

Policy 7.01 Plan
7/1/2022-6/30/2023 Annual Plan and Progress Report

TRIBE: Spokane Tribe of Indians (STOI)
and

ESA: Division of Child Support (DCS), Region 1, Spokane Field Office

7.01 Final Plan from November 10, 2021 meeting held virtually via Zoom – Approved by STOI on 03/23/2022
(attendees 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
(1) Facilitate improved contact with the Spokane Tribe staff and their clients.	Maintain regular contact, exchange contact information and establish outreach opportunities.	Improved contact and strengthening of relationships to mutually benefit shared clients.	Danielle Loman – DCS Amanda James – DCS Michelle Martin – DCS Luanne Ferguson – STOI Bobbie Williams – STOI Accounting Supervisor – STOI Accounting Assistant - STOI Target Date: Reviewed Annually	Weekly meetings at the Spokane Tribal TANF Lyons office (STTP) between Danielle Loman and Marlene Orr are held telephonically until it is safe to resume face to face meetings. Progress Status: Weekly meetings between DCS and STOI were suspended as of 09/23/2021 due to changes in personnel. Once positions are filled, goal is to resume meetings to improve communication and help ensure debt owed to STTP is correct Due to COVID-19, other outreach opportunities have continued to be on hold at this time. DCS is able to provide informational trainings virtually that STTP may be interested in until outreach can resume in-person. Resuming outreach and in person meetings with our Tribal partners is a priority for DCS and discussions have started. DCS will keep

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				STTP updated when we have an approved plan to move forward.
<p>(2) Continue current working relationship and procedures.</p>	<p>DCS & STTP to review procedures with regards to shortening case closure procedures and write off of tribal debt in special circumstances.</p> <p>At the weekly meeting 07/31/19, it was decided since STOI does not have a IV-D program and DCS is enforcing their cases, STOI would follow the State's policies on special circumstances where it is ok to close cases. DCS will not be writing off debt or forgiving debt owed to the tribe, but only following closure policies (some examples are permanently disabled, the one-time SSI project, long term incarceration past child's minority, etc.)</p> <p>Any parent requesting write off of debt owed to the Spokane Tribal TANF Program have and will continue to be referred to STTP directly.</p>	<p>Reduce case closure time periods from 90 days to 30 days.</p> <p>Giving relief to parents with unique hardship circumstances.</p>	<p>Danielle Loman – DCS Yvette Buckley - STOI Accounting Supervisor - STOI Accounting Assistant – STOI</p> <p>Target Date: Reviewed Annually</p>	<p>Progress Status: No progress was made with regards to shortening case closure procedures in 2021 due to personnel changes and limitations on outreach due to COVID-19.</p> <p>Progress Status: DCS continues to close STTP cases following the State's policy and has been an effective tool in closing cases with special circumstances.</p> <p>Paying parents requesting write off of debt owed to STTP will be referred Yvette Buckley and the preferred method of communication is email to yvetteb@spokanetribe.com</p>

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<p>(3) Maintain good case management communication.</p>	<p>Timely communication is critical to effective case management for both DCS and STTP:</p> <ol style="list-style-type: none"> 1) TANF open/close information is critical to accurate case management. Staff may send TANF referrals and closures by email to spotribal@dshs.wa.gov 2) Sharing other household composition changes is also important (newborn added to grant, emancipation, child out of household, new court order, etc). 3) Both programs need to know if a child is receiving SSI. Information from STTP will be sent to Danielle Loman, Amanda James or Michelle Martin. Information from DCS will be sent to the Accounting Supervisor. When a child is identified as an SSI recipient, DCS will adjust debt to accurately account for any support owed or paid on behalf of the SSI child separately from support owed or paid for other siblings on TANF. 4) The tribe is concerned with the release of license certification actions. DCS will 	<p>Tribe and DCS communicate more effectively regarding delivery of child support services to members and others that are of mutual concern to the Tribe and DCS.</p>	<p>Danielle Loman – DCS Amanda James – DCS Michelle Martin – DCS</p> <p>Yvette Buckley – STOI Accounting Supervisor – STOI Accounting Assistant –STOI Bobbie Williams – STOI Luanne Ferguson - STOI Jami Gooch – STOI jamig@spokanetribe.com</p> <p>Target Date: Reviewed Annually</p>	<p>(Progress Status Item #1) DCS TL’s continue to communicate with STTP case managers through phone and email contact regarding referrals and closures. It is helpful to know the reason for closure so DCS can determine if continuation of services is necessary. Temporary closures due to a custodial parent receiving a per capita payment is also helpful so money collected will be disbursed directly to the custodian when not receiving tribal TANF benefits.</p> <p>The Spokane field office was under construction and remodeled starting back in October 2020 and incoming faxes were offline. Amanda James and Fawn Brigman worked together to ensure all referrals were accounted for.</p> <ul style="list-style-type: none"> - DCS will review any instances where CPs were over income for per capita payments from 10/1/2020 – 11/30/2021 to ensure CPs received child support owed to them for those months. <p>A Monthly TANF Approved report along with the Monthly Case Closure report is sent to DCS monthly to aid record accuracy. Reports will be provided by Jami Gooch until the new Accounting Assistant is hired.</p>

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	<p>negotiate with all clients in an attempt to release the certification and collect child support. DCS will release the certification of any license while the individual is receiving Tribal TANF or Tribal GA.</p> <p>5) If DCS fails to serve an individual residing on the reservation by Certified Mail Restricted Delivery, the Tribe's preferred alternate method is for DCS to request Service of Process through the Spokane Tribal Police Department.</p>			<p>STTP Caseworkers can email referrals/closures directly to a specific DCS TL but will add spotribal@dshs.wa.gov to the email CC line so the referrals can be covered. This will ensure the referrals are processed in a timely manner as this inbox is monitored by all Spokane DCS Tribal Liaisons</p> <p>(Progress Status Item #2) Information sharing about household composition and life events that affect child support is important in maintaining case data integrity and disbursing payments correctly. STTP has been providing this information and communication is going well.</p> <p>(Progress Status Item #3) SSA recipients are coded in the Tribal TANF household because SSA is counted as income for the household. SSI recipients are not coded in the Tribal TANF household. No new cases with regards to children receiving SSI benefits were identified this year.</p> <p>(Progress Status item #4) DCS continues to receive monthly Active Tribal GA listing each month and cross references with any active cases. If an active Tribal GA recipient has a case with DCS and</p>

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				<p>license is certified, it is immediately released.</p> <p>(Progress Status Item #5) Service of individuals through the Spokane Tribal Police process is working very well. DCS has utilized their assistance on 7 different occasions since January 2021.</p> <p>Progress Status: Activities listed in this section continue to improve year over year to ensure child support debt is correct, enforcement actions are stayed when appropriate, and child support orders are properly served to individuals residing on the reservation.</p>
<p>(4) Opportunity for Tribal Court to order withholding of wages.</p>	<p>Should DCS be unable to obtain a voluntary wage assignment by a non-tribal member employed by the Spokane Tribe, Tribal Enterprise or an Indian owned business located on the reservation, DCS can obtain a garnishment order by using a Tribal Civil Complaint Form and sending it to the Tribal Court Clerk for Judicial Review at: Bldg 268, Agency Square, PO Box 225, Wellpinit WA 99040.</p>	<p>Tribal Court orders would assist in child support being received by the custodians and/or STTP.</p>	<p>Amanda James – DCS</p> <p>Target Date: Reviewed Annually</p>	<p>DCS needs further discussion as to how and when to use the Tribal Civil Complaint form.</p> <p>Progress Status: No progress at this time.</p>

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<p>(5) Continue implementation of agreed protocol on the handling of child support issues in Spokane County Superior Court family law cases where a party receives or has received Spokane Tribal TANF benefits.</p>	<p>DCS and the Tribe have agreed to the following protocol:</p> <p>When the judge or commissioner becomes aware that TANF benefits are being paid to one of the parties, the judge will notify Debby Kurbitz of the Prosecutor’s Office, if not already involved.</p> <p>If it is unclear to the Prosecutor’s office whether the TANF benefits being paid are State or Tribal in origin, the Prosecutor will contact the Spokane DCS Tribal Unit to verify the source of the grant.</p> <p>If it is determined that Spokane Tribal TANF benefits are being paid to one of the parties, Ms. Kurbits will notify Johnny Wynecoop, Spokane Tribe Executive Director. The Spokane Tribal TANF client will have an interest in the Order of Child Support.</p> <p>Ms. Kurbitz, as attorney for DCS, may have a separate interest in establishing the medical support obligation, since the Tribal TANF client receives medical assistance from the State of Washington in conjunction with Tribal TANF benefits.</p>	<p>The Tribe has the opportunity to be heard on child support issues in Spokane Superior Court family law cases in which the Tribe has an interest because Tribal TANF benefits have been or are being paid on behalf of a party.</p>	<p>Danielle Loman – DCS</p> <p>Debby Kurbits (509) 477-2486 Spokane County Prosecutor’s Office</p> <p>Johnny Wynecoop (509) 458-6500 (reception) Spokane Tribe of Indians</p> <p>Target Date: Reviewed Annually</p>	<p>Progress Status: No changes to this process.</p>

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	<p>Ms. Kurbits will make sure that the proposed Order of Child Support has a signature line for the Spokane Tribal TANF Program (STTP) separate from Ms. Kurbit's signature line on behalf of DCS. Upon notification to STTP, all the interested parties will either agree and sign off on the Order, or not agree, at which point all the parties, including STTP will be notified of a contested (or presentment) hearing, and after hearing from the parties who appear at the hearing, the judge or commissioner will enter the Order.</p> <p>If an attorney for STTP does not appear at the contested (or presentment) hearing, the judge or commissioner will not enter the Order, unless there is proof, by certificate of mailing, of having served Mr. Wynecoop with a copy of the proposed Order (according to the time required for the particular Order) and of having served Mr. Wynecoop with adequate notice of the hearing.</p> <p>The address and contact numbers for Mr. Wynecoop are as follows:</p>			
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	<p>Johnny Wynecoop Executive Director Spokane Tribe of Indians PO Box 100 Wellpinit, WA 99040</p> <p>(509) 458-6500 (receptionist)</p>			
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CONTACT INFORMATION FROM 7.01 MEETING HELD 11/10/2021

STOI – ATTENDED			
Yvette Buckley	TANF Director	509-458-6516	yvetteb@spokanetribe.com
Bobbie Williams	Lead Caseworker – Wellpinit Office	509-458-8012	bobbiew@spokanetribe.com
Luanne Ferguson	Lead Caseworker - Spokane Office	509-818-1416	luanne.ferguson@spokanetribe.com
DSHS - ATTENDED			
Randy Rudin	District Manager, Spokane & Wenatchee field offices (DCS)	509-363-5063	randy.rudin@dshs.wa.gov
Courtney Dale	Tribal Team Supervisor, Spokane field office (DCS)	509-363-4920	courtney.dale@dshs.wa.gov
Danielle Loman	Lead Support Enforcement Officer (SEO), Tribal Liaison (DCS)	509-363-5088	danielle.loman@dshs.wa.gov
Delana Mercer	Lead Support Enforcement Officer (SEO), Tribal Liaison (DCS)	509-363-4928	delana.mercer@dshs.wa.gov
Amanda James	Support Enforcement Officer (SEO), Tribal Liaison (DCS)	509-363-5050	amanda.james@dshs.wa.gov
Aurora Maskall	Claims Officer (DCS)	509-363-5029	aurora.maskall@dshs.wa.gov
Chris Franks	Sr. Tribal Relations Manager (DCS)	360-664-5031	christopher.franks@dshs.wa.gov
Janet Gone	Regional Manager, Office of Indian Policy	509-865-7529	janet.gone@dshs.wa.gov