

This policy has been amended by the following:

· **The Colville (CTCSP) IV-D program has chosen to use the Model Tribal System. As a result, this Section contains some outdated information and will be updated at a later date.**

Chapter 13: Tribal

Section 13.030: Transferring a Tribal Case to Another DCS Field Office

This section explains how and when you can transfer a tribal case.

Contents

Laws:	Chapter 26.25 RCW Cooperative child support services - Tribes
	State tribal agreements and protocols may outline conditions for transferring a case.
	The Division of Child Support DCS transfers cases to the DCS Field Office where the noncustodial parent's (NCP's) tribal employer is located to allow the Tribal Liaison or Tribal Claims Officer to work with the tribe for enforcement purposes.
Policy:	DCS transfers the case to the Tribal Liaison in the office where the tribe is located, if the NCP, custodial parent (CP), or child is within the jurisdiction of a tribe with a tribal Temporary Assistance for Needy Families (TANF) or tribal IV-D program.
	<ul style="list-style-type: none">• When multiple tribes are involved or we need to consider other facts, Tribal Liaisons will work together to decide which office will manage the case.
	Transfer a case based on the tribal cooperative agreement or local protocol with DCS.
Procedure:	When tribal connections exist, document the facts and consult with your Tribal Liaison before transferring a case. See Section 13.000 M.
Visual Aids:	Tribal Relations Internet site Tribal Courts of Indian Tribes in Washington State Chart - Tribal Coding

**Automated
Actions:**

**SEMS
Screens:** BC, OR, IA, ES, CC, BI

**Forms
Used:** 18-615

**Hearing
and
Conference
Board
Rights:** Refer all requests to the Tribal Liaison or Tribal Claims Officer.

See Also: Administrative Policy 3.04 Claims Officers in Tribal Court
13.000 Understanding Tribal Policy
13.077 Colville Tribal Child Support Program Use of SEMS
17.035 Determining Where a Case Belongs
[Previous Policy November 29, 2011](#)
Previous Policy

Procedures

A. When can I transfer a tribal case to another DCS field office?

1. When a case involves tribal connections, see Section 13.000 M, document the details on the case comment screen (CC) and consult with your Tribal Liaison before transferring a case to another Division of Child Support (DCS) field office.

Example: A Tribal Claims Officer may need to represent DCS at a tribal

court hearing.

- a. Post a CC 76 to explain the tribal issue and a CC 10 stating the reason for the case transfer.
 - b. Transfer the case temporarily to the DCS office that partners with the tribe.
 - c. After the tribal court enters an order, the Tribal Liaison may transfer the case back to the original DCS office.
2. You may transfer a case to another field office based upon language in a cooperative child support agreement with a tribe. Consult with the Tribal Liaison before doing so.
 3. The Colville reservation spans the Wenatchee and Spokane field offices. Transfer a case to the Spokane field office Tribal Liaison if the NCP lives or works on the Colville reservation.
 4. DCS has agreed on processes with some tribes bordering Washington State. Transfer a case to the Spokane field office if the case involves an NCP who:
 - a. Lives on the Coeur d'Alene (Idaho) or Nez Perce (Idaho) reservations, **or**
 - b. Works for one of these tribes, tribal enterprises or Indian-owned business located on the reservation.
 5. If the NCP case is assigned to a DCS field office but NCP works for a tribal employer in an area assigned to a different DCS field office, transfer the case to the DCS field office where the employer is located after:
 - a. Consulting with the Tribal Liaison who will contact the tribe to verify if the NCP is currently employed with the tribal employer, **and;**
 - b. There is an enforceable order.

B. Can I transfer a case if the NCP, CP, or child is within the jurisdiction of a tribal TANF or tribal IV-D program?

1. If the NCP, CP, or child is within the jurisdiction of a tribal TANF or

tribal IV-D program:

- a. Seek guidance from your Tribal Liaison before transferring a case to another DCS office.
 - b. The Tribal Liaison nearest the tribe manages the tribal Temporary Assistance for Needy Families (TANF) case and associated case(s), or a DCS case associated with a tribal IV-D program.
 - c. When multiple tribes are involved or we need to consider other facts, Tribal Liaisons and tribes will work together to decide which office will manage the case.
 - d. Tribal Liaisons use CC 76 to document facts that cause or prevent transfer of a tribal case between offices.
2. See Section 13.015 D 3 regarding South Puget Intertribal Planning Agency (SPIPA) tribal TANF cases.

Revised September 10, 2015