

Updated: 3/6/2026

**DSHS Administrative Policy 7.01 Plan and Progress Report**

Draft Plan

Final Plan

**Timeframe: July 1, 2026 to June 30, 2027**

**Administration: Economic Services Administration (ESA)**

**Division: Community Services Division (CSD)**

**Region/Office: R3/Shelton CSO Tribe: Squaxin Island Tribe**

**Meeting Date: 3/6/2026**

<b>Status</b>	<b>Yes</b>	<b>No</b>
<b>Met with Tribe?</b>	X	
<b>Tribe provided input?</b>	X	
<b>Tribal approval?</b>		

**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																		
1. Prepare and disseminate pertinent statistics on Squaxin Island Tribe members who receive and access CSD services.	A. The Community Services Division (CSD) will provide statistics on Squaxin Island Tribe members receiving assistance through CSD programs.	The Tribe will be informed about their member's utilization of CSD services.	<p><u>Squaxin Island Tribe</u>                      Kristen Davis                      Maria Littlesun                      Jolene Peters                      Marcella Cooper</p> <p><u>CSD</u>                      Glenn Haynes                      Heather Kennedy</p> <p><u>Target Date</u>                      Quarterly</p>	<p>The number of Squaxin Island Tribe households receiving benefits through Shelton Community Services Office (CSO):</p> <p><b>As of January 2026</b></p> <table border="1"> <thead> <tr> <th>Program</th> <th>CSO</th> <th>Statewide</th> </tr> </thead> <tbody> <tr> <td><b>SNAP</b></td> <td>83</td> <td>134</td> </tr> <tr> <td><b>Medical</b></td> <td>9</td> <td>18</td> </tr> <tr> <td><b>TANF</b></td> <td>3</td> <td>6</td> </tr> <tr> <td><b>ABD</b></td> <td>0</td> <td>4</td> </tr> <tr> <td><b>HEN</b></td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p><i>*The above numbers represent a point-in-time count for one month and may not be complete due to self-declaration and coding errors.</i></p>	Program	CSO	Statewide	<b>SNAP</b>	83	134	<b>Medical</b>	9	18	<b>TANF</b>	3	6	<b>ABD</b>	0	4	<b>HEN</b>	0	1
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2. The Squaxin Island Tribe and the Shelton CSO will work together to determine the need for negotiating and/or implementing local Tribal-State agreements, protocols, working agreements, or processes.	A. Review and update the Outstation Working Agreement between the Squaxin Island Tribe and the Shelton CSO.	Identify roles and responsibilities of the Squaxin Island Tribe representatives and the Shelton CSO representatives.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Marcella Cooper Jolene Peters  CSD Glenn Haynes Heather Kennedy Freda Cogger  <u>Target Date</u> Annually	March 2026: The Tribal outstation worker provides on site services twice a week from 9:00am – 4:00pm.  Squaxin Island Tribal customers served by Outstation Worker:  2025 402 2026 12 (as of 3/4/2026)  The current outstation working agreement expired on 8/31/2025. CSD will work with the Tribe to renew.
	B. Review hiring processes that affirm and value a diverse workforce.  C. Invite the Squaxin Island Tribe representatives to	More robust representation of all communities in staffing at Shelton CSO.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  OIP Heather Hoyle	The CSO will continue to invite tribal and/or OIP to participate in the hiring of key positions as well as sharing information about open positions. Interviews include a question to candidates about their understanding of tribal sovereignty.

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	participate in hiring panels for key positions.		<p><u>CSD</u> Glenn Haynes Heather Kennedy</p> <p><u>Target Date</u> As vacancies occur</p>	Job postings for open positions have been shared with the Tribe. A current Region 3 org chart was shared with the meeting packet.
3. Ensure communication with Squaxin Island Tribe for information sharing, joint planning, and problem-solving.	A. Meet annually for AP 7.01 planning and as needed, to discuss relevant issues related to services offered by CSD.	<p>Continued communication, relationship building and partnership between the Squaxin Island Tribe and the Shelton CSO.</p> <p>Program needs and concerns of the Squaxin Island Tribe member clients will be identified and addressed.</p>	<p><u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper</p> <p><u>OIP</u> Heather Hoyle</p> <p><u>CSD</u> Glenn Haynes Heather Kennedy</p> <p><u>Target Date</u> Annually</p>	A 7.01 planning meeting was held on 3/6/2026 for the 2026-2027 plan year.
	B. Statewide Customer Service Contact Center (CSCC) Administrator will	The Squaxin Island Tribe staff will have direct phone numbers to report issues.	<p><u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters</p>	An updated CSCC contact list will be provided annually at each 7.01 meeting.

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	share updates and direct contact information.		Marcella Cooper  <u>CSD</u> Rachel Seidel  <u>Target Date</u> Annually	
	C. Requests for CSD Mobile CSO or Mobile Outreach Trucks (MOR) may be made when regular CSD Services are interrupted due to a disaster or an emergent situation.	Work with CSD to ensure the Squaxin Island Tribe members have access to CSD assistance programs through the Mobile CSO following a disaster or emergent situation.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  <u>CSD</u> Glenn Haynes Christi McLane  <u>Target Date</u> As requested by the Tribe based on availability	March 2026: Region 3 has 2 Mobile Outreach Trucks (MOR). The large Mobile CSO truck and its team has been consolidated under Christi McLane for mobile outreach. These trucks will be used for outreach services, events and in disaster situations. Christi McLane will be the contact person for scheduling.
	D. The Shelton CSO staff and CSD HQ Program staff, including BFET and	Tribal members will have access to apply for CSD programs during Tribal events.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters	The Tribe will share dates for Health Fairs and other local tribal events and will reach out to

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	Mobile CSO and Mobile Outreach (MOR) staff will attend Tribal events and activities when invited by the Squaxin Island Tribe as schedules allow.		Marcella Cooper  <u>CSD</u> Glenn Haynes Felicia Talbott Heather Kennedy  <u>Target Date</u> As needed	Christi for Mobile CSO or MOR scheduling if they would like those services available.  Requests for event coverage can be submitted through the online form: <a href="#">Mobile Community Services Office</a>
	E. Tribal events and activities will be shared with the Shelton CSO staff via the Tribal newsletter/website.	CSO staff are informed about events and activities.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  <u>CSD</u> Glenn Haynes Heather Kennedy Megan Pietras  <u>Target Date</u> Quarterly/As new events are scheduled	The Shelton CSO continues to support staff participation in tribal events and outreach with the Squaxin Island Tribe by sharing the Tribal newsletter (Klah-Che-Min). The monthly newsletter is shared with staff, along with the website.

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	F. CSD will provide an overview of programs and share program and policy changes to Squaxin Island Tribe staff.	Increased knowledge of CSD programs for Squaxin Island Tribe staff to assist Tribal members in applying for those programs.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  <u>CSD</u> Glenn Haynes Heather Kennedy  <u>Target Date</u> As requested	An updated copy of brochures and resources about CSD programs was provided to the Tribe at the annual 7.01 meeting.  The Tribe requested a Region 3 SSIF Contact Person for SSI facilitation issues/questions. A staff contact will be added to the Contacts page.  A training brochure was provided at the 7.01 meeting. The Tribe is interested in persuing trainings for their staff. CSD will work with the Tribe to coordinate training for identified programs.
	G. Shelton staff will attend AP 7.01 and/or Government to Government training as appropriate for their position.	Ensure CSO staff are familiar with tribal culture, tribal authority and operate in a manner that respects the government to government relationship.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  <u>CSD</u> Glenn Haynes  <u>OIP</u>	March 2026 7.01 training is offered monthly by OIP staff.  Region 3 requires Government to Government training for Management and Tribal Outstation staff.

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			Heather Hoyle  <u>Target Date</u> As needed when new staff are hired.	
	H. Invite tribal representatives to attend WorkFirst Local Planning Area (LPA) meetings and other appropriate forums.	Enhanced community awareness and leveraged resources. WorkFirst local planning efforts and service plans reflect the entire community, including the needs and perspectives of tribal members.	<u>Squaxin Island Tribe</u> Kristen Davis Maria Littlesun Jolene Peters Marcella Cooper  <u>CSD</u> Glenn Haynes  <u>Target Date</u> Monthly	The Shelton CSO will continue to invite Squaxin Island Tribe representatives to attend and participate in monthly meetings.

## Completed or Tabled Items

Date/Status	Goal/Activity
3/6/2026 <b>COMPLETED</b>	Review and update EBT card issuance exception to policy Working Agreement.  The EBT card issuance exception is now built into the Outstation Working Agreement. The Tribe and CSD mutually agreed to remove this activity at the annual 7.01 meeting to eliminate redundant activities from the plan.
11/12/2020 <b>COMPLETED</b>	Annual 7.01 Meeting/Joint Communication & Planning  Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.
6/3/2020 <b>COMPLETED</b>	Social Security Income Facilitation (SSIF) Presentation SSIF presentation was completed virtually by DSHS Region 3 Social Services Supervisor Laura Daley and Social Services Specialist Tara Stevens.
2/21/20 <b>COMPLETED</b>	7.01 Plan and Progress Report The Squaxin Island Tribe has approved the 7.01 Plan and Progress Report.
11/4/19 <b>COMPLETED</b>	Annual 7.01 Meeting/Joint Communication & Planning Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.
11/4/19 <b>COMPLETED</b>	CSD to provide ongoing Washington Connection support to the Tribe Per the Tribe's request this service is no longer needed.
8/02/19 & 9/27/19 <b>COMPLETED</b>	Participation in Tribal Events Shelton CSO staff attended the Salmon Ceremony. Shelton CSO staff attended the Suicide Prevention Fair.
9/9/2019 <b>COMPLETED</b>	Outstation Working Agreement There is currently one CSO staff out-stationed at the Squaxin Island Tribe two days a week. Shelton CSO outstationed public benefits specialist provides services to the tribal member processing Classic Medical, Basic Food and ABD applications and is available as their single point of contact Monday through Friday. Renewal Outstation Working Agreement has been fully executed and sent to the tribe.
1/29/19 <b>COMPLETED</b>	Annual 7.01 Meeting/Joint Communication & Planning Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.
4/3/18 <b>COMPLETED</b>	Annual 7.01 Meeting/Joint Communication & Planning Representatives from the Squaxin Island Tribe met with DSHS staff to discuss the 7.01 Plan and Progress Report.
08/08/2017	Participation in Tribal Events

<b>Date/Status</b>	<b>Goal/Activity</b>
<b>COMPLETED</b>	DSHS Tribal Liaison attended the First Salmon Ceremony in August 2017 to have CSO representation. We plan to attend more of these type of functions in the upcoming year.
10/26/2012 <b>COMPLETED</b>	Access to Mobile CSO Services The DSHS Mobile CSO was at the Squaxin Elder Abuse Summit on 10/26/12.

# Contact Information

DSHS Contacts	Squaxin Island Tribe Contacts
Glenn Haynes, Administrator Shelton Community Services Office (CSO) <a href="mailto:Glenn.Haynes@dshs.wa.gov">Glenn.Haynes@dshs.wa.gov</a> 253-677-7525	Kristen Davis Family Services Director <a href="mailto:kdavis@squaxin.us">kdavis@squaxin.us</a> 360-432-3914
Kristine Hammond, Deputy Regional Administrator Region 3 Headquarters, Regional Tribal Liaison <a href="mailto:kristine.hammond@dshs.wa.gov">kristine.hammond@dshs.wa.gov</a> 360-587-3149	Maria Littlesun Elders Manager <a href="mailto:mlittlesun@squaxin.us">mlittlesun@squaxin.us</a> 360-463-1611
Heather Hoyle, Regional Manager Office of Indian Policy (OIP) <a href="mailto:Heather.hoyle@dshs.wa.gov">Heather.hoyle@dshs.wa.gov</a> 360-522-6018	Marcella Cooper Family Justice Services Coordinator <a href="mailto:mcooper@squaxin.us">mcooper@squaxin.us</a> 360-432-3908
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