

Policy 7.01 Plan  
 2022-2023 Annual Plan and Progress Report  
 Confederated Tribes of the Colville Reservation  
 and  
 ESA: Division of Child Support (DCS), Region 1, Spokane Field Office

7.01 Draft Plan for January 26, 2022 meeting held virtually via Zoom  
 This is a draft that has not yet been approved by the Colville Business Council  
 (attendees & contact information listed at end of plan)

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update
<p><b>1)</b> Cooperatively maintain accurate case records, payment records and debt balances.</p>	<p>An in-person reconciliation review of the “10<sup>th</sup> of the Month List” should occur quarterly. The hosting agency should alternate.</p> <p>Note: Under new federal policies, DCS is unable to share any FTI with a Tribal IV-D program.</p>	<p>This will result in improved relationship, communication and accurate case records, payment records and debt balances.</p>	<p><b>CTCSP</b>            Debi Condon            509-634-2782  <a href="mailto:Debi.condon.csp@colvilletribes.com">Debi.condon.csp@colvilletribes.com</a></p> <p>Tara Miller            509-422-7700  <a href="mailto:tara.miller@colvilletribes.com">tara.miller@colvilletribes.com</a></p> <p><b>Alternates:</b>            Bernardene Charley            509-634-2034  <a href="mailto:Bernardene.Charley.CSP@colvilletribes.com">Bernardene.Charley.CSP@colvilletribes.com</a></p> <p><b>DCS</b>            Jim Sugden            509-363-5037  <a href="mailto:James.sugden@dshs.wa.gov">James.sugden@dshs.wa.gov</a></p>	<p>In-person reconciliation review meetings are agreed to occur at minimum of quarterly. Our last reconciliation took place 7/16/19 in Nespelem and 7/17/19 in Omak. Meeting location will rotate between the two agencies. No in person reconciliation took place in 2020-2021 due to COVID-19.</p> <p>Ronna Michel should be copied on correspondence regarding the 10<sup>th</sup> of the month list.</p> <p>Under new federal policies, DCS is unable to share any FTI with a Tribal IV-D program. However an annual total of these collections can be provided by DSHS DCS TRT at the request of CTCSP.</p> <p>MTS/TS&amp;S conversation with the Federal Office of Child Support Enforcement, in use of the Federal Model Tribal System (MTS); when OTHER enforcement resource(s) transmit collections, references to payment type/source is not conveyed.</p> <p>DCS will remove Jarae Cate and Judy Launer from the depcon e-mail distribution list and add Tara Miller</p>

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			<b>Target Date:</b> Reviewed Annually	
<p><b>2)</b> Continue to improve the cooperative process that maximizes efficiency when CTCSP and DCS request IV-D services from each other on behalf of respective customers.</p>	<p>DCS staff and CTCSP management will continue to update the Standardized Processes and Procedures Guide to keep it current and assist both programs.</p>	<p>DCS and CTCSP both agree that a written process and procedure guide will increase efficiency, reduce errors and provide consistent customer service.</p>	<p>Debi Condon Jim Sugden</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>The current GUIDE is attached. Both DCS and CTCSP recognize that the GUIDE is non-binding, but useful to assist in coordinating services.</p> <p>Marty Knapp and Shannon Thomas will provide input to Debi Condon.</p> <p>The GUIDE can be updated and live separately from this 7.01 matrix. A current version will be attached at least annually for reference purposes only.</p> <p>As referenced in the GUIDE: When responding and/or initiating to CTCSP, DCS will coordinate with CTCSP before: Suspending a driver’s license, attaching a bank account, issuing a wage withholding order, or applying per capita or tribal settlement funds attached via DCS garnishment to a case (it is DCS’s policy to consider these types of payment exempt from attachment unless DCS has received explicit permission to apply the funds from the Tribe).</p> <p>For DCS to accurately report debt to the credit bureaus, CTCSP initiated cases should be treasury offset only when CTCSP is receiving direct payments.</p>

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				<p>DCS and CTCSP agree that this process will be done on a case by case basis. DCS to contact case manager assigned to the case.</p> <p>Chris Franks reports there is a pilot project being created to review possibilities for credit bureau reporting options for tribal case. Because credit bureau reporting is a Federal requirement for state IV-D programs, DCS has needed to be deliberate in identifying which tribal cases will be included in this pilot. In November 2020, DCS provided a list of the Colville Tribal cases that have had credit reporting occur to Debi Condon. DCS is consulting with her and CTCSP to determine participation in this project.  <b>This project is still on going and being reviewed with Sharron Redmond.</b></p>
<p><b>3)</b> DCS and CTCSP mutually agree that staff training is an ongoing activity. Staff in both IV-D programs benefit from understanding the policies and processes of each other's program.</p>	<p>DCS and CTCSP staff may inquire of one another on case management questions as necessary. Both DCS and CTCSP may request training from one another, as the need arises.</p>	<p>Fully trained staff are equipped to provide better customer service.</p>	<p>Debi Condon  Jim Sugden  Tara Miller</p> <p><b>Target Date:</b>  Reviewed Annually</p>	<p>CTCSP requested to be made aware of trainings available to DCS staff.  No applicable trainings were offered in 2020-2021 due to COVID-19. DCS' training coordinator will continue to provide information to Jim Sugden regarding eligible trainings for CTCSP. Jim Sugden will forward to CTCSP.</p> <p>Tara Miller will come to Spokane and provide training on the CTCSP establishment and administrative process. This is currently hold due to the COVID-19 pandemic.</p>
<p><b>4)</b> Establish and modify child support orders in the correct jurisdiction and in accordance with applicable laws and policies.</p>	<p>DCS and CTCSP will continue to discuss and review jurisdiction issues, decisions to release jurisdiction can be made by the CTCSP Director</p>	<p>DCS and CTCSP both agree that the GUIDE referenced above will increase efficiency, reduce</p>	<p>Debi Condon  Jim Sugden  Tara Miller</p>	<p>DCS will continue to work with CTCSP on issues relating to jurisdiction for order establishment and modifications. Whenever possible, DCS will defer to CTCSP with regard to jurisdiction for necessary court action. This process has been successful.</p>

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	<p>or in her absence the CTCSP Spokesperson. Whenever possible, DCS will defer to CTCSP with regard to jurisdiction for necessary court action.</p>	<p>errors and provide consistent customer service.</p>	<p><b>Target Date:</b> Reviewed Annually</p>	<p>DCS will also advise other intergovernmental agencies that they will need to refer their applicable cases direct to CTCSP</p>
<p><b>5) Continue to utilize federal Transmittals and intergovernmental forms for the purposes of referring cases between agencies.</b></p>	<p>CTCSP requests that DCS initiate same party cases in a combined referral. DCS and CTCSP will only be required to send the Confidential Information Form in the referral packet. The Personal Information Form is no longer required. Rather than sending out regular status requests, DCS and CTCSP will be proactive in providing status updates to each other on existing cases as they are being worked. CTCSP continues an extensive audit of their cases.</p>	<p>Continue to improve and refine the communication between DCS and CTCSP. This will simplify the order establishment process. This will allow better collaboration between CTCSP and DCS staff.</p> <p>Reduce case errors.</p>	<p>Debi Condon Jim Sugden</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>*Note: All Transmittal #1s should include the names of both biological parents (or alleged parents). All transmittals for establishments need to include TANF/Foster care dates, income for the biological parents and to whom the debt is owed (WA, CP, Other Agency)</p> <p>DCS is not able to provide CBRIs to CTCSP for NCP mom cases. If no father is identified on the birth record, DCS will provide as much information as possible regarding the named/presumed father.</p> <p>Jim will put together a list of cases in SEMS where Dummy Cases were created to send debt from other jurisdiction (i.e. STTP). DCS will create combined debt calculations to consolidate the debt where parties are the same and will send that information to CTCSP via a Transmittal#2. The previously separated cases will then be closed.</p> <p>DCS is not able to provide Presumption of Marriage statements for parties married outside of Washington State.</p> <p>Both agencies will cooperatively work to ensure the Transmittal #1 – Response Page is returned to the other agency noting the case is set-up and identifying the responding IV-D case#. Acknowledgements may be sent via e-mail.</p>

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				<p>Individual case questions may still be directed to the CTCSP Case Manager.</p> <p>Fillable .pdf versions of the new federal forms are available at <a href="https://www.dshs.wa.gov/esa/division-child-support/tribal-iv-d-and-tanf-programs">https://www.dshs.wa.gov/esa/division-child-support/tribal-iv-d-and-tanf-programs</a>. CTCSP will advise DCS if there are any issues using the forms from DCS's Tribal Relations Team website.</p>
<p><b>6)</b> Keep CTCSP informed about DCS Conference Boards that may impact their clients.</p>	<p>The RSEO will notify the CTCSP CM of a CB request that may impact the debt or collection actions. At the CMs request the RSEO will provide the CM's contact information with a statement indicating that they may have relevant information on the CB referral. As in all cases if the input of the CP is needed the CB Chair will seek that input or information directly from the CP.</p> <p>Note: Under new federal policies, DCS is unable to share any FTI with a Tribal IV-D program which may significantly limit what a CB Chair can discuss.</p>	<p>Continue to improve the communication between DCS and CTCSP which will provide improved service to our mutual clients.</p>	<p>Debi Condon Jim Sugden Chris Franks 360-664-5031 <a href="mailto:Chris.Franks@dshs.wa.gov">Chris.Franks@dshs.wa.gov</a></p> <p><b>Alternate:</b> Christelle Arnett 360-664-5033 <a href="mailto:Christelle.Arnett@dshs.wa.gov">Christelle.Arnett@dshs.wa.gov</a></p> <p>Christi Jackson 360-664-5333 <a href="mailto:christi.jackson@dshs.wa.gov">christi.jackson@dshs.wa.gov</a></p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>The CB process is an informal internal process for resolving complaints and disputes regarding DCS enforcement actions and for granting exceptional or extraordinary relief. Typically the initiating jurisdiction is not a party or participant in this process.</p> <p>DCS requests that CTCSP and Court utilize the DCS Conference Board process before attempting to obtain debt relief through the Colville Tribal Court. DCS recognizes that CTCSP may be aware of information relevant to the CB, therefore, in cases involving a known Colville member, the SEO will notify the CTCSP CM:</p> <ol style="list-style-type: none"> <li>1. To allow the CM to provide relevant information for consideration, and</li> <li>2. At the CM's request, include their contact information on the CB referral in case the CB Chair needs to contact the CTCSP CM.</li> </ol> <p>DCS must receive notice on all petitions for write-off. The Tribe must give DCS legal notice of the hearing and an opportunity to appear in tribal court in accordance with Colville Tribal Code 5-1-290 through 5-1-301. Notice can be served by upon the State of WA and the Division of Child Support at: WA Division</p>

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				<p>of Child Support, Attention Policy &amp; Litigation Manager, PO Box 11520, Tacoma, WA 98411. Personal service can be made at the street address: WA Division of Child Support, Attention Policy &amp; Litigation Manager, 712 Pear Street SE, Olympia, WA 98501. In addition a courtesy copy is requested to be sent to Spokane DCS, Attention Tribal Team, PO Box 9067, Spokane, WA 99209.</p> <p>CTCSP has offered to be substitute counsel for DCS with regard to write-off requests being heard in Tribal Court. DCS Policy needs to review this offer. Any DCS staff wanting to be heard in Colville Tribal Court would have to pass Colville's Bar Exam. In addition, although Colville's Chief Judge is in contact with CTCSP about child support issues, CTCSP has not always been notified themselves before a write-off petition was sent to Colville Tribal Court. Language in the 1995 Cooperative Agreement still allows Colville to charge off State debt.</p> <p>DCS also notes that in-house Conference Board write-off requests are always an option and that DCS has written off debt through Conference Board for all requests received through CTCSP. A summary report of Conference Board write-offs involving WA Tribes is provided semi-annually to Tribal IV-D Directors by the DCS Tribal Relations Team.</p>
<p><b>7)</b> Maintain timely contract revisions and extensions.</p>	<p>To allow time for adequate review of contracts the Tribe and DCS seek to allow 3 months for review, negotiations, and finalization of contracts.</p>	<p>DCS and CTCSP will be able to maintain timely and appropriate contracts and agreements.</p>	<p>Bernardene Charley is the security monitor for SEMS Web (CTCSP).</p>	<p>SEMS Contract for use by CTCSP ended 3/31/17 when CTCSP transitioned to MTS.</p> <p>ACES/SEMS Data Share Agreement is current and expires 1/31/2023.</p>

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	Less time is needed for amendments.		<p>Carey Reyes 509-634-2621 <a href="mailto:Carey.Reyes.TNF@colvilletribes.com">Carey.Reyes.TNF@colvilletribes.com</a> is the Security monitor for ACES (CTTP).</p> <p>Sandi Cheek and Chris Franks are the DCS contacts for both CTCSP and CTPP.</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>Employment Security Data is now available to Tribal TANF workers through ACES by entering SEMS user ID.</p> <p>CTCSP staff advise they are still having technical difficulty accessing ACES/SEMS due to a firewall within their system but are working with DSHS IT to identify and alleviate multiple issues. Chris Franks is working with DSHS IT, CTCSP CMs and CTCSP IT to try to resolve the access issue.</p> <p>DCS has updated all Treasury Offset Agreements to comply with the Internal Revenue Service Publication 1075 regarding the sharing of Federal Tax Information. The current Treasury Offset Agreement amendment expires 6/30/2024.</p>
<p><b>8)</b> Review language in the 1995 DCS/Colville Child Support Agreement, currently in suspense at the request of CTCSP.</p>	<p>CTCSP would like to review language in the 1995 DCS/Colville Child Support Agreement. DCS requests clarification of the applicability of this Agreement (since the Tribe has had a IVD program since 2009, and since the 2007 Colville IVD Application states "It is the intent of the CCT to terminate the agreement with the State and take on all responsibilities for the establishment of paternity, establishment, modification and enforcement of child</p>	<p>Final resolution on updating or dissolving the 1995 DCS/Colville Agreement</p>	<p>Debi Condon  Chris Franks</p> <p><b>Target Date:</b> <b>4/1/2022</b></p> <p>Chris and Debi to meet with in next couple of months to discuss further</p>	<p>Recent discussions regarding this topic have not been occurring. The DCS and the CTCSP will resume our conversations to determine our next steps</p> <p>CTCSP Director suggested that the 1995 Agreement be compared with the current 7.01 plan to help determine the sections that may need to be reviewed. Any decision to rescind or modify the 1995 agreement will need to be made by the Tribal Council.</p> <p>DCS agrees. The 1995 Agreement was negotiated 14 years before the Colville Tribe had a federally-funded tribal IV-D Child Support program. The Agreement did not anticipate the Tribe having a federally-funded Tribal Child Support Program. The Agreement includes specific requirements that are not consistent with the Colville IV-D Plan and not consistent with</p>

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	<p>support obligations and location of custodial and non-custodial parents and their assets, through a Federally funded Tribal IV-D Program.”</p>			<p>federal IV-D requirements and Policy guidance for Tribal Child Support Programs. Intergovernmental Agreements must be honored, therefore, if certain provisions no longer apply, the Agreement must be amended, renegotiated, or terminated. In particular, see the below Goal/Objective: “To review the procedure for handling requests from NCPs for charge-off of State-owed arrearages.”</p> <p>DCS is unable to authorize another state or tribe to write-off back support debt owing to DSHS: Full Faith and Credit rules apply that do not allow one program to modify or charge off debt that is owed to another jurisdiction.</p> <p>Chris Franks and DCS Policy are currently researching options available under the Agreement that could be pertinent to dissolving this Agreement in accordance with the 2007 Colville IV-D application and the intent to terminate the agreement. The Colville Tribes and the State of Washington both operate fully funded IV-D programs, and will continue to partner together on a wide variety of shared cases and child support matters via the IV-D framework.</p>
<p><b>9) Correct application of voluntary payments</b></p>	<p>DCS and CTCSP will carefully review voluntary payments to ensure accuracy of application.</p> <p>The agency that is negotiating with the NCP will provide the correct payment address and identifiers to the NCP.</p>	<p>Accuracy in collection data. Accuracy of debt amounts. Culturally appropriate services provided to parties.</p>	<p>Debi Condon Bernardene Charley Jim Sugden</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>Voluntary payment processing and application has been less of a concern now that CTCSP is using MTS and customers are advised to which agency they should pay.</p> <p>CTCSP needs to be able to verify deposits are received per daily deposit records and notes that the deposit record from DCS is issued a few days before CTCSP’s bank credits the payment to its account. DCS’s daily deposit record is generated by the actual</p>



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				<p>electronic fund transfers (i.e., there is no record unless the transfer has occurred).</p> <p>Jim Sugden will coordinate with Bernardene Charley on specific cases where payments seem to be missing.</p>
<p><b>10)</b> Addition of WSSR and Washington State enforcement language to Colville Tribal Administrative Orders</p>	<p>DCS' Claims Officer and CTCSP's Spokesperson will work collectively to update the language in the Colville Tribal Administrative Orders to allow for direct enforcement by DCS.</p>	<p>Eliminating the need for DCS to serve the responsible party before taking collection actions.</p>	<p>Aurora Maskall Tara Miller</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>This process has been implemented and is working well. This language is now included in the Colville Tribal administrative child support orders. It has not been added to Colville Tribal Court orders or to arrears only Colville Tribal administrative child support orders. Tara will discuss arrears only orders with administrative judge.</p>
<p><b>11)</b> Cases for individuals who are living on the Colville Reservation, but are NOT enrolled tribal members, or actively employed by a Colville Tribal business, will be discussed with CTCSP on a case-by-case basis as to whether CTCSP will accept referrals for these cases</p>	<p>DCS and CTCSP will review any cases for tribal jurisdiction where there is no tribal affiliation for the parties, except that they reside on the reservation prior to the referral.</p>	<p>CTCSP is working a backlog of cases and this would alleviate additional work requirements for case managers and the Spokesperson where the tribe doesn't have absolute jurisdiction over the parties to a case.</p>	<p>Debi Condon Tara Miller Jim Sugden Kortney Martin</p> <p><b>Target Date:</b> Reviewed Annually</p>	<p>CTCSP is willing to assist with service for parties residing on the reservation.</p>

**CONACT INFORMATION FOR 7.01 MEETING SCHEDULED 1/26/2022**

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