

**TANF Operating Agreement  
Between the  
Quinault Tribal TANF (QIN TANF) Program and the Aberdeen and  
Forks CSO  
December 2010**

This summary constitutes a record of the operational agreements reached between the Quinault Indian Nation, Aberdeen Community Services Office (CSO), Forks CSO and Region 6 Community Service Division (CSD), for the on- going operation of the Quinault Indian Nation (QIN) Tribal TANF program.

These agreements are not static, but rather represent a starting point for the parties involved. Further cooperative agreements or operational modifications are likely as the needs change. As long as modifications are carried out with the knowledge and agreement of the parties involved, it is to be encouraged.

In accordance with the Centennial Accord and tribal 7.01 agreement the purpose of this agreement is to further strengthen the government-to-government working relationship between all of the parties; and to assure that all of our mutual clients receive the best possible services at all times during the day-to-day operation of our TANF programs.

**1. Identification of Tribal TANF Cases**

Within the geographical area defined by the tribal TANF plan, the Quinault Indian Nation Tribal TANF Program (QIN TANF) will serve:

1. All families with at least one enrolled Quinault family member – adult or child - within the Quinault Service Area; and
2. All members of an American Indian Tribe or Alaska Village Corporation who reside on the Quinault Indian Reservation.

The Quinault TANF Service Area comprises Grays Harbor County and western Jefferson County from the boundary of the Olympic National Park to the Pacific Ocean and north to the boundary of Clallam County.

The Quinault TANF program will assist applicants to obtain misplaced documentation of enrollment.

It is our desire to avoid, as much as possible, overlap with other tribal TANF programs operating in the same geographic area. If there is a question about which state or tribal TANF program should serve a family, the state or Tribal TANF program to which the family first presents itself will take their application for TANF and will then immediately contact the other TANF program(s) to resolve

who will serve that family. This may include cases where the state is continuing TANF cash assistance to a parent while his or her child is temporarily removed from the home. In these cases, the state will, upon the QIN 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. If it is determined that the family's TANF case will be transferred, the transferring agency will share the information gathered during the application process with the receiving agency. If a TANF Applicant presents themselves as a Quinault Nation member the family is referred to apply with the QIN TANF program. Also if they live on the reservation or otherwise meet the criteria to be served by the QIN TANF the family is referred to apply with the QIN TANF program. The Forks and Aberdeen CSO's and the Quinault Tribal TANF programs have each agreed to designate a contact person to resolve questions about which program will serve a family. Initially, the contact persons for this purpose will be:

Quinault Nation:                   Lead Caseworker /Manager – Aberdeen, Taholah/Queets  
Aberdeen CSO:                    Aberdeen Intake Supervisor  
Forks CSO:                         CSO Administrator

## **2.     Ongoing Transfers of Cases**

When a TANF case is transferred to the Aberdeen or Forks CSO from another CSO in the state, the Aberdeen or Forks CSO will determine if one or more household members meet the criteria to be served by the Quinault TANF program. If so, the Aberdeen or Forks CSO will transfer the case to the tribal TANF program.

In the event of a case transfer there will be a case staffing between the CSO and QIN TANF.

The information to be transferred includes:

1.     Demographic information (copy of the most recent application or Eligibility Review)
2.     Income and Resources
3.     Native American Status (as declared by the household)
4.     Relationship of household members to the Native American member(s)
5.     Citizenship
6.     Place of residence (if different than mailing address)
7.     Pregnancy / due date
8.     Identification and Social Security enumeration
9.     Absent Parent information
10.    Number of months the family has already received state or tribal TANF and the number of months the family resided on an Indian Reservation while receiving TANF, if known.
11.    Status of 60-month extension (if applicable).
12.    Current Individual Responsibility Plan (IRP).

The Aberdeen or Forks CSOs will also send this information to QIN TANF by the first of the month, each month, for families on the state TANF program who are potentially eligible for QIN

TANF and may lose state TANF within the next 6 months due to WorkFirst time limits. The Aberdeen or Forks CSOs will make any information available to QIN TANF needed to facilitate a case transfer; as requested by QIN TANF/Aberdeen and Forks CSO.

**3. Ongoing Exchange of Information**

The parties have developed a Indian Nation Data Share Agreement ACES & SEMS Web (4/1/2010-3/31/2013). This form will be used in any situation where exchange of information is needed for either program to administer their TANF, Food Assistance, Medical Assistance, Child Care or Disability Lifeline program(s), to ensure that all programs are able to issue timely and accurate benefits.

The QIN TANF program will notify the Aberdeen or Forks CSO of each tribal TANF opening and closure along with the grant amounts for the household.

The form will routinely be used to share information.

**4. Child Support**

The Quinault Tribal TANF Program refers all program eligible participants to the Quinault child support office. As appropriate, the Quinault child support program coordinates child support services with the State of Washington Division of Child Support.

**5. Basic Food**

Tribal TANF recipients will apply for Basic Food through the appropriate CSO, as they do now. The QIN TANF Program may assist a client to initiate a Basic Food Assistance application by Faxing the CSO a copy of Page 1 of the DSHS application form or an on-line application. The CSO will complete the interview by phone or in person between 8am and 3pm.

The QIN TANF Program will also emphasize to the client the need to report all changes in income, resources or household composition to the Statewide Customer Service Center at 1-877-501-2233 or online at: <http://onlineapp.dshs.wa.gov>.

**6. Medical Assistance (Title XIX)**

Any person(s) approved for Tribal TANF by QIN TANF will be considered for family (F04) Medical Assistance. Upon approving a family's application for Tribal TANF, QIN TANF send, hand-carry or FAX to the CSO a written notification of the approval. Upon receiving this written notice, the Aberdeen or Forks CSO will immediately authorize family Medical Assistance (F04).

When Tribal TANF terminates due to:

- Increased earned income transitional medical assistance will be authorized for twelve months.
- Increased Child Support transitional medical assistance will be authorized for four months.

If Tribal TANF terminates for any other reason family medical assistance continues until eligibility is redetermined based on the change in circumstances. If the family is determined not to be eligible for continued family medical the CSO and the Statewide Customer Service Center staff will re-determine the family's eligibility for any other medical programs.

If the Tribal TANF applicants requests 3 months of retroactive medical assistance (the family did not receive Tribal TANF in these months), they must apply for Family medical assistance through their local Community Service Office (CSO) and meet all the categorical and financial eligibility requirements.

Application and review forms for Food Assistance, Medical Assistance and Working Connections Child Care are available at the DSHS web site (<https://fortress.wa.gov/dshs/f2ws03esaapps/onlinecso/applying.asp>). In addition, the Aberdeen and/or Forks CSO will provide QIN TANF with a supply of hard copy state applications and review forms, so they can help their clients apply for these programs. An application or review can also be completed online at the DSHS website: <http://onlineapp.dshs.wa.gov>.

## **7. Child Care**

The Quinault TANF program will utilize the Customer Service Center by calling the toll-free number of 1-877-501-2233. The Quinault TANF program has also been given a list of District 6 Customer Service Center contacts for Child Care and Medical when the toll free number does not provide the needed information. Final determination of financial eligibility and co-payment will be made by the Statewide Customer Service Center (CSC) Working Connections Childcare (WCCC) Team based on work activity hours identified within the QIN TANF Family Service Plan prior to authorizing payment. DSHS retains the fiduciary responsibility for correct payments. The Statewide CSC WCCC Team and/or the Statewide CSC Provider Team will provide training to tribal staff as needed.

When the Quinault TANF program is unable to place children with the tribal child care program or a relative, they may use the CCAP Resource and Referral line to help locate child care in the community. This is the same referral line that Aberdeen and Forks CSO staff use when helping a parent locate childcare.

## **8. Communication and Referrals**

The contact persons designated by the parties in Section 1., above, will also provide liaison and assistance between the offices for Food Assistance, Medical Assistance, Disability Lifeline, to make sure emergencies are quickly resolved and in general to assure that high quality, professional communication takes place. FAX and e-mail will also be used, as available.

## **9. Technical Assistance and Training**

Region 6 Community Services is committed to providing technical assistance and training to tribal TANF staff whenever possible and appropriate. This may include training on SSI facilitation, Child Care, and other topics relevant to case management and TANF service delivery. QIN TANF has also expressed their willingness to share training with Aberdeen or Forks CSO staff whenever possible and appropriate.

In acknowledgement of the intent of both parties:

1. The two CSO's and QIN TANF will, upon request, arrange an orientation to their offices and basic programs and services, to help each other provide better client service;
2. The two CSO's and Region 6 Community Services will invite QIN TANF staff to any appropriate local or regional training;
3. QIN TANF, the CSO's and Region 6 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; and
4. QIN TANF and CSO staff will, on a periodic basis as needed, meet with each other to clarify, refine, and further improve the operation of their programs and their government-to-government relationship.

**10. Data Share Agreement**


Refer to the Interlocal Data Share Agreement and Local Memo of Understanding (MOU) –

As provided by the Intergovernmental Agreement between the Quinault Indian nation and the Department of Social and Health Services (DSHS), the Aberdeen and Forks CSO's and the QIN TANF programs will exchange information, on a routine and ongoing basis, about currently open TANF cases which is sufficient to enable each program to determine that no individual or family is concurrently receiving assistance from two TANF programs. If participating in reunification program some members can be open on two TANF grants if the child is returning home within 180 days.


**11. Mutual Cooperation, Trust and Support**


It is the intent and commitment of the parties to this agreement 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 is critical to the success of the QIN TANF program and will result in the best service and outcomes for all of our mutual clients.

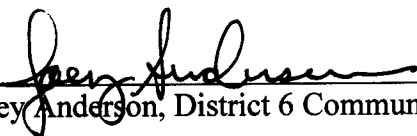
This agreement may be modified at any time by mutual agreement of the parties.

  
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Fawn Sharp, President, Quinault Indian Nation  
5/2/11  
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Date

  
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Karen Klinger Administrator, Aberdeen Community Services Office  
5/11/11  
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Date

  
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Andy Pascua, Administrator, Forks Community Services Office  
5/11/11  
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Date

  
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Dan Owens, Regional Administrator, Region 3 Community Services  
5/11/11  
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Date

  
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Joey Anderson, District 6 Community Services  
6/3/11  
\_\_\_\_\_  
Date

- cc: Mary Papp, Program Manager, QIN TANF Program  
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Karen Klinger, Administrator, Aberdeen CSO  
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Babs Roberts, Director, DSHS Community Service Division (CSD)  
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