



# UPPER SKAGIT INDIAN TRIBE

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November 30, 2010

Lonnie Dalrymple  
Mt. Vernon CSO Administrator  
Department of Social and Health Services

RE: Upper Skagit TANF Operating Agreement 2010-2013

Dear Mr. Dalrymple:

The Upper Skagit Indian Tribe intends to continue the Upper Skagit Tribal TANF program for the period July 1, 2010 – June 30, 2013.

Please find attached Upper Skagit Tribal Council Resolution #2010-102 and a signed copy of the TANF Operating Agreement Between the Upper Skagit Indian Tribe and the Mount Vernon Community Services Office.

If you have any questions, please contact me at 360-854-7090.

Sincerely,

Randy A. Doucet  
General Manager of Governmental Operations



UPPER SKAGIT TRIBAL COUNCIL  
RESOLUTION 2010- **102**

**Re: Adoption of 2010-2013 Temporary Assistance for Needy Families Operating Agreement between the Upper Skagit Indian Tribe and the Mount Vernon Community Services Office**

**WHEREAS**, the Upper Skagit Tribal Council is the governing body of the Upper Skagit Indian Tribe in accordance with its Constitution and By-Laws approved by the Secretary of the Interior on December 4, 1974, and in accordance with the Indian Reorganization Act of 1934; and

**WHEREAS**, the Upper Skagit Tribal Council approved the 2010-2013 Agreement Between the State of Washington and the Upper Skagit Indian Tribe for Temporary Assistance For Needy Families by Resolution 2010-100; and

**WHEREAS**, the purpose of the TANF Operating Agreement is to set forth the terms and provisions for the day-to-day operations between the Tribe's TANF Program and the Mount Vernon Community Services Office; and

**WHEREAS**, based upon the recommendation of the Tribe's appointed representatives the Tribal Council has determined that it is in the best interest of the Tribe to adopt the attached 2010 – 2013 TANF Operating Agreement between the Upper Skagit Indian Tribe and the Mount Vernon Community Services Office;

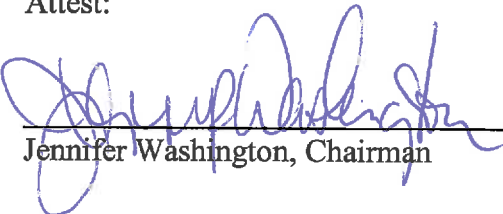
**NOW THEREFORE BE IT RESOLVED**, that the Tribal Council does hereby give the authority to the Tribal Chairman to execute the 2010 – 2013 TANF Operating Agreement, attached hereto and made a part hereof, between the Upper Skagit Indian Tribe and the Mount Vernon Community Services Office.

**CERTIFICATION**

The above resolution was duly enacted by Upper Skagit Tribal Council at a regular meeting held on November 30, 2010 on the Upper Skagit Reservation, at which time a quorum was present. The Resolution was approved by a vote of    FOR,    AGAINST, and    ABSTENTIONS.

  
\_\_\_\_\_  
Tina Talley, Secretary

Attest:

  
\_\_\_\_\_  
Jennifer Washington, Chairman

**TANF Operating Agreement  
Between the  
Upper Skagit Indian Tribe and the Mount Vernon Community Services Office**

July 1, 2010

This summary constitutes a record of the operational agreements reached between the Upper Skagit Indian Tribe, the Mount Vernon Community Services Office (CSO), Region 3 Community Services Division, and the Everett Division of Child Support (DCS), for the implementation of the Upper Skagit Indian Tribe's TANF program (USIT TANF).

This agreement represents a starting point for the parties involved. Further cooperative agreements or operational modifications are likely as needs change.

The purpose of this agreement is to further strengthen the government-to-government working relationship between all the parties; and to assure that all mutual TANF clients receive the best possible services at all times during the transition and the day-to-day operation of the TANF programs.

**1. Identification of Tribal TANF Cases:**

The Upper Skagit TANF Program service area is all of Skagit County, Washington. The service population includes eligible enrolled Upper Skagit Tribal members residing in Skagit County, including, but not limited to, those Upper Skagit Tribal members residing on the Swinomish Tribal Community's Reservation, and all enrolled members of federally recognized tribes who are residing on the Upper Skagit Indian Reservation.

- A. Enrolled Upper Skagit Tribal Members can only receive TANF from one State or Tribal TANF program at a time.
- B. When there are questions concerning appropriate program eligibility, the CSO and the Tribe will have a single point of contact to consult on appropriate placement. Any application and supporting information will be immediately forwarded to the correct office. Initially, the contact persons for this purpose will be:

**Mount Vernon CSO:**

- 1. Out stationed CSO staff
- 2. Call Center
- 3. Financial Services Supervisor of Batch Unit

**USIT TANF Program:**

- 1. General Manager of Governmental Operations

**2. Ongoing Transfer of Cases:**

- A. When a TANF case is transferred to the Mount Vernon CSO from another CSO in the State, the Mount Vernon CSO will screen for Upper Skagit Tribal TANF eligibility. If there is a question about which state or Tribal TANF program should serve a family, the CSO will immediately contact the other TANF program(s) to resolve who will serve that family.
- B. If a current state TANF client approaches the Upper Skagit Tribal TANF program to have his/her case transferred from the CSO, the Upper Skagit TANF program will screen for eligibility. If eligible, Upper Skagit TANF will notify the CSO to transfer the case.
- C. When a Tribal TANF family leaves the Upper Skagit Tribe's service area, Upper Skagit TANF will notify the Mount Vernon CSO and Everett DCS.
- D. Pregnant women in their first two trimesters of pregnancy served under the state TANF program who meet the eligibility criteria of the Upper Skagit Tribal TANF program will be transferred to the Upper Skagit TANF program 100 days prior to the due date.
  - i. Payment will be made by the state until the first full month of their last trimester.

**3. DSHS Out-stationed Employee(s)**

The CSO will continue to provide access to medical assistance and other services through a DSHS employee out stationed at the Upper Skagit Indian Tribe's clinic on the Reservation as long as funding is available. If funding is terminated, this section will be reviewed.

**4. Cases that Transfer with Open Basic Food (Food Stamps) and Medical**

On-going Basic Food eligibility will be determined by the CSO using the Upper Skagit Tribe's grant standards and any other earned or unearned income that will affect Basic Food eligibility. The CSO will keep Basic Food open on transfer cases through the current certification period provided the household remains eligible for assistance. The Upper Skagit Indian Tribe will provide income verification documentation of newly acquired income for clients who terminate. The CSO determines eligibility and opens Family (F04) Medical Assistance for the family, pending Upper Skagit Tribal TANF eligibility determination. Reporting change of circumstances information to the CSO is the client's responsibility.

**5. Ongoing Exchange of Information:**

The ongoing exchange of information will be covered through a data sharing agreement for the three (3) years of the Upper Skagit Tribal TANF plan. This exchange of data can be used in any situation where exchange of information is needed by either program to administer TANF, Basic Food, Medical Assistance, Child Support, Child Care, or General Assistance programs. However, reporting change of circumstances information to the CSO is the client's responsibility.

**6. Child Support:**

- A. The Division of Child Support (DCS) has an associated child support case(s) for each existing TANF case. Child support is currently being collected on some of these cases and will be forwarded to the Upper Skagit TANF program through electronic funds transfer. In order for DCS to timely and accurately transfer child support payments to the Upper Skagit TANF program:
1. Before or during the transfer month, the Mount Vernon CSO will notify the Everett DCS Field Office of cases being transferred to the Upper Skagit TANF program. Notification will include the name and Social Security Number of the custodial parent.
  2. Upper Skagit TANF will require that the custodial parent sign a form assigning his/her right to collect child support to the Upper Skagit TANF program. Upper Skagit TANF will send or fax the signed form to DCS.
  3. The Upper Skagit TANF program will set up an electronic funds transfer account and provide the account number to DCS.
- B. DCS will provide child support services for new Upper Skagit TANF cases, after receiving a completed referral and an assignment form(s) from the Tribe to DCS.
- C. Upon receipt of a child support assignment:
1. DCS will share with Upper Skagit TANF child support case information necessary for documenting and tracking child support payments.
  2. Both DCS and the Upper Skagit TANF will exchange case information necessary to coordinate services.

**7. Child Care for Upper Skagit Tribal TANF:**

The Upper Skagit Tribal Program cases will continue to receive TANF-related childcare through the CSO's Childcare Call Center. This includes all new and transferred cases. The Upper Skagit Tribal Program will contact the Childcare Call

Center directly to verify participation at (877) 501-2233. If there are child care eligibility issues which require a supervisory review, the Upper Skagit Tribal TANF Program can call (360) 714-4117.

**8. Basic Food and Medical Assistance for New Upper Skagit TANF Program applicants:**

- A. Applicants approved for Tribal TANF by the Upper Skagit TANF program who want Medical Assistance eligibility will be automatic once approved for Tribal TANF. Upper Skagit TANF will refer the client to the out stationed CSO staff to process their benefits. The Upper Skagit TANF program will provide copies of available verification of income, identification, household composition and address.
- B. Applicants approved for Tribal TANF by the Upper Skagit TANF program who want Basic Food assistance can apply at the Upper Skagit Health Clinic with the out stationed CSO staff or at the Mount Vernon CSO.
- C. Recipients needing a replacement of an EBT card can call JP Morgan at 1-888-328-9271 and the EBT card will be mailed and received by the customer in 3 to 5 days. The recipient can also choose to visit the local CSO between 10:00 a.m. and 2:00 p.m., Monday through Friday, to receive a replacement EBT card.
- D. If an applicant needs retroactive Medical Assistance, they are required to submit a state application to either the Mount Vernon CSO or the out stationed CSO staff at the Upper Skagit Health Clinic.
- E. The Mount Vernon CSO agrees to keep the Upper Skagit Program apprised of current CSO application procedures.
- F. The Upper Skagit Tribe will provide monthly verification of Tribal TANF cases to the CSO and DCS including the client's names, dates of birth, ACES number, grant amounts in order to calculate the Basic Food and Medical Assistance benefits, and Child Support related matters. The Upper Skagit Indian Tribe will provide income verification documentation of newly acquired income for clients who terminate.

**9. Change of Circumstances:**

- A. The client is responsible for reporting changes to both the Mount Vernon CSO and the Upper Skagit Tribal TANF program. However, the CSO may request information about resources and income verification from Upper Skagit TANF to facilitate determination for Basic Food, Medical Assistance and Working Connection Child Care.
- B. When an Upper Skagit Tribal TANF recipient reports changes in income or circumstances, Upper Skagit TANF will forward the information to the Mount

Vernon CSO within five (5) working days. If the client reports changes in income or circumstances to the Mount Vernon CSO, the CSO will forward the information to Upper Skagit TANF within five (5) working days.

**10. Over Payments:**

If an office opens a second TANF grant for an applicant who is already receiving benefits through another office, the office opening the second TANF grant will be responsible for establishing an overpayment and will coordinate with the other office(s) to immediately terminate duplicate benefits.

**11. Terminations:**

As soon as possible and no longer than five (5) working days after terminating a client's Tribal TANF benefits, Upper Skagit TANF will notify the Mount Vernon CSO and specify the reason for termination.

**12. Time Limits and Extensions:**

- A. Upper Skagit Tribal TANF recipients are exempt from the 60-month time limit for receipt of TANF benefits if they live on the reservation and the reservation meets the federal definition for Indian Country disregard. Under federal law, State and Tribal programs must not count these months towards the 60-month TANF time limit. The Tribe must include toward the 60-month time limit any months counted by the State when the recipient was on State TANF.
- B. Recipients who meet the definition of hardship will be exempted from participation, as defined in the Upper Skagit Tribal TANF Plan.
- C. Upper Skagit TANF recipients who reach the 60-month TANF time limit and are not exempt under the disregard, will be reviewed for an extension under the Upper Skagit TANF extension criteria for hardship or family violence.
- D. Upper Skagit TANF will serve TANF recipients beyond the 60-months using the State's criteria for extensions.
- E. If a family receives a combination of Tribal TANF/State TANF assistance for more than 60 months and the Upper Skagit Tribal Program terminates the Tribal TANF assistance, the customer may apply for State TANF assistance at the Mount Vernon CSO.

**13. Communication and Referrals:**

To assure high quality communication and to quickly resolve emergencies, the contact persons designated in Section 1, above, will also provide liaison and assistance between the offices for Food Assistance, Medical Assistance, Child Support, Child Care and General Assistance.

**14. Technical Assistance and Training:**

- A. Region 3 Community Services and Everett Department of Child Support are committed to providing technical assistance and training to tribal TANF staff whenever possible and appropriate. This may include training on SSI facilitation, Child Care, Child Support distributions and other topics relevant to case management and TANF service delivery. Upper Skagit TANF has also expressed their willingness to share training with Mount Vernon CSO staff whenever possible and appropriate.
- B. In acknowledgment of the intent of all parties:
1. The Mount Vernon CSO, the Everett DCS and Upper Skagit TANF will, upon request, arrange an orientation to their offices and basic programs and services.
  2. The Mount Vernon CSO, Everett DCS and Region 3 Community Services will invite Upper Skagit TANF staff to any appropriate local or regional training.
  3. Upper Skagit TANF staff, the Mount Vernon CSO, Everett DCS and Region 3 Community Services will share and exchange written materials and information about resources (journals, research papers, web sites, etc.) which appear relevant to TANF administration and service delivery.
  4. Upper Skagit TANF staff, Mount Vernon CSO staff, Regional Office of Indian Policy staff and Everett DCS staff will meet quarterly with each other to clarify, refine and further improve the operation of their programs and their government-to-government relationship.

**15. Data Share Agreement:**

- A. DSHS and the Upper Skagit Tribe will sign a data share agreement to last for the three-year period of the Upper Skagit Tribal TANF plan. The data share agreement will include available data for:
1. The ongoing exchange of information for cases described in Section 7.



- B. All parties understand and agree that the sharing of any information about individual clients and case circumstances will be limited to information needed for the proper administration of appropriate CSO, DCS and Tribal assistance programs. All parties will maintain nondisclosure statements signed by staff that has access to the data on file. All parties will make the nondisclosure agreements available to one another as requested.
- C. As required under federal law, data sharing will help prevent clients from receiving duplicate assistance.

**16. Mutual Cooperation, Trust and Support:**

It is the intent and commitment of the parties to this agreement to encourage and cultivate a professional, positive, cooperative, and mutually respectful relationship between our agencies and staff. We believe this spirit of cooperation, mutual respect and good will is critical to the success of the Upper Skagit Tribal TANF program and will result in the best service and outcomes for all of our mutual clients.

The Upper Skagit Tribal TANF Plan is approved for a three (3) year period from July 1, 2010 to June 30, 2013. This operating agreement may be reviewed, updated or modified at any time by mutual agreement of the parties listed below.

  
 \_\_\_\_\_ 11/30/2010  
 Jennifer Washington, Tribal Chair, Upper Skagit Tribal Council Date

\_\_\_\_\_  
 Deborah Doyle, Regional Administrator, Region 3 CSD Date

  
 \_\_\_\_\_ 11/23/10  
 Lonnie Dalrymple, Administrator, Mount Vernon CSO Date

\_\_\_\_\_  
 Patti Dalrymple, District Manager, DCS Everett Field Office Date