

## Policy 7.01 Implementation Plan

July 1, 2009 to June 30, 2010

**Region 3 – Lummi Nation, Nooksack Tribe, Samish Nation, Sauk-Suiattle, Stillaguamish Tribe, Swinomish Tribe, The Tulalip Tribes, and Upper Skagit Tribes**

Plan Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS).

Note: The most recent meeting held on January 23, 2009 had attendees from the Nooksack Indian Tribe, Tulalip Tribes, and the Upper Skagit Tribe. DSHS was represented by IPSS staff (Julie Jefferson) and DCS staff (Deborah Doyle, Georgia Payne & Scott Morris).

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
<p>1) Prepare and disseminate pertinent statistics on American Indian community and participant population's numbers of American Indian participants served and other relevant data.</p>	<p>1a) Provide data regarding the number of mothers and fathers being provided services through Region 3 child support. How many paying cases? How much are they paying?</p> <p>1b) Provide a list of all cases associated with each of the 8 specific tribes for a twice yearly review to assure that all tribal members are correctly identified.</p> <p>1c) Provide a handout of tribe specific statistics at each of the quarterly CSD meetings. Examples include identifying numbers of children served, amounts of child support owed, etc.</p> <p>1d) Provide information to the tribes regarding how many non-needy relatives are in the respective caseloads.</p> <p>1e) Tribes have the opportunity to identify clients that are need of modification or possible charge off, due to client's situation.</p>	<p>1a) Tribes will be better informed about their member's utilization of DCS services.</p> <p>1b) Tribes and DCS will be able to ensure Tribal members' cases are correctly identified as such.</p> <p>1c) Tribal awareness of their child support caseload dynamics.</p>	<p>1a) Scott Morris As agreed upon, or requested</p> <p>1b) Scott Morris/DCS Jim Thomas &amp; Ken Levinson/Nooksack David Hawkins &amp; Kay Cockerill/Upper Skagit Ralph Jefferson &amp; Topsy Kinley/Lummi Marlice Delys/Stillaguamish Cara Althoff &amp; Helen Fenrich/Tulalip Judy Heineman/Samish John Stephens/Swinomish Ronda Metcalf &amp; Gloria Green/Sauk-Suiattle</p>	<p>1a) Reports are provided as requested by Tribes. Tulalip Tribes, Nooksack and Upper Skagit TANF programs have asked for a monthly spreadsheet that reports the amounts paid on the Tribal TANF caseload. These reports lists the DCS case number, NCP and CP name, total monthly obligation, total arrears due, amount paid and the date of last payment. The reports are distributed around the 15<sup>th</sup> of each month via secured email. This will continue unless a request is made by the receiving tribe to stop.</p> <p>1a) The Tulalip Tribes Child Support Program has requested a monthly report that will include the number of Tulalip affiliated cases – statewide, the number of Tulalip TANF cases, the number of cases currently in process of being heard in Tulalip Tribal Court, the number of times that DCS appeared in Tulalip Tribal Court, and the number of children affected by those appearances.</p> <p>1b) Lummi Nation Child Support Program (LNCSP) and the Tulalip Tribes Child Support Program (TCSP) request this document on a quarterly basis. This has been delivered quarterly to LNCSP starting in 12/05 and to TCSP starting in 10/08. This too will go on indefinitely, until/unless a request to stop is received (per mutual agreement with DCS &amp; the specific Tribe).</p>

<p>2) Ensure efforts are made to recruit/hire American Indian staff to meet the overall DSHS goal of having a diverse workforce.</p>	<p>2a) Job announcements sent to Tribal Human Resources (HR) offices.</p> <p>2b) Notify Tribal (HR) offices and tribal newspapers of scheduled test counseling for state employment registers.</p> <p>2c) Send the DOP web address to tribal newsletters and HR staff.</p> <p>2d) Outreach staff will meet with each Tribal HR or personnel staff to share DSHS opportunities and processes.</p> <p>2e) Training for the DOP website (careers.wa.gov) from DCS HR representative to be extended to tribes through their tribal HR offices, TERO office, or other offices as defined by the tribe.</p>	<p>2) Tribal members will be better informed about and able to compete for DCS employment opportunities as these arise.</p>	<p>Brandon Kelsoe/DCS Human Resource Representative  Laura Carr/DCS Training Coordinator  Scott Morris/DCS  George Bailey/Nooksack  Kay Cockerill/Upper Skagit  Topsy Kinley/Lummi  Marlice Delys /Stillaguamish  Helen Fenrich/Tulalip  Teri Horton/Samish  Wayne Bill/Swinomish  Rhonda Metcalf/Sauk-Suiattle</p>	<p>Employment opportunities are sent out by the Human Resource Representative for DCS as positions open and Scott Morris from DCS continues to provide awareness of open positions to tribal representatives through informal communication (phone/email).</p> <p>DCS &amp; CSD acknowledged the difficulties in navigating through the DOP website (careers.wa.gov). They offered the assistance of the regional HR representative to provide training on the website.</p> <p>Tulalip is receiving and distributing job announcements.</p>
<p>3) Work with tribes to determine the need for negotiation and/or implement local Tribal-State agreements, protocols, MOU's, contracts or processes.</p>	<p>3a) Will the tribes consider accepting payroll deduction notices for their non-tribal employees?</p> <p>3b) DCS will provide training or overview of the State Child Support Program for each tribe's members to explain DCS processes and remedies.</p> <p>3c) DCS will provide training on Tribal TANF impacts on child support.</p> <p>3d) DCS will work with Tribal TANF and Child Support Programs that are interested in Federal Offset.</p>	<p>3a) More regular support collections for nonpaying employees.</p> <p>3b &amp;c) Tribal members will be better informed about services DCS can provide for them.</p>	<p>3a) Scott Morris with TRT assistance.</p> <p>3b) Scott Morris</p>	<p>3a) Need formal agreements with each tribe to identify which tribes will accept payroll deduction notices for their non-tribal employees.</p> <p>Currently, as of January 2009, the status of collection activity with each Region 3 tribe, is as follows:</p> <p><b>Lummi Nation</b> –DCS refers cases to their child support program, DCS made agreement with LNCSP on the cases that have been referred to their program and are being enforced. If the NCP is working for a non-tribal employer, DCS may send a withhold for a minimal amount to collect on debt owed to the State.</p> <p><b>Nooksack Indian Tribe</b> – Accepting voluntary wage assignments, DCS can't send withholds directly to employers. DCS refers cases to NITCSP for enforcement, order establishment, paternity and modification.</p> <p><b>Samish Indian Nation</b> - Accepting voluntary wage</p>

			<p>assignments, DCS can't send withholds directly to employers.</p> <p><b>Sauk-Suiattle Indian Tribe-</b> Accepting voluntary wage assignments, DCS can't send withholds directly to employers.</p> <p><b>Stillaguamish Tribe of Indians</b> – Withholding notice is sent to Court Administrator, Kevin Derrick. He then registers the withhold in their court and the employer will then honor it.</p> <p><b>Swinomish Indian Tribal Community</b> – They will honor withhold if payor is non-native. They also accept voluntary wage assignments. Otherwise, DCS must register the case in their tribal court.</p> <p><b>Tulalip Tribes</b> – Accepting voluntary wage assignments, otherwise DCS must register the case in their tribal court.</p> <p><b>Upper Skagit Tribe</b> – Accepting voluntary wage assignments, January 12, 2009 Scott Morris (DCS) &amp; Ted Thornton (DCS – TRT) met with Marilyn Scott, Randy Doucet, and David Hawkins. At this meeting it was discussed that DCS does have the option to register orders in the Upper Skagit Tribal Court for Full Faith and Credit. The tribal court will then enter and honor a wage withholding. DCS and the USIT still need to work out the exact details of this process.</p> <p>Working with the Tulalip Tribes in developing principle and operating agreements with DCS and the Tulalip Tribes IV-D Program</p> <p>3b&amp;c) Trainings will be set up mutually by each tribe and the DCS liaison to the tribe. As the regional tribes continue to develop their social service and child support programs, DCS staff will continue to serve as a resource as requests are received.</p> <p>DCS will continue to have a least quarterly meetings with</p>
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<p>4) Identify needs of American Indian clients and communities and whether current programs and policies meet these needs.</p>	<p>4a) Continue to provide monthly outreach to Region 3 tribes who still desire outreach.</p> <p>4b) Explore alternative locations and methods to work with community members.</p> <p>4c) Meet jointly with tribes on a quarterly basis to determine needs and assess progress of the 7.01 plan.</p>	<p>4a) In-person services can be provided for remotely located Tribal members.</p> <p>4b) Best processes and locations can be used to provide these services.</p> <p>4c) Better services for individual Tribal members.</p>	<p>4a) Scott Morris</p> <p>4b) Scott Morris and representatives of each tribe.</p> <p>4c) DCS Representatives, Tribal Representatives and IPSS Staff</p>	<p>4a) If outreach is requested, DCS staff is available to perform outreach functions to all eight regional tribes.</p> <p>Through an agreement with the Tulalip IV-D program DCS staff does outreach on the 2<sup>nd</sup> Thursday of each month.</p> <p>4b) DCS staff now has the ability to log in remotely to the DCS computer system (SEMS). This will help to assist clients in real time while out in the field.</p> <p>4c) At the quarterly CSD meeting on January 23, 2009 the dates were discussed and volunteers were taken to host each meeting</p> <p>The dates and locations/sponsor for 2009 are: April 24, 2009 hosted by The Tulalip Tribes, July 24, 2009 hosted by The Lummi Nation, October 23, 2009 hosted by the Nooksack Indian Tribe, &amp; January 10, 2001 hosted by DCS at the Region 3 CSD Office.</p> <p>DCS has met on a regular basis with the Tulalip Tribes IV-D director Cara Althoff, providing any assistance needed in getting the Tulalip IV-D program up and running.</p> <p>Note that the LNCSP has requested we meet at 6 month intervals to discuss 7.01 plans.</p> <p>DCS, LNCSP and the Lummi IV-D program continue to meet on a regular basis to ensure that all clients within their programs are receiving the best services possible.</p>

	<p>4d) Research the possibility of sending out a survey to all native clients to insure that DCS is meeting their needs</p> <p>4e) Invite tribes to participate in Local Planning Area meetings</p>	<p>4d) Identifying ways to improve customer service to Tribal Members</p> <p>4e) Attendance and participation of Tribes in Local LPA</p>	<p>4d) Scott Morris and Deborah Doyle</p> <p>4e) Teresa Blanchett</p>	<p>4d) DCS is in the process of developing a survey for its clients. Once this completed, Deborah Doyle and Scott Morris will make modifications to the survey, so that it will meet the needs of obtaining relevant data from the tribal communities within Region 3.</p>
<p>5) DCS will ensure that training opportunities are shared with tribes.</p>	<p>DCS Regional Training Coordinator will offer and coordinate training opportunities to include regional tribes.</p>	<p>Tribal Staff will have opportunities to attend state trainings.</p>	<p>Scott Morris/DCS Donna Steele/DCS regional training coordinator. Joe Johnson &amp; Ken Levinson/Nooksack Marilyn Scott, Kay Cockerill, Randy Doucet &amp; David Hawkins/Upper Skagit Topsy Kinley &amp; Ralph Jefferson/Lummi Marlice Delys /Stillaguamish Helen Fenrich, Lorna Henry, Cheryl Fryberg &amp; Cara Althoff/Tulalip Teri Horton/Samish Wayne Bill/Swinomish Rhonda Metcalf/Sauk-Suiattle</p>	<p>Training opportunities received by the DCS Training Coordinator will be sent to the Tribal HR's as they are received and/or made available.</p> <p>DCS started a support enforcement officer training academy in October 2007. Scott Morris extended invitations out to the Tribes with IV-D &amp; IV-A programs for the possible attendance of tribal employees to sit in on the training in an auditing format. Two tribal employees attended portions of the academy.</p> <p>DCS held two support enforcement office training academies in 2008. The first one started in February and the second started in July. Invitations were extended for both academies to the Tribes with IV-D &amp; IV-A programs.</p> <p>Currently there are not any training academies scheduled for the upcoming year. However, if one is held, each tribe will be notified.</p>
<p>6) When changes occur within DCS regional tribal staffing, the Government to Government training will be required.</p>	<p>Staff to attend Government to Government training if working in the Tribal Unit.</p>	<p>DCS Staff will be better informed in Tribal Relations, resulting in increased value in the interaction between each tribe &amp; DCS.</p>	<p>Laura Carr/DCS regional training coordinator.</p>	<p>As of January 2009, all requirements are met.</p> <p>In August 2007, DCS was in the process of hiring a new supervisor for the Tribal Unit. An invitation was sent out to all the tribes to submit names to be on the interview panel. DCS did receive interest and had tribal representation on the interview panel.</p>

7) Priority of referrals to Lummi Nation Child Support Program.	7a) DCS will send cases as requested by LNCSP.  7b) DCS will send cases having an avenue of collection only available through LNCSP.  7c) DCS will send cases ready for referral to LNCSP.	7) Cases will be guided to the LNCSP to receive the appropriate venue for the cases to be worked.	7) DCS Staff – Scott Morris LNCSP – Kelly Jefferson	7) As of January 2009, this item is being fulfilled by DCS staff.
8) DCS will send 10 referrals to the LNCSP each month & coordinate referring additional cases each month.	8) DCS staff will ensure that ten referrals are being sent to the LNCSP each month.	8) A constant rate of referrals to the LNCSP would continue.	8) DCS Staff – Scott Morris LNCSP – Kelly Jefferson	8) Still on target each month, sending a minimum of ten cases.
9) DCS will serve as a technical resource for the LNCSP and the NITCSP for the SEMS program in their offices.	9) Upon the tribe's access to being granted SEMS, DCS will serve as a support mechanism for the use of SEMS by the tribal employees.	9) Enhanced communication and information sharing on case specific matters.	9) DCS Staff – Scott Morris TRT – Brady Rossnagle LNCSP – Kelly Jefferson	9) LNCSP submitted an updated contract to TRT, which will allow them to access ACES (CSO computer system) and Employment Security information. DCS will provide hands on training as requested  9) NITCSP now has access to SEMS, ACES and Employment Security Information. DCS will provide ongoing hands on training as requested
10) DCS will assist the Nooksack Indian Tribe Child Support Program as they continue through their first year of being comprehensive	10) Work with NITCSP & Nooksack TANF to develop a formal operating agreement between the 3 programs. (NITCSP, Nooksack TANF and DCS)	10) Establish protocols and procedures for the three programs to work efficiently together	10) DCS Staff– Scott Morris NITCSP – Ken Levinson Nooksack TANF – Jim Thomas	10) Initial discussions have begun regarding an operating agreement.
11) DCS and NITCSP will establish a referral process and the rate of referrals for DCS to send cases to NITCSP for enforcement, establishment, paternity and modification	11) DCS and NITCSP will negotiate the rate of referrals per month, as well as the type of cases to be referred.	11) Establish the number of cases to be referred per month, as well have an estimated date to have all cases forwarded to NITCSP.	11) DCS Staff– Scott Morris NITCSP – Ken Levinson	11) The first batch of referrals was delivered to the NITCSP on November 3, 2008. Talks regarding the referral process and transfer rate are ongoing.
12) DCS and TCSP will establish a referral process and the rate of referrals for DCS to send cases to TCSP for enforcement, establishment, paternity and modification.	12) DCS and TCSP will negotiate the rate of referral per month, as well as the type of cases to be referred.	12) Establish the number of cases to be referred per month.	12) TCSP Cara Althoff DCS Staff – Scott Morris	DCS and TCSP have tentatively scheduled this meeting for the week of March 23, 2009

<p>13) DCS will provide TCSP with a list of Tulalip affiliated cases broken down as follows: Needs paternity established Establishment (separate list of non affiliated cases {Tulalip enterprised employees} from all others) Enforcement Modification</p>	<p>13) DCS will provide list to TCSP no later than 3/20/09</p>	<p>13) TCSP can better prioritize how many cases we want referred and the type of case</p>	<p>13) TCSP Cara Althoff DCS Scott Morris</p>	<p>DCS is currently working on this list. DCS will provide the requested information no later than March 20<sup>th</sup> 2009</p>
<p>14) Per SEMS/ACES agreement, Tulalip will be able to access Tulalip affiliated cases</p>	<p>14) DCS will update system to allow access for TCSP staff</p>	<p>14) TCSP can better prioritize cases and assist community members during the transition from start-up to comprehensive.</p>	<p>14) TCSP Cara Althoff DCS Scott Morris</p>	<p>DCS has begun coding all Tulalip affiliated cases, this will allow TCSP access. Target date to complete coding is March 31, 2009</p>
<p>15) DCS will provide TCSP with a list of cases that are actively being worked to bring to Tulalip Tribal Court</p>	<p>15) DCS will provide TCSP with requested information</p>	<p>15) TCSP can assist DCS by providing outreach to parties of the cases</p>	<p>15) TCSP Cara Althoff DCS Scott Morris</p>	<p>DCS will provide the list to TCSP no later than March 20, 2009</p>
<p>16) TCSP has been awarded comprehensive status. TCSP program willing to give DCS staff presentation about laws and policies concerning child support at Tulalip Tribes</p>	<p>16) TCSP will prepare a presentation. TCSP and DCS will work together on time and location.</p>	<p>16) DCS will learn more about the TCSP. This will assist in a smooth transition as TCSP takes cases</p>	<p>16) TCSP Cara Althoff DCS Scott Morris</p>	<p>Meeting is scheduled for March 10, 2009 to be held at the Everett DCS office</p>