



LOWER ELWHA KLALLAM TRIBAL TANF PROGRAM PLAN

Effective October 2022 to September 2025

TABLE OF CONTENTS

SECTION I – GENERAL PROVISIONS OF LOWER ELWHA KLALLAM TRIBAL TANF page 1

- Statutory Authority
- Purpose and Approach
- Time Frame and Effective Date
- Service Area
- Service Population
- Public Comment

SECTION II – LEKT PROGRAM AND SERVICES page 6

- Programs and Services

SECTION III – EMPLOYMENT OPPORTUNITIES page 6

SECTION IV – TRANSPORTATION ISSUES page 7

SECTION V – ELIGIBILITY page 8

- Eligibility
- Not Eligible
- Non-Duplicative Service

SECTION VI – CHILD SUPPORT page 9

- Child Support Cooperation
- Good Cause Not To Cooperate Exception
- Pass Through
- Debt Forgiveness
- Child Support Exceeds the Cash Grant
- Child Support Funds

SECTION VII – CASE TYPES page 10

- Reunification
- Child Only
- Family, Minor Parent, Pregnancy

SECTION VIII – CASH GRANT page 11

- Cash Grant
- Underpayment of Assistance
- Overpayment of Assistance
- Payee Services

SECTION IX – OTHER ASSISTANCE page 12

- Emergent Supportive Services
- Non-Reoccurring Short-Term Benefits
- Diversion Services

- Transitional Services
- Incentives
- Work Experience
- Subsidized Employment
- Youth Opportunity Program

SECTION X – TIME LIMITS AND EXEMPTIONS page 15

- Time Limits of Assistance
- Time Limits Exemptions
- Hardship Exemption

SECTION XI – WORK PARTICIPATION REQUIREMENTS page 16

- Work Participation Rates
- Work Participation Standards
- Work Like Activities
- Job Search Limits
- Allowable Transportation Hours
- Work Participation Not Displacing Other Workers
- Exemptions from Work Participation
- Family Violence Option
- “Good Cause” Criteria for Failure to Accept or Maintain Employment

SECTION XII – EDUCATION REQUIREMENTS page 20

- Youth Education Participation
- General Equivalency Diploma Participation

SECTION XIII – SANCTIONS, PENALTIES, AND FRAUD page 20

- Sanctions and Penalties for Failure to Participate
- Sanctions
- Penalties
- Fraud

SECTION XIV – DISPUTE RESOLUTION AND CONFIDENTIALITY page 22

- Dispute Resolution Process
- Confidentiality

SECTION XV – FUNDING AND FISCAL ACCOUNTABILITY page 23

SECTION XVI – DATA COLLECTION AND REPORTING page 23

SECTION XVII – RETROCESSION page 23

SECTION XVIII – DEFINITION'S page 23

I – GENERAL PROVISIONS

Statutory Authority: The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was enacted in 1996 (PL-104-193). This legislation changed “welfare” as we once knew it, replacing “Aid to Families with Dependent Children” (AFDC) entitlement program to the “Temporary Assistance for Needy Families” (TANF). Under the PRWORA, Federally-recognized Indian Tribes are eligible to apply for funding under section 412 of the Social Security Act, as amended by P.L. 104-193 to administer and operate their own TANF Programs.

The Lower Elwha Klallam Tribe (LEKT) is a federally recognized Indian Tribe with a constitution approved by the U.S. Department of Interior on April 29, 1968. The Tribe’s governing body is the Community Council with delegated authority to an elected body, which is the Lower Elwha Klallam Tribe’s Business Committee.

Purpose and Approach: The purpose of the program is to provide assistance for needy families with children. It is to provide minor parents or adults with job preparation, work and work experience, and supportive services. (Employment related services are not available to caregiver relatives) The program is intended to assist needy families in becoming economically self-sufficient and not dependent upon Lower Elwha Klallam TANF Program for assistance. The program shall be known as the LEKT TANF Program.

In accordance with 45 CFR 260.20, the Tribe has four primary goals to achieve through the implementation and operation of the LEKT TANF Program to include:

1. To provide assistance (or other forms of support) to needy families so that children may be cared for in their own homes or in the homes of caretaker relatives;
2. To end dependence of needy parents on government benefits by promoting job preparation, work and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

To measure the achievement or progression toward these overall goals, the program will track and maintain relevant data in cooperation with other agencies. This data will include the number of persons receiving assistance, duration and type of assistance received, employment data such as placement rates, wages, occupations, educational levels, activity completion status, and participation rates. This information is currently being entered into the Tribal Assistance System (TAS) database. Federal and State quarterly reports are currently submitted in a timely manner.

Time Frame and Effective Date: The Tribe, in accordance with Section 412 of PRWORA, implemented a Tribal TANF Program on October 1, 1998, in accordance with the LEKT TANF Plan following negotiations with the State of Washington’s Department of Social and Health Services. The plan is negotiated every 3 years and the Tribe intends that the effective date of this plan is October 2022 through September 2025.

Service Area: The geographic service area is identified by the Tribe and negotiated for resource

allocation based on the ceded area and reserved hunting and fishing rights areas in the Treaty of Point No Point as interpreted in part by the United States v. Washington fishing rights case. The service area includes the area within the boundary of the Hoko River to the west, the Strait of Juan de Fuca to the north, McDonald Creek to the east, and the Olympic National Park boundary to the south. This area is also used for the Title VI Elders Program and a number of other social service programs. Families living outside of the area so described and as far east as Holland Road in Sequim, WA will be eligible for TANF Services through the LEKT, however, there MUST be an ENROLLED member of the Lower Elwha Klallam Tribe living in the family unit or a 1st generation descendant child (under the age of 18) for Child-Only Cases. The Tribe has long demonstrated its ability to provide services, to eligible native families and others, within this service area. The current and proposed LEKT TANF Program geographic service area does not overlap with any other Tribe's TANF service areas. As other Tribes negotiate a TANF Program with ACF and the State of Washington, where a potential overlap of service area exists, the Tribe will negotiate with that Tribe. The State of Washington has agreed to transfer all Tribal cases in the Tribe's services area to the LEKT TANF Program. However, clients may choose to receive services from Washington State DSHS instead of the Tribe.

All families and individuals served by the Tribe will be subject to the same rules and regulations and eligible for the same services.

Service Population: It is the intent of the LEKT TANF Program to provide services to all eligible members of federally-recognized Indian Tribes or Alaska Native Villages (AI/AN) living within the service area.

The Tribe intends to serve children involved in the child welfare system whose parent(s) are members of a federally recognized Indian Tribe or Alaska Native Village. With proof of parent enrollment, Locos Parentis Form or accompanying court documents (or in the case of voluntary placement, a notarized document authorizing temporary custody of the child, which must be updated every 6 months), the LEKT TANF Program will provide services to a child (ren) placed in a caretaker relative home.

Additionally, the Tribe allows for Child Only Cases in which a parent(s) receives Supplemental Security Income (SSI) and is otherwise income eligible. The parent(s) receiving SSI is not eligible for TANF but may receive TANF assistance for his or her child-(ren). Child Only Cases are also allowed when a single parent is a non-legal citizen. When the parent is a non-legal citizen, the cash grant will be issued through a payee or direct vendor payments.

All members of an eligible family, regardless of whether they are AI/AN, will be served as a member of the family assistance unit.

Family assistance units may not include more than two adult members, unless another family member 18 years of age is a child attending high school. Children 18 years of age attending high school may continue receive assistance until they turn 19. The spouse or person living as spouse, of an adult head of household (HOH), is required to submit their information to the LEKT TANF Program, regardless of citizenship or parental status. If they are citizens, they will also be required to comply with all work participation requirements. Non-US citizens will not be added to

the case; however their income will count towards the household.

Public Comment Period: This TANF Plan had a 45-day period of opportunity for the public to submit comments. The final draft of the plan was then reviewed by the LEKT Executive Director, Office of Tribal Attorney, and the Tribal Business Committee. Amendments were made as necessary and appropriate and the Plan was approved by Business Committee Resolution for submission.

Tribal Administrative Structure: The Tribe will directly administer the TANF Program as part of the LEKT Social Services Department. The Social Service Director is responsible for compliance with federal law and regulations and the TANF Program Manager is responsible for the direct supervision of the TANF staff. The Tribe will provide all services, assistance and activities or contract services per the Tribe's contract process and as allowable.

SECTION II – LEKT PROGRAMS AND SERVICES

The Tribe provides the following services that may also be available to LEKT TANF clients and/or their family members:

Social Services

- LIHEAP
- General Assistance
- Vocational Rehabilitation
- Emergency Food Assistance
- Family Advocacy
- Indian Child Welfare
- Family Preservation Services
- Elders Program
- Healthy Transitions

Education

- Post-Secondary Education
- Adult Vocational Education
- Head Start
- Early Head Start
- Summer Youth Employment and Training

- Johnson O'Malley Tutoring Child Care
- Child Care Center

Lower Elwha Health Clinic

- Klallam Counseling Services
- Medical and Dental Services
- Mental Health Services

Information Services

- Tribal networks
- Communications

Police Department

- Complete Services Including County Affiliations

Tribal Court

- Dependency/MINOC Court
- Criminal Court
- Civil Court

SECTION III – EMPLOYMENT OPPORTUNITIES

The Lower Elwha Klallam people and their government have been actively involved in creating the means to provide jobs and enhance the economic well-being of their people. There is a casino on the reservation as well as a convenience store, smoke shop, and coffee stand, which provide employment opportunities for community members. Additionally, the Elwha Klallam Heritage Training Center (EKHTC), which serves as a multi-functional training facility for families on Tribal TANF, purchases local art and other traditional products from community members. The staff at the EKHTC also provides a listing of available jobs in the area, including job descriptions when available at the front desk.

Demographically, the LEKT TANF Program service area primarily consists of the Lower Elwha Reservation and the city of Port Angeles. The reservation has an estimated enrolled member population of 493 that is not including additional other members of enrolled Tribes and Alaska Natives who live within the service area. The total city population is estimated at around 20,076. The reservation is predominantly rural and the main sources of employment on the reservation are government service jobs (Tribal and Federal) and subsistence river and ocean fishing. Current reservation businesses remain open however, they provide limited full-time, regular employment.

The nearby city of Port Angeles, traditionally known as c'ix'wícən, provides other employment opportunities. However, a combination of hiring practices, transportation barriers, education and skill level requirements have made it difficult for Tribal members to find full-time, permanent employment in Port Angeles. The LEKT TANF Program is committed to increasing opportunities for their clients by referring them to job training at the local community college or skills center, addressing challenges such as access to childcare, work clothing, and transportation, and removing barriers to employment such as renewing a driver's license or getting a GED.

Historically, the LEKT TANF Program has worked closely with various agencies and businesses including Tribal enterprises, Goodwill, Walmart, Sunrise Meats Inc., and Aldergrove Construction to facilitate on-the-job training and work experience for clients. The LEKT TANF Program remains committed to collaborating with other businesses and agencies to increase these opportunities. Depending upon the availability of funding, which will be determined on an annual basis, work site agreements will be developed with area employers and clients will be offered the opportunity to gain employment experience through a work experience or subsidized employment placement that best meets their needs and interests.

The LEKT TANF Program works to enhance opportunities for employment by creating Family Responsibility Plans (IRP) with the clients that are meaningful and relevant to each client. The IRP lists goals to move the family unit toward self-sufficiency, as well as program requirements and timelines.

SECTION IV - TRANSPORTATION ISSUES

The reservation is 9 miles from central Port Angeles and 3 to 7 miles from the nearest housing cluster of residents. Limited public transportation is available between these sites making transportation a challenge for clients who do not have transportation. It can take up to 4 hours of transportation time just for individuals to travel from the Upper Reservation housing area to the Social Service Department (location of the LEKT TANF Program) due to the public transportation schedule. This is a barrier to accessing services.

SECTION V - ELIGIBILITY

Eligibility for LEKT TANF assistance and services is as established in this plan and in the LEKT TANF Program Policies and Procedures.

Only needy families, as defined in the TANF Plan, may receive: (a) any form of Federal or State

Maintenance-of- Effort (MOE) funded assistance (as defined in 45 CFR 286.10): or (b) any assistance or services pursuant to TANF Purposes 1. or 2. “Needy” means financially deprived, according to income and resource (if applicable) criteria established in the TANF Plan by the Tribe to receive the particular “assistance,” benefit or service.

The Tribe may use segregated Federal TANF funds to provide services that do not constitute “assistance” (as defined in 45 CFR 286.10(c)) to individuals and family members who are not financially deprived but who need the kind of services that meet TANF Purposes 3. or 4. Objective criteria will be established for participation in these programs.

Unless directed otherwise by the State of Washington, the Tribe may also use MOE funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need.

Eligibility for Services is Determined By:

1. Whether a family assistance unit resides within the Tribe’s service area.
2. Whether the family assistance unit includes a dependent child or is a pregnant woman. (Pregnancy must be verified by a doctor)
3. Whether at least one member of the family assistance unit is enrolled in a federally recognized Indian Tribe or Alaska Native Village or, in the case of a child, pending enrollment. In the case of a child (ren) in caretaker relative placements, documentation of the child (ren)’s biological parent(s) enrollment in a federally recognized Tribe or Alaska Native Village and/or the child’s enrollment will suffice.
4. Income eligibility is determined by a family assistance unit whose income is equal to or less than 100% of the federal poverty rate. Household income is not a condition of eligibility for a Child Only Case. (caretaker relative placements) Diversion and Transitional services federal poverty rate is higher, and the rate is set here within.
5. Resources that impact eligibility for assistance. These include vehicle(s) with a combined fair market value of up to ~~\$5,000~~7,500; cash resources of up to \$2,500 per family-member; and real property, other than the primary residence of the family. Resources in excess of these limits will be deducted on a pro rata basis.
6. Whether or not the applicant(s) has exceeded the lifetime 60-month TANF assistance limit.
- ~~6-7.~~ 7. -Whether a client is using a controlled substance(s) that is illegal under federal law or prescription medications not prescribed to them. (determined by UA or other methods)
- 7-8. Whether, after an interview, the applicant(s) meets the eligibility requirements necessary to receive services.

The LEKT TANF Program understands that in order to complete in-patient substance abuse treatment the head of household or significant other within the family assistance unit may need to leave the service area for a short period of time. If the individuals are attending in-patient treatment, in compliance with their IRP, and maintain their primary residence in the service area while attending in-patient treatment they shall continue to receive services for up to 180 days. Should they elect to remain outside of the service area after in-patient treatment has been completed, they will be removed from the case or the case will be closed. Such cases will be reviewed every month for verification of in-patient attendance.

The following are not eligible for assistance:

1. Any minor parent, dependent child(ren), or adult of a family assistance unit, who is absent from the household for a period longer than 15 days, unless attending a federally supported primary or secondary school or absent due to hospitalization or treatment.
2. A family assistance unit who fails to notify the program of an adult's, minor parent's or child(ren)'s absence from the home for longer than 15 days. Failure to report the absence from the home, when the client continues to receive assistance for that individual, is considered fraud and the case will be closed and the fraud process followed.
3. Minor parents not living in an adult supervised household, unless legally emancipated or on a case management plan that includes a payee.
4. Minor parents not attending high school or approved training program.
5. Fugitive felons, individuals with open warrants or are not in compliance with court ordered parole or probation.
6. Any person who makes a fraudulent misrepresentation to obtain assistance. Individuals who make fraudulent misrepresentations to obtain assistance will be is considered fraud and the case will be closed and the fraud process followed.
7. Persons residing in a household who are not a minor or dependent child(ren), the spouse, or person living as the spouse of the head of household.

The LEKT TANF Program will deny services to a family assistance unit who do not cooperate in establishing paternity, obtain child support and/or assign child support rights to the Tribe unless cooperation poses a threat to a client, such as identification of the whereabouts of a family member who has reason to be concerned for her/his safety or that of his/her children, then a good cause exception will be granted. See the Child Support section here within.

Non-Duplicative Services: Per 45 CFR 286.75(f), no individual or family assistance unit accessing LEKT TANF Program services may receive TANF services from the State of Washington or any other State or Tribe. All applicants will be required to sign a statement that affirms they are not currently receiving any financial services from any other entity. The Tribe will cooperate with the State and any other Tribal Program in investigating potential abuses.

The LEKT TANF Program will work closely with the Port Angeles and Forks Community Services Offices (CSO) and DSHS to ensure that families receiving TANF assistance do not duplicate services. This is included in the Interagency Agreement and is enforced by close communication between the LEKT TANF Program, the Port Angeles and Forks CSO's and DSHS. A Data Share Agreement exists between the Tribe and the State of Washington to ensure confidentiality in the exchange of information.

The Tribe will work with the DSHS in accessing food stamps and Medicaid assistance for TANF clients.

SECTION VI – CHILD SUPPORT

Child Support Cooperation: The Tribe requires cooperation with Child Support Enforcement. Applicants and clients are required to assign child support to the LEKT TANF Program. If applicants or clients do not cooperate, the case will be denied or the case will be closed.

Good Cause Not To Cooperate Exception: If cooperation of child support poses a threat to a client, such as identification of the whereabouts of a family member who has reason to be concerned for her or his safety or that of the child or children, then an exception will be granted by the Program Manager or Social Services Director.

Pass Through: The Tribe may pass through child support funds to clients upon approval of the LEKT Business Committee and as defined in the LEKT TANF Policies and Procedures.

Debt Forgiveness: The Tribe may provide debt forgiveness, which is the forgiveness of funds owed to the program by non-custodial parents. Debt forgiveness will be provided upon approval of the Social Services Director and as defined in the LEKT TANF Policies and Procedures.

Child Support Exceeds Cash Grant: If the current child support collected exceeds the amount of the cash grant for more than two months, the case will be closed.

Child Support Funds: Child support funds are kept in a separate account from LEKT TANF Program funds. Funds collected are to be spent on the four primary goals of TANF as defined in this TANF Plan. These funds are subject to the same regulations as Federal and State MOE TANF funds.

SECTION VII – CASE TYPES

Reunification: In the interest of promoting healthy families and providing assistance to needy families so that children may be cared for in their own homes or in the homes of caretaker relatives, the LEKT TANF Program will continue to serve a parent or parents receiving TANF even if all the children have been removed from the home by Indian Child Welfare (ICW) or Child Protective Services (CPS). Only the adult portion will be distributed. The LEKT TANF Program will serve the adult head of household and their spouse or person living as spouse, for a period not to exceed 12 months, provided they are in compliance with the court-approved reunification plan as determined by ICW or CPS. Requirements for a Reunification Case will follow those of a Family Case. The children may also be provided services through a Child Only Case if otherwise eligible.

Child Only:

A Child Only Case provides cash assistance and support services for the care of a child or children. The income of the caretaker relative is not a condition of eligibility for a Child Only Case. When applying, caretaker relatives are not required to report income, unless the income is for the child (such as child support, per capita not going into Trust, or survivor's benefits). Caretaker relatives must furnish a court or legal document stating that they are caring for or have custody of the child(ren) or they can complete a Locos Parentis Form and receive services unless there is a dispute. If there is a dispute, a court or legal document must be provided.

Caretaker relatives who have children placed in their care by court order will have separate cases for each youth placed in their home by a court order.

Biological parents who are receiving Social Security Income benefits, who are otherwise eligible

for services, can apply for a Child Only Case to assist them to care for the child(ren) in their own home. Should the parent have income other than Social Security Income, the income will be counted.

A Child Only Case will be reviewed every 6 months for continued eligibility. Work participation are not required of Child Only Cases.

Family, Minor Parent or Pregnancy: Families receiving services under a Family, Minor Parent or Pregnancy Case will have a review of eligibility at a minimum of once every 90 days. The review may include, but is not limited to, review and updates to the IRP and required documents. The services provided to each client in the family assistance unit shall be determined on a case-by-case basis. The IRP shall contain all the requirements and strategies to move the family towards self-sufficiency to include goals, timelines, program requirements, work like activities and required hours per week.

There may be more than one family assistance unit in one household.

SECTION VIII – CASH GRANT

Cash Grant: The cash grant will be issued to eligible recipients once a month. The amount of the cash grant will be determined as listed in the LEKT TANF Program Policies and Procedures.

Income will be counted as follows:

1. Unearned income is deducted dollar for dollar from the cash grant.
2. Any earned income reduces the cash grant by \$.50 for each dollar.
3. Self-employment income will be counted as gross earnings minus verifiable business expenses. (defined in the TANF Policies and Procedures) The difference will be treated as earned income. If the difference is less than \$0, then the total earned income will be \$0.
4. Earned and unearned income from adult non-US citizens who are not part of the family assistance unit due to citizenship, but reside in the home, will be considered for eligibility purposes and cash grant amount.

Underpayment of Assistance: The LEKT TANF Program authorizes restoration or a supplemental cash grant if it is determined that a recipient received a lesser amount than eligible for, if for reasons such as:

1. A change that caused an increase in assistance that was reported too late for adjustment to the applicable payment period.
2. An administrative underpayment occurred.
3. A hearing decision ordered restoration of assistance.
4. The repayment by the recipient of an overpayment was in excess of the amount due.

The amount restored will be in addition to the assistance the recipient is entitled to receive for the applicable month.

Overpayment of Assistance: The LEKT TANF Program authorizes a reduction of the cash grant if it is determined that a client received a higher amount than eligible to receive. The client shall

have the opportunity to discuss the recovery with staff prior to any adjustment to assistance.

The adjustment or recovery will be made in the following manner:

1. The client's cash grant will be corrected by an adjustment to regular monthly payments immediately following the discovery and verification of the overpayment and after discussion with the client.
2. Recovery shall take into consideration undue hardship on the client. Future payments will be reduced until the total overpayment has been recovered. In no case shall the reduction exceed 25% of the cash grant in any given month.

If a case closes prior to the LEKT TANF Program recouping the over-payment amount and the client does not make arrangements to repay the program or fails to follow through with the repayment plan, the case may be referred to the Tribal Prosecutor. The amount owed will also be entered into the database and set up for deduction from future cash grants. If the case is reopened, the collection will be reinstated. If the client closes their case because of full time employment with the Tribe, the LEKT TANF Program will make arrangements with the Tribe and client to have an amount deducted from their check each pay period until the over-payment is recovered.

If a Child Only Case closes at no fault of the caretaker relative, an overpayment will not be sought.

Payee Services: A payee will be provided by the LEKT TANF Program or in partnership with another agency or individual by request or by indication of need and as determined to provide for the children in accordance with the first purpose of TANF. Payments may also be made directly to vendors as needed.

SECTION IX – OTHER ASSISTANCE

Emergent Supportive Services: Emergent supportive services will be provided to family assistance units who are otherwise in compliance and can provide documentation of need. Services will be provided by voucher, vendor payment, or other forms of payment as determined by the LEKT TANF Program and further defined in the LEKT TANF Program Policies and Procedures. Costs cannot be reimbursed. Households that are in sanction are not eligible for supportive services unless they assist with meeting compliance or if they are for a child or children. Those under investigation for fraud shall not be eligible for emergent supportive services.

Emergent supportive services, limits and frequency of use will be further defined in the LEKT TANF Program Policies and Procedures. Emergent supportive services are to provide for the basic need of the family assistance unit and may include but not be limited to:

Housing

Utilities

Transportation

Licensing and fees

Professional trade association fees

Testing or license certification

Employment

Work Clothes

Education

Meal vouchers

Relocation costs for work, school,
health or safety reasons
Medical exams or services – With

verification that there are no other
resources
Child related services

Emergent supportive services may only be used when a client has exhausted all other resources. A Supportive Service Request Form must be completed. Issuance methods will be as determined in the LEKT Policies and Procedures.

Additional supportive services may be approved by the Program Manager or Social Services Director as necessary for employment, education, health or safety or to assist the family assistance unit in becoming self-sufficient.

Nonrecurring Short-Term Benefits (NRSB): In accordance with 45 CFR 286.10 (b) (1), nonrecurring short-term benefits are: a) designed to deal with a specific crisis situation or episode of need; b) are not intended to meet recurrent or ongoing needs; and c) will not extend beyond 4 months. The LEKT TANF Program will provide NRSB to TANF eligible family assistance units who are otherwise in compliance and can provide documentation of an emergency situation that is beyond the client's control such as a fire, natural disaster, death in the family, a financial emergency, or other emergencies as approved by policy or the Social Services Director, that necessitates services above and beyond the support service limits. NRSB not to exceed \$2,500.00 in a 12-month period. Issuance will be determined in the LEKT Policies and Procedures.

Diversion Services: Diversion services are designed to assist families so that children can be cared for in their own homes and to prevent a family from becoming dependent on TANF services. They are available to family assistance units who; are not current TANF clients and are at risk of becoming dependent on the LEKT TANF Program if they do not receive services. They are also available to otherwise eligible family assistance units who do not want to meet the work participation requirements of the program but are in need of services. Diversion services will be provided to family assistance units whose income is under 300% of the current federal poverty level, are otherwise eligible for LEKT TANF Program services, and if funds are available. The availability of funds will be determined annually.

The amount approved will \$2,000.00. Families are only eligible to receive Diversion services once every 12 months and no more than 10 per lifetime. Family assistance units who have received diversion services are not eligible to open a case for at least 3 months and on the 1st of the following month from the date in which they last received services.

Diversion services may be used for, but are not limited to: housing, utilities, transportation, employment related expenses, educational or training expenses not covered by the employer, diapers for child for day care, day care costs, meal vouchers for employment, food expenses, and relocation expenses.

Diversion services paid by vendor payment or voucher are to be paid out within 4 months of approval. Additional issuance methods will be determined in the LEKT Policies and Procedures.

Transitional Services: Transitional services, not cash assistance, are provided to a family

assistance unit who have closed in compliance due to gaining employment, achieving a level of income or resources that exceeds the eligibility for a cash grant, or reaching the lifetime limit of cash assistance. Those who exceeds the eligibility levels established in this TANF Plan for cash assistance but are under 300% of the current federal poverty level are eligible for transitional services. These services will be provided in the minimum amount necessary to support the family during transition from TANF assistance to self-sufficiency.

Family assistance units, still within the service area, will be eligible for transitional services for up to 12 months after their case closes. Transitional services are limited to \$1,000.00 per 12-month period per family assistance unit. Services may include, but are not limited to, employment and training related expenses and as further defined in the LEKT TANF Program Policies and Procedures. Issuance will be as determined in the LEKT Policies and Procedures.

Incentives: Incentives will be provided to eligible clients who are in compliance and have accomplished a positive milestone towards self-sufficiency and based upon availability of funds. The availability of funds will be determined annually. Incentives will be issued as determined in the LEKT Policies and Procedures. Incentives are not available to clients in sanction unless it is for a child.

Work Experience (WEX): WEX placements will be made as appropriate and available for clients who have not been in the workforce for some time or for those that need further work experience. In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced other workers as listed here within. The number and length of WEX positions are dependent upon the availability of funds and will be determined on an annual basis.

Subsidized Employment: On-the-job- training (OJT) are for clients who have obtained employment while receiving LEKT TANF assistance. The LEKT TANF Program will reimburse employers, up to 50% of wages for a specific period of time, who are willing and able to train individuals in a certain vocation or skill.

Income from subsidized employment will be treated as any type of earned income and deducted from the client's cash grant as applicable. In accordance with 45 CFR 286.110, clients will not fill a position that would or has displaced other workers as listed here within. The number and length of subsidized employment positions are dependent upon the availability of funds and will be determined on an annual basis.

Youth Opportunity Program (YOP): YOP is a subsidized employment service for youth or minor parents. The service is offered in accordance with the Tribe's commitment to alleviating unemployment and increasing prospects of future employment for youth. YOP participation is limited to eligible youth (ages 14-21) enrolled in and attending school or working towards their GED or youth who have earned their GED or high school diploma. The income earned from YOP will not count as income for youth.

YOP guidelines will be established in collaboration with the LEKT TANF Program and other Tribal programs. The number and length of YOP positions are dependent upon the availability of funds and will be determined on an annual basis.

SECTION X – TIME LIMITS AND EXEMPTIONS

Time Limits of Assistance: There is a lifetime limit of 60 months of cash assistance to adults open on a TANF case. The 60 months is inclusive of months of assistance on the LEKT TANF Program as well as those administered by other states or other Tribes unless those months were exempted from calculation in the other jurisdiction's time limits.

The following will not count toward the time limit:

1. Under Section 286.115(d)(1) any month of receipt of assistance to a family assistance unit that does not include an adult head of household.
2. Under Section 286.115(d)(2), a family that does not include a pregnant minor head-of-household, minor parent head-of-household, or spouse of such head of household.
3. Under Section 286.115 (d)(3), any month of receipt of assistance by an adult during which the adult lived in Indian country or in an Alaskan Native Village in which at least 50% of the adults were not employed shall not be counted toward the 60-month time limit. For the purpose of determination of whether the not employed level was greater than 50%, the determination of the jurisdiction responsible for administration of the LEKT TANF Program at the time the client accessed services shall be used. For the Tribe, the calculation for unemployment will be based on data provided in the Bureau of Indian Affairs Labor Force Report, Census data, Washington State Employment Security and/or Tribal data.

Time Limit Exemptions: Exemptions may not exceed 25% of the highest total caseload.

Hardship Exemption: A hardship exemption is for individuals who have met or exceeded the lifetime limit of assistance. To be eligible for a hardship exemption, the individual must first apply for and be denied for TANF assistance due to exceeding the lifetime limit of assistance. To request an exemption, the individual is required to complete an Exemption Form and provide supporting documents.

Reasons for a hardship exemption may include, but not limited to, individuals who were not successful in becoming self-sufficient due to:

1. Long-term chemical dependency or mental health issues
2. Physical or sexual abuse
3. Neglect or deprivation of medical care
4. Other extenuating circumstances

The Program Manager or Social Services Director will approve or deny the exemption and a written notification will be sent. If denied, the client will be notified of the dispute resolution process.

There is no limit on length of time that a client may be granted an exemption under the hardship exemption, however, a re-determination will be done no less than every 3 months.

SECTION XI – WORK PARTICIPATION REQUIREMENTS

Helping adult and minor parents find employment so that they can be self-sufficient is the primary goal of the LEKT TANF Program. It should, however, be understood that not all clients are able to engage in suitable employment and may need to participate in other work like activities in order to empower them to be successful in the current job market. For this reason, barrier removal and participation in programs that provide basic skills and training for successful employment may make up the bulk of a client's work participation requirements.

Work Participation Rates: The Tribe has had a long history of high unemployment; therefore, the following work participation rate represents fair and appropriate standards. The LEKT TANF Program will meet the following work participation rates:

Year One: 42%
Year Two: 42%
Year Three: 42%

The June 2022 unemployment rate for Clallam County is %. County unemployment remains high due to the . There has also been a continued decline in the fishing industry. Many Tribal members have depended on the fishing, crabbing, and shrimping to make a living. However, due to increased regulations, the seasons are shorter and the income earned does not sustain a family. Tribal members also find it difficult to compete for specific job. There are times it is necessary for families to turn to TANF for assistance.

Work Participation Standards: For the purpose of the LEKT TANF Program, the minimum number of hours that adults or minor parents will be required to participate in work like activities to meet the work participation requirements are as follows:

1. Single Parents: Must participate in a minimum of 20 hours per week.
2. Two-Parent Families: Unless the family cannot find appropriate childcare or one adult is disabled or caring for a disabled family member, both parents must participate in a minimum of 40 hours per week combined. The hours can be shared and will be averaged for the month. If one parent is exempt from work participation, the other adult or minor parent is only responsible for completing a minimum of 20 hours per week.

There is no work participation requirements for Child Only Cases.

Work like Activities: The LEKT Tribe is committed to helping families obtain self-sufficiency. It is expected that all adult family members, with few exceptions, will participate in work like activities while receiving a cash grant from the LEKT TANF Program. Work like activities that will be counted as work participation include:

1. Unsubsidized employment
2. Subsidized employment
3. Work experience (WEX)
4. Self-employment
5. Traditional self-employment or subsistence activities such as fishing, hunting and gathering or for the purpose of providing support to Tribal Programs. (i.e., Elders, Head Start, canoe journeys)
6. Preapproved community service and Tribal cultural and religious activities. (includes teaching activities and skills relevant to Tribal culture)

7. Job search activities (limited hours allowed – see below)
8. Unpaid work experience – job shadowing, internships, volunteering, etc.
9. On-the-job training (OJT)
10. Participation in job readiness programs
11. Trainings and workshops organized or approved by the LEKT TANF Program
12. Job skills training
13. Vocational training
14. Education related to employment.
15. GED completion
16. High school course work
17. Post-secondary education - Must show reasonable progress towards completion of an accredited degree program which will lead to employment.
18. Provision of childcare for another TANF recipient engaged in work participation.
19. Activities aimed at removing barriers to employment such as LEKT TANF Program approved counseling and/or chemical dependency treatment.
20. Employment barrier removal activities to include activities such as medical and dental appointments, mental health counseling, and legal barriers such as dealing with suspended driver's license, unpaid traffic fines and attending court.
21. Volunteer hour as approved by the LEKT TANF Program.
22. Other activities aimed at removing barriers to employment as listed in the IRP and as approved by the LEKT TANF Program.
23. Transportation hours as defined in this Plan.

Work like activities must be reported on the monthly report and verification provided as requested.

Job Search Limits: The amount of time an individual may spend in job search, as a sole work participation activity, is limited to a total of 6 weeks per fiscal year. If the average unemployment rate in the service area exceeds the United States unemployment rate by more than 50%, then the activity will be extended to an allowable 12 weeks per fiscal year.

There are no limits for individuals who participate in job search or job readiness in combination with other work like activities. Due to the rural nature of much of the service area, the limited number of employers, and the high rate of unemployment, the Tribe will consider participation of the individual in job search for a maximum of ten hours a week. This will include time spent in independent job search activities and classroom or group job search activities. Job search activities must be documented.

Allowable Transportation Hours: Reasonable transportation time will be included in an adult or minor parent's weekly work participation hours in accordance with 45 CFR 286.80. Reasonable is defined as the realistic length of time that it would take an individual to travel from their home to their work site, including any necessary stops along the way (i.e. child care).

The city of Port Angeles is located 20 minutes (9 miles) from the Lower Elwha Klallam Reservation and Sequim is 40 minutes (25 miles) away. However, for individuals who rely on public transportation, the travel time involved is significant. For those who live on the Upper

Reservation, it can take up to 4 hours to travel to/from the Lower Reservation. Further, if clients travel to or from the Lower Reservation or to or from Port Angeles, they will need to transfer bus routes and wait for additional connections. The travel time for those living in the Lower Reservation or in Port Angeles is shorter but the travel time is significant as public transportation only travels to the Lower Reservation every two hours. In consideration of the travel time for those accessing public transportation, the LEKT TANF Program allows for up to 3 hours a day of actual travel time when clients are completing work participation hours.

Work Participation Not Displacing Other Workers: An adult or minor parent taking part in work participation hours cannot fill a vacant employment position if:

1. Any other individual is on layoff from the same or any substantially equivalent job; or
2. The employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction in its work force in order to fill the vacancy with a TANF client.

Should a person want to file a grievance to resolve complaints of alleged violations of this displacement rule, the person shall submit a grievance to the Social Services Director and the Dispute resolution process will be followed. This regulation does not preempt or supersede Tribal Laws providing greater protection for employees from displacement. A copy of the non-displacement policy is posted in the LEKT Social Services Office.

Exemption from Work Participation: All adults or minor parents of a family assistance unit, not to include Child Only Cases, will be required to participate in work like activities, except in the following circumstances:

1. Persons over the age of 55.
2. Pregnant women in their last trimester.
3. Postpartum women for 12 months after the birth of her child or in the case of a two-parent family, either the mother or the father may be exempt for the 12 months. (but not both) This allows for one parent to stay home with the child.
4. Disabling medical conditions as defined by a physician.
5. Special circumstances, such as care for a disabled dependent or elder, court requirements, or such other extraordinary circumstances as approved by the Program Manager or Social Services Director.

To request an exemption due to medical conditions or special circumstances, the client is required to complete an Exemption Form and provide supporting documents. The Program Manager or Social Services Director will approve or deny the exemption and a written notification will be sent. If denied, the client will be notified of the Dispute resolution process.

Family Violence Option (FVO): Pursuant to 45 CFR Section 286.140, the Tribe elects to include the Family Violence Option (FVO) as part of this TANF Plan.

Adult or minor parents that are a victim of domestic violence, may be granted waivers for work participation requirements, child support assignment and/or establishing paternity in cases where compliance would make it difficult for such individuals to escape domestic violence, unfairly penalize those who are or have been victimized by domestic violence, or put the individual at risk of further domestic violence. The word of the individual, records from agencies,

or the Family Violence Screening Tool can be used to determine whether an individual is a victim of domestic violence.

Individuals receiving TANF assistance under the FVO will be referred for services and monitored to ensure progress, as follows:

1. When available, meet with and follow through with conditions of a Domestic Violence Agency until they deem services are no longer needed.
2. When available, meet with and follow through with Mental Health counseling for self and family members that have been impacted by the violence until the counselor deems services are no longer necessary.

The LEKT TANF Program will ensure:

1. That the FVO and supportive service information will be given to all adult or minor parent clients through the interview process. Clients will also be informed at the interview that they may request an FVO at any time.
2. That participants provided services under the FVO have an IRP that outlines the treatment plan as set forth by the Domestic Violence Agency.
3. That confidentiality will be upheld for those receiving services under the FVO.

Once an FVO is requested the Program Manager or Social Services Director will approve or deny the request and a written notification will be sent. If denied, the client will be notified of the Dispute resolution process.

There is no limit on length of time that a client may be granted a waiver under the FVO, however, a re-determination will be done no less than every 90 days.

Good Cause Criteria for Failure to Participate in Work Like Activities: Clients who fail to participate in work like activities contained in the IRP will be subject to sanctions as identified in this Plan, unless "good cause" is shown.

One of the following criteria must be met to show "good cause" or the sanction process will apply:

1. Unavailability of transportation (only until arrangements can be made)
2. Lack of available, affordable, and/or appropriate childcare within a reasonable distance of the home or work site. (one-parent families only with children under the age of 6 years old) If a parent wishes to claim exemption based on lack of available, affordable, and/or appropriate child care, the parent must submit written documentation that verifies at least one of the following statements is true: a) appropriate child care within a reasonable distance from the home or work site is unavailable; b) informal child care by a relative or under other arrangements is unavailable or unsuitable; or c) appropriate and affordable formal child care arrangements are unavailable. Such documentation must be submitted to determine if it meets the criteria for exemption. Definitions of "appropriate childcare," "reasonable distance," "unsuitability of informal care," and "affordable childcare arrangements" can be found in the definitions section in this Plan.
3. Mental and physical health issues that are documented by a qualified health professional and includes time limits. Clients must participate in counseling or treatment as deemed appropriate by service providers.

4. Environmental emergencies. (such as fire, flood, violent storm, earthquake, or tsunami)
5. Participant does not understand the IRP requirements. (ONE TIME ONLY)
6. Extraordinary family circumstances that would constitute unreasonable hardship or risk.

To show “good cause” for failure to participate in work like activities, the client is required to complete an Exemption Form and provide supporting documents. The Program Manager or Social Services Director will approve or deny the “good cause” and a written notification will be sent. If denied, the client will be notified of the Dispute resolution process.

Good Cause Criteria for Failure to Accept or Maintain Employment: One of the following criteria must be met to show “good cause” for a client to fail to accept or maintain employment or the sanction process will apply:

1. The work adversely affects the client’s physical health as documented by a qualified health professional.
2. The work site violates federal or tribal health and safety standards.
3. The wage does not meet federal minimum wage or piecework standards.
4. The job is vacant due to strike, lockout, or other labor dispute.
5. The job referral or employer is discriminatory.

To show “good cause” for failure to accept or maintain employment, the client is required to complete an Exemption Form and provide supporting documents. The Program Manager or Social Services Director will approve or deny the “good cause” and a written notification will be sent. If denied, the client will be notified of the Dispute resolution process.

SECTION XII – EDUCATION REQUIREMENTS

The Tribe has prioritized the education of its people, both youth and adults.

Youth Education Participation: All children 6 to 18 years of age who are in a family assistance unit, receiving a cash grant, will be required to show satisfactory school attendance during the public-school year. Failure of parents to send children to school or the failure of children to attend school contrary to applicable law will result in sanctions.

General Equivalency Diploma Participation: In the interest of promoting job preparation and ensuring self-sufficiency, clients without a General Equivalency Diploma (GED) or high school diploma will be required to participate in GED or the equivalent for a minimum of ten hours per week. Non-participation in GED or the equivalent will result in initiation of the sanction process.

SECTION XIII – SANCTIONS, PENALTIES, AND FRAUD

Sanctions or Penalties for Failure to Participate: The LEKT TANF Program is designed to assist needy families to obtain self-sufficiency. All clients who receive a cash grant must meet the requirements of the program. There may be occasions, however, when clients refuse to participate in work like activities, follow the IRP, submit documentation or adhere to other requirements of the program. Sanctions are designed as tools to leverage cooperation when individuals will not otherwise cooperate.

Sanctions or penalties will be imposed when clients fail to:

1. Provide complete and/or accurate information.
2. Attend scheduled appointments with staff or referral sources.
3. Participate in approved work like activities or meet minimum participation hours for non-exempt adults or minor parents.
4. Provide a complete work participation sheet and income verification report by the 5th of the month.
5. Meeting goals within the timelines established in the IRP.
6. Complete a drug screening within the scheduled time-frame and/or have a positive drug screening.
7. Follow through with any other requirements imposed on the client.

Sanctions: Failure to meet the standards as listed above will result in a sanction that will be applied to the cash grant. A written notice will be sent to the family assistance unit and will document the non-compliance issue(s) and the corrective actions that must be taken to rectify the sanction. Clients will have 30 days to complete the corrective actions. Failure to do so will result in consecutive monthly sanctions for continued non-compliance. Clients in sanction may also be placed in payee status until the sanction is rectified. Supportive services and incentives will not be available while a family assistance unit is in sanction unless the supportive service will rectify the sanction or the supportive service or incentive is directly for the benefit of a child or children.

Sanctions that will be as follows:

1. First month is a 25% reduction of the monthly cash grant.
2. Second month is a 50% reduction of the monthly cash grant.
3. At the end of the second month, if the corrective action has not been completed, the case will be closed and the family assistance unit will not be able to reopen a case for a minimum of 30 days.

For each month of sanction, a written notification shall be sent to the family assistance unit that clearly outlines the non-compliance issue(s) and corrective actions that must be taken to rectify the sanction. A copy of the Dispute resolution process will be sent with the first sanction and will be made available at any time during the sanction process. At any time during the sanction process, the client can meet with the Caseworker to discuss the case status and to determine the necessary steps to lift the sanction.

Penalties: A case will be closed if the clients have not made contact with the Caseworker for over 30 days. Prior to closing a case, a warning letter will be sent and a home visit may be attempted. If the case closes, the case will close for 30 days and a written notification will be sent that includes the dispute resolution process.

A cash grant will not be calculated without a completed monthly report and all supporting documents. If the monthly report is not submitted by the due date, but submitted prior to the last day of the month, a late grant will be issued on or around the 15th of the following month. If the monthly report is not received by the last day of the month in which it is due, the case will close for 30 days and a written notification will be sent that includes the dispute resolution process.

There are times that a written request will be made for required documentation. If a case is

closed for missing documentation and the family assistance unit reapplies and the documentation is still needed, the documentation must be submitted with the application.

Fraud: When the LEKT TANF Program receives valid documentation or evidence of fraud, the case will be reviewed by the Program Manager and then staffed with the Social Services Director. The Caseworker and Program Manager will then meet with the client to discuss the allegations and allow for the client to provide additional information. If it is determined that fraud has been committed, a written notice will be sent to the client that outlines the fraud and Tribe's actions, which includes an immediate case closure for 12 months and a referral to the LEKT Prosecutor.

Fraudulent misrepresentations include but are not limited to; falsifying work like activity hours, forgery of signatures, failing to report someone leaving the home for more than 15 days, and/or falsifying or failing to report income.

The LEKT TANF Program shall attempt to recoup the total amount of any benefits received by a family assistance unit through fraudulent misrepresentation through legal action. All funds owed to the program will also be entered into the database as an overpayment and will be deducted from future cash grants not to exceed 25% of the cash grant until the debt is paid in full.

The dispute resolution process is not allowed for fraud.

SECTION XIV – DISPUTE RESOLUTION AND CONFIDENTIALITY

Dispute Resolution Process: The LEKT TANF Program has developed a dispute resolution process that is included in the LEKT TANF Policy and Procedures. A pamphlet is given to all applicants and clients when a decision is made that may reasonably be viewed as adversely affecting the benefits or services. The pamphlet is also available in the waiting area where services are delivered.

Confidentiality: The LEKT TANF Program will restrict the use and disclosure of information about applicants or clients receiving TANF assistance. The program will not release or disclose applicant or client information, except as specifically authorized in an administrative rule or as ordered by a court of competent jurisdiction.

The LEKT TANF Program shall not make available to the public any information or record about a applicant or client maintained by the program. Such information and records include, but are not limited to, any information that contains the applicant's or client's name or any identifying symbol, unless such release of information is:

1. Requested by the applicant or client or disclosure is made with the applicants or client's prior written consent.
2. Requested by another agency for a purpose compatible with the purpose for which the record was collected. (i.e., as dual eligibility)
3. Pursuant to the order of a court of competent jurisdiction.
4. Where a person petitions for review of the Social Services Director's adverse decision.
5. Disclosed to a requesting person or agent upon a showing of compelling circumstances affecting the safety of an applicant or client, if upon disclosure, notification is transmitted to the last

known address of the client.

SECTION XV – FUNDING AND FISCAL ACCOUNTABILITY

Fiscal Accountability: For each fiscal year during which the Tribe receives or expends funds pursuant to a block grant under Section 412 of Title IV-A for Temporary Assistance for Needy Families, the fiscal accountability provisions of Section 5(f) (1) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450c (f) (1)), relating to the submission of a single-agency audit report required by chapter 75 of title 31, United States Code, applies.

SECTION XVI – DATA COLLECTION AND REPORTING

The Tribe will meet all the applicable federal statutory and regulatory reporting requirements for the TANF Program.

SECTION XVII – RETROCESSION

The Tribe may retrocede the operation of the LEKT TANF Program to HHS/ACF by providing written notice to the Secretary according to the guidelines in the Final Rule (45 CFR Parts 286 and 287). The Tribe will provide concurrent notification to the State of Washington.

SECTION XVIII - DEFINITIONS

Affordable Child Care: Affordable childcare arrangements are determined by a market rate survey conducted for the Department of Health and Human Services.

American Indian: An enrolled person in a federally recognized Indian Tribe meeting the membership requirements established by the constitution of that tribal government. "Indian" means a person who is a member of an Indian tribe. "Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special program and services provided by the United States to Indians because of their status as Indians (as defined in the Indian Self-Determination and Education Assistance Act definition, 25 U.S.C. § 450b, reclassified as 25 U.S.C. § 5304).

Appropriate Child Care: 1. A licensed childcare provider who meets the minimum licensing requirements for family child day care homes or child day care centers for the type of care and age of child; 2. Child Care providers who are exempt from licensing but who are certified by DSHS; 3. In- home/relative providers who are exempt from licensing and certification, they must be registered with DSHS and/or the Tribe and meet the requirements.

Assets: For determination of eligibility for TANF, only the value of vehicles and accessible cash assets are used.

Caretaker Relative: Adult specified relatives other than parents who have a child residing with them and who are responsible for the child's care. Only one child in the family must be related to one of the following specified relatives: brother, sister, aunt, uncle, nephew, niece, first cousin, or first cousin once removed; one of these relationships prefixed by "grand" or "great"; one of these relationships by half-blood; a stepparent, step sibling, or the spouse of a relative by marriage,

even if the marriage has ended. Also included are Indian children living with non-Indian caretakers who are legally responsible for their care who meets the criteria of the adult relative as stated above.

Child Only Cases: Child Only Cases are defined as cases where there is/are non-needy caretaker(s) in which assistance is provided only to the children.

Culturally Recognized Standards: Those behaviors and relationships which are generally recognized by the Lower Elwha Klallam Tribe as being unique values to Native people due to their status as native people.

Dependent Child: A child under the age of 18, or 19 if still enrolled and attending secondary school, residing with his/her parent, parents, or caretaker relative; and who is legally dependent upon that person for their daily maintenance. A caretaker relative, with a statement transferring custody including TANF eligibility, even without a court order, is considered legally dependent on the caretaker relative for the purpose of TANF eligibility.

Disabled: For the purposes of this plan, an individual is considered disabled if: i.) they are eligible for and receiving services for a disability from either the State or Federal government; ii.) They present documentation that indicates they may be eligible for disability from either the State or Federal government and are actively pursuing an eligibility determination; iii.) They present documentation from a medical provider that clearly indicates a disability, and the limitations on that person's activity, including anticipated duration of disability.

Domestic Violence: An act or acts of verbal, emotional, physical, or sexual violence, or the denial of basic needs, of one member of a family towards another that results in physical or emotional harm or damage.

Economic Resources: The resources that a family has access to for on-going living expenses, including, but not limited to: income, assets, real and personal property, and the value of in-kind services.

Emergent Situation: When a need for help or relief, created by some unexpected event, such as, but not limited to, a weather emergency; death in the family, home fire, natural disaster, power outage, infestation of vermin.

Employment: Paid labor.

Family Responsibility Plan: A coordinated comprehensive plan developed by the family assistance unit with the facilitation of a Caseworker for the purpose of moving the family to self-sufficiency. A case management plan will identify the specific goals and objectives with identification of responsibility and measurements. Also known as a Case Management Plan.

Family Assistance Unit: For the purposes of this document and implementation of the TANF Program, a family assistance unit or family is:

- A married couple and their dependent child(ren);
- A couple residing as a married couple with a child in common, and their dependent child(ren);
- A single parent and his/her dependent child(ren);
- A dependent child living with a caretaker relative;
- A dependent child living with another caregiver where a compelling reason for the relationship exists, and there is a Locos Parentis Form or court order; or
- A pregnant woman.

Federal Poverty Guidelines: The guidelines developed on an annual basis and published in the Federal Register.

Good Cause: Means that an individual is relieved of certain program requirements when the individual is unable to participate for various reasons as outlined by each program. The

individuals must claim, and the department must approve, good cause.

Gross Earned Income: An individual's total personal income before taking taxes or deductions into account.

Head of Household: The adult family member who is the primary wage earner and/or is the responsible individual within the family as indicated by the family themselves; or through documents, such as the lease holder, a utility bill, or other similar indicators of responsibility.

Household: Persons residing together at the same domicile within a family group. More than one family assistance unit may reside within the same household.

Immediate Family: The group of individuals, including the client's parents, spouse, children, sisters, brothers, grandparents, grandchildren, foster children, or others raised in the home or residing in the home and considered by the community to be part of the immediate family; or those related to some degree by marriage.

Income: For the purposes of determining or maintaining eligibility under this proposal, income includes cash resources as outlined in the Lower Elwha Tribal Policy.

Indian Family: A family with a head of household, or at least one member, who is an enrolled member of a federally recognized Tribe. For child only cases, the child's enrollment (or biological parent's enrollment) in a federally recognized Tribe will determine eligibility, regardless of the enrollment status of the caregiver relative.

Job Ready: A determination that an adult in a family assistance unit has the capacity to get and maintain employment to allow the family to move toward self-sufficiency.

Minor Parent: Parent under the age of 18.

Native: see "American Indian"

Native American: This term grew out of the "politically correct" move in the U.S. to properly identify people of color and nationalities. The Native American identifies any person of Tribal blood and is often used outside the range of "American Indian" which requires a blood quantum in a federally recognized tribe. For the purpose of this document, the terms of Native American, Native and Indian are defined as under "American Indian."

Needy Family: A family assistance unit who's combined earned and unearned income and resources are such that they cannot provide for their basic needs of shelter, food, clothing, and personal hygiene. A family whose income is equal to or less than 100% of the federal poverty rate is the threshold used by the Tribe to determine a needy family. For the purpose of Transitional and Diversion services, a family with gross income of under 200% of the federal poverty rate may be determined a needy family.

Net Earned Income: Gross earned income minus Federal, State, or Tribal taxes or mandatory fees.

"Other Indian:" An eligible enrolled member of an Indian Tribe or Alaska Native Tribe or Corporation living in the service area of the Lower Elwha Klallam Tribe's Service Area. For the purposes of serving Indian child only cases wherein the family may not be Indian, this designation would also be used. In recent federal documents, "other" is also referred to as "unaffiliated families" eligible family member or members.

Protective Payee: A responsible person or agency that will receive all or part of a cash grant on behalf of an eligible client and will make necessary payments on behalf of the client.

Reasonable Distance: One parent family with children under the age of 6 with an automobile will not be required to travel more than 40 miles per one round trip from home to appropriate childcare to work; and one parent family clients with children under the age of 6 without an automobile, who do not have access to appropriate childcare on a bus line; may be excused from

work participation requirements until other arrangements can be made.

Self-sufficiency: The ability to provide for a family's needs without dependence on publicly funded assistance programs.

State Matching Funds: Cash resources received from the State of Washington to assist in providing services consistent with this agreement.

Suitable Informal Care: In-home providers who qualify through the State of Washington for compensation, meeting the standard qualification set forth by the State of Washington to include passing a background check.

Supportive Services: Additional financial assistance provided to an eligible client or family assistance unit for basic needs consistent with and necessary to their IRP.

TANF: Temporary Assistance to Needy Families.

Training: A period of formal or informal education with specific measurable outcomes towards improving employability and self-sufficiency.

Transitional Services: Services provided to families no longer receiving cash assistance due to exceeding income eligibility from employment.

Unaffiliated Families: See "Other"

Unsuitability of Informal Care: Childcare that is not licensed, certified, or registered by DSHS and/or the Tribe.

Vendor Pay: Portion of the grant may be paid directly to vendor for the benefit of the child or family assistance unit and the best care and welfare of the child. In some cases, sanctions may require the full cash grant to be paid directly to vendors.

"WorkFirst"®: The Washington State TANF Program developed by the Washington State Legislature and provided by the DSHS.