

DSHS Administrative Policy 7.01 Meetings: Best Practices Resource

The Goal of DSHS 7.01 Meetings and Plans is to benefit DCS, Tribes, and the families we serve by:

- Strengthening state/tribal relationships,
- Building mutual trust and understanding,
- Identifying and removing barriers,
- Improving services to families by developing/expanding informal processes and cooperative agreements, and
- Supporting tribal interest in applying for IV-D funding.

Before you meet with the tribe, the District Manager and Tribal Team should consider having an internal planning.

Who to invite:

Always invite your local [OIP Regional Manager](#) to attend 7.01 PPR meetings and TRT (to support field office efforts). *(In some Regions, OIP or CSD staff schedule and coordinate the 7.01 PPR meetings).* Be sure to inform/invite your tribal child support contacts of the meeting. The Tribe decides who will attend, but ideally you would also want to meet with your child support contact(s).

What to bring:

- A basic overview of DSHS, ESA, DCS, your office, tribal team, etc.; Applicable [DSHS/ESA/DCS Organizational Charts](#) and [ESA Overview Document](#). You may also want to bring at least one copy of the [ESA Strategic Plan](#), the [DCS Strategic Plan](#), and the [DCS Strategic Plan 1-page Summary](#).
- Copies of the [TRT Brochures](#), the 1-page [Summary of Tribal Programs and Agreements](#), and [the DCS State Tribal Relations Team Directory](#) (Verify that DCS has the correct child support contacts listed for each Tribe).
- A copy of [DSHS Administrative Policy 7.01](#). Provide a brief summary to tribal representatives who are new to the process.
- Copies of the [prior 7.01 Plan\(s\)](#). Share that all DCS and CSD 7.01 plans are on the [DCS Tribal Relations Website](#) under “Washington State Policy”.
- An updated Draft 7.01 plan for the current year. Review the plan and celebrate successes. Identify any remaining (or new) challenges/barriers. Discuss and record how to address them.
- At least one copy of any [DCS agreements](#) with the tribe (Federal Offset, ACES/SEMS Web Data Shares, cooperative child support agreement). If needed, review the Agreements and discuss any concerns about them. Be familiar with any informal processes and agreements with the Tribe.
- Caseload demographics for each Tribe. Suggestions include:
 - Tribal-member case counts, total CP’s and NCP’s, collection rates, dollars collected, paternity rates, amount of arrears owed, average order amount, total TANF arrears owed, etc. (Explain the data and its meaning to children and families. Provide some other general caseload data to put these numbers in perspective).

- Data may be used as a “starting point” to explore and brainstorm options for improved services and to address any challenges (i.e. service of process, paternity or child support establishment, modifications, getting copies of tribal orders, verifying enrollment, wage withholding issues, seeking tribal assistance in securing child support payments from an NCP, etc.).

Considerations for the 7.01 meeting:

1. Share formal options to address or improve child support services:
 - Tribes can operate their own federally-funded child support program ([8 in WA](#)).
 - Enter into or expand [Cooperative agreements](#).
2. Develop or expand informal agreements or processes with DCS. Examples may include:
 - Agreements to accept/honor wage withholding notices for non-tribal and/or tribal members; agreement to allow DCS to file establishment and/or enforcement actions in Tribal Court;
3. Share opportunities to improve Tribal staff and community awareness. Examples:
 - For Tribes: provide outreach services; a child support Q&A session, or a “Child Support 101 Training” at the Tribe. Offer to have future meetings to further discuss child support enforcement, informal processes, cooperative agreements, and tribal IVD programs (include TRT). Invite tribal contacts to participate in various segments of any local DCS Training Academy classes that may be taking place. Invite tribal contacts to other local training that will take place. If the Tribal IVD or TANF program has access to SEMS Web, ask if they have any questions about using SEMS or if they are interested in you providing SEMS Web training.
 - For DCS Tribal Liaisons and staff (to learn more about Tribes, tribal culture, and other training opportunities): Some Tribes invite DCS Tribal Liaisons to participate in local health fairs, job fairs, Pow Wows, trainings, etc. See if a tribal representative would be willing to share cultural or educational information at a leadership team meeting, an all-staff meeting, and local FO celebrations and events (American Indian Heritage Month, potlucks, holiday parties, etc.).
 - Explore interest in having quarterly 7.01 meetings or in periodic lunch meetings, etc.
4. Identify and document next steps: Who will do what and by when? What follow-up actions are needed? Agree on the process to finalize the 7.01 Plan and Progress Report.
5. Schedule next meetings (as appropriate). If you identify short term activities, consider meeting quarterly or bi-yearly, instead of annually.
6. Solicit support from the Tribe to assure timely completion of the 7.01 Plan and Progress report. The Plans are usually due to TRT by the middle of March, the ESA Assistant Secretary towards the end of March, and to the DSHS Secretary and OIP in April.
7. You must submit a 7.01 Plan even if you are unable to meet with the Tribe or RAIO or if your meeting is scheduled after the deadline for submitting the 7.01 plans.
 - If you have not yet met with the Tribe, or if the Tribe has not yet provided feedback on the plan, then **clearly document that in the plan**.
 - Your Plan might simply document your current interactions with the Tribe or RAIO, describe some of your current processes that are in place, or outline some of the services you are providing.
 - It might also be an interim plan that you would further update and submit after you meet with the Tribe and/or receive feedback.