



KARUK TRIBE

Karuk Tribal TANF Program Policy Manual

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1. OVERVIEW OF KARUK TRIBAL TANF PROGRAM

1.1 Karuk Tribal Temporary Assistance To Needy Families Plan Overview

The Karuk Tribe developed a Karuk Tribal Temporary Assistance to Needy Families (TANF) Program (KTTTP) Tribal Family Assistance Plan (TFAP) that was approved by the United States Department of Health and Human Services (HHS), Administration for Children and Families (ACF) effective December 1, 2023 through November 30, 2026. At the end of the approved term, the Karuk Tribe has the following options: submit a letter of intent to continue operating a Tribal TANF program with no changes to the service delivery area (SDA) or service population; or submit a new three-year plan indicating changes to either geographic SDA or service population.

KTTTP will provide assistance and support services to eligible needy Indian families who reside in the approved service area of the off-reservation areas of Siskiyou County and on the Karuk and Quartz Valley service areas. KTTTP services and assistance will be provided to eligible needy Karuk tribal members and their descendants who reside within the approved service area of the northeastern corner of Humboldt County.

1.2 45 CFR 260.20 – The Four Purposes of TANF

According to Section 260.20 of 45 CFR, KTTTP has the following four purposes:

- (1) To aid needy families so that children may be cared for in their own homes or in the home of relatives
- (2) To end the dependence of needy parents on government assistance by promoting job preparation, work and marriage
- (3) To prevent and reduce out-of-wedlock pregnancy
- (4) To encourage the formation and maintenance of two parent families

1.3 Assistance defined by Federal Regulations

Paragraph (a) of 45 CFR 286.10 defines Assistance as follows:

1. The term Assistance includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).
2. It includes such benefits even when they are:
 - a. Provided in a form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

- b. Conditioned on participation in work experience or community service (or any other work activity under Section 261.30 of this chapter
3. Except where excluded under paragraph (b) of this section, it also includes supportive services such as transportation and child care provided to families who are not employed.

Paragraph (b) of 45 CFR 286.20 excludes:

1. Non-recurrent, short-term benefits that:
 - a. Are designed to deal with a specific crisis situation or episode of need;
 - b. Are not intended to meet recurrent or on going needs; and
 - c. Will not extend beyond four months.
2. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
3. Supportive services such as child care and transportation provided to families who are employed.
4. Refundable earned income tax credits.
5. Contributions to, and distributions from, individual development accounts;
6. Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
7. Transportation benefits provided under a job access or reverse commute, pursuant to section 404 (k) of the Act, to an individual who is not otherwise receiving assistance.

Paragraph (c) of 45 CFR 286.10 does not preclude a Tribe from providing other types of benefits and services consistent with the purposes of the TANF program.

1.4 Support Services

Those forms of assistance defined in 45 CFR 286.10 paragraph (b) above, are supportive services that can be provided to both TANF eligible families, safety net families and “needy” families as defined in the Karuk TFAP. “Non-needy” families are not eligible for Supportive Services.

1.5 Transitional Services

The Karuk TFAP provides that transitional services will be available for a maximum of 24 months to KTTTP families who are no longer eligible for cash assistance to assist the family to stay off of TANF. Families with an income of up to 300% of federal poverty guidelines will be eligible for transitional services. Transitional services are not available if the family’s cash assistance has been terminated due to fraud or sanction or if the family is still receiving a child only grant. The lifetime monetary limit for transitional services is \$15,000.00. Work related expenses or educational related work expenses are allowable as transitional Services. Examples include, child care, vehicle mileage, or work-related tools

and clothing. Education expenses cannot exceed the life-time limit of \$7,500.00 during the family's receipt of cash assistance and transitional assistance. Work subsidy payments for clients in job placement will not be counted toward the \$7,500.00 transitional services and are allowable for the 24-month transitional period.

2. DETERMINING ELIGIBILITY

2.1.1 Client Recruitment

KTTP shall provide client recruitment services to the Native American population living within the service delivery area to provide information about KTTP services, pre- application forms and to schedule eligibility determination appointments and, if appropriate, emergency services

2.2 Cash Assistance Eligibility

2.2.1 Rationale

The KTTP is committed to providing cash assistance to Karuk Tribal members and their descendants, all Native Americans that are members of federally recognized tribes or of the California Judgment Roll residing in the service delivery area. The KTTP TFAP defines needy families as families with a total family income equal or less than 250% of the federal poverty guidelines for cash assistance. It defines an eligible Indian family as all natural children, step-children, adopted or relative child(ren) (including non-Indians) under the age of 18, and up to age 19 (if attending high school), living with an eligible adult as defined in the following: (at least one member of every family must be from a federally recognized tribe/Alaska Native) (at least one member of the family must be a qualifying native).

2.2.2 KTTP Statement of Facts (SOF)

The KTTP Statement of Facts (SOF) application is used to gather the necessary information and data to make a determination of eligibility for the cash assistance component of the KTTP. To facilitate an efficient application process, an Intake Packet may be mailed to potential clients. The SOF will be reviewed and completed during the initial review with the Family Services Specialist (FSS) or designated KTTP staff, at which time the original signatures are required.

Using the SOF, KTTP staff will coordinate with the appropriate county agency to determine or continue eligibility for Food Stamps and the Medi-Cal Programs.

SOF interviews may be conducted at the client's home or alternate site if staff determines the client is unable to travel to the KTTP office.

Before a case transfer is initiated, applicant must sign a Release of Information (ROI) form so further information can be exchanged. To ensure that services are not duplicated, this exchange will be conducted in accordance with the approved Memorandum Of Understanding (MOU) between the county and KTTP.

2.2.3 KPHP Statement of Facts Certification

- KPHP designated staff will review the completed SOF application with the client.
- Certification statement is reviewed by the client and staff.
- Client signs the SOF, under penalty of perjury, to certify the information is true and correct to the best of their knowledge.
- The SOF is not complete until signed by both the client and the staff member who performed the intake process.

2.2.4 Required Documentation

Copies of the following documents must be obtained from the client before determining eligibility for cash assistance.

Identification:

- Valid photo identification such as driver's license, tribal enrollment card or military I.D., state I.D. or passport.

Social Security Numbers:

- Required for all individuals listed on the SOF for cash assistance
- Adult Social Security cards must be signed.

Documents verifying Family Income for the past 30 days (in accordance with the SOF):

- Payroll (handwritten checks acceptable)
- Social Security Income (SSI)
- Social Security Administration Disability (SSD)
- Social Security Payments (SSA)
- State Disability Insurance (SDI)
- Unemployment Insurance Benefit (UIB)
- Child Support
- Alimony
- Rental Property Income
- Per Capita Payments
- Other Earned & Unearned Income, including Lump Sum Payments

Birth Certificates:

- Official birth certificates of-origin for all individuals on the grant issued by state, county, military, or county-of-origin for all individuals on the grant.

Proof of Immunizations:

- Current immunization records are required for all children up to age 13. A waiver, in writing, from school, county nurse or doctor must be provided if the family objects to immunizations due to religious beliefs or other reasons.

Assets:

- Checking/Savings Accounts – (current statements) Note: Automated Teller Machine (ATM statements are not acceptable in determining bank account balances).
- Trust Deeds, Notes Receivable, Stocks and Bonds, etc.
- Title of Property (Land & Home – including Mobile Homes)
- Title to Livestock, Gas, Oil, Water and Mineral Rights
- Active Trust Fund Payments
- Title to Vehicles (Note: one vehicle will be exempt from asset limit)

Additional vehicles may be exempt depending on the number of drivers in the household and the usage. Beyond the first exempt vehicle, additional vehicles are handled as follows:

- One licensed vehicle is allowed per aided adult household member who has a valid driver's license.
- An additional vehicle which a teen-aged member drives to work, school, or job training or to look for work.
- Vehicles are exempt if they are:
 - Used over 50% of the time for income-producing purposes,
 - Annually producing income consistent with their fair market value,
 - Needed for long distance travel for work (other than daily commute),
 - Used as the home,
 - Needed to transport a physically disabled household member, or
 - Needed to carry most of the household's fuel or water (if no water service is available to the house),
 - Or, if the household vehicle has little equity in it (no more than \$1,500.00).
- For additional vehicles not fitting the above descriptions, the amount of the fair market value over \$4,650.00 less any outstanding loan is counted toward resources.

Marriage License/Divorce Decree:

- If applicable provide official documentation of marriage license/divorce decree issued by appropriate governmental agency. Custody/Guardianship Agreements (Permanent/Temporary)

- The documentation of custody or guardianship is sufficient to satisfy the applicable laws of the appropriate jurisdiction. Must have full Physical Custody of child(ren).

Guardianship/Custody for Caretaker Relatives:

- Issued by Child Protective Services (CPS), Indian Child Welfare Act (ICWA), Tribal Court or County Social Services.
- Notarized statement from parent(s) relinquishing custody or guardianship. Notarization will need to be reissued during each recertification period every 12 months.
- If documents relinquishing custody or guardianship to a family or identified caretaker are unable to be obtained, KTTP will not be able to enroll the child into the program.
- KTTP recognizes that some Native families provide temporary custody of minors by tradition and as a result minors are cared after by extended families.
- In the cases where the biological parents are incarcerated or the parents cannot be located the caretaker will provide KTTP with a notarized statement identifying that they are the temporary caretaker/Indian custodian for the eligible minor(s). Moreover, at application, the caretaker/Indian custodian will provide birth certificates and all other documents that would demonstrate family lineage. The notary will be renewed every 12 months during the recertification process. If the relative caregiver does not have a copy of the birth certificate, KTTP will assist in obtaining one.
- For Indian/custodians that wish to become legal guardians, KTTP will assist them by providing them with resources to obtain guardianship and may pay for legal filing fees.
- When an additional eligible child is added to a pre-existing TANF assisted household, the additional child shall be maintained on a separate TANF case as a Non-Needy Assistance Unit. However, when the additional child/ren shares at least one parent with the child/ren in the pre-existing AU, the cases will be combined no sooner than 6 months of residency. This is meant to aid the existing AU with the new child/ren's immediate and necessary needs to establish and maintain stabilization.

Alien Status:

- Verification of Status, if applicable.
- Resident Alien Cards, Visas, Refugee Status or Green Cards.

Emancipated Minor/Minor Parent:

- Provide court documents for emancipated status.

- Minor parent (s) must have written statement from adult verifying living arrangement.
- Minor parent (s) must provide verification of school attendance.

Unborn Child:

- Only for the mother who is in their third trimester of pregnancy.
- A doctor's written statement or verification from the Women, Infants and Children (WIC) program with due date specified.

School Enrollment/Attendance (if applicable):

- A validated class schedule from the school or educational institution.
- Home Education Program statement validated by the school district.
- Teens receiving aid as a dependent child and have no children of their own remain eligible if they are a full-time student in high school or vocational/technical program that will be completed by their 19th birthday (45 CFR 286.5)

2.2.5 Verification of Documentation

Proper documentation is critical to ensure KTTP's compliance with federal regulations 45 CFR 286. The client must provide the documentary evidence to support statements made on the SOF. If the client is unable or unwilling to provide verification of facts, eligibility will be denied. Verification documentation will be placed in the client's case file.

KTTP staff will verify and determine if documentation submitted is sufficient to meet the KTTP's requirements. Without the proper documentation, eligibility for cash assistance cannot be determined and will be denied.

2.2.6 Determination

Following the certification of the SOF, the KTTP staff will make a determination regarding eligibility for cash assistance.

One of the three possible determinations will be made and a Notice of Action (NOA) will be issued:

- The SOF is complete and the client is eligible for cash assistance; or
- Deficiencies are found, such as missing documents, and the client will be notified that the SOF is deficient; or
- The client is ineligible for cash aid.

2.2.7 Eligible for Cash Assistance

When the SOF is complete with all required verification documents KTTP will issue an NOA within 10 days to the applicant.

The NOA will include the cash grant amount and the month/year the grant begins. The first month's grant amount will be prorated based on the date eligibility is determined.

2.2.8 Deficiency Notice

KTTP staff will issue an NOA within 10 days of identifying a deficiency in the documents needed in order to continue with the eligibility process.

The applicant will have 10 days to provide the necessary information or documents. If the requested documents are not received within the 10-day period, the applicant will be determined ineligible by KTTP. If this happens, the applicant will need to reapply for the program and go through the process again.

2.2.9 Not Eligible

When the KTTP designated staff determines that the client is ineligible to receive cash assistance from the KTTP, an NOA will be mailed to the client within 10 days. The NOA will state the reason for denial of cash assistance services. The NOA will include a copy of the administrative appeals process.

3.0 Client Rights & Responsibilities

3.1 Rationale

KTTP will provide services to eligible Karuk Tribal members, their descendants and all other eligible Native American/Alaska Native families that meet all requirements in an equitable and fair manner, according to custom and tradition. TANF funding comes with new TANF expectations and responsibilities for adults receiving assistance (45 CFR 286 overview). Because KTTP has the flexibility to develop diverse and creative responses to the needs of Native American people, Rights and Responsibilities have been developed to fully inform clients of their rights, obligations and program requirements. To assure clients understanding, KTTP staff will read and explain the Rights and Responsibilities section to each client before requiring a signature.

3.2 Client Rights

Client rights include:

- To be treated fairly with courtesy, dignity, consideration and respect.
- To be treated equally without regard to race, color, national origin, religion, political affiliation, material status, sex, sexual preference, disability or age. A client has the right to file a complaint if they feel they have been discriminated against.

- To inform KTTP that the client has a disability and needs help applying for cash assistance, benefits and services.
- To receive help completing the SOF or any other application forms for KTTP.
- To have forms and notices translated or read if they do not read or understand English language.
- To be interviewed promptly by KTTP during the application process and to have eligibility determined within 30 days.
- To request emergency assistance for basic necessities.
- To be notified in writing when the application for aid is approved, denied or determined deficient. Additionally, the client has a right to notification when benefits change or stop.
- To receive a NOA 10 business days before reduction or termination of benefits, and to receive an NOA 10 days before sanctions for failure or refusal to participate in work-related activities.
- To appeal an application denial or any adverse decision affecting their case.
- To represent him or herself, or have a representation of their choice, including an attorney, at the administrative hearing. Any legal costs incurred by the client are their responsibility. KTTP will not pay for legal representation to appeal a decision of KTTP.
- To receive referrals to supportive services, including those for employment, education, marriage promotion, child care, youth, family, and domestic violence advocacy.
- To be informed of the penalties and possible criminal prosecution for providing false information regarding resources, property, 60-month time limit, transfer of assets, duplication of services, household changes, and income changes.
- To be informed that KTTP is a mandatory reporting agency. This means that if a KTTP staff member knows of or suspects child abuse s/he must report to Child Protective Services within 24 hours. Disclosure of any child abuse will be reported. All KTTP staff shall receive mandatory report training.

3.3 Client Responsibilities

Client Responsibilities Include:

- To provide complete and accurate information and to provide documents for each person which support the SOF.
- Provide copies of Social Security cards for each person on the grant.
- To sign the SOF under penalty of perjury. The client must certify that there is at least one enrolled Tribal member qualifying native within the household, and each member of the household applying for cash assistance is a U.S. citizen.
- To cooperate with KTTP, county, state, and federal staff.
- To agree to random drug screening while enrolled in the KTTP.
- To apply for any benefits or income for which any individual in the household is eligible for, such as: unemployment, Disability, or Veterans benefits, Social Security, Medicare, etc.
- To develop a family self-sufficiency plan (FSSP), including work participation requirements, in cooperation with KTTP staff.
- To fulfill the work participation requirements, unless exempt, as defined in the KTTP TFAP. Clients who fail to satisfy work participation requirements shall be subject to penalties and sanctions.
- To provide KTTP with proof of school enrollment for all school-age children and records of age-appropriate immunizations for all children in the household.
- To submit a Monthly Eligibility Report (MER), by the 5th day of each month, reporting all income and household changes.
- Late submission of MER will result in a delay in the next month's grant. Receipt after the 16th up until the last day of the month will result in the grant being processed on the 15th of the following month. If the MER is not received until after the first day of the month for which the information is required to calculate eligibility, the month's grant will be reduced by prorating the grant to the number of days remaining in the month after eligibility can be determined.

MERs are due on the 5th day of each month. If the MER is not received from the client in the KTTP office by the 5th day of the month, a 10-day notice will be mailed to the client

requesting MER submission within the next 10-day period or benefits will be terminated. MERs received after the 5th day of the month and prior to the 20th, will result in a delay of the next month's grant. On the expiration of the 10-day notice period, a second and final 10-day letter will be sent that stipulates the client's benefits will be terminated at the end of the current month.

- To accurately inform KTTP regarding previous TANF participation, property, resources, and assets. Penalties will be incurred if clients provide KTTP with false information or fail to report income or household changes that affect their cash assistance.

4. CALCULATING CASH GRANTS

4.1 Rationale

At minimum, KTTP provides clients \$100.00 per month more than the Maximum Aid Payments (MAP) formula utilized by CalWorks. Moreover, to better assist Native American families, KTTP calculates cash grants based on family size.

4.2 Payment Determination

The amount of the cash grant is calculated using the previous month's income to determine the first month's grant. Thereafter, the payments are calculated based on monthly eligibility reports from the prior month.

4.3 Maximum Aid Payments (MAP)

The KTTP will use a uniform means of establishing annual MAPs. Each state develops annual MAPs for use with the local TANF program. The states have developed MAP tables which are broken into regions. The purpose of this system is due to the higher cost of living in specific counties throughout the states. The MAPs are reviewed annually and can increase or decrease based on economic conditions within the state.

The KTTP MAP will use the California CalWORKs TANF MAPs to establish a base amount and then the KTTP incentive will be added to the base. The totals from the base and incentive will be the KTTP MAP.

The KTTP MAP table will be reviewed annually after the states release their new MAP tables. The KTTP MAP tables may increase or decrease based on this review.

MAP 2 Counties:

- Humboldt
- Siskiyou

4.4 Types of Income and Disregards

Certain disregards will be subtracted from the total income when calculating the cash grant amount.

Earned Income	Total Earned - \$500-50% = Net Income
In- Home Supportive Service Income	Count as earned income
Self-Employment Income	Exact amount of gross receipts received less expenses provided by client, remainder (net income) is counted as earned income (disregards are allowed).
Wages of Child Student (18 years or younger)	Exempt Example: Child has an after-school job or summer job.
Wages (including work subsidy/job placement)	Gross income less standard deduction of \$500.00 - 50% = Net income
Unearned Income	Add non-exempt unearned income to net earned income = Total monthly income
Alimony	No deduction - Dollar for dollar
Cash Gifts	Not to exceed \$150.00 per person per quarter- excess counts as unearned income.
Child Support	\$600 pass through per child. Unearned income, count dollar for dollar after a \$600 pass through per child
Education Loans, Grants and/or Scholarships	Exempt
Lump Sum Insurance	No deductions, money counts in month received.
Off Reservation Lease/Rent Received	Exempt
Natural Resource Per Capita Income	Exempt
Per Capita (from sources other than natural resources)	Regular payments (more than 3 annually) dollar for dollar, or irregular payments (3 or less payments annually) exempt up to \$2,000.00 depending on other resources, then count remainder as unearned income.
Other Unearned Income	No deduction – Dollar for dollar
SSI	Exempt, Exclude the needs of individual from the Assistance Unit (AU). Example: Mom receives SSA for her 2 children totaling \$500 (\$250 each) but none for the third child. Assistance unit of 4, (Mom and three children)
Unearned Income (Con't.)	Example: Single mom receives SSI for one child totaling \$500 but none for her other two children, assistance unit of 3 (Mom and two children).

SSA- Disability, Retirement of Survivors Benefits	Not Exempt, includes the needs of individual in the Assistance Unit (AU) No deductions, count dollar for dollar. Example: Mom receives SSA for her 2 children totaling \$500 (\$250 each) but none for a third child. Assistance unit of 4, (mom and three children)
State Disability	No Deductions Exempt, Exclude the needs of individual from the AU.
TANF/CalWorks (other than KTTP)	Disqualified for KTTP if client continues to receive another program's cash aid.
Unemployment	No deductions disregard, count dollar for dollar.
Workers Compensation	No deductions disregard, count dollar for dollar.
KTTP Cash assistance	Exempt
Disregards or Credits	
Child Care Payments	\$75/month total deduction from gross income (if proof is submitted. Children must be in AU.
Child Support Payments (for a child not in the home)	Non-exempt, do not deduct from gross earned income unless proof of garnished wages or cancelled checks to the appropriate child support agency and court order is provided.
Federal Income Tax Refund	Subtract Earned Income Tax Credit (EITC) from total tax return. Remainder is counted as a resource available to AU. If over \$2,000.00 resource limit, AU ineligible for Cash Aid as long as continued to be over resource limit
Guaranteed Income Supplement	Exempt up top \$2000 after that dollar for dollar counted.
Special Needs/3 rd Trimester of Pregnancy	\$60.00 additional payment

4.5 Discontinued Income

If a client reports that their income ends during a continuing TANF month and reports this change in a timely manner, the discontinued income is not budgeted. Example: client has been receiving Unemployment Benefits (UIB). Client reports in a timely manner on that month's MER that UIB ended. This income would then not be used against the next month's TANF grant.

If discontinued income is the result of client voluntarily leaving a job or client changes jobs on frequent basis, the income continues to be counted. Example 1: Client worked at Health Clinic but quit because she did not like work hours, all income earned would be used in determining her grant. Example 2: Client worked in June, quit the job in June...worked in August, quit the job in August, client worked in October, quit the job in November. In this example all earned income will be counted in the months the pay was received and used in calculating the future month's grant amounts.

4.6 Calculation of Cash Grant Amount

Example for AU of family of four, mom (pregnant in third trimester), dad, and two children:

\$775	Earned Income from the family
<u>-500</u>	\$500 Income Disregard
\$275	Subtotal
<u>-137.50</u>	50% Earned Income Disregard
\$137.50	Total Net Nonexempt income

\$921 "Family" MAP for AU of four

+\$60	Special Needs (Third Trimester of pregnancy)
\$981	Total (MAP plus Special Needs)
<u>-137.50</u>	Less Net Nonexempt Income
\$843.50	Monthly Grant Amount

4.7 Notification of Cash Grant

The individuals will be notified of their cash grant amount with a NOA. The NOA forms will be used to notify the recipient of cash grant amounts, increases/decreases in cash aid, termination, sanctions, etc.

5. NON-RECURRING ASSISTANCE

5.1 Support Services To TANF Families

KTTP may provide eligible, needy TANF participants, who are participating in an approved activity, with the following support services:

- Vocational training, skills assessment, job readiness, placement support, and training
- Educational activities and services designed to increase self-sufficiency, job training and work experience (excluding tuition for public education)
- Domestic Violence Referral, and FVO Culturally relevant support services and activities, that are directly related to the purposes of TANF
- Childcare/transportation costs for participants engaged in work activities

- Teen pregnancy prevention activities and education
- Culturally relevant youth services and activities, youth intervention, counseling and educational activities and services that are directly related to the 4 purposes of TANF
- Medical and non-medical substance abuse services and mental health services as related to removal of barriers to employment, training and job-related education. However, TANF funds will not be used to subsidize, contribute to, or supplant other available medical services or funding
- One-time payment towards education loans, with a maximum payment of \$1000.00, that are in default (recipient must be within 12 months of graduation to be eligible)
- One-time payment towards traffic fines to obtain driver's license for the purpose of removing a barrier to employment and training
- Education, training, and/or support services to a non-custodial parent of an eligible family (for the purposes of improving the individual's ability to provide or enhance child support payment to the custodial parent), with a maximum payment of \$1000.00
- Provide training and resource referral assistance to clients for small business development

5.2 Emergency Assistance (EA)

5.2.1 Rationale

KTTP understands that occasionally, emergency situations occur pertaining to a family's basic needs such as food, clothing and shelter that the family is unable to resolve without additional resources.

According to 45 CFR Section 286.10 and the KTTP TFAP, non-recurring short-term benefits may be provided that are designed to deal with a specific crisis situation or episode of need. Those short-term benefits are not intended to meet recurrent or ongoing needs, and will not extend beyond a maximum of four consecutive months in a twelve-month period. Lifetime monetary limit for non-recurring short-term benefits is \$15,000.00. Specified limit is dependent upon KTTP budget availability.

5.2.2 What Constitutes an Emergency?

In addition to KTTP eligibility, a client applying for EA must have at least one (1) of the following non-recurring emergency situations:

- **Pending eviction-** the client is currently homeless because of an eviction, move or other family crisis or the client has been served with a 30-day eviction notice or a

3-day Pay or Quit Notice and is at risk of losing shelter. The client must provide delinquency notice from landlord or mortgage company.

- **Lack of food** - the client does not have enough food to sustain the family for three (3) calendar days.
- **Clothing-** The client lacks essential clothing such as diapers or warm winter clothing for the family.
- **Utility Shutoff Notice-** The client has received a notice of termination or notification of delinquency. Utilities include propane or kerosene, electricity, water, sewer, garbage, Wi-Fi/internet and telephone.
- **Vehicle in need of repair –** The client must be working, attending school or meeting approved work participation activities which require the use of a vehicle.
 - Vehicle must be registered to the client and insured.
 - Repairs cannot exceed the Kelly Blue Book private party resale value.
 - Odometer reading must be verified by KTTP staff
 - The client must provide at least two repair estimates when possible.
 - Vehicle repairs will only be considered on a case-by-case basis.
 - Regular maintenance and annual vehicle costs will not be considered for payment or reimbursement.
- **Emergency Medical expenses –** Expenses may be eligible if not covered by Tribal Clinic, Medicare or Medicaid and are due to an urgent situation.
- **Homeless Assistance –** Homeless is defined as having no fixed and regular night time residence. Special requirements apply to Homeless assistance.
 - The client must be eligible for Cash Assistance.
 - The client has used all available liquid resources in excess of \$250 to meet this non-recurring emergency need.
 - If available, the client will be required to accept shelter provided by local/area homeless shelters/agencies. If not available, they will be required to get on the “waiting” list.
 - Homeless Assistance is a one-time, non-recurring emergency need.
 - After Homelessness has been verified, KTTP may provide up to 30 nights in an acceptable motel/hotel (selected by KTTP) while the client seeks a permanent residence or available room in a shelter. The client will be required to provide documentation of their housing search on a weekly basis before additional nights in a motel/hotel can be provided. Failure to provide this documentation will result in no additional nights being provided.
 - Homeless assistance may be extended up to an additional 90 days with additional requirements being met every 30 days.
 - When Homeless Assistance extends to days 31-59 the client will agree to a “Disperse on Behalf of,” or DOBO of one quarter (1/4) of the Cash Grant

- to be paid to the Emergency Housing Facility (i.e. hotel). When client disagrees with the required DOBO, homeless assistance shall be terminated.
 - When Homeless Assistance extends to days 60-89 the client will agree to a DOBO of one half (1/2) of the Cash Grant to be paid to the Emergency Housing Facility (i.e. hotel). When client disagrees with the required DOBO, homeless assistance shall be terminated.
 - The client DOBO will remain at one-half (1/2) for the remaining nights.
 - Homeless Assistance payments to a motel/hotel will be limited to a maximum of 120 paid nights for this one-time, non-recurring emergency need.
 - Homeless Assistance is considered EA and is only available to the client once in their lifetime on TANF. All other EA regulations apply.
- **Other** – The client is in a crisis because an emergency exists that affects the family’s immediate health and safety, for example: being a victim of domestic violence, etc.

An emergency may exist regardless of whether or not the applicant should or should not have anticipated the emergency.

5.2.3 Eligibility for Emergency Assistance

The client may be eligible for an EA payment when:

- The client remains eligible for cash assistance, and
- An emergency exists,
- Client has not received more than 3 EAs in the preceding 12 months
- Client has not received an EA for the same type of emergency.

Example: Client received an EA for past due electric bill. The client is not eligible for assistance with another utility bill.

5.2.4 Emergency Assistance Requirements

A Client may request EA at any time. The application process begins the date KTTP receives the application and continues until the KTTP case is approved, denied, or withdrawn.

There are no limits on the number of EA requests a KTTP client may make. However, no more than 3 requests will be granted in a year. All 3 requests will not exceed \$7,500.00 in total.

- 1 Emergency Assistance payment will not exceed the greater of \$3,000.00, or the amount of 2 months of the Client’s Cash Assistance, based on the family’s cash grant amount.

- The other 2 requests will be limited to a maximum of \$4,500.00 total.
- The FSS must develop an FSSP which shall assist the Client in preventing the same emergency situation from repeating.

5.2.5 Method of Request

Any person who wishes to request Emergency Assistance must be allowed to do so. Staff may never ask the applicant to withdraw an EA request. However, EA requests received during business hours must be accepted and assessed on the day received.

A client may request EA on the Perjury Statement. The client's FSP must be updated to include the EA and agreed to by the client. The client should be given a date-stamped copy of the FSP and the Perjury Statement indicating when it was received.

An applicant who requests EA *before* an application has been approved should immediately complete a Perjury Statement, with the assistance of KTTP staff.

Supporting Documentation:

- Eligibility verification
- Emergency Need is clearly identified with supporting documentation including copies of cancellation, shut off or eviction notices.
- Identify that the emergency need affects the family's health and safety.

5.2.6 Repayment

KTTP will not require repayment of non-recurring short-term benefits or Emergency Assistance.

5.2.7 Approval

If the Emergency Assistance is approved, the EA payment must be provided within ten (10) working days of the date the EA request was received.

5.2.8 Denial

When an EA request is denied, a NOA must be sent within three (3) working days from the date it was received.

5.3 DIVERSION

5.3.1 Rationale

KTTP may provide eligible needy Indian families a one-time cash benefit, paid in lieu of placing that family on TANF, so as to assist the family in remaining self-sufficient. Diversion aid in the form of a onetime cash benefit would provide an assistance package

to help a family cover their needs and move into a work situation, without having to enroll in the TANF program. Diversion services are to reduce the number of dependent Native families and encourage self-sufficiency by diverting Native people from the welfare rolls and providing benefits that may resolve discrete family problems. To strengthen our Native communities, KTTP diversion program allows the clients to continue to be self-supporting without monthly grants.

5.3.2 What Constitutes a Diversion?

The diversion program allows the client to continue to be self-supporting without the monthly KTTP grant. KTTP can provide one-time diversionary cash assistance with a limit of \$7,500 per family. Specified limit is dependent upon KTTP budget availability. Diversion assistance is limited to two times in a lifetime and has a monetary limit of \$15,000.00 total. Diversion is not to be used to pay for delinquent recurring bills unless a non-recurrent crisis has caused the delinquency.

5.3.3 Eligibility for Diversion

The applicant for diversion must complete both a Statement of Facts and an FSP. In order to be eligible for diversion, an applicant must meet the basic requirement of having one eligible Indian child in the home; not be a member of an assistance unit receiving cash assistance from any TANF program, provide all necessary supporting documentation and determined to meet the FPG requirements for cash assistance.

KTTP must determine that without Diversion Assistance the applicant is at high risk of becoming dependent on cash assistance. Families that fit the definition of Needy families as defined in the KTTP TANF Plan are eligible for the service of diversion assistance.

The request can be made in any amount that would be consistent with the family's crisis need, not to exceed the lifetime maximum amount of \$15,000 for the family. Cash assistance clients are not eligible for Diversion. Conversely, Diversion Clients (who have applied for and received Diversion Assistance) cannot apply for Cash Assistance within a 5-year period following receipt of Diversion assistance. All other sources of funding must be exhausted prior to approving KTTP Diversion Assistance.

The KTTP will provide payment for eligible individuals (up to 300 % of Federal Poverty Guidelines) with families as an alternative to ongoing cash assistance. Individuals with families must be employed, have an explicit job offer, or have a recent work history. A recent work history is defined as having worked within the 90-day period immediately preceding the date of the application. Individuals with families must also have a written plan for self-support from earned or unearned income.

- Diversion services are for working (earned income) individuals who are not currently TANF cash assistance clients AND who are at risk of becoming TANF clients.
- Diversion is non-assistance that is designed to deal with a specific crisis or

episode of need AND is not intended to meet recurring or ongoing need.

- Diversion assistance will not extend beyond four (4) months as per 45 CFR 286.10 (b) (1); AND will not exceed \$7,500 AND will have a lifetime limit of \$15,000.
- Upon receiving diversion services, the recipient will not be eligible for Diversion again for a period of 5 years from the close date of the previous diversion case AND the recipient will not be eligible for TANF cash assistance for a period of 5 years from the close date of the previous diversion case

Example:

Family A includes two parents and two children. They apply for diversion services because their vehicle broke down and repairs are necessary for the father to get work. He is the night shift leader at Arby's, Mom doesn't work and the family does not have the savings to cover the repairs. Without transportation, they will likely lose the income that supports that family. As with Emergency Assistance, the vehicle must be registered to the eligible client and repairs cannot exceed the Kelly Blue Book private party resale value.

The KTTTP Staff should make sure that other resources have been exhausted prior to approval of Diversion.

5.3.4 Documentation Requirements

Documentation of the family's eligibility criteria and verification of their crisis is extremely important. Without complete documentation eligibility for diversion cannot be determined and will be denied.

All documentation should be placed in the client's permanent file. The case should include the SOF, all accompanying documentation, the FSSP and all financial documents, i.e., check or purchase order requests, repair estimates, etc. It is the responsibility of the client to provide the documentation to support statements made on the SOF regarding their emergency and their eligibility status. KTTTP staff will use expertise and apply good common judgment in determining whether the documentation provided is sufficient. The documents needed for the SOF are listed below:

- Identification
- Indian certification
- Proof of residence
- Social security numbers
- Proof of income
- Birth certificates
- Fraud declaration
- Marriage license
- Custody agreements (permanent/temporary)
- Guardianship/custody for caretaker relatives
- Alien status

- Emancipated minor/minor parent
- Child support
- Unborn child
- School enrollment/attendance
- Bank statements of all adults in the household for the past 90 days.
- Copies of all current income. May include paycheck stub, most recent tax return, W-2's, and copies of other income sources.
- Accounts of all revolving debts including credit card payments.
- A completed FSP that outlines why Diversion is needed and how Diversion funds will be utilized to prevent the client from becoming a TANF Cash Assistance client and how the client will prevent the barrier from repeating. The FSP determines how the diversionary cash grant diverted the family from long-term cash aid dependency and outlines how the family will avoid assistance in the future.

- KTTTP can provide diversion assistance to prevent job loss or to secure employment opportunities. Listed below are some potential types of diversion assistance and types of documentation required (this is not an all-inclusive list):

- Housing Payments (rent or mortgage payments)
 - Lease, rental agreement, statement from landlord which must include monthly rental amount.
 - Deed or title to the property
 - Mortgage payment information which must include monthly mortgage payment amount – in the applicants name
 - Eviction or late payment notice on rental property
 - Late payment or foreclosure notice on owned property

- Utility Payments (phone, electric, gas, propane, water or sewer)
 - Utility bill in question – must be in the applicant's name
 - Shut off or late payment notice

- Car repairs
 - Valid title and registration
 - Proof of value – i.e., Kelley Blue Book private resale value
 - Cost estimates for repairs from two (2) or more car repair shops detailing the vehicle's problem, and estimated cost.
 -

- Job Relocation
 - Verification of new job that is 40 plus miles from the client's current residence (Current and new residences must be within KTTTP Service Delivery Area).

5.3.5 Approval

When it is determined that the client is eligible, the DA must be approved and payment must be provided within ten (10) business days from the date of approval.

5.3.6 Deficiency Notice

The client will have ten (10) days from the date the NOA was issued to provide the necessary information or documents. If the requested documents are not received within the 10-day period, the client will be determined ineligible. When this happens, the client will need to reapply for the program and go through the process again.

5.3.7 Denial

When it is determined the client is not eligible for DA, the denial NOA must be sent within ten (10) business days.

5.4 Transitional Services

KTTP may provide Transitional services to Tribal TANF participants in the form of support service payment for up to twenty-four (24) months after they become employed and lose eligibility for TANF cash grants due to excess income (i.e. income that exceeds the Tribal TANF eligibility requirements).

- Transitional services may be in the form of ancillary training, or support (e.g. equipment or uniforms not provided by employer) required to maintain unsubsidized employment.
- Transitional services will be used to support the family in achieving self-sufficiency (e.g. transportation support, childcare, work clothes and tools, directly related to maintaining unsubsidized employment).
- Transitional services will be provided until the family income exceeds 300% of the federal poverty guidelines OR the participants reach the 24-month time limit OR the participants reach the \$7,500 service limit, whichever comes first.
- Families whose children are receiving extended assistance funded through MOE because the adult reached their 60-month time limit, will not be eligible to receive transitional services

5.5 Non-Recurring Short-Term Benefits (NRSTB)

As funds permit, the Karuk Tribal TANF Program may provide needy-eligible Tribal families with non-recurrent, short-term benefits (NRSTB) to meet an extraordinary need that arises from a crisis situation and is beyond those needs that are intended to be covered by regular TANF assistance and support services. As per the regulation at 45 CFR Part 286.10 (b)(1), NRSTB must meet the following criteria:

- Are designed to deal with a specific crisis situation or episode of need;
- Are not intended to meet recurrent or ongoing needs;
- Will not extend beyond 4 months;

KTTP has established an annual cap in its operating procedures for NRSTB benefits for assistance eligible TANF participant families outside of the context of a natural disaster or pandemic.

NON-RECURRENT SHORT-TERM BENEFITS IN THE CONTEXT OF NATURAL DISASTER OR PANDEMIC

As funds permit, the Karuk Tribal TANF Program may provide eligible Indian families and assistance eligible Indian families whose total family income is equal to or less than 300% of Federal Poverty Guidelines, with non-recurrent, short-term benefits to meet an extraordinary episode of need that arises from a government-declared (federal, state, county, or tribal government) natural disaster, emergency, or pandemic. NRSTB provided in the context of a natural disaster, or emergency pandemic will be capped at \$10,000 per event, per family, for a period not to exceed 12 months from the date of the event. The Karuk Tribal Council may authorize NRSTB beyond the cap, for situations where extraordinary circumstances require additional funds.

As per the regulation at 45 CFR Part 286.10 (b)(1), NRSTB must meet the following criteria:

- Are designed to deal with a specific crisis situation or episode of need;
- Are not intended to meet recurrent or ongoing needs;
- Will not extend beyond 4 months;

NRSTB provided in the context of a governmentally-declared natural disaster, emergency, or pandemic will be limited per household, for each event, as per the cap limits outlined above. Families who meet the income eligibility criteria must also demonstrate an episode of need in order to be eligible for receipt of NRSTB in this context.

5.6 Other Eligibles

KTTP may provide TANF Purpose 3 and 4 prevention services and activities to both assistance eligible families (whose income does not exceed 250% of the FPG) and to non-needy individuals and/or families whose income is under 500% of the Federal Poverty Guideline. Non-needy families that are under 500% of the FPG will also need

to meet the eligibility criteria, as outlined in this plan, for Purpose 3 and 4 activities. These activities will advance the prevention of out-of-wedlock pregnancy, encourage and foster the formation of two-parent families, and support maintenance of existing two-parent families.

Families whose income exceeds 500% of the FPG will not be eligible for TANF Purpose 3 and 4 activities or services.

KTTP will work with internal tribal departments, as well as outside agencies to provide maximum services to the tribal community. KTTP will ensure that in determining the types of service to be considered, that no duplication or supplanting of services occurs between participating departments. An “other” eligible risk assessment and a project activity request must be completed to determine the special needs or barriers. Unless the state instructs otherwise, the tribe may also use MOE funds to pay for non-assistance, pro-family activities for individuals or family members, regardless of financial need. “Other” eligible applicants/participants must be members of the approved service area and the approved service population. The following “at-risk” criteria will be utilized to determine “other” eligibility for Indian children and families who may benefit from participation in select activities under TANF Purposes 3 & 4. At least two (2) of the “at-risk” factors must be present for children and their families to be eligible for participation in TANF Purpose 3 & 4 activities.

- Living in the Karuk Service Area
- Attendance at a low performing school districts
- Residing in a high rate of crime area
- Family with an absent parent or child living with a caretaker relative
- Victims of domestic violence
- Family/victims of/with substance abuse
- Family member has been convicted of a crime
- Youth with low academic skills
- Have negative self-perception and/or low self-esteem
- Youth with truancy issues
- Homelessness or housing stability issues

6. MAINTAINING ELIGIBILITY

6.1 Rationale

KTTP has created a culturally relevant policy to assist clients in maintaining eligibility. Mandatory work requirements, work participation, and exemptions have been established that are sensitive to the cultural issues pertinent to Native American families. This section identifies the policy individuals and families must follow in order to maintain their eligibility for cash assistance.

6.2 Monthly Eligibility Reports (MER)

The purpose of the MER is to ensure that eligibility criteria are met on a monthly basis. Any changes to the family income, address, or family size must be reflected on the MER. Supporting documentation must be provided along with the complete MER. This information will be used to determine the next month's eligibility for cash assistance. Current MERs will also support information provided to the county or state agencies to maintain eligibility in other assistance programs. The MER must be completed by the fifth (5th) day of each month by the recipient and returned to KTTP.

The MER reporting requirements will include at least the following:

1. All money (including lump sums) from work, relatives, Social Security Income (SSI), Unemployment Insurance Benefits (UIB), Veterans benefits, tax refunds, per capita, or any other source (including cash aid and food stamps).
2. Any child, spousal, or medical support.
3. Any job or training program changes.
4. Any marriages, separations, divorces, or deaths.
5. Any income changes or new sources of income, including self-employment.
6. All FSSP approved work participation activity hours completed by all adults in the AU along with signed documentation.
7. Anyone in the AU who starts or stops school, college or training.
8. Any changes in household membership.
9. Any actual or planned changes in physical or mailing address.
10. Any changes in rent or utility costs.
11. Any payments, allowances or costs for jobs, training or school.
12. Any expenses that are paid by another person or agency in total or in part.
13. Any transfers of real property, such as a home, buildings, land, business or personal property, cash, bank account, motor vehicle, boat, trust fund, etc.
14. Any changes to a household member's physical or mental health.
15. Any female receiving cash assistance entering her third trimester of pregnancy or gives birth.
16. Anyone in the household has been convicted of a drug related felony for possession or distribution of illegal drugs.
17. If a client is self-employed, they must report business income and expenses and provide receipts, if applicable.

6.3 Monthly Eligibility Reports Timeline

Clients will provide MERs to KTTP as follows:

- MERs are due on the fifth (5th) day of each month.
- If the MER is not received from the client in the KTTP office by the fifth (5th) day of the month, the client will be notified with a 10-day NOA requesting MER submission within the next ten (10) day period or benefits will be terminated.
- MERs received after the 5th day of the month and prior to the 20th, will result in a delay of the next month's grant.
- On the expiration of the 10-day notice period, a second and final 10-day NOA will be issued that stipulates the client's benefits will be terminated at the end of the current month.

6.4 Mandatory Work Participation

All families, except non-needy caretakers, must meet the minimal work requirements unless a request for exemption is approved. The work requirements are established in the KTTP TANF Plan and detailed in Section 14 of this document.

6.5 Mandatory Work Requirements

Clients must satisfy weekly work participation requirements as stipulated in the FSP.

6.6 Re-Certification

All clients will be required to complete a face-to-face re-certification process with KTTP staff every twelve (12) months, in order to update and re-certify eligibility for cash assistance. Caretakers will provide the necessary documentation to establish the caretaker relationship with the Indian child and other children in the AU. All adults in the AU will be required to participate in drug testing to maintain eligibility.

6.7 Maintaining Eligibility Beyond the Time Limit

In order to maintain eligibility beyond the 60-month time limit, the client must request and be approved for a time-on-aid exemption.

6.8 Child Support

KTTP will not require cooperation with child support as a condition for eligibility.

7.0 CASE MANAGEMENT

7.1 Rationale

To achieve culturally relevant case management services, KTTP Staff will possess knowledge of Native American Culture when working with clients and complete a culturally relevant Family Self-Sufficiency Plan (FSSP) that addresses wellness, job preparation and employment, educational, vocational, cultural needs, domestic violence,

substance abuse, healthy families, marriage promotion, and prevention of out-of-wedlock births.

7.2 Integrated Case Management

The purpose of an Integrated Case Management System is two-fold:

- To assess client's strengths and barriers by completing a Family Self-Sufficiency Plan (FSSP) and make referrals to necessary programs (internal and external) that will assist the client in reaching the family's goals.
- To review, monitor, plan, and adjust activities and resources for KTTTP clients.

A client-centered approach in the delivery of services is designed to:

- Determine eligibility, assist with MER's, MAP calculations, and provide NOA's.
- Conduct academic and vocational testing
- Develop Family Self-Sufficiency Plans (FSSP)
- Placement in KTTTP Work/Wellness Activities
- Monitor and provide guidance to ensure success
- Provide job and career counseling
- Make necessary referrals (internal and external)

7.3 Family Self-Sufficiency Plan (FSSP)

The family self-sufficiency plan will be completed by the FSS within thirty (30) days of the client's enrollment in the KTTTP. The FSSP is completed in partnership with the client and allows the client and the FSS to engage in a structured dialogue that provides a comprehensive overview of the family and identifies the family's strengths, barriers and goals. The FSSP will be viewed as the primary document which defines the family's responsibility to make progress towards self-sufficiency and which drives the services KTTTP will provide to a family.

Within 72 hours of completion of the FSSP, the FSS will make the necessary referral to internal or external programs. The referral will be tracked by the FSS to ensure timeliness of service delivery. Internal departments and external providers will provide monthly progress updates to the FSS, who in turn will be responsible for tracking the progress toward completion of agreed-upon goals.

An FSSP is required for each client, non-needy caretaker, and diversion applicant. Moreover, Emergency Assistance requires an FSSP before the grant is awarded. The FSSP in EA cases will document and identify the reported barrier, provide intervention strategies, KTTTP assistance, referrals to community providers and identify how the same barrier will be prevented from repeating.

7.4 Maintenance of Case Files

Case file maintenance is an especially important aspect of Case Management. Due to the highly sensitive information contained within the files, they must be kept in a designated secure area in the KTTP office. All files must contain a Release of Information Form that allows KTTP to access confidential information and share it with other agencies when necessary.

The following must be adhered to at all times:

- Only KTTP employees that have legitimate reasons for accessing case files or can check files out of the secure file area.
- While an employee has a case file in their possession, the information will be kept out of public view.
- Employees shall not discuss the file with another employee, unless deemed necessary.
- When in possession of a case file, KTTP employees will lock the file up whenever they leave their work area.
- If the employee is leaving the premises for an extended period of time, the file must be returned to a secure case file area.
- Case files will be kept under a minimum of three locks when the office is closed.
- Case files must be kept in alphabetical order.
- When a file leaves the premises, it must be securely locked.

7.5 Confidentiality and Privacy

Any personal or private information shared with, or gathered by, KTTP will be protected against unnecessary access or dissemination.

7.5.1 Privacy and Security Measures

- KTTP employees shall follow the Health Insurance Portability & Accountability Act (HIPAA) and/or Tribal policies to protect sensitive information contained in files and case notes in the Tribal Administrative System.
- Computer/network security measures will be in place. KTTP staff shall not share passwords.
- KTTP employees shall avoid verbal discussions of protected information on the phone, public areas, or, in reception/waiting areas that are within earshot of people who don't have a need to know. Staff shall limit client information on computer screens and other areas that may be visible to the public and others who do not need access to the information.
- A fax coversheet will be used for all transmissions of confidential information. Safeguards will be followed for any information that is transmitted by e-mail. Only the minimum necessary information should be disclosed for treatment purposes specific to that particular need.

7.5.2 The Information Practices Act (IPA) of 1977 (Civil Code 1798 et. Seq.)

This act is designed to protect personal privacy by putting limits on collecting, measuring, maintaining and distributing personal information by State agencies. The IPA applies to personal information by state agencies and their agents. It gives individuals the right to review their personal information in State agency records, find out who has had access to the information, and request changes to inaccurate or irrelevant information.

KTTP is required to comply with several requirements, including:

- Respond to an individual's request for personal information in a timely manner.
- Tracking disclosures of information.
- Providing notification to individuals about how the agency will use the information requested.

7.5.3 Information that Can Be Requested

Individuals have the right to inspect personal information about them maintained by KTTP or its agents. Personal records include information on medical, employment, and financial transactions, etc.

Records maintained by KTTP, when required under State law to maintain the information, are not covered by the IPA (e.g. information maintained by the State Automated Welfare System and the Child Welfare Services Case Management System).

Individuals are not authorized by law to inspect certain types of personal information, which generally include the following:

- Information maintained for criminal law enforcement purposes.
- Information maintained for the purpose of investigating criminal violations of state law, until after the investigation and any remedial action are completed.
- Information maintained for the purpose of an investigation of an individual's fitness for licensure or public employment, or of a suspected civil offense, until all investigations are complete.
- Information that would compromise the objectivity and fairness of a test or examination for employment in public service, or to determine fitness or licensure.
- Medical, psychiatric, or psychological information, if the holder of the record determines that disclosure would be detrimental to the individual. In such cases, the file will be disclosed to a licensed medical practitioner or psychologist chosen by the individual.
- Any information required by statute to be withheld from the individual to whom it pertains.

- The names of sources of personal information, when confidentiality is required by law or guaranteed to the source.

7.5.4 Notice Requirement of IPA

The IPA requires KTTTP to provide a notice whenever forms are used to collect personal information directly from individuals. The required content of the notice includes:

- The name of the agency and the division within the agency that is requesting the information.
- The title, business address, and telephone number of the agency official responsible for the system records. (This official responds to IPA requests.)
- The authority for maintaining the requested information.
- The consequences, if any, of not providing any part of the requested information.
- The principal purpose(s) for which information is to be used.
- Any known or potential authorized disclosures of the information.
- A statement notifying the individual of his/her rights to review records containing personal information maintained by KTTTP.

7.5.5 Inspection of Records

If individuals are permitted under the law to inspect their records, arrangement for inspection will be made within 30 days of a request for active records, or 60 days if the records are in storage or geographically dispersed.

Inspection of records will only be permitted during regular business hours at a time and place specified by the official in charge. The record (or copy) may be made available at a location near a client's residence or by mail, if reasonable. Another person may inspect the individual's record if the individual provides a written statement authorizing such disclosure.

When individuals inspect their records, they may request a copy of all or any portion of the personal information in the records. Copies will be made within 30 days after the request.

7.5.6 Refusing an Inspection Request

KTTTP staff must review the file to see what information may be made available for client review under the law.

If a request to inspect a record is refused because the responsible KTTTP staff member indicates that law does not authorize the disclosure of the contents, an individual can request a review of this determination.

A notification of the results of the review will be sent to the individual within 30 days after receipt of the request.

7.5.7 Submitting a Request to Amend a Record

Individuals have the right to submit a request for amendment or correction of the record if they believe that any personal information is not accurate, relevant, timely, or complete.

Requests for amendment must be in writing and addressed to the official responsible for maintaining the record.

The KTTP staff member responsible for maintaining the record must notify the individual, within 30 days after receipt of the request, that corrections have been made as requested or that all or part of the request has been rejected. The KTTP staff member must give a reason for refusing to amend the record as requested.

If an individual disagrees with the refusal to amend any part of his/her record, he or she has the right to appeal the decision.

7.5.8 Protections under IPA

Section 1798.56 of the IPA provides that any person who willfully requests or obtains any records containing personal or confidential information from a state agency under false pretenses shall be guilty of a misdemeanor and fined \$5,000, or imprisoned not more than one year, or both.

7.6 Over Familiarity

7.6.1 Rationale

Native American families are a close-knit culture. Within any given Native American Community, Colony, Rancheria, or Reservation, community members may be related to staff or staff may have personal knowledge of clients. KTTP staff will avoid over familiarity and conflicts of interest cases to preserve the privacy, integrity, objectivity and fair treatment of each client.

7.6.2 What Constitutes Over Familiarity?

When a staff member is also a client of KTTP (non-needy or needy), the staff member's case shall be monitored and supervised by an unrelated Family Service Specialist, , Program Director or designee to avoid any possible conflict of interest or over familiarity.

- The Staff member must comply with KTTP requirements and agree to not be personally involved in managing their own case or the case of a first-degree family member.

- The TANF Director and Family Service Manager shall not be eligible for needy or non-needy TANF cases and will be referred to the County.
- For those cases and KTTTP sites where no other manager or alternative management supervision is available to avoid over familiarity, those KTTTP cases may be transferred to another KTTTP site for supervision to preserve the privacy, integrity and fairness for that client. Furthermore, the client will be provided with a choice of having the case transferred to another KTTTP site or be transferred to the local County CalWORKs office.

When a staff member is related to a client or has personal knowledge of the client or someone related to the client, that particular staff member shall not be involved in the supervision or maintenance of that client's file/case. Furthermore, that staff member shall refrain from sharing personal information about the client to ensure client confidentiality and to afford the client a fair and equitable process of securing needed services. If the staff member is a FSS providing direct services to the client that they have personal knowledge of, the case will be managed by an alternate staff member.

- The staff member must agree to comply with KTTTP requirements and agree to not be personally involved in managing the case of a client they are familiar with.
- The designated staff manager responsible for supervising over familiarity cases must sign off on monthly MERs and attend to any client requests.

8.0 TIME ON AID

8.1 KTTTP 60-Month Time Limit

45 CFR 286.115 (e) states: "A Tribe must not use any of its Tribal Family Assistance Grant to provide assistance (as defined in section 286.10) to a family that includes an adult or minor head of house hold who has received assistance beyond the number of months (whether or not consecutive) that is negotiated with the tribe".

TANF Plan states: "When an eligible family member reaches the 60-month time limit, Federal TANF cash assistance to the family will end. Once a family is ineligible to receive federally funded TANF assistance due to the federal time limit, the Karuk Tribal TANF program may continue to provide the family assistance using State MOE funds provided to Karuk by the State of California (if the funds are available). Families receiving State MOE funded assistance(child-only) must meet the same tribal TANF income eligibility and resource standards of financial need applicable to all other Tribal TANF eligible families and consistent with State policy concerning the extension of assistance to timed-out families."

KTTTP will count all prior months of assistance received from another Tribal/state TANF program toward the 60-month limit. The KTTTP will count all prior months of TANF assistance funded with TANF block

grant funds, except for any month(s) that was exempt or disregarded by statute, regulations, or under any experimental, pilot, or demonstration project approved under Section 115 of the Act.

KTTP will not count months of assistance received from another Tribal/State TANF Program toward the 60-month time limit, if the applicant lived on an Indian Reservation that had a not-employed rate of at least 50%.

8.2 Calculating Time on Aid

Only the months that a client has received Assistance as defined in 45 CFR 286.10 shall be counted towards the 60-month time period; months that a client only receives non-assistance do not count.

For the KTTP 60-month clock, KTTP must track TANF assistance received in California after December 1996, and other states on or after October 01, 1996 dependent on the date the State became subject to TANF.

KTTP shall not count towards the limit any month of assistance received by an individual if any of the following conditions exist during that month (See 45 CFR 286.115 (d) :

- Any month of receipt of assistance to a family that does not include an adult head-of-household;
- A family that includes a pregnant minor head-of-household, or minor parent head-of-household, or spouse of such a head-of-household; and
- 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 percent of the adults were not employed.
- Aid reimbursed by child support – when the cost of aid in any month is fully reimbursed by child support.

KTTP will exempt families from the established time limits for the following hardships as defined in the 45 CFR and KTTP TFAP and may exempt up to 20% of the caseload based upon these hardship exemptions as allowed under 45 CFR 286.120 (b), (c). and the “Hardship” section in Karuk Tribe TANF Plan.

9 OVERPAYMENTS

9.1 Rationale

KTTP is focused on keeping Native American families strong and free from dependence on governmental assistance. Accordingly, when overpayments are identified, clients will

be required to repay the overpayment in good faith and maintain their focus on self-sufficiency.

9.2 What Constitutes an Overpayment?

According to the 45 CFR 286.45 (a): A Tribe may not use TANF Grant funds to provide assistance to:

- Families or individuals that do not otherwise meet the eligibility criteria contained the TFAP; or
- For more than the number of months as specified in the Tribe’s TFAP (unless covered by a hardship exemption); or
- Individuals who are not citizens of the United States or qualified aliens or who do not otherwise meet the definition of “eligible families” (45 CFR 286.5)

KTTP will meet the above referenced requirement by determining that an overpayment (O/P) is the amount of aid paid to an AU to which they are not entitled. Assistance payments include:

- KTTP Cash Assistance payments
- Child Care payments
- Non-Recurring Assistance payments
- Assistance paid pending an appeal
- Duplicate cash aid payments from another TANF program.

9.3 Agency Error Overpayments

Agency error overpayments occur when an AU has reported all eligibility information but received an incorrect assistance payment (s) as a result of KTTP error. These overpayments are collectable.

Example: A client reports earnings on the MER. When the MER is processed, the KTTP staff makes an error in computing the total earned income for the month. The over payment is an agency error.

9.3.1 Technical Overpayments

All technical overpayments are agency error overpayments. Technical overpayments may not be collected or cause the grant to be adjusted. A technical overpayment occurs when all three following conditions exist:

- An applicant or client fails to perform an act which influences a condition of eligibility; and
- The applicant or client’s failure to act is due to KTTP or CalWORKs error; and
- The amount of aid paid would have been the same if the act had been performed.

Conditions of eligibility that could contribute to a technical overpayment include failure to provide evidence of:

- Social Security Number;
- Birth verification;
- Work registration;
- Assignment of child support rights;
- Application for unconditionally available income (including UIB).

9.4 Other Overpayments

Overpayments that are not agency error overpayments are considered “Other”. “Other” overpayments are often client caused overpayments. These may occur when an applicant or client knowingly misrepresents or fails to report a fact which would affect his or her eligibility or assistance payment.

Non-client caused overpayments fitting into the “Other” category occur when a regulation requires assistance to be paid that the client is not eligible to receive.

Example: On September 26, client reports that one of her children has left home. It is not possible to provide timely notice. Benefits for October are not reduced. The October overpayment is categorized as “Other”.

9.4.1 Excess Property Overpayments

An excess property overpayment exists when Assistance is paid to a case that exceeds the KTCP resources and asset limits. Excess resource and asset overpayments are collectable.

When the excess resource and asset overpayment occurs as a result of KTCP error it is considered an agency overpayment.

If the client received assistance in “good faith”, the excess resource and asset overpayment is the lesser of:

- The value of the resource and asset is above the limit; or
- The total grant paid.

9.4.2 MER Overpayments

KTCP clients are required to submit their MER by the 5th of each month. (See Maintaining Eligibility, Section 6). If a client fails to submit a MER by the 5th, and a cash grant is paid in error the following month, the entire grant is considered an overpayment (See Section 11.4., Sanctions).

9.4.3 Duplicate Cash Aid Overpayments

Clients are required to notify KTTP if they are receiving cash assistance from another TANF program. This includes all other Tribal and State TANF programs. Any payments made by KTTP to the client while the client is receiving cash assistance from another program are considered overpayment. KTTP staff must determine if the client intentionally failed to report the duplicate payments and if so pursue penalties for an Intentional Program Violation (IPV) covered under this policy in Section 10: Fraud.

To avoid continuing overpayments, KTTP cash assistance must be discontinued until the other TANF program's assistance payments cease.

9.4.4 Other Types of Overpayments

Assistance pending a KTTP hearing decision is considered an overpayment when the client loses the appeal or fails to attend the KTTP hearing.

9.5 From Whom Overpayments May be Collected

Agency error overpayments may be collected from:

- The overpaid client, or
- From any individual who was a member of the overpaid AU when the overpayment occurred.

“Other” overpayments may be collected from:

- The overpaid AU when the individual responsible for the overpayment is living with the AU;
- The individual responsible for the overpayment if they are no longer eligible for assistance;
- Any AU which includes the individual responsible for the overpayment.

NOTE: When the individual relative responsible for the overpayment has moved to another AU, copies of the documentation to support the overpayment collection must be on file in the new case record.

9.5.1 Discontinued/Closed Case

When a KTTP case is discontinued or closed and there is a balance owing on an existing overpayment, the file must be updated and collection pursued.

9.5.2 Restored Cases

When a KTTP case is restored following discontinuance, and there is an overpayment balance remaining in the case record, KTTP staff must review the case file to adjust the grant amount for current payments to repay the overpayment owed.

When the overpayment has been repaid, the KTTP overpayment worksheet(s) shall be kept on file and should be noted with all pertinent repayment information.

9.6 Repayment Time Frame

There is no statute of limitations for computing or adjusting a grant overpayment.

9.7 Repayment of an Overpayment

9.7.1 Grant Adjustment

KTTP is required to take all reasonable steps to promptly collect all overpayments. There are two exceptions:

- Technical overpayments are not collectable;
- Non-fraudulent overpayments, less than \$35, are not collectable from individual's no longer on aid. However, non-fraudulent overpayments less than \$35 are subject to grant adjustment and/or repayment from active cash assistance.

Grant adjustments in the process of collecting an overpayment by reducing the cash assistance shall continue at this rate until the full amount is recouped. The maximum amount of the grant adjustment is:

- 5% of MAP for agency error overpayments
- 10% of MAP for all other overpayments

NOTE: The grant adjustment may exceed the maximum if the client requests a higher adjustment amount in writing

9.7.2 Voluntary Repay

A client may voluntarily repay an overpayment by signing a NOA that the aid will be deducted by the agreed upon amount in the next month's grant. For closed cases, clients may write out a money order or cashier's check payable to KTTP. The KTTP staff member accepting the payment must provide client a receipt and forward the payment to finance, note the CIF number and closed file number and document the payment in the closed case file.

9.8 NOA Requirement

A NOA must be sent for each new overpayment even when the case is discontinued or a previous overpayment is being grant adjusted.

The NOA must inform the client:

- When the Overpayment occurred;
- Reason for the Overpayment
- Amount of the Overpayment
- Amount of the grant adjustment, if grant adjustment is started

10 FRAUD

10.1 Rationale

In accordance with applicable Tribal, State and Federal laws, KTTP will establish a system of identifying and reporting suspected fraud, and applying penalties for Intentional Program Violation (IPV). The purpose of this section is to provide a process for identifying and investigating potential fraud; for referring fraud matters to the appropriate jurisdictions for prosecution and assessing sanctions.

10.2 What is an Intentional Program Violation (IPV)?

An IPV occurs when a KTTP applicant or client:

- Makes a false or misleading statement, or misrepresents, conceals or withhold facts; or
- Commits any act intended to mislead, misrepresent, conceal, or withhold facts; and
- Commits these acts to establish or maintain KTTP eligibility, or to increase or prevent a reduction in the amount of KTTP grant.

10.3 How is IPV Determined?

- KTTP Staff may determine if an IPV has occurred. Upon making such a determination the IPV will be referred to the TANF Committee.
- TANF Committee will hold a hearing to determine whether to refer an IPV matter to the appropriate jurisdiction for prosecution.
- Matter referred to appropriate jurisdiction for investigation:
 - Tribal, state or federal criminal court, or
 - Tribal, state or federal civil court, or referred to District Attorney.

10.4 Notification of Sanctions

KTTP clients will be informed of the rules in the following ways:

- Clients will be informed of the duration of sanctions on the Statement of Facts, in the Rights and Responsibilities and the Certification.
- The MER will contain sanctions in the certification section.

10.5 Sanctions for IPV Acts

Once it has been determined that an IPV has occurred, sanction periods are applied as follows, for the AU in which an individual committed an IPV offense. The sanctioned AU will be ineligible for KTTP cash assistance and supportive services for the appropriate period.

If the AU or individual responsible for the IPV goes off aid prior to the imposition of the sanction, the sanction must be documented in the file to ensure the full sanction period is imposed. Transfer of penalties applies for both county and KTTP. Overpayments due to an IPV will be pursued through collections.

6 months for first violation

12 months for the second violation

2 years for either:

- **First** violation for filing multiple applications to establish or maintain the family's eligibility for assistance, or
- For conviction of felony fraud in tribal, state, or federal courts for \$2,000 or less

4 years for **second** violation for filing multiple applications

5 years for conviction of felony of fraud more than \$2,000 but less than \$5,000

Permanent sanction for:

- Third conviction of fraud,
- Third conviction for filing multiple applications,
- Third conviction of fraud in state or federal court or administrative hearing,
- Conviction of felony fraud in tribal, state or federal court for \$5,000 or more,
- Misrepresenting residence to get duplicate aid from two or more states or counties,
- Receiving cash benefits exceeding \$10,000 fraudulently.

10.6 Transfer of Penalty

The IPV disqualification of an individual in another county or state is valid in Counties in which KTTP operates. If a case worker is notified by another county or state that an IPV has occurred, the worker must contact their immediate supervisor. The supervisor will instruct staff when to impose the balance of the disqualification period. Staff should notify the other county that an IPV disqualification is in effect when completing an Inter-County Transfer.

KTTP sanctions and IPV disqualifications are not transferable between KTTP and county programs. County programs do not recognize KTTP sanctions and/or IPV disqualifications. KTTP does not recognize county program's sanctions and/or IPV disqualifications. IPV disqualification time only counts when the client is not receiving aid from KTTP. (i.e. if the client is found to have committed a first time IPV and is penalized with a six-month disqualification, only the months that the client does not receive cash aid from KTTP can be counted.)

10.7 Notice of Action

When notified that an IPV has occurred, the FSS must deny or discontinue the serves of the client who committed the IPV. NOA is required and must be sent to the AU within 10 days of determination.

11 SANCTIONS

11.1 Rationale

If a client fails to comply with program requirements, rules and regulations, the client shall be discontinued or reduced for some defined period. Such Sanctions shall apply to the individual client and not the AU. Penalties for non-compliance with work activities are addressed in the Karuk TFAP.

If an individual in a family receiving assistance refuses to engage in work as required by the KTTP in the absence of good cause KTTP may reduce or terminate the amount of assistance otherwise payable to the family for that parent or needy caretaker or KTTP may provide limited assistance for basic needs through a voucher system for those individuals that fail to participate in work requirements, until such time that the individual resumes work requirements. The voucher system will pay for food, utilities, and shelter, essential needs, and other expenses that would benefit the child(ren)only.

Any individual that refuses to participate in the substance abuse/mental health counseling when referred by KTTP shall be placed on the voucher system.

The voucher system is not intended to be punitive in nature. Rather it is intended to be used as a tool.

Determination of Non-Compliance Imposition of Sanctions

Step 1: KTTP Staff identifies possible non-compliance by client.

Step 2: Non-compliance NOA issued to client.
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Step 3: Client supplies missing documentation, corrects non-compliance or attends good cause hearing and justifies non-compliance.

Step 4: KTTP staff documents in case file that non-compliance has been either
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resolved, sanction applied, or no sanction applied- NOA.

STEP 5: Reevaluate following month for compliance.

11.2 What Constitutes Non-Compliance?

Any failure by the client to comply with program requirements, rules and regulations, may constitute client non-compliance. Examples of client non-compliance include, but are not limited to the following:

- Supplying false information on SOF or MER or not supplying information in a timely manner
- Failure or refusal to comply with the requirements of an assigned KTTP activity
- Failure to comply or refusal to sign an FSSP
- Failure or refusal to participate or provide proof of satisfactory progress in an assigned KTTP component, including vocational training
- Failure or refusal to accept employment or participate in vocational and work requirements
- Terminating employment – for no acceptable reason (voluntary terminating a job)
- Voluntary reduction of earnings – for no acceptable reason
- Failure or refusal to participate in drug screening or referral.
- Intentional Program Violation (IPV)
- Failure to comply with School Attendance requirements

11.3 Notification of Sanction

11.3.1 Notice of Non-Compliance

A notice of Non-Compliance must be sent at least 10 business days prior to the adverse action. Within 10 business days of issuance of the Notice of Non-Compliance missing documentation or evidence of compliance must be received or a Good Cause Determination appointment must be scheduled within 10 business days. A notice of non-compliance is not a NOA and is not subject to appeal.

The Notice of Non-Compliance must indicate:

- The issue causing non-compliance
- Required action within in the 10-day period
 - Explanation of good cause
 - Required documentation
- The amount to which the cash grant will be reduced in the subsequent month(s) if the client does not resolve the issue of non-compliance within the 10-day period.

- If the client does not satisfactorily resolve the issue of non-compliance within the 10-day period, the sanction shall be imposed. An NOA will be sent 10 days prior to the sanction taking effect.

11.3.2 Good Cause Determination

Upon a client's request for a good cause exemption, KTTP shall make a good cause determination based upon documentation provided by the client. If at the discretion of KTTP staff, an appointment is necessary, one shall be scheduled during the 10-day period.

If a good cause exemption is found, the client's FSSP shall be amended as appropriate to address the circumstances that gave rise to the good cause exception and the client must sign the updated FSSP.

Examples of good cause exceptions may include:

- Support services not available
- Victim of domestic violence
- Age of client, as it may affect ability to participate or become employed
- Child care not available for child age 6 or younger
- Child care not available for child not in AU:
 - SSI child
 - Foster care child
 - Child for whom client exercises temporary control/custody
 - Child care not available for special needs child
- Client ill or incapacitated
- Family crisis
 - Death in family
 - Illness of family member
- Other substantial reasons determined by KTTP staff and approved by the Director or designee.
- Unable to accept employment because:
 - Discrimination: age, sex, race, religion, national origin, physical or mental incapacity
 - Exceeds daily or weekly work hours customary to the occupation
 - Work place violates health/safety standards
 - Doesn't provide worker's compensation
 - Requires travel that exceeds 2 hours round trip (excluding) time to transport children to school & child care)

- If walking is the only mode of transportation: round trip exceeds 2 miles (excluding school & child care transportation for children) – such a client must participate in community service.
- Mental Health Treatment
 - When the KTTP plan includes assignment to Mental Health Treatment, consultation with the treatment provider is necessary to make a valid good cause determination.

11.3.3 Notice of Sanction

If a non-compliance issue has not been resolved or a good cause exception has been granted within 10 days of the issuance of the notice of non-compliance, a notice of sanction must be sent immediately. This NOA will inform the Client that a sanction will take effect following the 10-business day period, from the date of issuance and informing the Client of their appeal rights and stating the reduced cash assistance grant amount. If the issue of non-compliance is not resolved prior to the issuance of the notice of sanction, the Client will not be eligible for prorated cash benefits.

11.4 Schedule of Sanctions

Sanctions must be imposed based upon the following schedule of sanctions and should be tailored to the Client’s non-compliance and prior history violations.

Non-Compliant Action or Issue	1st Level Sanction	2nd Level Sanction	3rd Level Sanction
Willfully supplying false information or withholding information on MER or SOF (Determine if IPV has occurred)	Non-compliant adult(s) removed from AU (no longer eligible for SSR) until compliant If false information prevented eligibility, grant will be suspended until AU is eligible.	Suspension of grant until compliant/eligible	Suspension of grant until compliant/eligible
MER not provided by 5 th day of month	If not received by the 5 th day of the month, suspension of grant until compliant. If MER received between the 16 th and the last day, grant will be delayed to the 15 th	If not received by the 1 st day of 2 nd month, continue suspension and send NOA that case will be closed if not received within 10 days. Prorate grant during 2 nd month from date MER received	If not received by end of 2 nd month, case closed, client must reapply and any overpayment must be repaid.

Required documentation not provided on SOF (initial application or recertification)	No grant approved until documentation received. If a recertification, send NOA that Non-compliant adult(s) remove from AU (no longer eligible for SSR)	If not received by 2 nd month, grant will be suspended until documentation received by KTCP	If not received by the 3 rd month, case closed, Client must reapply, and any overpayment must be repaid
Refusal to meet work participation requirements (1 and 2 parent families)	Non-compliant adult(s) removed from the AU (no longer eligible for SSR)	2 nd month, grant will be reduced by 50% (no longer eligible for SSR)	If not received by the 3 rd month, case closed, Client must reapply, and any overpayment must be repaid
Refusal to participate in Drug testing and/or subsequent substance abuse treatment if applicable	Non-compliant adult(s) removed from the AU (no longer eligible for SSR)	2 nd month, grant will be reduced by 50% (no longer eligible for SSR)	If not received by the 3 rd month, case closed, Client must reapply, and any overpayment must be repaid

Non-Compliant Action or Issue	1st Level Sanction	2nd Level Sanction	3rd Level Sanction
School Attendance	10% reduction in grant 1 st month	If not compliant by 2 nd month, offending member removed from the AU	If not compliant by 3 rd month, offending member removed from the AU
IPV- Intentional Program Violation	Dependent of severity of violation, appropriate sanction period will apply, see Section 10.5	N/A	N/A
After two missed failure to appear at a scheduled appointment (i.e. counseling, recertification, testing or assessment, workshop) if meeting work participation requirement	5% reduction in grant amount	Repeated failures to appear, non-compliant adult(s) removed from the A/U (no longer eligible for SSR)	Same as 2 nd level

11.5 Compliance Plan

If sanctions are imposed for non-compliance, a compliance plan shall be developed and agreed to by both the client and KTTP. The compliance plan shall be documented in the FSSP and shall indicate actions the client must complete to come back into compliance. The compliance plan shall provide time frames for compliance actions and potential additional sanctions up to and including termination of assistance.

11.6 Failure to Satisfy Compliance Plan

11.6.1 Continued Non-Compliance

If the client does not comply with the compliance plan and refuses to agree to an FSSP: Sanctions will be continued, increased or assistance will be suspended or terminated consistent with the compliance plan.

- If more severe sanctions are imposed, an NOA will be sent 10 days prior to the additional penalty taking effect.

11.7 Satisfaction of Compliance Plan

- If the client satisfies the compliance plan, an NOA will be sent to the client informing the client that the compliance plan has been completed and the sanction will be lifted effective 10 calendar days from the notice.
- The grant amount will not be adjusted until the following month.
- If an individual had been removed from the AU as a sanction, a face-to-face meeting with KTTP staff may be required prior to the client being added back to the AU.
- The NOA will inform the client that subsequent non-compliance will be subject to more severe sanctions.

12. APPEALS AND HEARINGS

12.1 Right to Appeal

The KTTP assures the client will be treated equally without regard to race, color, national origin, religion, political affiliation, marital status, sex, sexual orientation, disability, or age. Consequently, all clients have the right to appeal decisions made by the KTTP that affect assistance provided.

12.2 Appeal of Notice of Action

KTTP will provide a NOA of all decisions that affect assistance provided. The NOA will identify the reason for the action and it will include an effective date. KTTP will mail the NOA to the current address on file 10 business days prior to the date of action.

The NOA shall inform the individual of the nature of the decision, reason for the decision and the client's right to appeal this decision. A description of the appeal process will be included with the NOA.

12.3 KTTP Administrative Appeal Process

Step 1: Submission of an appeal

Appeal in Writing

All appeals must be in writing and be submitted to the FSS who issued the NOA. The appeal must be signed and dated by the affected client.

Appeal Content

The appeal must include at least the following information: the decision being appealed, the name of the KTTP staff member who issued the NOA and the reason for the client's disagreement with the action. Client must include a current mailing address.

Appeal Period

The written appeal must be submitted to KTTP within 10 business days from the date of the NOA.

Step 2: Review of Appeal

- KTTP will issue a notice of adverse action within 10 business days, to participants at risk of losing assistance, before said action takes place.
- All appeals must be submitted in writing to the Family Service Specialist within 10 business days of receiving the notice of adverse action
- The Family Service Specialist will notify the participant in writing within 10 business days of receiving the first level appeal of their decision
- The participant may further appeal the decision to the KTTP Manager within 10 business days of receiving the Family Service Specialists' decision
- The KTTP Manager will review and notify the individual, within 10 business days of receiving 2nd level appeal
- The participant can further appeal the KTTP Manager's decision to the Karuk Tribal Council within 10 business days of receiving the KTTP Manager's decision. The participant may submit the appeal to the Karuk Tribal Council, and be notified of Council's decision within 10 business days of receipt
- The Tribal Council's decision is the third and final level of appeal

12.4 Enforcement Pending Review

The client's filing of an appeal will temporarily suspend an adverse action. This may create an overpayment. An adjustment will be made to collect this overpayment if the final decision is against the client.

13. ASSESSMENT

13.1 Basic Skills and Career Assessments

KTTP may conduct basic skills, family needs and comprehensive career assessments for all eligible participants or refer clients to appropriate agency as needed. Results from assessments, along with client input will be used to identify services and activities to assist each client to reach employment and educational goals. KTTP staff shall accept basic skills and career assessments from Adult Schools, Community Colleges or other Workforce Investment Programs, taken by the KTTP client, only if the assessments were completed within one year.

14 WORK ACTIVITIES

KTTP will assist eligible clients with job preparation, work and support services to enable them to leave the program and become self-sufficient. Pursuant to 45 CFR Parts 286 and 287, Federal Programs to Assist Families to Achieve Self-Sufficiency, KTTP has the flexibility to define work participation requirements based on economic conditions and resources available to each tribe. KTTP staff may generate training and employment opportunities. Culturally relevant work activities based upon individual tribal cultures may be utilized

14.1 Mandatory Work Activity Requirements

KTTP minimum work participation requirements will apply to families that receive tribal assistance that include an adult or minor head of household receiving such assistance.

At least one spouse in a two-parent family household will be required to participate in a work activity for the minimum number of hours as listed, however, for two parent families, the work hours of both parents can be combined to meet the minimum number of work activity requirements listed below

Weekly Work Hour Requirements

Single Parent/Needy family (who is the only parent or relative in the family) with children over 12 months and under 6 years old

<u>Fiscal Year</u>	<u>Minimum Hrs./Wk.</u>
FY 2024-2026	20

Single Parent/Needy family with children over 6 years old

<u>Fiscal Year</u>	<u>Minimum Hrs./Wk.</u>
FY 2024-2026	20

Two Parent Families

<u>Fiscal Year</u>	<u>Minimum Hrs./Wk.</u>
FY 2024-2026	30

14.2 Tribal Work Activities

Due to our unique geographical area as described above, KPHP will allow up to 1 hour per day of travel to and from an approved activity to be counted as work participation hours. In accordance with 45 CFR 286.80(b)(2)(i) the reason for providing travel time is due to the lack of or limited transportation within the Karuk service area. Travel time may be adjusted to fit the need of the client due to the remoteness of some of the TANF sites.

KPHP work activities include:

- Private, public or Tribal subsidized/unsubsidized employment.
- Participation in a Native Employment Works (N.E.W.) or Workforce Investment & Opportunity Act (WIOA) and Karuk Tribe/Northern California Indian Development Council activities.
- Work experience.
- On the job training/job shadowing.
- Apprenticeship.
- Job search/job readiness assistance & basic skill development within the limitations specified at 45 CFR 286.105 (b & c).
- Community service
- Community economic and job development, as approved by ACF
- Post-secondary education/vocational educational training.
- Job skills training directly related to employment.
- Education/training directly related to employment.
- Participation in barrier removal activities such as mental health counseling, domestic violence counseling and/or substance abuse/chemical dependency treatment.
- Small business/entrepreneurial training.
- Life skills training/education such as financial management, parenting

education, health, hygiene. Nutrition that leads to family wellness and individual readiness for the job market.

- Culturally relevant work activities to increase self-sufficiency such as activities which result in food or other basic needs fulfillment, products or services that may be sold to provide income or those activities that increase skills applicable to employment.
- Satisfactory attendance and completion of secondary school or a course of study leading to a GED in cases where a participant has not completed secondary school or received diploma or GED certificate.
- The provision of childcare services for children of another KTTP client who is participating in a KTTP approved work activity or community services program.
- Regular participation of family preservation/maintenance activities, as an ancillary part of weekly approved work participation activities. Family preservation/maintenance service activities are further described below:
 - short-term, family-focused and community- based services designed to help families cope with significant stresses or problems that interfere with their ability to nurture their children. The goal of family preservation services is to maintain children with their families, or to reunify them, whenever it can be done safely.
 - Family Maintenance services are provided to families whose children are a risk of neglect or abuse and who are participating in services from KTTP, Karuk Child & Family Services or Siskiyou/Humboldt County Child Welfare Services.

14.3 Limitations and Special Rules

An individual shall be considered to be engaged in work by virtue of participating in any work activity specified in this plan or approved by the caseworker in advance (within the limitations specified at 45 CFR 286.105).

KTTP shall consider participation of an individual in a job search and/or job readiness activity for a minimum of 3 days per week to be considered a full week of participation by that individual. However, a participant's job search and/or job readiness activity may only count towards 6 weeks in any fiscal year, unless the Tribal unemployment rate in the approved TANF service areas is at least 50 percent greater than the United States total unemployment rate for that fiscal year, then

an individual's participation in job search or a job readiness activity count for up to 12 weeks in that fiscal year. If job search or job readiness activities are an ancillary part of another activity then there is no limitation on counting the time spent in job search and/or job readiness.

A single parent with a child under one year of age shall be exempted from work participation requirements until the child reaches one year of age.

A teen head of household who maintains satisfactory school (High School, GED, or College) attendance will be considered to be meeting the require work participation requirements.

Upon certification by the Family Service Specialist, cash assistance will not be terminated or reduced if a single parent who cares for a child under the age of 6 years old refuses or stops work activities for the following reasons (statement must include time limitation for exemption):

- Appropriate child care within a reasonable distance from the home or worksite is unavailable with no appropriate licensed childcare facilities within a reasonable distance from the individual's home or work site (within a 30-minute driving distance).
- Informal child care by a relative or under other arrangements is unavailable or unsuitable due to home having unsafe conditions/ or for health and safety reasons.
- Appropriate and affordable formal child care arrangements are unavailable and is defined as facilities in the area are serving at 100% capacity, and do not have any slots available to serve additional children
- Appropriate and Affordable childcare:
Appropriate childcare definition - to ensure the maintenance of minimum standards for the care and protection of children away from their homes and to encourage and assist the relative childcare home to meet maximum standards.
Affordable childcare definition - to ensure that the cost of childcare does not cause a financial hardship on a family to

where the family cannot maintain or move towards self-sufficiency.

14.4 Hardship Cases

Hardship exemptions are conditions that hamper or inhibit an individual's ability to maintain work or enter into work activities. KTTP will consider the following categories of cases for exemption from the 60-month time limit considered on a case-by-case basis, including but not limited to: Individuals with learning disabilities, single parents with numerous children under 12 years old, (4 children), adult responsible for the care of an elderly (55+) or disabled parent/relative (Doctor's statement required), or as approved on a case-by-case basis. KTTP may exempt 20% of their caseload based upon hardship

- Individuals with cognitive, physical, and/or mental disabilities (including medical conditions) resulting in limited education, job skills attainment, and/or ability to secure and retain employment (documented by a physician or other medical professional).
- Cases in which one (1) parent in a two-parent family is temporarily incapacitated by illness or disability (as documented by a physician or other medical professional) and must be cared for by the other parent full time; not to exceed 12 months.
- Single parents with 4 or more children under 12 years of age.
- Eligible applicant adults responsible for the full-time care of an elderly or disabled relative.
- Victims of domestic violence.
- Individuals with a medical release from a physician or as approved on a case-by-case basis, depending upon severity.
- Cases where an individual has reached the 59th month of the Federal Time Limit and will receive a certificate or diploma within six months or has enrolled in a training or apprenticeship program resulting in job placement within six months. This exemption will be in place until the individual completes the certificate/diploma/training.
- Cases where time limit termination of benefits would likely result in a child(ren) being placed into emergency shelter or foster care; not to exceed three (3) months.

14.5 Good Cause

KTTP may exempt clients from work requirement penalties for good cause. Good cause is determined by KTTP staff.

14.6 Penalties

KTTP may reduce or terminate the amount of cash assistance payable to the AU for any parent or needy-caretaker that refuses, without good cause, to engage in work activities as specified by their FSSP. KTTP may provide limited assistance for basic needs through a Disperse on Behalf Of (DOBO) system for clients who fail to participate in work activity requirements, until such time that the individual resumes work activity requirements. The DOBO system will pay for food, utilities, and shelter, essential needs, and other expenses that would benefit the child(ren)only.

KTTP may also sanction clients who fail to participate in work activities without good cause.

14.7 Transportation

KTTP may provide bus passes or reimburse mileage at the federally approved rate, for those clients that are engaged in work, education and training activities or approved work participation activities identified in the FSSP. Assistance with vehicle repairs, if required for transportation to these work activities, may be provided as a non-recurring short-term benefit and will count as emergency assistance. (See section 5.1.4). Documentation of the client meeting minimum work activity requirements must be provided to KTTP in order to assist with transportation issues. Purchase of vehicles is not allowable.

15 OTHER ACTIVITIES

15.1 Training, Education and Employment Services

15.1.1 Rationale

KTTP will provide a variety of training and education services to eligible Karuk Tribal members and its descendants, and all other eligible Native American families These services are allowable Tribal Work Activities and are considered an integral part of the TFAP to attain self-sufficiency.

15.1.2 Life Skills

Life skills education will be made available to TANF families, in order to assist with basic personal and family coping skills, improve their employability and help them move toward self-sufficiency.

Topics may include, but are not limited to the following:

- Household budgeting
- Establishing and maintaining good credit
- General banking
- Transportation basics

- Balancing work & family
- Useful basic legal information
- Creating a life plan
- Developing effective coping skills
- Physical health and wellness
- Traditional family values/parenting
- Native American culture
- Assertive communication

These services may be delivered individually or in a group setting and may be taught either by KTTTP Staff or outside presenters.

15.1.3 Small Business Development

Part of the Small Business Development Administration's (SBA) mission is to ensure that American Indians seeking to create, develop and expand small business have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending and procurement programs. The Office of Native American Affairs is an integral component of entrepreneurial development's network of training and counseling services. KTTTP will assist TANF clients with small business development as requested.

15.1.4 Education Directly Related to Employment

Education assistance may be provided to any client who has not received a High School Diploma, Certificate of High School Equivalency, or who needs education related to employment in order to receive a training certificate. Time spent in classes can be counted toward the TANF client's work activity requirement. A teen head-of-household that maintains satisfactory school, high school, GED or college, attendance is considered to be meeting Work Participation Requirements. An FSSP must be approved and completed by KTTTP staff and a current program description with education/skills requirements specified must be included.

Employment related assistance will be based upon skill level, assessment and employability potential. KTTTP may provide educational expenses directly related to job preparation, including but not limited to books, uniforms, tuition and educational supplies on a case by case basis not to exceed \$5,000.00 lifetime limit per person. Specified limit is dependent upon KTTTP budget availability. KTTTP may provide a one-time payment of up to \$1,000.00 toward educational loans, (state of other non-federal) that are in default (recipient must be within 12 months of graduation to be eligible)

Upon completion of an educational training program, verification of attainment of the certificate or degree is required. Eligible TANF participants who complete an approved educational program shall receive the following monetary incentives:

- \$100.00 for a certificate of completion for coursework or training which supports job skills needed as identified in the client’s FSP, equivalent to 60 hours or less.
- \$200.00 for certificates of completion for coursework or training which supports job skills needed as identified in the client’s FSP, equivalent to 61 to 200 or more hours.
- \$300.00 for completion of High School Diploma, GED, Vocational Certificate Program, or Career Certificate Program i.e. LVN, dental assistant, child development teacher or training which supports job skills needed as identified in the client’s FSP.
- \$1000.00 for obtaining an Associate’s degree.
- \$2000.00 for obtaining a Bachelor’s Degree or higher.

The Grade Incentive Program may provide the following payments annually, for school-age youth (TK-12) as follows. It will be the responsibility of each participant to provide a current school schedule or grade report for each semester completed. Verification will be necessary for all incentive award programs.

- \$25.00 for lower grades (grades not graded with A, B, C, ...) maintaining satisfactory progress
- \$25.00 for every student that maintains a “C” average,
- \$50.00 for every student that maintains a “B” average, or
- \$100.00 for every student the maintains an “A” average.

The KTCP will provide a bi-annual \$300.00 clothing allowance for every child on TANF.. KTCP will purchase school supplies as requested by the school district by grade level.

15.1.5 Work Subsidy Job Placement

KTCP will work with local employers to develop opportunities for job placement for TANF clients. KTCP may provide work subsidies (i.e. payments to employers or third parties to help cover costs of employee wages, benefits, supervision and training). These payments shall count as income and be subject to allowable disregards. When an eligible adult is provided job placement, it is expected that the employer will provide training during the work subsidy period and upon successful completion of the training period the client may be offered permanent employment. If the wages from the job placement cause the client’s cash aid to be closed due to excess earnings, the job placement and work subsidy may continue up to the maximum training period on Work Experience/On-the Job Training of (6) months. If additional time is required to become proficient at the specific position, up to (2) additional (3) month periods may be approved by the KTCP Director with a documented training plan. The work subsidy wages shall not count toward the maximum transitional services limit of \$5,000.00.

15.1.6 Displacement

KTCP has established and is maintaining procedures to resolve displacement complaints pursuant to 286.110. In order for the Karuk Tribal TANG Program to

prevent displacement of an employee from an employer interested in utilizing a subsidized employment participant, the following prohibitions are in place:

A participant in a KTTTP subsidized employment program or authorized activity must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee.

A KTTTP subsidized employment program or activity must not impair existing contracts for services or collective bargaining agreements. When a KTTTP subsidized employment program or activity would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

A participant in a KTTTP subsidized employment program or activity may not be employed in or assigned to a job if:

- Any other individual is on layoff from the same or any substantially equivalent job;
- The employer has terminated the employment of any regular, unsubsidized employee of otherwise cause an involuntary reduction in its workforce with the intention of filling the vacancy so created with the subsidized employment participant; or
- The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers
- The employer would decline to hire a regular employee or decline to fill an open job posting in order to bring on a subsidized employee
- The worksite is involved in an abnormal labor condition such as a strike or lockout.

KTTTP will notify the public, including employers, employees and anyone who may consider themselves displaced by a KTTTP subsidized employment program or activity participant by:

- Posting signage in the workplace in an area that is conspicuous to employees indicating the prohibition or displacement of an employee by the TTP Subsidized Employment Program including procedures for filing a complaint by any employee alleging that displacement has taken place
- Providing each worksite with complaint procedures and forms
- Notifying employers during orientation to the KTTTP Subsidized Employment Program that an agreement must be signed by the employer prior to placing a participant in subsidized employment.

Any person alleging displacement due to the placement of an individual from a KTTTP subsidized employment program or activity may file a complaint by completing a complaint form or submitting a written statement within 45 days of the alleged occurrence to: Karuk Tribal TANF Program, TANF Director, 64236 Second Avenue, Happy Camp, Ca 96039

15.1.7 Community Service/Volunteer

The Community Service/Volunteer component is an unpaid volunteer work activity that is counted towards a client's required work activity hours. This component may assist a client in meeting their training/education objective(s), in areas where other types of work experience are not accessible or available.

Activities may include, but are not limited to:

- Administration
- Event organization
- Logistical efforts for community gatherings or activity
- Group facilitation
- Elder assistance
- Gathering (i.e., wood and other natural materials)
- Cooking
- Cultural preservation activities
- Culturally relevant activities as it relates to education/employment

15.1.8 Tutoring

The KTTTP will provide tutoring assistance to eligible students in the areas of academics, computer technology, employability, life skills, counseling and support, leadership training, mentoring and promotion of Native American culture through various educational activities. A computer lab may be available to assist students in completing their homework assignments; educational resource materials and Internet access will also be provided. Our goal is to create a positive and supportive learning environment to provide quality education for lifelong learning.

Our focus is to provide a comprehensive tutoring program to promote academic success, increase post-secondary educational opportunities, reduce Native American student dropout rates, increase school attendance, and encourage good grades. Our tutoring efforts include coordinating with other Native American Indian Education Programs and partnering with other local agencies to enhance our efforts to serve the Native American community.

15.1.9 Career Development Resources

These resources are designed to provide employment information and services, which may include, but not limited to:

- Networking opportunities
- Career assessing/planning
- Resume preparation
- Interviewing skills
- Referral services to local one-stop centers
- Workplace mentoring
- Employment/vocational training
- Job fairs
- Employment requirements

15.1 Marriage Promotion

15.2.1 Rationale

The Marriage Promotion Incentive supports the Tribe's TFAP in its efforts to establish strong native two-parent families and communities that celebrate culture and tradition. One of the purposes of TANF as stated in the 45 CFR is to encourage the formation and maintenance of two-parent families. KTCP staff may provide support to couples seeking to marry.

KTCP TANF Plan states: KTCP may provide eligible TANF clients with the following: "One-time assistance with a traditional marriage of a TANF client, as an incentive to become a two-parent family, as well as, premarital/marriage counseling".

The intent of marriage promotion shall be:

- To welcome couples wishing to marry with respect.
- To refer couples to pre/post marital counseling.
- To facilitate workshops on topics relevant to preparing for marriage, native family values and married family life.
- To potentially assist couples in aspects of ceremony planning.
- To research Tribal specific customs and traditions for a couple.
- To conduct follow-up visits with the couples after participating in the marriage promotion incentive.

The FSSP will identify eligible couples that wish to take part of this incentive and the activities assigned to the events will count toward the work participation rate. In addition, a one-time incentive payment of \$2000.00 will be given to the couples to assist with pre-marital counseling and other marriage costs.

15.3 Fatherhood

15.3.1 Rationale

The Fatherhood incentive supports the TFAP in its efforts to establish strong native two-parent families and communities that celebrate culture and tradition. KTTP staff shall provide fathers seeking a re-connection and spiritual relationship with their children and partner a means to develop and maintain relationships. As stated in the 45 CFR, one of the purposes of TANF is to encourage the formation and maintenance of two-parent families.

The intent of the Fatherhood incentive shall be:

- To educate custodial, non-custodial fathers and fathers-to-be about the responsibilities of fatherhood.
- To facilitate workshops on Native family values, Positive Indian Parenting, and Fatherhood.
- To assist couples in ending gender stereotyping.
- To assist fathers in ending violence in their lives.
- To refer men to counseling and support groups.
- To re-connect dads with their children and families by providing personal and culturally relevant advocacy.

The FSSP will identify eligible fathers that wish to take part in the incentive and the activities assigned will count toward the work participation rate.

15.4 Cultural and Youth Activities

15.4.1 Rationale

Our Native youth are the key to our future and survival of our communities and KTTP respects their voice. KTTP is committed to offering youth the opportunity to live healthy lifestyles filled with pride, respect and tradition. In keeping with purpose three of TANF, to prevent and reduce the incidence of out-of-wedlock pregnancy, KTTP staff will offer activities that may include, but are not limited to, the following:

- Native & Cultural Activities
- Prevention & Diversion Educational Activities
- Leadership Skills & Community Building

15.4.2 Native & Cultural Activities

These activities will focus on traditional skills, teachings, arts and crafts, storytelling, song and dance and Native life skill training. The Native & Cultural Activities offered by KTTP will be designed to introduce clients to culturally relevant concepts of wellness, family, community and development of leadership abilities.

- Arts and crafts activities will be provided to the participants as a form of teaching traditional self-reliance. Opportunities to learn song and dance will be offered to the participants, which will provide an opportunity for sharing customs and values.
- Storytelling will be used to impart values and cultural history to participants and promote intergenerational communication.
- Other cultural events, as available.

15.4.3 Prevention and Diversion Educational Activities

The Prevention Activities offered by KTTTP staff will be designed to prevent and reduce the incidence of out-of-wedlock pregnancy and substance use disorder.

Referrals will be made on a case-by-case basis. When necessary, outside referrals will be made to other federal/state agencies or service providers.

15.4.4 Leadership Skills and Community Building

KTTTP cultural and youth activities will promote self-esteem, Native American leadership, cultural awareness and community involvement. Strong self-esteem lessens the occurrence of teen pregnancies which fulfills the third purpose of TANF; to prevent and reduce the incidence of out-of-wedlock pregnancies. Cultural and youth activities may include sponsoring conferences and workshops to promote youth involvement and community building.

15.4.5 Extracurricular Activities

Eligible Participant Categories

1. **Project Eligible Participants ("Other Eligibles"):**
 - Family income between 250% and 500% of Federal Poverty Guidelines.
 - **Annual reimbursement cap: \$2,000 per youth** (includes materials, registrations, travel costs).
2. **TANF Participants:**
 - Cash Aid participants with income below 250% of Federal Poverty Guidelines.
 - Additional allowances available for adults accompanying youth.

Eligible Expenses

1. **Activity Materials:** Covers standard items like shoes and equipment necessary for participation. Verification may be required from the coach or organizer.
2. **Registration Fees:** Covers one season at a time. If seasons overlap, reimbursement may still apply. **Activity Request** must be submitted to KTTTP.

3. **Travel Costs:** Per Diem and Mileage calculated as flat rates. Lodging by reimbursement at government rate only when eligible. May be paid to parent, caretaker relative or chaperone using personal vehicle. Parents, Guardians and Non-Relative Caretakers may request travel cost support reimbursement if driving themselves to watch youth in activity.
4. **ALL** requests must be made to KTTP by the family. There is no “PAY with TANF” or “Tribe Pay” arrangements with outside organizations.

Required Documentation

1. **Risk Assessment:** (once per calendar year with supporting documentation)
Required for **ALL** Extracurricular Youth Activity Requests
 - Proof of Incomes
 - Proof of Residency
 - Last Report Card
2. **Activity Request/Support Service Request:** For materials/equipment and registration fees.
3. **Travel Worksheet:** For all travel-related requests.
 - Hotel/Motel Receipt(s)
4. **Minor Parental Travel Permission Slip** – for chaperones using their personal vehicle.
5. **Sports Requests Also Require:**
 - Roster
 - Schedule
 - Tournament Brackets (if applicable)
 - Itinerary (if available)

Advance Travel Requests

- Submit all required paperwork at least 15 business days before travel.
- High School Students may qualify to get advance travel costs directly.

Travel in Activity/School provided Bus or Vehicle

1. **1–4 Hours one way:**
 - \$25 per day.
2. **4+ Hours one way:**
 - \$50 per day.
3. **Overnight:**
 - \$50 per day.

Travel in Personal Vehicle with Adult

1. **TANF Participants Only**
 - 0–2 hours travel one way: \$25 per diem for youth, \$25 for the adult + \$100 gas = \$150.

2. **TANF and Project Eligible Participants with Adult in personal vehicle:**
 - 2–4 hours travel one way: \$25 per diem for the youth, \$25 for the adult + \$200 gas = \$250.
 - 4+ hours travel one way: \$50 per diem for the youth, \$50 per diem for the adult + \$300 gas = \$400.

Overnight and Multi-Day Trips

1. **Requirements:**
 - Roster of participants.
 - Ensure the youth actively participates each day of the trip.
 - Provide an activity schedule/itinerary.
2. **Reimbursement Rates:**
 - **Youth + Adult:** Non-Travel Days = Flat rate of \$100.
 - **Youth and Adult:** Travel days = \$50 per diem for the youth, \$50 per diem for the adult + \$300 gas = \$400.
 - **Additional Youth:** \$50 per diem each day not required to travel, for each additional youth involved in the activity.
 - **Lodging:** Government rate (typically around \$110 per night) reimbursed upon submission of receipts. Any charges over the government rate will be the responsibility of the adult.

16. DOMESTIC VIOLENCE SERVICES

16.1 Rationale

Traditionally, Domestic Violence (DV) was not a part of Native families or communities. As the givers of life, women were highly revered and respected. As a result of changing values, domestic violence has become a barrier on the path of self-sufficiency for some Native families. As such, KTTP offers DV prevention and intervention services to those families struggling with this issue.

KTTP staff will intake and track those cases where:

- The client is currently in, or attempting to escape from, a violent relationship with their partner;
- A youth client is involved in dating violence.

16.2 Eligibility

All TANF clients are eligible for the services. Eligibility extends to all adults on a TANF grant, caretaker relatives of dependent children, and all children in the household.

These services do not require an evidentiary threshold for participation. KTTP will rely on the client's word alone when providing domestic violence services. The client may provide the KTTP staff with doctor's statements, police report numbers, counseling referrals, etc., to support their entry into the program, but they are not required. To receive a good cause

waiver from work participation requirements, the client must provide a doctor's statement or police report.

16.3 Record Keeping

The client's case file shall contain documents related to DV interventions. The case notes document every contact with the survivor, or on the survivor's behalf with a minimum of a narrative. To maintain confidentiality, the case will not be discussed with other staff or clients, including friends and family members.

16.4 TANF Regulations- Domestic Violence Waivers

Sec. 286.140(3) provides for waivers, upon determination of good cause, of TANF program requirements to such individuals for so long as necessary in cases where compliance would make it more difficult for such individuals to escape domestic violence or unfairly penalize those who are or have been victimized by such violence or who are at risk of further domestic violence.

In order to waive work requirements, training requirements, etc., the following must be done:

- Identify the specific program requirement being waived;
- Grant the waiver based on need as determined by a person trained in domestic violence. and re-determinations at least every 3 months.:
- All waivers must be filed in the client's case file.

16.5 Advocacy

A client participating in the DV services may want the KTTP staff to advocate on their behalf with outside persons or agencies. KTTP may reimburse costs for DV classes upon successful completion of said classes. KTTP staff may advocate for the client in a variety of settings.

- Advocacy in the courtroom
- Advocacy with employers
- Advocacy with educational institutions
- Advocacy with medical institutions/law enforcement
- Sexual assault

17 CHILDCARE

17.1 Rationale

KTTP may provide childcare services for their eligible Tribal TANF families participating in approved work activities. Childcare services may be made available as a transitional service to families at risk of welfare dependency for a maximum of six months beyond eligibility of the KTTP for cash assistance. Families may be eligible for transitional

services with an income of up to 250% of federal poverty guidelines. Transitional services are not available if the family's cash assistance has been terminated due to fraud or sanction. The lifetime limit for transitional services is \$15,000.00. Childcare may be provided by exempt providers, by licensed centers, or by licensed family child care homes.

17.2 Eligibility

In order to receive childcare services, the eligible adult(s) must be participating in approved work activities under the KTCP, and an applicant must:

1. Be deemed an eligible TANF client through the Cash Assistance eligibility process, and
2. Be in a vocational training program, an educational basic skills/GED program, or any other approved KTCP work activities, and
3. Have child(ren) under the age of 13, or over age 13 and under age 18 who have a physical or mental incapacity or who are under court supervision.

17.2.1 Verification for Payment

All parents requesting childcare payments must submit verification of hours spent in approved work activities or employment with their MERs. The following is a list of appropriate verification documents.

- School – class schedule attendance verified by instructor
- Employment– pay stubs with hours worked
- Verification of approved Work Activity or Program Activity.

17.3 Limitations and Special Rules

A single parent with a child under the age of 6 and over 1 year of age shall be required to participate at a minimum of 24 hours per week and is eligible for childcare benefits. A single parent with a child under 1 year of age shall be exempt from any work requirements. This exemption is limited to a lifetime maximum of 12 months.

A teen head of household who maintains satisfactory school, high school, GED, or college, attendance is considered to be meeting the work participation requirements and may request childcare benefits.

Upon certification by a caseworker and approval of the Director, KTCP will temporarily exempt victims of domestic violence or clients in inpatient rehabilitation with children from work participation requirements up to a maximum of 6 months and may provide child care benefits.

Cash assistance will not be terminated or reduced if a single parent caring for a child under the age of 6, refuses or stops work activities for the following reasons with a written

statement from the client certified by KTTP staff. Refusal to work when an acceptable form of child care is available is not protected from sanctioning. (45 CRF 286.150).

- A. Unavailability of appropriate child care within a reasonable distance from the individual's home or work site, or
- B. Unsuitability of informal child care by a relative or under other arrangements, or
- C. Unavailability of appropriate and affordable formal child care arrangements.

17.4 Special Needs Documentation

Any eligible child with special needs receives priority for program services. Therefore, documentation in support of special needs must be submitted. Types of documentation may include, but are not necessarily limited to:

- Doctor's report
- School records (i.e., school counselor, school psychologist)
- Regional Center (or similar social service agency) reports.

17.5 Submission and Payment for Provider Billing

In order for payment to be made, the provider must submit invoice. Invoices may only be submitted on a monthly basis. Providers may use the KTTP Childcare Attendance Sheet or they may use their own billing form as long as the form shows: name of child, dates and hours of care, rate charged and total hours billed. All billings must have original signature of both the parent/guardian and the provider. All hours claimed are cross-checked against the parent's/guardian's work/training schedule for the same pay period. Childcare providers are paid only for hours the parent/guardian has worked/attended training plus the parent's/guardian's lunch break and approved travel time.

Within ten business days (10) of receipt of a billing from a child care provider, the invoice is reviewed by the KTTP staff, verified and processed. Payment is made directly to the child care provider.

17.6 Health and Safety Requirements

All providers must meet the following minimum health and safety requirements as established by KTTP. Providers are required to notify the program of any changes.

If a provider is found to be out of compliance with health and safety requirements and does not comply within the allowed time frames, the provider is notified that they are no longer registered. Any parents having children placed with the provider are notified immediately in order to select another provider.

17.6.1 Licensed Provider

All center-based, family child care and group home care facilities subject to State licensing requirements must meet such requirements. Copies of the providers' valid licenses must be on file with the program as evidence of such compliance in order for payment to be made.

17.6.2 License-Exempt Providers

Providers who are not subject to State licensing requirements must submit documentation of compliance with the minimum health and safety requirements. At the time of registration, each license-exempt provider must sign a health and safety certification statement. The certification statement allows time for providers to meet TB testing requirements, if they are not met at the time of registration. All license-exempt providers who must meet the TB test requirement must also complete a background check. All adults 18 years of age and older who reside in the provider's home must also complete a background check.

All relative child care providers are exempt from background checks.

17.7 Coordination of Services

KTTP Childcare services coordinate to the maximum extent possible with other childcare programs. The goal of such coordination is to ensure that program funds are used to supplement and not supplant child care services already available.

Clients must be encouraged to utilize all resources including the Siskiyou County Child Care Council, and the CA Resource and Referral Network.

KTTP will also coordinate with both the State and other tribal Childcare Development Block Grant (CCDBG) programs. The objectives of such coordination are to share information, to refer clients eligible for other programs, as well as to share costs as appropriate. Cost-sharing may occur particularly in the quality improvements and expansion or establishment of child care service activities.

17.8 Payment for Childcare Services

17.8.1 Payment Rates

KTTP uses the same payment rates as those used by the CCDBG program operated by the Tribe or the State of California. Allowance for differing maximum rates is based on categories of care (e.g., center, family home, exempt) and child care needs (e.g., special needs children, infants and toddlers).

Payment will not exceed the standard rate normally charged by the provider. As rates are adjusted by the Tribe or the State of California, the rates paid by KTTP are adjusted accordingly.

17.8.2 Requirements to Receive Payment

There are certain requirements which a provider must meet in order for KTTP Childcare service funds to be used to pay the provider for childcare services. The following is a description of, and the timeframe involved, for the entire process:

- Providers not subject to State licensing requirements must be registered as a program provider. Thus, minimum health and safety requirements as described in the Health and Safety Requirements section must be met before a provider is approved to provide services and receive payment for such services.
- Providers subject to licensing requirements must submit a copy of their valid licenses before authorization for childcare services to be provided is made. Payments are not made for services prior to receipt of the valid license.
- In addition, a current registration (for license-exempt providers) or a copy of the valid license (for licensed providers) must be on file at all times in order for the provider to be eligible to receive payment for childcare services.
- In order for payment to be processed, a provider must submit a childcare invoice to the KTTP. The invoice must include the dates, times, the names of the child(ren) for whom the care was provided, and the signature of both the parent and provider.
- Payment will not be made to a provider who resides in the same household as the child receiving KTTP services, who is also a part of the AU.

18. CHILD ABUSE REPORTING REQUIREMENT

18.1 Rationale

Families are the fundamental foundation of Native American culture. It is within the family that children find the care, support, values and identity that form creative, self-directed adults. It is critical for KTTP to value the integrity and uniqueness of all families. Children's needs are best met within their own family, however when there are circumstances prohibiting the family from providing adequate care for children, KTTP must intervene on behalf of the child and the community. To ensure that KTTP meets the applicable tribal, state and federal laws regarding mandated reporting of possible Child Abuse and Neglect, KTTP employees must report any suspected child abuse and neglect to Siskiyou County Department of Health and Human Services or Humboldt County Child Welfare Services and advise them of the situation.

18.2 Who May Report

Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse may report the known or suspected instance of child abuse to a child protective agency.

18.3 Conditions Necessary for Reporting

KTTP staff members are required to report, if they have knowledge of or observe a child while in their professional capacity or scope of employment that they know or reasonably suspect to be a victim of child abuse.

"Reasonable suspicion" means that "... it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.... The pregnancy of a minor does not, in and of itself, constitute a basis of reasonable suspicion of sexual abuse."

18.4 Mandatory Reporting

Notify a child protective agency immediately or as soon as practically possible by telephone; and prepare and send a written report (Suspected Child Abuse Report- S.C.A.R.) within 36 hours of receiving information concerning the incident. The "36-hour" requirement means 36 *clock* hours. There is no grace period for weekends or holidays.

When two or more mandatory reporters are present and jointly have knowledge of a known or suspected instance of child abuse, they may agree that one of them shall make the telephone report and a single report may be made and signed by the designated individual. However, if one learns that the designated individual has failed to comply, he or she must then make the report. No supervisor or administrator may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction for making the report.

18.5 Liability for Failure to Report

The mandated reporter who fails to report faces liability on two fronts directly. First, failure to report can subject one to criminal charges. Of equal concern is that the immunity from civil liability (lawsuits) exists only once one has fulfilled his or her reporting duty.

18.6 Safeguards for Mandated Reporter

Mandated Reporters cannot be prevented from reporting nor lose their job for making a report

- Mandated Reporter's identity is kept confidential.
- Employers are required to inform Mandated Reporters of their responsibilities.
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- Physician- and therapist-patient privilege does not apply to KTTP staff.
- Mandated Reporters are not required by law to inform parents of the report.

19 SUBSTANCE USE TESTING

19.1 Rationale

The Karuk Tribe recognizes that drugs and alcohol may be a barrier to employment for Native Americans. As such, to be deemed eligible for Tribal TANF, adults are required to complete substance use testing as a criterion for eligibility determination. Therefore, testing can be required at intake, recertification and randomly as determined by KTTTP Staff.

19.2 Referrals

KTTTP may provide referrals to substance use services which offer:

- Medical and Non-medical substance use programs;
- Substance use and mental health counseling, education and rehabilitation providers (non-medical).

19.3 Testing

Testing can be done at the initial application process within 10 days of eligibility certification and during the twelve-month re-certification process. Testing can be conducted randomly any amount of times between intake and re-certification. It should be done whenever a client exhibits suspicious behavior.

19.4 Positive Tests

A positive test will require clients to participate in a substance use assessment that must be noted in the FSSP. Based upon the assessment, the client may be required to attend counseling sessions or enroll in a rehabilitation program. The FSSP will mirror the recommended treatment plan. Based upon the assessment, KTTTP may opt to continue assistance to the family through a DOBO system, or a designated rep payee for expenses of rent, utilities and food until substance use counseling or the designated program is complete and the client submits a certificate of completion.

19.5 Non-Compliance

If the person refuses drug testing at the time of intake, they cannot be determined eligible and that person's needs shall not be considered in the AU. However, that person's income and resources shall be considered available to the other members of the household for grant calculation purposes. If the client refuses drug testing during the 2nd month, the grant will be reduced by 50% and the case will be closed in the 3rd month and client will have to reapply.

If a person submits a positive test at any time and refuses to participate in a substance use assessment, that individual will be removed from the AU during the first month. The

remaining grant to the entire AU will be sanctioned by 50% during the 2nd month of non-compliance and will be terminated in the third month, if non-compliance continues. The client must reapply after 30 days resuming their non-compliance status

19.6 Family Self-Sufficiency Plan (FSSP)

The SUD assessment will identify the need for treatment and participation in a substance use program. The FSSP will mirror treatment recommendations. The FSS will monitor the client's progress. If it is a single parent household, assistance may continue as long as the parent retains care and control of the eligible child. Compliance will be determined by a monthly report.

19.7 Maintaining Eligibility While in Treatment

When/if a KTTP parent enters a residential treatment facility, staff must determine if the parent maintains care and control of the child(ren) while in the facility. Care and control means that the parent is still in charge of the major decisions regarding the child(ren) while someone else cares for them in the parent's absence. The parent would continue to make such decisions as where the child attends school and what medical/dental services are necessary.

The parent who is temporarily absent from the home can either continue to be the payee for the case, or designate someone else to be the payee in their absence.

When a KTTP client enters mandatory residential SUD treatment, his/her FSSP must be revised to incorporate the SUD treatment. As with any FSSP, the time limits continue to apply.

20. PROGRAM REQUIREMENTS

20.1 Budget

Yearly, KTTP will conduct an internal annual program review, an evaluation of the quality and effectiveness of program operations and services that influence the next cycle of goal-setting, planning (both services and budgets) and implementation for the upcoming year. This process will serve to identify major barriers facing KTTP clients and prioritize program services to address these barriers. The program budgets will be developed with these needed services in mind.

Budget control according to OMB Circular – Common Rule Subpart C (b) 4. Actual expenditures or outlays must be compared with budgeted amounts for each grant or sub-grant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or sub-grant agreement. If unit cost data is required, estimates based on available documentation will be accepted whenever possible.

The Karuk Tribal Council must approve the TANF budget on an annual basis. The KTTTP program will develop the budget within the Karuk Tribe’s financial management system prior to the beginning of the fiscal year funding period. The Federal TANF funding fiscal year is October 1st to September 30th. The California State funding fiscal year is July 1st to June 30th.

Budgeted expenditures will conform to the regulatory limits for administrative costs for the fiscal year budgeted. State funding expenditures are limited to 15% of total state funding for the fiscal year. Administrative expenditures of Federal TANF funds are limited to a maximum of 35% for the first year, 30% for the second year and 25% for each year after and must be negotiated with ACF (45 CFR 286.50).

20.2 Program Goals & Measurements

KTTTP will provide eligible parent(s) and/or caretaker participant(s) with job preparation, work experience, education/training, and supportive services to enable them to leave the program and become self-sufficient. KTTTP may provide non-cash support services under purposes 3 & 4 to “other eligible” families who would benefit from specific types of services. It is the intent of KTTTP that assistance shall be provided promptly with due regard for the preservation of Indian family life. The four purposes of TANF are the guidelines under which KTTTPS goals are conducted and accomplished.

KTTTP Goals are:

- Expanding job opportunities, related to stewardship of the indigenous homelands, by working with other tribal, federal, state and local public sector agencies to provide education, vocational trainings, work subsidy & experience and job placement through the use of Memorandum of Understanding/Agreement(s)
- To promote self-sufficiency, through skill development, and participant engagement in traditional cultural and community activities and customs as a way to support family strengthening (two-parent families) and as a prevention method (to prevent out-of-wedlock pregnancy and high-risk behaviors) of indigenous people(s)

KTTTP will measure successful achievement of the goals by:


- Track participant case data on a quarterly basis to measure and increase the percentage of participants who are successfully engaged in skill development, training, education, subsidized employment, and job experience by 10% on an annual basis
- Tracking participant case data on a quarterly basis to show that participants are completing items in the FSSP (Family Self-Sufficiency Plan), related to education, vocational trainings, work subsidy and experience and job placement.

- Tracking participant data on a quarterly basis that demonstrates successful participation and completion of traditional activities meant to support and foster pregnancy prevention and the formation and maintenance of two-parent families

20.3 Federal Reporting Requirements

Data Collection and Reporting Requirements are defined in 45 CFR 286 Subpart E. parts 245–285. Summarized, these sections state:

Each Tribe must collect monthly and file quarterly data on individuals and families as follows: (1) Disaggregated data collection and reporting on families receiving assistance and families no longer receiving assistance under the Tribal TANF Program, and (2) Aggregated data collection and reporting of families receiving, families applying for, and families no longer receiving assistance under the Tribal TANF program. Each Tribe must file in its quarterly TANF Data Report and in the quarterly TANF Financial Report the specified data elements. Each Tribe must also submit an annual report that contains specified information. These reports must be submitted by the specified due dates.

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Russell Attebery
Tribal Council Chairperson
January 2, 2025