Participants satisfactorily complete all corrective actions within the time Frame

Result: 1. Participant or participant returns to good standing and may receive a cash grant and supportive services.

Action: Participants fails to satisfactorily complete corrective action plan within the time frame.

Result: 1. Participants receives a Sanction LON outlining the corrective actions required 2. The adult parent portion of the cash grant is with held form the next months cash grant. The cash grant is still attributed to the 60-month lifetime limit of cash assistance 3. Participants have thirty days complete all corrective actions in order to remain eligible for services 4. Once corrective actions are complete, participants are eligible for supportive services. (Support Services for children are allowable during this time)
Actions: Participants satisfactorily complete all corrective actions within thirty days from the date of the sanction LON.

Result: Participant returns to good standing and may receive a full cash grant.

Action: Participants fail to complete the corrections action plan within thirty days from the date of the Sanction LON

Result: Participants are removed from the case or the case closes. The participant receives a closure LON and notice of an overpayment if applicable. Participants are eligible to reapply for services after thirty days.

Action: If participants are in Sanction warning or sanction and fail to meet another compliance issue as listed above

Result: 1. Participant will receive a Sanction warning LON, with the Sanctions process starting over for that specific issue 2. If the original sanction results in case closure, the second sanction warning LON will become null and void due to inability to correct in the future or it will remain on file for correction should they reapply for services

B. Program Requirements

Action: Participants fail to meet or complete program requirement as listed here within

Result: 1. If program requirements are not met, participants are no longer eligible for services and must be removed from the case or the case is closed. Participants receive a LON notice of an overpayment, if applicable 2. Participants may be added to the case or a case may open once verification has been submitted that outstanding program requirements have been met, if applicable.

23. Fraud

Nooksack Indian Tribal TANF applicants/recipients, who make fraudulent misrepresentations in order to obtain or continue to receive benefits or other program related service, shall be denied benefits and other related services for a year of no less than twelve months from the date the misrepresentation is discovered. The twelve-month denial of service will still be attributed to the 60-month lifetime limit for cash assistance. The time limit for such individuals will be forty-eight months instead of the 60 months. The case shall be referred to the Nooksack Indian Tribal Prosecuting Attorney.

24. Appeals

The Nooksack Indian Tribe has an interest in assuring its TANF program is administered, implemented and enforced non-discriminatorily and consistent with basic principles of justice and fairness. Applicants and recipients for the Nooksack Tribal TANF services and/or financial assistance have the right to appeal if assistance is denied, reduced, or suspended, sanction or terminated.
A. Appeals to Director or Designee

If the applicant, with the exceptions of applicants or participants who make fraudulent statements, disagrees with the program’s decision to deny, reduce, suspend sanction, or terminate assistance, the applicant may submit a letter of appeal to the Director or designee. The request must be in writing and made within ten working days of the date of the LON. The written request shall be signed and dated and contain the following information:

- The Nature of the decision; and
- Why the person adversely affected by the decision disagrees with the decision, action or finding.

Upon receipt of the written appeal, the Director will review and respond to the appeal within 10 business days of the receipt of the appeal. The Director or Designee will conduct an administrative review. If it is found that the policies or procedures were not adhered to or there are extenuating circumstances, the Director or Designee may overturn the decision. If the decision is upheld, the appeal may go to a hearing upon the written request of the applicant or participants. The request must be submitted within ten business days from the date of the LON.

A hearing shall be scheduled within ten business days from receipt if the request. The person requesting the hearing shall be notified of the hearing date by mail to the applicant or participant’s last known address, the person requesting the hearing or the program shall have the right to one continuance of the hearing date.

If upon written notice of a hearing date and time, the participant is a no-show, the original decision that is being appealed is upheld and a LON will be mailed accordingly.

B. Hearing

Hearings shall be recorded. All relevant evidence shall be made part of the record. Documentary evidence may be received in the forms of copies, excerpts or by incorporation by reference. All documents contained in the program file regarding the person requesting the hearing shall be made part of the record and the program staff who made the decision shall be present at the hearing and shall explain the reason for the decision. Electronic records shall be furnished to the person requesting the hearing upon a written request. The person requesting the hearing shall have the right to be represented by counsel of their choice and expense, an opportunity to question the employee making the decision, present evidence and make a brief argument.

Within five business days from the conclusion of the hearing, the Director or Designee shall enter a written decision. The decision shall identify the evidence and rules relied on in making the decision and the reason for the decision. A copy of the decision shall be mailed to the person requesting the hearing along with notifications that the person has the right to petition to the tribal court for review of the decision. The Director or Designee’s decision shall be final. A copy of the entire record, including the electronic record, shall be furnished to the person requesting hearing upon their request.
C. Enforcement Pending Review
   The filing of a petition for review shall not stay enforcement of the decision.

D. Transmittal of Record on Review
   Within thirty days after servicing of the petition for review or within such further time as the Tribal Court may allow, the Director or Designee shall transmit to the Tribal courts the original or certified copy of the entire record of the hearing; but all parties to the review may stipulate to the record on review.

E. Conduct of Review
   The review shall be conducted by the Tribal Court without a jury and be confined to the record, the Tribal Court shall not take additional evidence or hear testimony. The Tribal Court shall hear oral argument and receive written briefs. The Tribal Court shall set the length of the briefs and time for the arguments.

F. Authority of Tribal Court
   The Tribal Court may affirm the final decision of the Director or Designee; or remand the case for further proceedings; or reverse the final decision, in whole or in part if the rights of the petitioner had been prejudiced because the decision:
   • Violates the Nooksack Indian Tribe’s Constitution or the Indian Civil Rights Act, 25 U.S.C. 1301 et. Seq.;
   • Exceeds the lawful authority of the program;
   • Is clearly erroneous in view of the entire record; or
   • Is arbitrary or capricious.
   
   The decision of the Tribal Court shall be final and not subject to further review by the Tribal Council or any other agency or person unless authorized by Federal Law.

25. Other

A. Right to Confidentiality
   The Nooksack Indian Tribal TANF Program will restrict the use and disclosure of information about recipients and families receiving Nooksack Indian Tribal TABF benefits. The Nooksack Indian Tribal TANF Program will not release or disclose recipient information, except as specifically authorize in an administrative rule or as ordered by a court or competent jurisdiction.
   Nooksack Indian Tribal TANF shall not make available to the public any information or record about a client or a recipient maintained by the Nooksack Indian Tribal TANF Program, such information and records include, but are no limited to, any information that contains the client or recipient’s name or any identifying symbol, unless such release of information is:
   • Requested by the participant or disclosure is made with the participant’s or participant’s prior written consent,
• Requested by another agency for a purpose compatible with the purpose for which the information was collected. I.e dual eligibility
• A person petitions for review of the program’s decision
• Requested by the Nooksack Indian Tribal Council
• A requesting person or agent upon showing od compelling circumstances affecting the safety of an individual participant, if upon disclosure, notification transmitted to the last known address of the participant
• The program staff suspects or there is known child abuse, Staff are mandated reporters.

B. Conflict of Interest
Staff will not serve or oversee the services of immediate family members or with those in which they have a close personal relationship. Staff must notify their supervisor if there is a potential conflict. Staff will not accept gifts or borrow money from participants. Staff will not engage in illegal activities with participants.
Table 1
TANF BENEFIT GRANT LEVELS

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>PAYMENT STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$345</td>
</tr>
<tr>
<td>2</td>
<td>$499</td>
</tr>
<tr>
<td>3</td>
<td>$616</td>
</tr>
<tr>
<td>4</td>
<td>$795</td>
</tr>
<tr>
<td>5</td>
<td>$932</td>
</tr>
<tr>
<td>6</td>
<td>$1060</td>
</tr>
<tr>
<td>7</td>
<td>$1206</td>
</tr>
<tr>
<td>8</td>
<td>$1346</td>
</tr>
<tr>
<td>9</td>
<td>$1450</td>
</tr>
<tr>
<td>10</td>
<td>$1622</td>
</tr>
</tbody>
</table>
APPROVED WORK ACTIVITIES

- Unsubsidized employments
- Traditional self-employment
- Job search activities
- Subsidized Tribal employment
- Subsidized work in a private sector
- Nooksack Indian Tribal TANF approved work experience
- WEX Placements
- Internships
- Participation in job readiness
- Job skills or on the job training
- Traditional activities, fishing, hunting and gathering
- Nooksack Indian Tribal TANF approved community service and Cultural, religious activities
- Vocational training
- GED/High School completion or course work
- Post-secondary education
- Activities aimed at removing barriers to employment, such as counseling and chemical dependency
- Volunteer work
Supportive Services Guidelines:
Supportive Services are based on Calendar Year

<table>
<thead>
<tr>
<th>Service</th>
<th>Description/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Fuel</td>
<td>Gas voucher: $40 Bi-weekly&lt;br&gt;Monthly or quarterly</td>
</tr>
<tr>
<td>*Bus pass</td>
<td>Requires statement. Primary vehicle only, vehicle must be in adults name and adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>Tabs</td>
<td>Requires statement. Primary vehicle only, vehicle must be in adults name and adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>*Job Skills Training</td>
<td>Actual Cost: 1 time per year</td>
</tr>
<tr>
<td>*Skills Enrichment</td>
<td>Actual cost: 1 time per year</td>
</tr>
<tr>
<td>Vocational training</td>
<td>Actual cost: 1 time per year</td>
</tr>
<tr>
<td>Post-Secondary</td>
<td>Actual cost: 1 time per year</td>
</tr>
<tr>
<td>GED Testing</td>
<td>Actual cost: 1 time per quarter</td>
</tr>
<tr>
<td>*Driver’s License Fees</td>
<td>Eligible 1 renewal/reinstatement fee per person: 1 time per year</td>
</tr>
<tr>
<td>*Clothing for Interview/ Job Search</td>
<td>$200, 1 per year</td>
</tr>
<tr>
<td>Car Seat</td>
<td>Up to $200 per child/ per lifetime</td>
</tr>
<tr>
<td>Vehicle Repairs/Tires</td>
<td>Up to $500 Primary Vehicle, 3 quotes, 1 time per year</td>
</tr>
<tr>
<td>*Vehicle Insurance</td>
<td>Up to $500 primary vehicle: 1 time per lifetime</td>
</tr>
<tr>
<td>Rent/Lease/ House payment</td>
<td>Up to $500: 1 time per lifetime</td>
</tr>
<tr>
<td>*Utilities</td>
<td>Up to $300: 2 times per year, 6 months apart</td>
</tr>
<tr>
<td>Mattress</td>
<td>Up to $500: 1 per lifetime, per child</td>
</tr>
<tr>
<td>Clothing for employment/school, Training</td>
<td>$300: 1 per lifetime, per year</td>
</tr>
<tr>
<td>*Professional License</td>
<td>Actual Cost, 1 per trade/per lifetime (after exhausted other resources)</td>
</tr>
<tr>
<td>Bedding</td>
<td>Up to $100</td>
</tr>
<tr>
<td>Child Care</td>
<td>Refer to Bellingham CSO, Nooksack/DSHS</td>
</tr>
<tr>
<td>*Food</td>
<td>Up to $200 per director</td>
</tr>
<tr>
<td>Hygiene</td>
<td>$100 1 per household, 1 per year</td>
</tr>
<tr>
<td>*Tools and Equipment</td>
<td>Up to $500, 3 quotes required: 1 per lifetime</td>
</tr>
<tr>
<td>WEX/OJT: tools &amp; equipment</td>
<td>Up too $500, 1 per placement</td>
</tr>
<tr>
<td>Tribal Youth Program activities</td>
<td>$500 1 time per year&lt;br&gt;Actual cost: 1 per lifetime&lt;br&gt;Actual cost, Per activity</td>
</tr>
<tr>
<td>School/sports fees</td>
<td>Actual cost: per activity</td>
</tr>
<tr>
<td>Drivers ed &amp; testing fees</td>
<td>Actual cost: per year</td>
</tr>
<tr>
<td>Cultural activities/Prevention</td>
<td>Actual cost: per year</td>
</tr>
<tr>
<td>Out of wedlock pregnancies</td>
<td>$300 per year/ per child</td>
</tr>
<tr>
<td>Summer school fees</td>
<td>$100 for High Schoolers: $75 for Middle school/grade school; per year</td>
</tr>
<tr>
<td>School Clothes, supplies</td>
<td></td>
</tr>
<tr>
<td>Sports equipment</td>
<td></td>
</tr>
<tr>
<td>*Optical</td>
<td>Up to $300: 1 time per lifetime</td>
</tr>
<tr>
<td>*Emergent need of episode</td>
<td>Case by case, one time, per Director’s approval</td>
</tr>
</tbody>
</table>

Sections marked with by an asterisk are available to those in transitional, with their own limits.
*Transition services may only be used when a client has exhausted other resources. An application must be complete for each transitional service. Client must document with other agencies and complete a budget worksheet as part of the application. Additional transition, not listed, may be approved by the Director as necessary for employment, education or safety. Transition may be requested sporadically or for an extended period. Total services cannot exceed 6 months and review one year after case closure.
Incentive Guidelines:

Incentives are based on calendar year

Youth (Gift Cards)

<table>
<thead>
<tr>
<th>Incentive</th>
<th>Amount/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEP Completion</td>
<td>$50 Two per year</td>
</tr>
<tr>
<td>Straight A’s for 7th-12th grade</td>
<td>$50 Per grading period Transcript provided</td>
</tr>
<tr>
<td>“B” Average for 7th-12th grade</td>
<td>$30 per grading period; transcript provided</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>$50 per grading period; transcript provided</td>
</tr>
<tr>
<td>“At Grade Level” K-6th</td>
<td>$25 per grading period; transcript provided</td>
</tr>
<tr>
<td>Perfect attendance “K-6th”</td>
<td>$25 per grading period; transcript provided</td>
</tr>
</tbody>
</table>

Youth and Adults (cash incentive)

<table>
<thead>
<tr>
<th>Incentive</th>
<th>Amount/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma equivalency/ GED</td>
<td>$200 once per life time, verification required</td>
</tr>
<tr>
<td>AA Degree</td>
<td>$250 once per lifetime, verification provided</td>
</tr>
<tr>
<td>BA Degree</td>
<td>$300 once per lifetime, verification provided</td>
</tr>
<tr>
<td>Completion of life skills Program</td>
<td>$100 once per session; verification provided</td>
</tr>
</tbody>
</table>

Adults

<table>
<thead>
<tr>
<th>Incentive</th>
<th>Amount/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins work</td>
<td>$100 per new job, previous job ended successfully; proof provided</td>
</tr>
<tr>
<td>Completes WEX</td>
<td>$100 Each successful WEX placement, proof provided</td>
</tr>
<tr>
<td>Completes Subsidized employment</td>
<td>$100 each placement with official hire, documentation required</td>
</tr>
<tr>
<td>Straight A’s</td>
<td>$50 per grading period, no more than 4 times per year, transcript provided</td>
</tr>
<tr>
<td>“B” Average</td>
<td>$30 per grading period, no more than 4 times per year, transcript provided</td>
</tr>
<tr>
<td>Marriage</td>
<td>$200 once per lifetime, marriage license provided</td>
</tr>
<tr>
<td>Youth Wellness/Sports Physical</td>
<td>$50 per year, verification provided</td>
</tr>
<tr>
<td>Youth Dental Check Up</td>
<td>$50 per year, verification provided</td>
</tr>
<tr>
<td>Prenatal appointments (8)</td>
<td>$50 per appt. per pregnancy</td>
</tr>
<tr>
<td>SSI Benefits, Adoption, Foster Care license</td>
<td>$100 per lifetime</td>
</tr>
<tr>
<td>Reunification Plan Completion</td>
<td>$100 per lifetime</td>
</tr>
</tbody>
</table>

Incentives may change per management discretion. All incentives require verification. Under adult incentives, non-needy adult caretaker/relative are eligible for youth wellness, dental, SSI benefits, adoption, and New Foster Care License incentives.