

Policy 7.01 Plan and Progress Report

Timeframe: July 1, 2014 through June 30, 2015

Updated: 03/05/2014

ESA Division: Division of Child Support (DCS)

Region:2
FO: Seattle

Tribe(s): Muckleshoot Indian Tribe

RAIO(s):

Annual Due Date: April 2 (Submit Regional Plan to the Assistant Secretary) and April 30 (submit Assistant Secretary's Plan to OIP)

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 <i>List in reverse chronological order (most recent on top).</i>
1) Prepare for Tribal TANF	Coordinate best practices with Tacoma DCS and learn what worked well with Port Gamble S'Klallam Tribe in an effort to avoid problems. If necessary, during Tribal TANF start-up, additional outreach visits may be necessary for training and transition.	A smooth transition to Tribal TANF	State: Todd Minott 206-341-7175 Tribe:	<i>New Goal:</i> This goal will be revisited if there is an application for Tribal TANF by the Muckleshoot Tribe.
2) Gathering Data	Begin tracking data on the number of visitors, modification and conference board requests at the Muckleshoot Resource Center.	Progress Report	State: Todd Minott 206-341-7175 Tribe:	Ongoing Child Support Visitors October 2012 – April 2013 NCPs 14 CPs 22 Neither NCP/CP 1 Fathers 9 Mothers 19 Relatives 7

Implementation Plan				Progress Report
(1) Goals Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff & Target Date	(5) Status Update for the Fiscal Year starting Last July 1
	<p>Differentiate Muckleshoot visitors from other visitors at the Muckleshoot Resource Center in regards to child support.</p> <p>DCS will began tracking data regarding conference board write-offs, Statute of Limitations loss and modification requests effective 4/24/2013.</p> <p>Send quarterly performance measures to Sharon Curley.</p>			<p>Caretakers 2 Total Visitors: 37</p> <p>Child Support Visitors May 2013 – March 5 2014 NCPs 34 (3 NCPs not Muckleshoot) CPs 41 (1 CP not Muckleshoot) Neither NCP/CP 5 Fathers 24 Mothers 41 Relatives 13 Caretakers 0 Friends 2 Total Visitors: 80</p>
3) Staff Cases	<p>Build process for “case staffings”</p> <ul style="list-style-type: none"> Tribal member and Social Worker meet with DCS <p>OR</p> <ul style="list-style-type: none"> Social Worker meets with DCS after getting a signed release from tribal member to discuss case 	<p>Improved understanding of child support case issues</p> <p>Resolution of individual case issues</p>	<p>State: Todd Minott 206-341-7175</p> <p>Tribe: Sharon Curley will assist with releases if necessary</p>	<p>An informal process with the Muckleshoot Social Workers is ongoing. The previous Seattle Division of Child Support Tribal Liaison, Cassandra Parlee, developed a relationship with Muckleshoot Child and Family Services staff and the Muckleshoot Adult Work Training Program case managers;</p> <p>Todd will maintain this relationship and continue to communicate with Muckleshoot Child and Family Services staff and Muckleshoot Adult Work Training Program case managers as needed about clients’ needs.</p> <p>Todd is available to assist with a more formal arrangement at the request of the Muckleshoot Tribe.</p>

Implementation Plan				Progress Report
(1) Goals Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff & Target Date	(5) Status Update for the Fiscal Year starting Last July 1
	<p>Identify options for tribal members</p> <p>Assist tribal members in locating necessary resources.</p> <p>Assist tribal members in completing forms and paperwork.</p> <p>Continue to verify the integrity of the debt on child support cases.</p> <p>Continue to provide options for adjusting child support debt that did not previously consider variations of wages for tribal members.</p>			<p>The Division of Child Support continues to provide in-person services to Tribal members at the Muckleshoot Resource Center. Effective June 1 2013, Seattle Division of Child Support increased outreach visits to the Muckleshoot Resource Center from the 3rd Wednesday of every month to the 1st and 3rd Wednesdays of every month. This outreach was coordinated with the Community Services Office and services are available from both the Community Services Office and the Division of Child Support on every 1st and 3rd Wednesday of each month.</p> <p>Seattle Division of Child Support submitted an article to Sharon Curley to run in the Muckleshoot Monthly for May 2013 to advertise these increased visits.</p> <p>Outreach has been successful. Seattle Division of Child Support is seeing an increase in the amount of clients for consultation at the Muckleshoot Resource Center. Data collected from these visits through March 5th 2014 is available for review.</p>
4) Create tribal child support resource for members – Tribal Advocate	<p>Identify 2-4 tribal members willing to learn some technical child support processes – “Tribal Advocates”</p> <p>Invite Advocates to Seattle DCS child support academy, administrative hearings, conference</p>	Create Tribal child support experts at request of Tribal member	<p>State:</p> <p>Todd Minott 206-341-7175</p> <p>Tribe:</p>	<p>If a Tribal employee or member expresses interest, Todd will be able to coordinate any appropriate activities.</p> <p>Provide 211 information at Resource Center.</p> <p>Provide fatherhood information for members with children in Foster Care.</p> <p>In June 2013, Seattle Division of Child Support conducted Child Support 101 training with the Muckleshoot Fatherhood program on request from the April 2013 7.01 meeting. Todd is</p>

Implementation Plan				Progress Report
(1) Goals Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff & Target Date	(5) Status Update for the Fiscal Year starting Last July 1
	<p>boards, job shadows.</p> <p>Invite Advocates to visit Divine Alternative for Dads Services (D.A.D.S.).</p> <p>DCS will assist the Tribe in locating court facilitator resources in South King County.</p>			available to conduct this training on request from the Muckleshoot Indian Tribe.
5) Enhance member participation in judicial and administrative child support hearings.	<p>Seattle DCS will notify the Tribal members each time there is a hearing about a child support order.</p> <p>Claims officers will call and/or write the parent to discuss upcoming administrative hearings.</p> <p>Tribal Liaison will investigate available training and instructional opportunities with court and family law resources.</p>	Increased customer participation in establishing and modifying their support orders.	<p>Todd Minott 206-341-7175</p> <p>Kevin Lee 206-341-7243</p> <p>(or other claims officers)</p>	<p>Letters with administrative hearing information are mailed to parent's last known address. Letters provide DCS employee name and direct telephone number.</p> <p>All members who request that Todd remind them will receive reminder calls. Telephone numbers are essential for reminders calls.</p>

Implementation Plan				Progress Report
(1) Goals Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff & Target Date	(5) Status Update for the Fiscal Year starting Last July 1
6) Ensure efforts are made to recruit/hire American Indian staff to meet the overall DSHS goal of having a diverse workforce.	Send job postings to the Muckleshoot Indian Tribe to be distributed as needed.	Facilitate Tribal member employment within the State government.	Todd Minott 206-341-7175 Brady Rossnagle 360-664-5031	The liaison will bring recruiting materials for local hiring to the Muckleshoot Resource Center while doing outreach. Brady Rossnagle forwards emails regarding some Tribal/State job postings to Sharon Curley (such as HQ or OIP openings). Seattle Division of Child Support sends Tim Collins job postings for Region 2 distribution to the Tribal community. Hired employees self-disclose if they are Native.
7) Introduce New Tribal Staff	Todd Minott Support Enforcement Officer 2 Seattle Division of Child Support Tribal Liaison, Region 2	Todd Minott replaced Cassandra Parlee as Tribal Liaison on October 2 2013.	Todd Minott 206-341-7175	Todd looks forward to continuing to provide child support services suited to the specific needs of the Muckleshoot Tribe. Scheduling of next 7.01 meeting with the Muckleshoot Tribe is ongoing.
<p>Completed Items (Date: Action completed)</p> <p>2009: Support Enforcement Management System (SEMS) onsite at Muckleshoot Resource Center</p> <p>2010: Find relief for Tribal Members who are subject to high fees while using DCS services through US Bank Card.</p> <p>2012: Introduced Sylvia Flores as the new District Manager of Seattle DCS, and Christopher Tabor as the new Tribal Liaison Back-up</p> <p>2013: Paternity interviewing is now available at Muckleshoot Resource Center in combination with outreach</p>				