

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
OPERATING AGREEMENT
BETWEEN
PORT GAMBLE S'KLALLAM TRIBE &
BREMERTON COMMUNITY SERVICES OFFICE**

Effective Date: October 1, 1998
Revision Date: January 18, 2011
Review Date: October 1, 2013

PURPOSE

The purpose of this agreement is to:

- A. Further enhance and strengthen the government-to-government working relationship between the Port Gamble S'Klallam Tribe (PGST or Tribe) and the Department of Social & Health Services (DSHS), Economic Services Administration, Community Services Division, Region 5, Bremerton Community Services Office (CSO).
- B. Enhance coordination and quality of the Bremerton CSO service delivery to American Indians and Alaska Natives within Kitsap County by working with and through the Port Gamble S'Klallam Tribe to ensure that those services are delivered in a timely, accurate and culturally relevant manner.
- C. Specifically set forth the procedures for coordinating the administration of the Temporary Assistance to Needy Families (TANF) program between the Port Gamble S'Klallam Tribe and the Bremerton CSO.

GENERAL AGREEMENT

For the purposes of this agreement, when the CSO is referenced it includes the Statewide Customer Service Center (CSC) unless otherwise specified.

- A. The CSO and the Tribe will provide each other a current listing of staff names, functions, and phone numbers. The CSC will provide a liaison contact name and number.
- B. The CSO will adhere to the provisions in the current CSD Region 5 version of the Administrative Policy 7.01 Work Plan.
- C. The CSO will continue working to improve access to services by providing alternatives to CSO visits whenever supported by DSHS policy. Alternatives may include, but are not limited to, options such as on-line CSO, Statewide Customer Service Call Center, ANSWER phone, and telephone interviews.

TANF AGREEMENT

A. Target Population:

The TANF population affected by this agreement is defined as any enrolled American Indian residing on the Port Gamble S'Klallam reservation and any Port Gamble S'Klallam Tribal member living off the reservation but within Kitsap County who is a recipient of or applicant for TANF benefits. Families with a member meeting this definition are required to apply for TANF benefits through the Tribe, not the CSO.

1. This definition includes an eligible child(ren) in the home of a non-needy relative, so long as the child(ren) is a tribal member or enrolled American Indian living on the reservation.
2. The Tribe will not handle a TANF case for a family whose only tribal member is on SSI.
3. Only the Tribe can define who is a tribal member or American Indian for eligibility purposes.
4. Whenever a case does not clearly meet the household criteria spelled out in this agreement, the Tribe and CSO will jointly staff the case and make a decision, which appears to be in the best interests of the child(ren). This may include cases where the state is continuing TANF cash aid to a parent while his or her child is temporarily removed from the home. In these cases, the state will, upon the PGST Tribal TANF request, provide state TANF benefits for a financially eligible caretaker relative and/or child to avoid duplication of state and tribal TANF benefit receipt.

B. Eligibility

1. Tribal TANF benefit standards and eligibility requirements are based on the specific criteria set forth in the current federal Port Gamble S'Klallam Tribal TANF Plan (FY11-13).
2. Persons who are eligible for or receiving Tribal TANF are not eligible to receive DSHS benefits in the form of Additional Requirements for Emergent Needs (AREN), Diversion Cash Assistance (DCA), or WorkFirst Support Services.
3. Persons who are under sanction for failure to cooperate with Tribal TANF requirements are not eligible for state TANF benefits.

Non-TANF Benefits:

Port Gamble S'Klallam Tribe operates the Medical and Food Assistance programs under a demonstration pilot with the State of Washington Department of Social & Health Services. All families receiving TANF through the PGST Tribal TANF program will also receive their medical and food assistance through the PGST pilot program. If anything changes with the demonstration pilot program for food and medical assistance, this Operating Agreement will be modified to reflect those changes.

Persons eligible for Tribal TANF benefits may also qualify for certain other programs and services through the CSO, in particular, child care subsidies through the Working Connections Childcare (WCCC) program. Childcare assistance applications and benefit maintenance are managed by the Statewide Customer Service Center. Tribal TANF recipients may apply for WCCC either on-line through the Washington Connections website at <https://www.washingtonconnection.org/home/> or by telephone at 1-877-501-2233. No in-person interview is required for WCCC.

C. Training and Technical Assistance

1. Orientation to facilities and TANF services: Each party is willing to arrange orientation to their office and basic services as a way to help train staff to better serve our mutual clients.
2. The CSO will invite the Tribal TANF office staff to any local training or make available written materials that appear relevant for the administration of TANF.
3. The Tribe and CSO will, on a periodic basis as needed, meet with each other to further refine the local TANF process.

DATA SHARING & COMMUNICATION AGREEMENT

- A. The CSO agrees to share available data concerning the number of Tribal members receiving DSHS assistance in Kitsap County upon request of the Tribe. The CSO will notify the PGST TANF program no later than the end of the 58th month of TANF receipt for any families on the state TANF program who are potentially eligible for PGST Tribal TANF and who may lose state TANF within the next two months due to WorkFirst time limits.
- B. The CSO and Tribe each agrees to obtain a signed "authorization to release information" form from all mutual clients before any case specific information is released. Both parties understand and agree that any information sharing about individual case circumstances will be limited to that information needed for the proper administration of CSO and

