

RESOLUTION

WHEREAS, it is the recommendation of the Education and Employment Committee to approve the attached Operational agreement between the Colville Tribes, Tri-County Community Service Office (CSO) and Region 1 Community Services Division for the continued operation of the Colville Tribal TANF Program. **NO TRIBAL DOLLARS**. Tribal Chairman or designee authorized to sign pertinent documents.

THEREFORE, BE IT RESOLVED, that we, the Colville Business Council, meeting in a **SPECIAL SESSION** this **21st day of April, 2011** acting for and in behalf of the Colville Confederated Tribes, Nespelem Washington, do hereby approve the above recommendation of the Education And Employment Committee.

The foregoing was duly enacted by the Colville Business Council by a vote of **8 FOR 0 AGAINST 0 ABSTAINED**, under authority contained in Article V, Section 1(a) of the Constitution of the Confederated Tribes of the Colville Reservation, ratified by the Colville Indians February 26, 1938, and approved by the Commissioner of Indian Affairs on April 19, 1938.

ATTEST:



Michael O. Finley, Chairperson
Colville Business Council

cc: Brian Nissen Committee Chair
 Neeka Soliday Committee Secretary
 Melissa Cheer, Transcriptionist
 Rachel Abrahamson, CBC Recording Secretary
 Flodell Williams, Office Administrator for Executive Director
 Debra Wulff, BIA Superintendent
 Anna Vargas, Reservation Attorney
 David Osenga, Comptroller
 Dept. or Program: TANF



TANF RECEIVED

APR 21 2011

J. BOZD

2011-234

Confederated Tribes of the Colville Reservation

Nespelem, Washington

TO: COLVILLE BUSINESS COUNCIL DATE: 03/07/11

FROM: Employment & Education Committee

SUBJECT: Operational agreement

Initiated By: Carey Reyes Program: TANF

Committee Recommendations: Approve the attached Operational agreement between the Colville Tribes, Tri-County Community Service Office (CSO) and Region 1 Community Services Division for the continued operation of the Colville Tribal TANF Program. NO TRIBAL DOLLARS. Tribal Chairman or designee authorized to sign pertinent documents.

<u>COMMITTEE MEMBERS</u>	<u>VOTE CAST</u> (YES) (NO)	<u>COMMITTEE MEMBERS</u>	<u>VOTE CAST</u> (YES) (NO)
<i>Bryan J. Nissen</i>	X		
<i>Nancy Reyes</i>	✓		
<i>Walter J. ...</i>	20		
<i>Richard ...</i>	X		

Business Council Actions:

Seconded by:

John Stensgaard

8 FOR DS, JS, CM, RG, AJ
BN HM SP

Signed:

Bryan Nissen

Committee Chairperson

~~0~~ NAY

Signed:

CBC Chairperson

0 ABSTAINED

Date Enacted:

4/21/11

Amendments:

Emergency (10 Affirmative Signatures) Rationale: _____

Confederated Tribes of the Colville Reservation Contract Proposal Signature Sheet

Today's Date:

Date Due:

Allocated by what Funding Source: Federal

Tribal

State **XX**

Served under what CBC Committee: **Education & Employment**

What Fund Number (include Contract/Grant): **7280.**

FY:

Company/Vendor Name: **Tri-County CSO**

Dollar Amount: **\$0**

Administering Program: **TANF**

Requires Additional Dollars: Yes No

Matching Dollars: **N/A**

Indirect Dollars Identified: **N/A**

Summary of Contract content: **Operational agreement between the Colville Tribes, Tri-County Community Service Office (CSO) and Region I Community Services Division for the continued operation of the Colville Tribal TANF Program. Continue government to government working relationship between all the parties; and to assure that mutual clients continue to receive the best possible services.**

REVIEW and APPROVAL

____ New Contract/Grant/Subcontract/Consulting:

____ Contract Renewal:

____ Modification to Scope of Work:

____ Addendum to Contract/Subcontract

Carey Reyes 3/03/11
Program Manager and Date Required

D. J. Brudersold 3/4/11
Department Administrator and Approval Date Required

1) William Zupke 3/7/11
Contracting Officer and Approval Date

2) Dana Cleveland 3/4/11
Reservation Attorney and Approval Date

3) Michael R. [unclear] 3/11/11
TERO Representative and Approval Date

4) Jim [unclear] 3.4.11
Comptroller and Approval Date

5) Mary S. Hall 3/7/11
Executive Director and Approval Date

All Signatures are to be secured prior to the Executive Director's Approval

Indian Preference: Yes No C & U Plan: Yes No

Assessment Fee:

COMMENTS OR CONCERNS TO BE CLARIFIED PRIOR TO FURTHER PROCESSING

Process a requisition for the full contract amount to commit the dollars. For payment you draw down on the same PO# for better tracking.

- Do not submit proposal for the Administrative Signature Review or Council Approval unless this form is completed.
- Required changes must be done prior to final signature submission.
- Sole Source Contracts requires detailed justification to be attached by program manager.
- Executive Director signing authority for routine contracts and litigation modifications \$30,000 (Res# 1998-863).
- Council Committee approval requires types recommendation sheet to be attached to original paperwork.
- Distribution: Original: Contract Officer Copy: Accounts Payable, Program and Contractor
- It is the responsibility of the submitting program to process the signature sheet for completion.

Original: Contracting Officer

Contract Proposal Signature Sheet
Revision 2, August 2007 (bnis)

Rec'd 3/7/11 #39102

TANF Operating Agreement

Between the

Confederated Tribes of the Colville Reservation Tribal TANF Program (CTTP)

And the Tri-County Community Services Office (CSO)

December 2010

This summary constitutes a record of the operational agreements reached between the Confederated Tribes of the Colville Reservations (Colville Tribes), Tri-County Community Services Office (CSO), and Region 1 Community Services Division, for the continued operation of the Colville Tribal TANF program (CTTP).

The purpose of this agreement is to continue the government to government working relationship between all of the parties; and to assure that all of our mutual clients continue to receive the best possible services during the day to day operation of our TANF programs.

Identification of Tribal TANF Cases

- Within the geographical area defined by the Colville Tribes TANF Plan, the Colville Tribal TANF program (CTTP) continues to serve:
 - All families with at least one enrolled American Indian – adult or child with in Chelan, Okanogan, Ferry and Douglas Counties.
 - All members of an American Indian Tribe or Alaska Natives who reside on the Colville Reservation.
 - Within the area of Grant, Lincoln, and Stevens County CTTP will serve only families with at least one enrolled Colville family member.
- The Colville Tribal TANF Service Area covers Okanogan, Ferry, Stevens, Douglas, Grant, Lincoln, and Chelan counties.
- The CTTP assists applicants to obtain misplaced documentation of enrollment.
- If a question arises about which state or tribal TANF program should serve a family, the state or tribal TANF program to which the family first presents itself takes their application for TANF and forwards the application and relevant information to the Tri-County CSO. The Tri-County CSO contacts the other TANF programs to resolve who serves that family. This may include cases where the state is continuing TANF cash to a parent while his or her child is temporarily removed from the home. In these cases, the state will, upon request of CTTP, provide state benefits for an eligible caretaker relative and/or child to avoid duplication of state and tribal TANF benefits. If family's case needs to be transferred, the Tri-County CSO forwards that information on to either the CTTP or other relevant TANF program.

- The Tri-County CSO will send necessary information to CTTTP for families on the state TANF program who are potentially eligible for CTTTP and may lose state TANF within 2 months due to the TANF 60 month time limit.
- The Tri-County CSO and the Colville Tribal TANF programs have each designated a contact person to resolve questions about which program will serve a family. The contact persons for this purpose are:
 - Colville Tribe: Colville Tribal TANF director
 - Tri-County CSO: CSO Administrator
 - Customer Service Center: CSC Administrator

TANF Related Food Assistance/Medical Assistance

- Colville Tribal TANF applicants approved through the Colville Tribes who want food assistance and/or medical assistance complete a state application via paper or online and apply through the Tri-County CSO. The application is faxed to the CSO. The Colville Tribes attach a form that verifies income, identification and household composition, if available.
- The Tri-County CSO conducts telephone interviews for food assistance from 8am to 3pm Monday through Friday at the convenience of the applicant by contacting the statewide call center number. A letter will be sent to the applicant asking them to contact the call center to complete their interview. If the client has no telephone available the CTTTP will arrange for the telephone access. If additional items of verification are needed to complete the application either the client or the CTTTP provides them.
- If a Colville Tribal TANF applicant applies at another CSO, that CSO should fax or forward the application to the Tri-County CSO who will then fax the application to the Colville Tribal TANF program.
- If an applicant needs retroactive Medical Assistance, Colville Tribal TANF determines if the adult applying would have been eligible for a TANF grant during the three retroactive months and advises the Tri-County CSO.

Electronic Benefit Transfer Card (EBT)

- Electronic Benefits Transfer (EBT) is the method used by Washington State Department of Social and Health Services to distribute all food benefits and most cash benefits to eligible clients. The payment process uses electronic debit accounts which are set up in the name of the head of household. Clients access their benefits using a plastic, magnetic stripe debit card similar to other bank credit or debit cards. The cards can be used only with a four digit Personal Identification Number (PIN).

- Pending or upon approval of assistance, the applicants contact the Financial Services Specialist in Nespelem or the nearest CSO to obtain an EBT card. If requested, the card can be mailed to the client from JP Morgan.

Childcare

- TANF related childcare is available through the Statewide Call Center to clients receiving Colville Tribal TANF benefits.

Changes of Circumstances

- The client is responsible for reporting changes in their circumstances. However the CSO may request information about income verification from the Colville Tribe to facilitate re-determination for food assistance and medical benefits.
- When a Colville Tribal TANF recipient reports changes in income and/or circumstances to the Colville Tribe, the Colville Tribe forwards this information to the Tri-County CSO within 5 working days.

Terminations

- The Colville Tribe notifies the Tri-County CSO of any termination of Colville Tribal TANF benefits and specifies the reason for the termination.
- When a Colville Tribal TANF family leaves the Colville Tribal TANF service area, the Colville Tribe will notify the Tri-County CSO. The Tri-County transfers the records as requested by any other CSO.

Communication and Referrals

- The contact persons designated by the parties in Section 1 above also provide liaison and assistance between the offices for Food assistance, medical assistance and childcare ensuring emergencies are quickly resolved and professional communication takes place. FAX and email is also used as available.

Technical Assistance and Training

- Region 1 Community Services has committed to providing technical assistance and training to tribal TANF staff whenever possible and appropriate. This may include training on SSI facilitation, Childcare, and other topics relevant to case management and TANF service

delivery. CTPP has also expressed their willingness to share training with Tri-County CSO staff whenever possible and appropriate.

- In acknowledgement of the intent of both parties:
 - The Tri-County CSO and CTPP will, upon request, arrange an orientation of their offices and basic programs and services to help each other provide better client service;
 - The Tri-County CSO and Region 1 Community Services will continue to invite CTPP staff to any appropriate local or regional training;
 - CTPP, the Tri-County CSO and Region 1 Community Services will share and exchange written materials and information about resources (journals, research papers, web sites, and so on) which appear relevant to TANF administration and/or service delivery;
 - CTPP and Tri-County CSO staff will continue to meet with each other to clarify, refine and further improve the operation of their programs and their government to government relationship.

Data Sharing Agreement

- The Tri-County CSO shares available data concerning the number of Tribal members receiving DSHS assistance in the service area, upon request of CTPP.
- All parties understand and agree that the sharing of any information about individual clients and case circumstance will be limited to that information needed for the proper administration of CSO and/or Tribal assistance programs. All parties will maintain signed Authorization to Release Information forms on file and make these available to one another as requested.

Mutual Cooperation, Trust and Support

- It is the intent and commitment of the parties to this agreement to continue to encourage and cultivate a professional relationship, which is positive, cooperative and mutually respectful, between our agencies and our staffs.
- We believe this spirit of cooperation, mutual respect and good will has been critical to the success of the CTPP program and has resulted in the best service and outcomes for all of our mutual clients.
- This agreement may be modified at any time by mutual agreement of the parties.

Andrew C. Joseph Jr. 4-22-11
Chairperson Tribal Business Council Date

Chairperson Tribal Business Council

Date

Fritz Reber, CSOA

6-16-11

Administrator, Tri-County CSO

Date

John C. O'Neil

6/27/11

Regional Administrator, Region 1

Date

David Stillman

7/7/11

Assistant Secretary, Economic Services Administration

Date