477 SELF-SUFFICIENCY PROGRAM POLICY MANUAL

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I. PROGRAM INTENT

A. PROGRAM MISSION

The Siletz 477 Self-Sufficiency Program (477-SSP) will assist eligible clients in attaining self-sufficiency. The Program will serve the following groups as they work toward this goal: Siletz needy families, Native American, Alaskan Native and Native Hawaiian participants eligible for services.

B. PURPOSE

The function of this manual is to provide policy regulation for the administration of the Confederated Tribes of Siletz Indians (CTSI) 477-Self-Sufficiency Program. For the purpose of this manual, the 477 Self-Sufficiency Program will be referred to as Program. The Program incorporates services formerly delivered by independent programs: Department of Labor, Bureau of Indian Affairs and Administration to Children and Families. The Program is designed to combine these programs into a single system for delivery of tribal services. Upon approval of this manual by the Siletz Tribal Council, this manual replaces all existing program manuals or other Tribal rules governing the delivery of these services within the Siletz Tribal system. The Program and this manual may be amended by action of the Siletz Tribal Council. This manual will be known as a living document. Occasional policy statements may also be issued by the Siletz Tribal Programs I Manager to clarify provisions of this manual that arise out of implementation of the provisions of this manual. These policy clarifications will be in memorandum form and identified by number (i.e. Memorandum CY-01).

C. PROGRAM SERVICES AND POPULATION

The Program is designed to serve two distinct populations residing within the 11-county service area. The first component will provide services to Native American, Alaskan Native and Native Hawaiian applicants who are eligible for Work Force Investment Act (WIA) services. The second component will provide cash assistance to eligible Siletz tribal families or individual Siletz tribal members similar to that formerly offered by the Bureau of Indian Affairs, Department of Health and Human Services and Administration to Children and Families. To utilize either service the client(s) must reside within the service area, which includes the following counties: Benton, Clackamas, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill.

The following individuals residing within the CTSI 11-county Service Area have a right to make an application to the Program:

1. Adults and emancipated minors who are enrolled with the Siletz Tribe

2. Adults and emancipated minors who are an enrolled member of a federally recognized tribe
3. Adult and emancipated minor descendents of a federally recognized tribe
4. An essential individual/caretaker who may apply for a service on behalf of an enrolled Siletz Tribal Member

D. PROGRAM GOAL

The Program promotes self-sufficiency by removing barriers to employment. Utilizing one or more of the following program components will attain this: Employment, training, cash grant assistance, education, childcare, and supportive services.

E. STATUTORY AUTHORITY

Public Law 102-477, the Indian Employment and Training and Related Services Demonstration Project, permits Tribes to consolidate multiple formula funded grants relating to employment into a single grant with the Bureau of Indian Affairs (BIA). Under the authority of 102-477, the Confederated Tribes of Siletz has elected to combine the following programs:

1. The Workforce Investment Act (WIA) (29 U.S.C. Section 1501 et seq.,)
2. The BIA General Assistance Program (authorized by 25 U.S.C. 13; Section 20.21)
3. The 1996 Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Section 412, which authorizes Indian tribes to operate Tribal Family assistance programs, also known as "Temporary Assistance to Needy Families" (TANF), adopted to the 477-SSP on October 1, 1997
4. The Confederated Tribes of Siletz Indians Tribal Council, in accordance with its authority under the Siletz Tribal Constitution Article IV, Section I and the Federal authorities cited in this section implemented the Siletz 477-SSP on July 1, 1997 and added TANF services effective October 1, 1997.

F. PROGRAM ADMINISTRATION

The Siletz Tribe's overall service integration plan is under Public Law 102-477. Programs included in this plan are the Self-governance General Assistance program; WIA Employment Program; and Federal and Oregon State TANF funds. The Confederated Tribes of Siletz Tribal Council has overall administrative authority for the Siletz 477-SSP. Program management responsibilities will be delegated to Tribal Administration through the General Manager, Programs Manager and Program Director.

The determination of eligibility is a continuous process, which encompasses all activities, related to an application, from the applicant's Intake to the final disposition of the application. To be eligible for the Program an individual must meet and document the criteria, rules and requirements in the "Eligibility Criteria" section of this manual. Failure to comply may result in denial of assistance.

II. ELIGIBILITY CRITERIA

A. INDIAN HERITAGE

Indian heritage is a factor that dictates programs these individuals may apply for. All Program components have specific eligibility requirements, i.e. Grant Assistance.

1. Siletz Tribal Members:
   a. Whose names validly appear on the official tribal roll dated May 16, 1978, provided that, if necessary and subject to the approval of the Secretary of the Interior, the blood quantum levels listed thereon shall be corrected by the governing body of the Confederated Tribes of Siletz Indians of Oregon; or

   b. Who possess one-sixteenth (1/16) or more degree Siletz Blood quantum, have filed an application for enrollment with the Siletz Tribal Enrollment department and have been accepted as members in accordance with the tribal ordinance adopted under Article I. Section 2 of the Constitution of the Confederated Tribes of Siletz Indians of Oregon.

2. Other Native Americans:
   a. Native Americans are defined as a people who are enrolled members of a federally recognized Indian Tribe, regardless of Tribal Affiliation.

   b. Descendancy must be documented by relationship of applicant to a Native American.

   c. For the purpose of this manual, an Indian Tribe shall be defined as any Indian Tribe, Band, Nation, or other organized group or community. This shall include any Alaska Native Village, Regional or Village Corporation as defined in or established pursuant to the Native Claims Settlement Act (85 Statute 688) which is recognized as eligible for special programs and services provided by the United States because of their status as

Indians. Any Native Hawaiian registered with the Vital Statistics Department in the State of Hawaii, and has documentation to have 50% or over of Native Hawaiian descendancy, will be eligible for Program services.

B. RESIDENCY

The applicant must be a resident of Benton, Clackamas, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill counties. There is no minimum time period required to establish residency. However, families or individuals are not considered to be residents if they are merely passing through the service area and not intending to reside therein, i.e. vacationing in one of the 11-county service areas.

Each eligibility determination shall include one of the following documents to verify residency requirements:

1. Program supplied forms; Landlord Statement when applicant has a landlord or Collateral Statement when they are residing with family and not able to get a landlord statement.
2. Current legal Rental Agreement between the applicant and the property landlord.
3. Written statements of home visits by the Program Staff, unless safety is an issue.
4. When it is learned that an applicant has resided on another reservation, County, or State Program Staff will obtain verification that assistance was not received during the month of application.

C. CITIZEN/ALIEN STATUS

The applicant must be a U.S. Citizen or be certified by the Immigration and Naturalization Service (INS) as a legal resident alien.

D. INCOME VERIFICATION

Applicants must provide documentation of income for the six months prior to the date of application. This may be check stubs from employment or a statement from the State of Oregon Employment Department.

1. To be income eligible for employment training services, the applicant's income must fall within 100% of the Federal Poverty Guidelines or the applicant must meet one of the following requirements:
   a. Be underemployed,
   b. Be unemployed for a period of seven (7) consecutive days,
   c. The recipient of a bona fide layoff.

2. To be income eligible for cash assistance and emergency assistance, the applicant's income must meet the Countable Income Limit established by the State Adult Standards. Please refer to Federal Poverty Guideline and State Adult Standard Payment Guidelines in the back of this manual.
   a. SSI recipients are excluded from the household and the income is excluded.
   b. SSB includes Disability, Retirement and Death benefits. This is unearned income and the recipient is counted in the household.

E. EMPLOYMENT HISTORY

The applicant must submit an employment work history printout from the State of Oregon Employment Department also known as an iMatch work history.

F. UNEMPLOYMENT INSURANCE ELIGIBILITY

The applicant must apply for Unemployment Insurance benefits through the Employment Department and supply documentation of an eligibility determination. The statement must show the current status of the claim. Please refer to Unavailable Income for clarification on benefits unavailable, due to applicant caused action.

G. SELECTIVE SERVICE REGISTRATION

All males born after January 1, 1960 or within 30 calendar days of their 18th birthday through age 25 must register. Males that fail to register during this period are ineligible for Work Experience, On the Job Training, Classroom Training and Direct Placement.

H. SOCIAL SECURITY NUMBER (SSN)

Applicants must supply an original social security card or documentation showing applications have been made for all persons seeking benefits. When an application has been made for a SSN, the applicant must submit the original within 60 calendar days from the date of application made with the Health and Human Services Department.

I. BENEFIT STATUS

Applicants must provide documentation of State, County and/or Tribal assistance that they have applied for, are receiving or have received in the six (6) months prior to the date of request for the Program Application for Assistance. This shall include, but not limited to, higher education grants, cash assistance, food stamps, Oregon Health Plan (Medicaid), Medicare, Social Security Benefits, Supplemental Security Income, Social Security Disability, rental assistance and utility assistance.

J. HEAD OF HOUSEHOLD

Applicants must fall under one of the following categories:

1. Native American or a descendent as defined by this manual.
2. Essential person/Caretaker of an enrolled Siletz dependent
3. Person designated on behalf of an applicant in the above categories.

K. UNAVAILABLE INCOME

Applicants who have income or unearned income unavailable due to overpayment status, Division of Child Support (DCS), or creditor garnishment must utilize their gross pay or benefit amount to determine applicant eligibility for Program services. The Program is not responsible for personal debts that are applicant caused.

L. JOB QUIT/TERMINATION

Applicants who quit a job or are terminated from employment will not be eligible for Program cash assistance for 60 calendar days from the last date of employment. These applicants may apply for Program employment training related services once they have been unemployed for seven (7) consecutive days. A good cause claim may be made for Tribal families, pregnant single women and victims of violence.

III. APPLICATION FOR SERVICES

A. PROGRAM SERVICES

All Native Americans or parent(s) of eligible Native American minors have the right to request an application from the Program. A simple inquiry about the Program or its eligibility criteria does not constitute as an application for assistance and is not considered to be the date of request. Should the applicant be physically or mentally unable to represent him or herself an appointed representative may complete the application for the applicant. Applicants may be interested in utilizing one or more of the following Program components:

GRANT ASSISTANCE COMPONENTS	EMPLOYMENT TRAINING COMPONENTS
1. Grant Assistance for Siletz Tribal Single Adults (GASA)	1. Work Experience Program (WEX)
2. Grant Assistance for Siletz Tribal Families (GAF)	2. On the Job Training (OJT)
3. Childcare for GAF/GAF-WEX	3. Classroom Training Program (CRT)
4. Emergency Assistance (EA) Siletz Tribal members only	4. Direct Placement Services (DP)
	5. Supplemental Youth Services Program (SYS)
	6. Assistance in job preparedness, interview skills, and job searching (CORE)

B. INCOMING REFERRALS

Referrals on behalf of a potential applicant will be accepted from relatives, interested persons, other tribal programs, social welfare agencies, law enforcement officials, courts and others. Referrals will be handled on an individual basis.

C. INITIATION OF INTAKE APPOINTMENT

A Program Intake will be scheduled with Program Staff within five (5) working days of the date of request whether it is in person or by telephone. At the time of request, the applicant will be given or mailed an application along with a list of required documentation to bring to the intake appointment. Failure to keep the initial appointment will require a second request by the applicant to re-establish a new date of request. All applicants must file an application with the office within their service area, as listed below:

- Portland Area Office: Clackamas, Multnomah, and Washington County.
- Salem Area Office: Marion, Polk and Yamhill County.
- Siletz Area Office: Lincoln and Tillamook County.
- Eugene Area Office: Lane, Benton, and Linn County.

D. INTAKE ORIENTATION APPOINTMENT

An applicant must attend a scheduled intake appointment with Program Staff at the Area Office within their service area. The applicant will complete or submit a Program Application at this appointment and provide the necessary documentation required for an assessment of eligibility. Upon completion of the intake appointment, eligibility will be determined or Program Staff will provide the applicant in writing of pending documentation necessary to make a determination of eligibility. Once all documentation is received the applicant will be referred to the appropriate Program Staff if additional non-cash assistance payment services are needed

If all requested documentation is not provided within the 45-day pending period, the application will be denied. A Letter of Notification (LON) will be sent to the applicant letting them know of the denial and that they are able to immediately re-apply if they choose to do so.

E. PROGRAM APPLICATION FORMS

The Program application will include one or more of the following:

1. Intake Packet Review
2. 477-SSP Application for Assistance
3. Rules, Right & Responsibilities
4. Release of Information
5. Resident Verification or Collateral Statement
6. Applicant Statement
7. Release for Use of Photographs
8. Release of Multi Disciplinary Team Meetings

F. SUPPORTING DOCUMENTATION REQUIRED FOR ELIGIBILITY

In addition to the completed application, the following supporting documents must be included with an application to make a determination for services:

1. Verification of Residency by a completed Landlord Statement form, Collateral Statement form or legal Rental Agreement between the applicant and the landlord.
2. Verification of income for the six months prior to the date of request.
3. Employment Department verification of Unemployment Insurance benefits statement
4. Employment Work History such as a resume or iMatch work history printout.
5. Tribal CIB or Tribal ID
6. Applicants not tribally enrolled are required to provide documentation of “Native”

Descendancy

7. Social Security Cards on all household members utilizing Program services or a copy of the application request for a duplicate social security card
8. OHP Letter of Eligibility
9. Food Stamps or USDA Eligibility

NOTE: If applicant's name is different from CIB/Tribal ID or social security card, verification of the name changes must be submitted. If enrolled with Siletz, the name on the Tribal Roll is what the case will be under until a proper name change is submitted with the Siletz Enrollment department and approved by the Siletz Tribal Council.

In some cases the applicant may also be required to submit the following documents:

10. Verification of Selective Service Registration
11. Paternity Affidavit
12. Birth certificates for children in the household.

G. INCOMPLETE DOCUMENTATION & NOTIFICATION

If the applicant does not submit the documentation necessary to make a determination of eligibility for services within 45 calendar days from the date of request, or the next business day should the 45th day fall on a weekend or holiday, the application will be denied. An application shall not be held beyond the pending period. Program Staff will notify the applicant of this decision by sending a Letter of Notification.

H. DENIAL OF SERVICES

If an applicant is found to be ineligible for services due to the fact that they did not meet the eligibility criteria or program guidelines, a Letter of Notification (LON) will be sent to the applicant. The letter will explain the program requirement that the applicant failed to meet. A referral to other community services will be made.

I. ELIGIBLE APPLICANTS ASSESSMENT

Once an applicant has been deemed eligible for a program component, the applicant will then become a Program client. Program Staff will note in the case narrative the date the client's file is referred to the appropriate Program Staff. The Program Staff will complete the application process by completing an assessment with the client within five (5) working days from the date the file was received. Should the client be unable to meet this guideline, Program Staff will arrange for the assessment as soon as possible.

The assessment may include:

1. Interview
2. Skills Test
3. Review of Work History & Previous Evaluations
4. Alcohol & Drug Assessment History or Report
5. Review of Medical Reports (If additional assessments/evaluations are necessary by the appropriate professional, the Program may provide payment for such service.)
6. Review Educational & Technical Training

7. Court Documents

Once an assessment has been completed, a case plan will be developed with the assistance of the client. A case plan will be complete when the client and Program Staff have signed and dated the document.

J. CONFIDENTIALITY OF INFORMATION

All information obtained regarding an individual applicant or recipient of Program services shall be held in strictest confidence subject to the provisions of Tribal Law and the Federal Privacy Act *(5* U.S.C. *552a).* Except where provided by law, no information may be disclosed to any outside person or agency without the express written consent of the client. Program Staff are required by Siletz Tribal Law to report suspected or known child abuse to the Siletz ICW Program, State of Oregon Services to Children & Families (SCF), or to law enforcement officials.

K. ACCEPTANCE OF AVAILABLE EMPLOYMENT

Employable persons who are age 18 or older and are eligible for or recipients of assistance are required to seek and accept available employment for which they are able and qualified to perform. Children between ages 16 to 18 are required to attend school full time to qualify for TANF. If they are not attending school full time, children ages 16 to 18 must seek employment. Program components are not alternatives to acceptance of available employment, and shall not be considered substitutes for employment. All employable adults are required to apply for a minimum of three (3) jobs up to a maximum of ten (10) each week depending on the individual's ability. Written proof of having actively sought employment will be documented on the Program Job Search form that must be completed by the client. Failure to submit the required amount of job searches by the set due date will result in the appropriate sanctions being applied. Refusal of employment will result in a 60-day disqualification. Failure to pass a UA to secure employment will result in a referral for mandatory drug and alcohol assessment. The client must comply with the recommended treatment to remain eligible for services.

Clients are required to meet work participation requirements and/or self-sufficiency activities as outlined in their case plans. Adult household members must verify they have participated at 26 hours each week in one or both of the requirements named above.

IV. CLIENT RESPONSIBILITIES

A. CLIENT RESPONSIBILITY

The client must show a good faith effort to work towards self-sufficiency. Guidance toward this goal for each client will be stated in the client's case plan. While the client's case plan is specific to each individual client, all clients utilizing services must comply with the Program policies. The policies are explained to the applicant at the time of intake. The Rules, Rights & Responsibilities form is acknowledged by both the applicant and Program Staff by their signatures or witness, and requires all applicants, once approved for services making them a "client", to comply with the following:

1. Reporting Changes:

All clients must notify the Program Staff member of any change of address or circumstance within ten (10) calendar days of the change or on the Monthly Report Form, which ever comes first. Failure to report changes will result in sanctions, suspension and/or termination from the Program. By not reporting changes, failure to do so can lead to a fraud charge as well. Changes that must be reported may include but are not limited to:

a. Income to the household
b. Other Federal, State or Tribal assistance obtained
c. Change in household composition
d. Medical condition
e. Change of mailing or physical address
f. Change in phone number, home or message
g. Court hearing or rulings
h. Incarceration of client or household members included in Program services
i. Contacting the Program Staff for monthly review of progress in case plan activities.
j. Development and compliance of their case plan.
k. Active participation in mandatory program activities and workshops.

2. Under the Influence of Intoxicants:

It is the responsibility of the client to behave in an appropriate manner while participating in the Program. Intoxication, being under the influence of drugs or the use of alcohol/drugs while on the job, in class, or meeting with Program Staff may result in employment training termination from services. A referral to drug and alcohol counseling may be made. The case plan will be revised to include counseling activities.

If a client is taking prescription medication, they will need to inform the Program immediately and show a current prescription in their name for the medication.

3. Threats of Safety:

Clients will not be permitted to use foul or abusive language on the job, in school or within the CTSI office.

Physical harassment, verbal harassment, or intimidation of other employees or clients will not be tolerated. The client may risk termination from the work or training site should the supervisor so recommend. Client's who exhibit such behavior will be instructed to attend community counseling to address the behavior, and their case plan will be revised to include counseling activities.

The Program Staff member will complete an incident report when such incidents occur at a CTSI Office. If the client is extremely agitated, they may be asked to vacate the premises, or if necessary they may be removed by local law enforcement officials. Future entrance to tribal facilities to receive services may be terminated if behavior impacts or is believed to infringe on the safety of staff or other clients.

B. GRANT ASSISTANCE CLIENTS MUST COMPLY WITH THE FOLLOWING RULES:

1. Comply with a home visit before any request for grant payments may be initiated.
2. Grant Assistance clients under 55 years of age, without a GED or high school diploma, must agree to actively work toward attaining a GED or High School Diploma. In order to utilize the WEX component they must document they can obtain a GED or High School Diploma before the end of their contract period. *This requirement does not pertain to clients applying for only OJT, Direct Placement or Diverted Services.*
3. Participate in work search requirements, unless exemption is established, and accept all available employment
4. Actively participate in the development of their case plan and self-sufficiency/work participation activities as required of their case plan.
5. If a grant assistance client is a Higher Education student with children, the client must attend school full-time (12 credit hours) and maintain a GPA of 2.0 or higher, however, if the client drops below the 2.00 GPA, the client will have one grading period to bring it back to 2.0.
6. If a grant assistance client is a Higher Education student without children, the client must maintain a GPA of 2.0 or higher to remain eligible for Grant Assistance.

C. JOB TRAINING PARTICIPANTS ARE REQUIRED TO COMPLY WITH THE FOLLOWING RULES:

Job Training participants refers to clients enrolled in: WEX, CRT, OJT, DP and/or TANF-WEX.

1. Follow all of the rules and regulations of the work-site agency or employer.
2. Report to work or class on time, as assigned. Absences from work must be arranged in advance with the supervisor or instructor and Tribal Services Specialist. In case of illness or an emergency, notification shall be made to the supervisor or instructor and Tribal Services Specialist within 15 minutes of the scheduled time to report.
3. Not leave work or class early without the express permission of the supervisor or instructor.
4. No personal use of the equipment or property of the work-site agency, employer, or school will be permitted without prior permission of the supervisor or instructor.
5. Adhere to the assignment of the work/study schedule and location established by the supervisor or instructor. Work or study done at another location; or outside of hours approved will require additional approval by the supervisor or instructor, or the client will be considered absent and will be placed on leave without pay.
6. If the client plans to leave the Program before the end of the contract, they must give the supervisor and Program Staff a minimum of two weeks notice. Should they obtain unsubsidized employment, this requirement will be waived. Program Staff will arrange an immediate transition to the new job site.

Failure to comply with the client responsibilities may be cause to suspend or terminate Program services. The Program will try to assist the client whenever possible, however, continuous disregard for Program requirements are a serious matter and may require termination from Program services.

D. PROGRAM STAFF RESPONSIBILITIES

The Program will employ an integrated case management approach to services delivery.

1. Participants will be assessed through self-reporting of skills, needs and barriers coupled with professional mental health/substance abuse, vocational and educational evaluation
2. Case plans will be cooperatively developed taking into account both the participant's and his/her family's situation and circumstances with realistic goals and timeframes for completion.
3. Reassessments are done on a regular basis to ensure that participants continue to progress towards their case plan goal(s). Program Staff are required to conduct (at minimum) monthly assessment interviews with clients.
4. Assure that all instructions or assistance to clients is clearly communicated. If language is a barrier Program Staff will contact a representative to translate between Program Staff and client(s).
5. Treat all clients in a fair and equal manner regardless of the situation.

6. Process client grants within five (5) working days from the date all requested documentation is received, and once the home visit has been completed.
7. Notify clients of any changes in their grant in writing ten (10) calendar days prior to proposed change.
8. Provide re-determinations a minimum of every six (6) months. Clients will be notified by LON with an Application for Assistance marked for "6-month Recertification" included by the 10th day of month five (5). The client will have 45 calendar days, or the following business day should the 45th day fall on weekend or Holiday, to submit their re-certification Application for Assistance with their new eligibility period beginning on the 1st of month seven (7) of cash assistance.
9. Assist and advocate on client's behalf when client is seeking benefits from other agencies, i.e. Social Security, Veterans Benefits, etc.

V. EMPLOYMENT TRAINING

A. CLASSROOM TRAINING (CRT)

1. GED/Adult Basic Education:

Clients without a High School Diploma or General Educational Development (GED) certificate must apply for Classroom Training Services to attain the necessary support to achieve this goal. This training must be justified in the case plan. Services include payment of necessary tuition, books, fees, supportive services and a classroom-training stipend. This service is intended to complement the policy of the CTSI to require a GED as a minimum requirement for most tribal employment.

Clients may utilize this component for the length of period as justified in their case plan and by recommendations of the Instructor.

A maximum amount will be set in the budgeting process each calendar year, and will be included in the Program Desk Reference Guide. Clients will be eligible for the budget cap per calendar year if so justified in their case plan and by the Instructor.

Clients enrolled in Classroom Training, who close with an unsuccessful completion from CRT services without good cause will not be eligible for the CRT component for a period of 18 months from the date of termination from the Program. They may apply for other Program components.

EXEMPTION CRITERIA: Those who are of Tribal Elder Status, 55 years of age or older, will be exempt from this requirement. Clients, who have been evaluated by a licensed professional and are determined to have a disability, making them incapable of obtaining a GED or High

School Diploma, are also exempt from this requirement.

2. Higher Education Assistance:

Higher Education Assistance will be available to interested Program participants. Participation is limited to either one term per 12 month period with a total cost not to exceed the yearly budgeted amount and must be included as part of the client's case plan. Services for this component shall include assistance in enrollment, payment of tuition, books, fees, classroom stipend, and supportive services. All participants in this component are required to obtain Federal Financial Aid and tribal education assistance for continued attendance. The Program shall be considered a secondary resource to all other resources. Applicants may be required to provide documentation that they have applied for and exhausted all other resources within the community and tribal organization before they can utilize these services.

Clients enrolled in Classroom Training, who close with an unsuccessful completion from CRT services without good cause will not be eligible for the CRT component for a period of 18 months from the date of termination from the Program. They may apply for other Program components.

3. Vocational/Occupational Training:

All applicants for this service must agree to actively work toward attaining a GED or high school diploma before entering any Program job training or work related components. This training must be justified in the case plan. Generally, such training will be short term and occupation specific. Such training will be completed in twelve months or less.

Services may include, but are not limited to, assistance in enrollment, payment of tuition, books, fees and supportive services. Students may also receive stipends, if justified in the case plan, to enable them to successfully complete training. The Program shall be considered a secondary resource to all other resources. Applicants may be required to provide documentation that they have applied for and exhausted all other resources within the community and tribal organization before they can utilize these services.

Clients enrolled in Classroom Training, who close with an unsuccessful completion from services without good cause will not be eligible for the CRT component for a period of 18 months from the date of termination from the Program. They may apply for other Program components.

B. CLASSROOM TRAINING CONTRACT

All clients participating in (CRT) activities (High School Diploma/GED, Basic Education, Higher Education, and Vocational/Occupational Training) must have the following administrative tasks completed prior to the start date of CRT services:

1. A completed case plan signed and dated by the client and Program Staff.
2. A Classroom Training Contract signed by the client and Program Staff.
3. Verbal or written approval of recommended services from the Program Director, Program Manager, or CTSI Administrator. All verbal approvals will be noted in the file case notes and initialed by the approving official.
4. Clients must submit a copy of their registration for class and class schedule.

5. Clients must submit copies of grade reports within ten (10) calendar days of receipt, as detailed in the case plan.
6. Client must complete a school release of information form, if required for payment on CRT services.
7. Client will submit a copy of any certification received while utilizing the CRT Program.
8. Client will submit CRT timesheets verifying participation and progress in CRT.

C. COMPLETION OF CLASSROOM TRAINING

When the client successfully completes the CRT contract, and if at a later time additional education, not higher education, is needed to help the client transition into successful employment, the client may re-enroll in CRT. The Contract will begin the 12-month period for the budget limit set annually for the CRT component. There is no time line as to when a client can re-enroll but the cost will not exceed the yearly budgeted amount. As workforce criteria changes, and if the Program is able to offer extended training, such training will be available to the client.

If a client should not begin utilizing services (no funds have been spent) after they are approved and a Contract is completed due to an illness or moves from the immediate area they can still use the approved service without negative consequences. They must be able to begin a new CRT Contract within the six-month eligibility period. However the client must report to the Tribal Services Specialist the reason they are unable to begin.

Should the client voluntarily fail to participate or quit and not complete the CRT Contract, the client will not be eligible for CRT services for a period of 18 months from the time the client stopped attending CRT. They may apply for other Program components.

D. WORK EXPERIENCE (WEX)

1. Employment Counseling:

All applicants and eligible participants will receive employment counseling/coaching. Program Staff will maintain current information regarding the local labor market and job opportunities. Program Staff and the Oregon Employment Department will work together through the One Stop process in assisting participants to complete resumes, cover letters, remove barriers to employment, and to locate employment opportunities. Program Staff will develop work-training sites within their service district. Program Staff may also visit work sites to mediate client work disputes, enhance site placements, and develop relationships within the community.

2. Job Search Assistance:

All applicants and eligible participants will receive job search assistance. Job announcements suited for specific clients may be sent to the client with a mandate to complete an application. All clients utilizing grant services will be required to complete a minimum number of job searches each week, as established in the case plan. Job searches are mandatory unless otherwise stated in the case plan. All job search forms must be submitted into the CTSI Area Office Program on or before the 5th of each month. Program Staff will assist clients in review of employment applications, resumes and interview skills as requested. *Refer to work* *participation rates*

3. Paid Work Experience:

Paid Work Experience will be available to eligible participants when justified in the case plan and if the existing budget allows. CTSI will provide payroll services. Public, non- profit and private employers will be utilized as work sites.. This service will be utilized as a placement, not to exceed 1,000 hours per placement. This service may be offered in conjunction with other services. Specific details of the work experience will be included in a standard work site agreement, as well as a position job description. Placements can be part-time to full-time depending on the need of the client. The client will not exceed a 40 hour work week. Participants are paid for only actual time worked.

Each client actively participating in a WEX Contract will have their performance evaluated by the work-site supervisor on a regular monthly basis. The evaluation is necessary to determine any issues that arise such as attendance, punctuality, appearance, quantity of work, quality of work, attitude, initiative, human relations, safety practices and training needs.

All applicants for this service must agree to actively work toward obtaining a GED certificate or High School Diploma to utilize this service. The client must obtain a GED or High School Diploma prior to the WEX Contract ending or provide a statement from the instructor verifying lack of capability of obtaining GED Certificate or Diploma during the contract time frame. Clients whom utilized a WEX placement previously and did not obtain a GED by the end of the contract period during that placement will be required to obtain a GED prior to an additional WEX placement being done unless they meet the exemption criteria for obtaining a GED certificate.

If a client should not begin utilizing services (no funds have been spent) after they are approved and a Contract is completed due to an illness or temporarily leaves the immediate area they can still use the approved service without negative instances. They must be able to begin a new WEX Contract within the six-month eligibility period. However the client must report to the Tribal Services Specialist the reason they are unable to begin.

Clients that successfully complete their WEX contract must wait 12-months from the date the WEX Contract ended before they may apply to utilize the WEX component again. They can apply to utilize other job training services.

Clients enrolled in WEX, who leave with an unsuccessful completion from services without good cause will not be eligible for WEX services for a period of 18 months from the date of termination from the Program. They may apply for other Program components.

E. WORK EXPERIENCE CONTRACT

All clients participating in WEX activities will have:

1. A completed case plan signed and dated by Program Staff and client.
2. A completed WEX contract signed by the client, Program Staff, the employment site representative and the approval of the Program Director, Program Manager, or CTSI Administrator. All verbal approvals will be noted in the file case notes and initialed by the approving official. A copy will be submitted to CTSI Payroll Department.

3. A job description, reviewed and approved by the client, as dated and signed. A copy will be submitted to CTSI Payroll Department.
4. A completed W-4 Form by the client with a copy submitted to CTSI Payroll Department.
5. A completed I-9 Form by the client and Program Staff with a copy submitted to CTSI Payroll Department.
6. An initial Work-site Master Agreement must be completed with all WEX employers. This document will include signatures of the work-site official, Program Staff, Program Director, Program Manager, or CTSI Administrator. In placements with CTSI, the General Manager or Administrator will sign the contract in addition to the Self-Sufficiency Program Director or Program Manager. In placements with CTSI, the General Manager or Administrator will sign the contract in addition to the Program Director or Program Manager.

F. ON-THE-JOB-TRAINING (OJT)

Paid On-The-Job Training will be a service provided to eligible clients hired in the public, non-profit and private sectors, within seven (7) working days of the hire date. The intent of this component is to enhance the employability of the client. The employer will hire the client as a regular employee and pay the client directly from their payroll. The client will receive the same benefits as any other employee of the employer.

The employer will be reimbursed by the Program on a monthly basis for up to 50% of the starting hourly wage less any fringe benefit paid by the employer as allowed in the Program annual budget guidelines. Specific details of the On-The-Job Training Agreement will be included in an OJT agreement. All applicants for this service must meet the entry-level requirements of the particular job. Work sites will be developed in both the public, non-profit and private sectors.

If a client should not begin utilizing services (no funds have been spent) after they are approved and a Contract is completed due to an illness or temporarily leaves the immediate area they can still use the approved service without negative instances. They must be able to begin a new OJT Contract within the six-month eligibility period. However the client must report to the Tribal Services Specialist the reason they are unable to begin.

Clients that successfully complete their OJT contract must wait 12-months from the date the OJT Contract ended before they may apply to utilize the OJT component again. They can apply to utilize other job training services.

Clients enrolled in OJT, who leave with an unsuccessful completion from services without good cause will not be eligible for OJT services for a period of 18 months from the date of termination from the Program. They may apply for other Program components.

G. OJT CONTRACT

1. All clients participating in OJT activities will have:
   a. A completed case plan signed and dated by Program Staff and client.
   b. A completed OJT contract signed by the client, the Program Staff, the employment site representative and the approval of the Program Director, Program Manager and/ or CTSI

Administrator. OJT contracts with CTSI must be signed by the General Manager or Administrator.

c. All verbal approvals will be noted in the file case notes and initialed by the approving official.

d. A job description, reviewed and approved by the client, as dated and signed.

The participant will complete an OJT timesheet and submit it to the employer. The employer will review for correct hours and sign off. The employer will submit the OJT timesheet to program staff after the last workday of the month for reimbursement.

2. Unacceptable OJT Contracted Work-sites:
OJT contracts must not be entered into with employers who:
   a. Have received payments under previous OJT contracts and have exhibited a pattern of failing to provide OJT participants with continued, long-term employment. This includes failing to offer regular employee status, wages, employment benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and performing the same work.

   b. Have not compensated trainees at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and have similar training, experience and skills.

   c. Should the OJT placement fail, Program Staff will evaluate the reason for the failure; develop a corrective action plan with the client, if possible. Should corrective action be needed Program Staff will assist the client in correcting the reasons for the OJT failure. Should the OJT fail due to the client's refusal to accept corrective action, OJT services will not be available for 18 months from the time the client left the job. In placements with CTSI, the General Manager or Administrator will sign the contract in addition to the Program Director or Program Manager.

H. DIRECT PLACEMENT (DP)

This service is available to all eligible participants who have the opportunity for full-time (30-40 hours per week) permanent, unsubsidized employment and are hired by an employer directly. Exceptions may be made for seasonal and temporary to permanent hire with the approval of the Program Director. Applicants must apply for services within seven (7) working days of the hire date. Once the job has been secured and documented with a "Letter of Hire" completed by the employer, supportive services may be provided as necessary to assure successful employment. The Letter of Hire must indicate that the applicant has been hired for a full time permanent position.

All clients participating in Direct Placement services will have a completed case plan signed and dated by Program Staff, client and the approval for services by the Program Director, Program Manager, and/or CTSI Administrator.

Clients that successfully utilize DP services must wait 12-months from the last date of service before they may apply to utilize the DP service again. They can apply to utilize other job training services.

I. DRUG & ALCOHOL SCREENINGS

All Grant Assistance clients will be subject to random drug and/or alcohol screenings to identify and address alcohol and drug employment barriers at the earliest onset.

WEX clients must complete a drug and/or alcohol screening prior to the start date of any work placement. OJT clients will be required to complete a screening if the employer has the requirement. Clients must submit to doing a screening within 60 minutes of being told.

Clients who test positive with verified lab results will be referred to the CTSI Alcohol and Drug Program or another outside counseling resource immediately and the case plan will be revised to include the recommended treatment. Clients who fail to pass a screening for a WEX placement may apply for other Program services. A revised case plan must be done to eliminate this employment barrier. Once the client follows through with recommendations given by the CTSI Alcohol and Drug Program or outside resource they can reapply for work experience. Failure to complete the assessment and follow through with recommendations will make the client ineligible for WEX services, regardless of the amount of time passed, until the client completes the necessary processes. Clients are required to submit documentation of the assessment and treatment plan. Failure to follow through with the referral and/or comply with treatment plan may result in loss of benefits and/or Program services.

VI. SUPPLEMENTAL YOUTH SERVICES

A. DESCRIPTION

Native American Youth (includes Native American, Native Alaska, and Native Hawaiian) ages 14 to 21 are eligible to apply for the Supplemental Youth Services (SYS). Youth must be age 14 prior to the date of Application.

Indian heritage is a factor that dictates programs these individuals may apply for. All Program components have specific eligibility requirements, i.e. Grant assistance.

1. Siletz Tribal Members:
   a. Whose names validly appear on the official tribal roll dated May 16, 1978, provided that, if necessary and subject to the approval of the Secretary of the Interior, the blood quantum levels listed thereon shall be corrected by the governing body of the Confederated Tribes of Siletz Indians of Oregon; or

   b. Who possess one-sixteenth (1/16) or more degree Siletz Blood quantum, have filed an application for enrollment with the Siletz Tribal Enrollment department and have been accepted as members in accordance with the tribal ordinance adopted under Article I. Section 2 of the Constitution of the Confederated Tribes of Siletz Indians of Oregon.

2. Other Native Americans:
   a. Native Americans are defined as a people who are enrolled members of an Indian Tribe, regardless of Tribal Affiliation.

   b. Descendancy must be documented by relationship of applicant to a Native American.

   c. For the purpose of this manual, an Indian Tribe shall be defined as any Indian Tribe, Band, Nation, or other organized group or community. This shall include any Alaska Native Village, Regional or Village Corporation as defined in or established pursuant to the Native Claims Settlement Act (85 Statute 688) which is recognized as eligible for special programs and services provided by the United States because of their status as Indians. Any Native Hawaiian registered with the Vital Statistics Department in the State of Hawaii, and has documentation to have 50% or over of Native Hawaiian descendancy, will be eligible for services.

The Supplemental Youth Services Program will offer work experience or classroom training activities for eligible applicants.

Education is the most important concern to the Confederated Tribes of Siletz Indians. For that purpose, all participants will need to have at least a minimum Grade Point Average (G.P.A.) of 2.0, all necessary credits obtained, up to current grade level and meet the State of Oregon standards of education before they may participate in the work experience component.

SYS applicants will be prioritized for youth that are academically at risk or out of school as documented by school records. All applicants must complete an Application for Services signed by a parent or guardian. If an applicant is homeless and the parent or guardian is not available, a letter from a counselor or caseworker will document the applicant's situation and need for services.

Non-Profit organizations and private employers may be utilized for work experience placements. At least 30% of the program funds will serve out-of-school youth. Educational components will be prioritized for youth that are academically at risk, as documented by school records. This program will also prioritize Native youth that are homeless, pregnant, a teen parent, or emancipated.

B. ELIGIBILITY REQUIREMENTS

The family income must fall within the income guidelines as established by the Department of Labor. However, 15% of the SYS budget may serve at risk youth above the Department of Labor income guideline. Income eligibility must be met.

This will include youth who are homeless, pregnant, or a teen parent. All SYS WEX must agree to actively work toward attaining a GED or high school diploma before entering any other Program job training or work related components.

All SYS clients must have:

1. A completed 477-SSPApplication.
2. A completed case plan signed and dated by the client and Program Staff.
3. A contract for services, as justified in the case plan (CRT and/or WEX).
4. A completed I-9 form on SYS WEX participants.
5. A completed W-4 form on SYS WEX participants.

SYS contracts for CRT and WEX will require a completed SYS contract signed by the student, the student's parents, Program Staff and work-site representative. Administrative approval by the Program Director, Program Manager, and/or CTSI Administrator must be given-(either written or verbally) before services may begin. All verbal approvals will be noted in the file case notes and initialed by the approving official. If the work site is newly established, a Work-site Master Agreement Form will be completed with the employer before the completion of the CRT or WEX contract. There must be a job description with the SYS contract.

A maximum client expenditure budget will be established each year before the implementation of the SYS, and will be included in the Program Desk Reference. SYS will commence on the following Monday at which school has dismissed for the summer. Contracts will terminate no later than August 31st.

Youth at Risk students (are academically at risk, or sporadically attending school as documented by school records) may be eligible for extended SYS. These cases will be handled on an individual basis in consultation with Program Staff and the Program Director. In these situations, Program Staff must have, at least, monthly contact with the student, the student's employer, and school officials. The case plan must include what is expected of the youth at risk job and school performance.

VII. SUPPORTIVE SERVICES

A. DESCRIPTION

This service is available to all eligible participants who are currently enrolled in a component of the Program. This service may be utilized to remove barriers to self-sufficiency. Supportive services are not set entitlements and are based on the individual needs of each participant as identified in the case plan.

B. SUPPORTIVE SERVICE GUIDELINES

Supportive Services will only be allowed for an approved Program client. The client must be in compliance status or working on becoming compliant to be eligible to receive supportive services related to self-sufficiency activities.

When considering a supportive service, Program Staff shall consider the most cost-effective method to meet the individual needs of the participant. Supportive Services are available to each component; however, all supportive services must be justified in the case plan. All other community & tribal resources must be exhausted before utilizing supportive services, as this is a secondary resource.

Purchased services will follow all CTSI purchasing policies and procedures. Included in CTSI purchasing policies is the clause that reimbursements will not be made to a client after they have already paid for a service/item.

The Program Director, Program Manager, and/ or CTSI Administrator must give final approval before this service may be initiated. All verbal approvals will be noted in the file case notes and initialed by the approving official Expenditure guidelines and limits will be set in the budgeting process each calendar year, and will be included in the Program Desk Reference Guide.

C. JOB RETENTION

Grant assistance clients, who have located employment, may utilize supportive services within 45-days of their employment hire date if they are to be transitioned off of grant services. The purpose of this service will be to support job retention of the client as they enter employment and promote self- sufficiency of the client/family. An updated case plan may need to be completed to document the change in circumstance and report any barriers that will need to be addressed before the client transitions off of Program services.

Expenditure guidelines and limits will be set in the budgeting process each calendar year, and will be included in the Program Desk Reference Guide.

D. DIVERTED SERVICES

This service is available for enrolled Siletz Tribal members who have been employed for a minimum of 45 calendar days, and are at risk of losing their employment. This service can be utilized no more than five times in a lifetime. Payments must be intermittent. Household income must not exceed 185% of the Federal Poverty Level income guideline. Applicants must provide documentation of need and evidence how this service will assist them in retaining employment or prevent job loss.

Expenditure guidelines and limits will be set in the budgeting process each calendar year, and will be included in the Program Desk Reference Guide. Diverted services will not pay traffic fines, bills incurred prior to employment, or costs incurred from illegal activities. The following information must be completed:

1. A completed Program application with all necessary documentation.
2. Completed case plan.
3. Verification of Employment

E. TRANSPORTATION ASSISTANCE

This service is available to enrolled Program clients that are receiving Program services. Transportation will be provided to participants that require ongoing counseling, or assisting clients in self-sufficiency activities as outlined in their case plan. All other community resources must be exhausted prior to requesting this benefit. When considering a request for this service Program Staff shall consider the most cost-effective method to meet this transportation need. This may include utilization of single trip tickets or tokens rather than a monthly bus pass.

Any participant receiving transportation assistance that knowingly abuses or misuses this service will not be considered for any further transportation assistance. A maximum amount will be set in the budgeting process each calendar year, and will be included in the Program Desk Reference Guide.

VIII. EMERGENCY ASSISTANCE

A. DESCRIPTION

This service is available to enrolled Siletz tribal members only who meet 100 % of the Federal Poverty Level income guideline. Emergency Assistance is intended to be a one-time service to address emergent situations or basic needs, such as floods, fire, utility shut-off or housing needs to avoid eviction/homelessness.. Deposits and move-in costs are not eligible for Emergency Assistance services.

This service will provide a direct payment to a provider/vendor. A W-9 form must be completed for all vendors. This component may be utilized once per family in any 12-month period. The maximum benefit under this component will be established once per year as a part of the annual budgeting process of the Program. Budgeting limits will be included in the Program Desk Reference Guide and shall be effective from January 1st to December 31st of each Program year.

B. ELIGIBILITY REQUIREMENTS

All applicants requesting Emergency Assistance must have:

1. A completed Program application.
2. A completed case plan signed and dated by the client and Program Staff documenting need for Emergency Assistance.
3. Verbal or written approval of by the Program Director, Program Manager, and/ or CTSI Administrator. All verbal approvals will be noted in the file case notes and initialed by the approving official

Emergency Assistance is considered to be a last resort. Applicants will try and apply for assistance from community agencies and tribal resources. Program Staff will assist the client in obtaining emergency assistance from other sources before a request for service will be processed to the Program Director, Program Manager, and/or CTSI Tribal Administrator.

Program Staff shall consider the most cost-effective method to meet the emergent need. Applicants who are not eligible for a grant because they quit a job, were fired or terminated from employment, but meet all other eligibility requirements shall be considered eligible for Emergency Assistance.

C. ELIGIBLE APPLICANTS

The following may apply for Emergency Assistance:

1. Adult Siletz tribal members with or without dependents
2. Emancipated minor that is a Siletz tribal member without or without dependents.
3. 18 - 23 year old Siletz Tribal members not being claimed as a dependant by another person such as on taxes. *They must have made a request to access their Minor Trust Account of their Tribal Per Capita benefits and show this as a resource/unearned income if received in the six (6) months prior to the date of application.*
4. Non-tribal one parent household with a Siletz enrolled child.
5. Two-parent household with at least one shared dependent and at least one person in the benefit group must be enrolled with the Siletz Tribe.

D. NON-ELIGIBLE APPLICANTS

The following income eligible applicants are not eligible for Emergency Assistance:

1. Clients currently enrolled in the Grant assistance Program
2. Applicants that quit a job without good cause or are terminated from employment with cause. However, if it has been found by the Program Staff that the job quit has created a hardship on the children in the household, a vendor pay may be allowed to prevent homelessness, as long as the adult household member(s) are seeking employment.

XI. GRANT ASSISTANCE FOR SINGLE ADULTS

A. GRANT ASSISTANCE FOR SINGLE ADULTS (GASA)

The following individuals may make an application for Grant Assistance services:

a. Adult Siletz tribal members

b. Adult Siletz tribal members and non-tribal or tribal spouse/significant other, without dependents. *Spouses/significant others of a federally recognized tribe other than Siletz will first be referred to the Bureau of Indian Affairs for their General Assistance Program.*

c. Emancipated minor Siletz tribal members without dependents.

d. 18 - 23 year old Siletz Tribal members not being claimed as a dependant by another person such as on taxes. *They must have made a request to access their Minor Trust Account of their Tribal Per Capita benefits and show this as a resource and/or unearned income if received in the six months prior to the date of application.*

e. Individuals presenting themselves as a couple in the community, i.e. fiancée/significant other will be determined as one household.

B. ELIGIBILITY REQUIREMENTS

The applicant must have an unmet essential need. Essential needs are defined as food, shelter, clothing, and utilities.

All eligible single adult applicants must meet the State Adult Income Payment Standards. Please refer to the State Adult Standards Chart in the back of this manual. Once income eligibility has been established, Program Staff and applicant will review the completed application and create a case plan. The case plan will document the need for Grant assistance services and identify barriers to employment and self-sufficiency. This document is considered complete once the document is signed and dated by Program Staff and client. Program Staff will contact the Program Director, Program Manager, and/or CTSI Administrator for final approval on the application. All verbal approvals will be noted in the file case notes and initialed by the approving official.

C. RESOURCES

Resources are liquid assets available to the Tribal member, unless specifically excluded by federal statute or listed in this manual under exempt resources. Liquid assets are properties in the form of cash or other financial instruments that can be converted to cash, such as savings or checking accounts, promissory notes, mortgages and similar properties. The client must actively pursue any asset for which they have a legal right or claim.

D. RESOURCE LIMIT

Single adult applicants may retain a resource limit of **$2,000.00** available to the household. Any resource that can be easily converted to cash will be counted as income in determining eligibility for the Grant Assistance Program.

E. EXEMPT RESOURCES

As a condition to meet eligibility requirements for Grant Assistance for Single Adults, no applicant for or recipient of the Grant Assistance for Single Adults shall be required to dispose of the following resources:

1. A capital resource used in the production of income for self-employment
2. His or her home including personal belongings
3. Insurance policy
4. One vehicle: With an equity value up to $10,000; any amount over the equity value is a countable resource.

F. INCOME

1. Gross Income:

   Gross income, also known as "before taxes", is the total monthly amount from all sources (household members), whether earned or unearned, before any deductions are made. This is the primary type of income that will be used in determining eligibility and benefits for the Program.

2. Net Income:

   Net income, also known as "take home", is the total money available to the recipient after deductions including are made for:

   a. Federal and State taxes

   b. Social Security/FICA

   c. Health Insurance

   d. Work-related expenses for employed persons, which include expenses such as union fees, lunches, and verifiable transportation, cost to and from work.

   e. The cost of special clothing, tools, and equipment directly related to the individual's employment will be considered as work related expenses and will be deducted from net income. The cost of childcare is to be considered as a work-related expense unless the spouse/significant other are available to provide the care.

   f. Self-employed, net income must be established by deducting costs of doing business from the gross amount.

   g. In arriving at net income, the following examples shall not be considered as allowable deductions:

      i. Personal debts, including payroll deductions for personal debts or savings.

      ii. Installment payments or other payments to lending institutions including tribal and Bureau credit programs, banks, loan companies, housing authorities, FHA, and other obligations made for essential or non-essential items.

      iii. Legal judgments including child support, alimony, bail bond, attorney fees, and court levied fines.

      iv. Medical care and drugs and other related costs.

      v. All income, whether earned or unearned, must be verified with the applicant's aid and recorded in the case narrative, dated and directly related to the application and budget (corresponding dates) regarding the approved Siletz Grant Assistance.

3. Earned Income:

   Earned income refers to cash earned by an individual. Receipts of income is verified by the best available information, which would consist of pay stubs presented by the client, or in the absence of pay stubs, an interview with the employer, or any other reliable source which could provide verification.

   Cash income is the receipt of wages, salary, commission or profit from activities in which an individual is engaged as an employee, or through self-employment.

Earned income is also income earned over a period of time, but for which settlement is made at a single given time, such as the sale of crops or livestock.

4. Annual Income:
   Recurring annual income is income received by applicants such as teachers which, when prorated for 12 months, exceeds basic monthly-defined need, leaving the applicants without resources for brief periods of time. If this is known in advance, such applicants should be assisted through counseling to budget their income. All recurring annual lease income will be prorated monthly.

5. Unearned Income:
   Unearned income may be received on a regular or irregular basis. When receipt of such income is sporadic or unpredictable, appropriate allowances must be made. The following are examples of unearned income *(See Asset Review Chart at the end of the manual for how the income is counted as a resource)*

   a. When a spouse/significant other in the household receive a General Assistance directly from the BIA, the income will be counted as unearned household income.

   b. Interest payments or dividends from capital investments such as savings accounts, bonds, notes, and mortgages.

   c. When there is a lease or rental from property other than the primary place of residency the income received is countable earned income and the equity value of the property/residence is equity.

   d. Gross income from minerals, gas, and oil, as well as bonuses, delayed rentals and the sale of homegrown produce are to be considered as unearned income.

   e. The sale of any home produce from garden, livestock, wood and poultry is to be considered as unearned income. If the home produce is utilized by the recipient and their household for their consumption (as distinguished from being sold or exchanged) it is not to be considered in determining need or the amount of the assistance payment.

   f. Life insurance, pensions, compensations, Veteran’s Benefits, railroad retirement, unemployment compensation, workman's compensation, strike benefits paid by unions, survivor’s benefits, and allowances for dependents of military personnel are possible sources of income to the recipient and/or dependents.

   g. Cash benefits intended for the exclusive benefit of identified children, such as survivors' benefits, shall not be considered as available to the entire household.

   h. Contributions*:* Recurring contributions actually received in cash, such as child support payments and alimony, are to be considered unearned income available to meet need.

   i. Land Sale Income: Income derived from sales of trust land shall be considered as income when it becomes available to meet need unless set aside for the specific purpose of reinvestment in trust land or a primary residency by the end of one year from the date it was received. If not, it shall be counted in its entirety as available to meet need.

j. Income from the Sale of Real or Personal Property***:*** Income derived from the sale of real or personal property, unless otherwise restricted, shall be considered as income available to meet need. Unless proceeds from the sale are reinvested in trust land or a primary residency within one year in accordance with the provisions of (2) above.

6. Income Disregards:

Various Federal statutes require certain income to be disregarded in determining need. The following resources must be disregarded in determining available resources:

a. Judgment payments distributed to Indian tribes up to $2,000.00 per person per payment (P.L. 98-64).

b. Income received by Indians from Interests Held in Trust, not to exceed $2,000 per year per (PL 103-66).

c. The Food Stamp Act allotment or USDA Commodity Program Services.

d. American Red Cross or Federal, State or County disaster relief funds.

e. Low-income heating and energy assistance payments (P.L. 98-558).

f. Any portion of payments made under the Alaska Native Claims.

g. Client is receiving/applying for Grant Assistance for Single Adults (GASA) due to being over the GAF time limit provisions: If and when the client should receive child support for children that are under age 18 (or enrolled in school, up to age 24) and are claimed as dependents of the client., all child support payments received for those children will be considered exempt income and will not affect the GASA benefit amount and not be used in determining eligibility.

G. HOME VISIT

Program Staff are required to complete a home visit prior to requesting final approval. This will be in part to determine residency in the 11-county service area, household composition, and to assess the family situation and needs. Additional home visits will be scheduled as needed.

Once this task is complete, Program Staff will continue with the administrative task of calculating and issuing benefits.

H. DETERMINING AND CALCULATING BENEFITS

Clients applying for Grant Assistance without any earned or unearned income will be paid according to the State Income Payment Standard. To determine the amount of the initial assistance payment, the monthly benefit amount shall be prorated from the date of request, given the client has made active efforts to provide documentation within the allowable 45-day pending period.

In prorating the initial payment, the eligible grant amount for a whole month shall be divided by thirty, then multiplied by the number of eligible days in the initial payment period, rounding down to the nearest whole dollar. Should the client request services on the 31^{st} day of the month, they will be eligible for one day of service for that month. Program Staff must complete a Grant Calculation Sheet each time the grant amount changes. The client shall be eligible for the monthly incentive the first full month of eligibility and every month thereafter that the client complies with the client's approved case plan.

In calculating the first month's benefits, program staff will count any anticipated income expected to be received in that month. Thereafter, only actual income received the prior month will be counted, unless there is a change that affects eligibility.

When there is an increase in the number of people in the benefit group, child or adult, a current cash assistance client must update their application and submit the supporting documentation as required for the additional household member. This will generally include but not limited to, social security card, birth certificate for a child, Oregon identification/driver's license for an adult, proof of tribal enrollment, and proof of benefit changes such as OHP, food stamps/USDA. Once an updated Application for Assistance has been completed and all supporting documentation has been submitted, the person will be added to the benefit group effective the 1st day of the following grant month. For example, the completed Application and documentation is received on 4/10/2009. The grant will increase by the additional member in the benefit group effective 5/1/2009.

Clients with earned or unearned income who remain within the countable income guidelines for Grant Assistance will be eligible for services after the following deductions have been made:

1. Earned Income Deduction:
   Client employed, but within the State countable income limit, will receive the State Payment Standard with a *50% reduction* of the earned income.
2. Unearned Income Deduction:
   Unearned income is deducted at a dollar for dollar rate. Examples of these types of income include but are not limited to: *(See Asset Review Chart at the end of the manual)*
   a. Unemployment Insurance benefits
   b. Social Security Benefits (SSB): Retirement (OASDI), Disability (SSD), and Survivor's Death Benefits
   c. Higher Education Subsistence (All or any portion of the grant determined as Essential Need) i.e. food, clothing, personal etc. to prevent duplication of services.

I. LETTER OF NOTIFICATION (LON)

Program staff will provide a LON to clients notifying them of an action being taken on their case which advise them of their rights to appeal any decision with which they disagree. A LON must be sent each time the grant assistance will begin, increase, decrease or end. The LON shall be sent to the client ten (10) calendar days in advance to the proposed effective date, and include the Appeal Rights Policy, should the client disagree with the proposed action.

A standardized LON will be used for all decisions. All LON's must contain the following information:

1. State the proposed action.
2. The reason for the action.
3. The effective date of the action.
4. A copy of the Appeal Rights Policy.

J. INITIAL GRANT PAYMENT & MONTHLY PAYMENT SCHEDULE

Program Staff will process all check requests within five (5) working days of the date the application is approved by Program Staff, the Program Director, and or Tribal Programs Manager. The Grant Calculation Sheet documenting the monthly payment standard and pro-rated benefit for the first month of service will be attached as documentation for the check request. If the 1st working day of the month falls on a week-end or Tribal holiday, payment will be made and be available for client pickup on the preceding workday.

Prospective budgeting will be used for month one of grant assistance. Month two, retrospective budgeting will be used. The grant for month two will be based on month one "actual" income. This information will be documented on the monthly report form. This budgeting process will continue unless a change in the household situation causes ineligibility. The Desk Reference Guide includes detailed guidelines on grant calculations.

Periodically, clients may require special arrangements in dispersal of grant benefits or payments to assist them in their goal toward self-sufficiency. The following arrangements may be utilized if needed:

1. Third Party Payments:

Grant checks may be made payable to a third party/vendor/provider on behalf of the client when it is determined that a third party/vendor/provider has assumed responsibility for providing care and maintenance due to incapacity of the client. Justification for the arrangement of third party vendor/provider payments shall be entered in the case notes. The Program Staff has the joint responsibility with the client to identify the most responsible payee to best serve the needs of the client. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors.

2. Vendor Payments:

Program Staff may find it to the benefit of the client, in some cases a necessity, to make a direct provider payment in cases where the client may not be capable of managing their own finances. This will be arranged with landlords to avoid eviction, utility companies to avoid loss of service or other providers/vendors that are deemed necessary. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors.

K. MONTHLY CONTACT WITH PROGRAM STAFF

All Grant Assistance clients utilizing grant services are required to contact their Program Staff each month and schedule an appointment to review progress in their case plan.

Clients who fail to comply with this requirement will not be issued a Grant Assistance check the following month. If a client is going to leave the 11-county service area they must notify Program Staff. Failure to report this may cause termination of the Grant Assistance grant.

L. INCARCERATION

No Grant Assistance applicant/client may receive a grant while incarcerated in a Federal, State, County or Tribal jail. If a client is arrested after receiving a grant for the month the grant will be closed and the LON sent stating the reason for the closure. Once the client is released the client may reapply for Grant Assistance and eligibility will be determined.

M. INPATIENT CARE

A client that is admitted to Inpatient care for alcohol and/or drug treatment will not be eligible to receive grant assistance. A shelter payment to a Vendor/Provider may be made to prevent homelessness. An amount up to but not exceeding the grant assistance grant is allowed.

N. NON-RECEIPT OF CHECK

Replacement of a check that has been reported as lost or mutilated may be authorized only after the client files a lost check request, and a stop payment has been placed on the lost check. An inquiry will be made to the lending facility that issued the check to verify whether or not the check was negotiated. Clients must wait ten (10) business days from the check issuance date before any action will be taken. After ten(10) calendar days, if the check has not been negotiated a replacement check will be issued.

O. UNDERPAYMENT

Underpayments may occur, as the result of an administrative error and shall be corrected by payment of the unpaid amount retroactive to the date the error occurred. Written notification will be given once the underpayment has been detected. The underpayment would be added to the next regular check run unless it causes an undue hardship to the client a supplemental check can be requested with the Director's approval.

P. OVERPAYMENT (NON-FRAUD)

Adjustments will be made for recovery when an overpayment is discovered. A Letter of Notification will be sent to the client, notifying the client of the overpayment and explain how it occurred. Program Staff will instruct the client that a Repayment Agreement must be completed within thirty days. The client will have the opportunity to discuss this matter with Program Staff and resolve it before adjustments are made.

1. Overpayments are to be corrected by adjustment of the grant payment for the first regular payment following the discovery of the overpayment. Measures will be taken for recovery of the overpayment in full, going back to the date of the overpayment, not to exceed the date of application period.
2. When the overpayment had resulted from administrative error, recovery shall be accomplished through an agreement with the client that will not create undue hardship for the client. Future grant payments will be reduced in amounts that will lead to eventual recovery of the total overpayment. The reduction will not exceed one third of the monthly grant.
3. If the grant cannot be adjusted in a month during which income is received, then an administrative adjustment or recovery will be made the following month.
4. Should an overpayment be detected after a grant has been closed, a re-payment agreement will be made for the client to repay the overpayment directly.
5. All overpayments must be documented on an overpayment calculation form and signed off by the TSS and Program Director. Overpayment amounts requiring adjustments must be approved by the Program Director and Programs Manager.

Q. RE-DETERMINATION

Program Staff is required to evaluate each case that includes an employable person(s) at least every six months or whenever there is an indication of a change in circumstances. All active grant assistance cases must reapply for services not less than once every six months.

The TSS will send a LON for Re-Determination to the client with an application attached by the *10th of month five (5)*. In this process both the client and spouse/significant other (if applicable) must sign an updated application containing essential information needed to establish continuing eligibility for the Program. The client will have 45 calendar days, or the next business day should the 45th day fall on a weekend or holiday, to submit their re-certification Application for Assistance with their new eligibility period beginning on the 1st of month seven of cash assistance.

If a client fails to complete the re-certification Application for Assistance within the 45-days, their grant assistance will end on the last day of month six. This consequence will be included in the client's LON for Re-Determination.

Changes in household composition will make it necessary to reapply for services to add/remove a person from the grant. The reviewed case by Program Staff does not supersede the client's responsibility for reporting changes that may affect their eligibility for assistance.

R. JOB QUIT/TERMINATION

Clients who quit a job or are terminated from employment will not be eligible for Program cash assistance for 60 calendar days from the last date of employment. These clients may apply for Program employment training related services once they have been unemployed for seven (7) consecutive days. A good cause claim may be made for Tribal families, pregnant single women and victims of violence.

S. DRUG & ALCOHOL SCREENINGS

All Grant Assistance clients will be subject to random drug and/or alcohol screenings to identify and address alcohol & drug employment barriers at the earliest onset. Clients must submit to a drug and/or alcohol screening within 60-minutes of being told.

Clients who test positive will be referred to the CTSI Alcohol and Drug Program or another outside counseling resource immediately and the case plan will be revised to include the recommended treatment. A revised case plan must be done to eliminate this employment barrier. Once the client follows through with recommendations given by the CTSI Alcohol and Drug Program or outside resource they can make an update for their case plan. Clients are required to submit documentation of the assessment and treatment plan. Failure to comply with treatment plan may result in loss of grant assistance disqualifications and possible termination from the Program.

T. NON-COOPERATION DISQUALIFICATION

Clients who do not comply with the activities or timelines in their case plan will be considered as a client in non-cooperation status. Clients who are in non-cooperation status will face a Program Disqualification. Disqualifications, sanctions, are intended to induce client cooperation with the Program requirements. A grant disqualification will lead to a monetary grant sanctions and eventual termination from Program services.

It is the intent of the Siletz Tribe to manage cash assistance services that is not considered an entitlement and is within the parameters of the Siletz Tribal Council goals and objectives for the employment of Siletz tribal members.

During a disqualification, the client will receive no direct cash benefits to them. All payments and purchases will be made by direct vendor payments only for basic needs. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors.

Disqualifications are progressive, however after three instances of non-cooperation a GASA client will be terminated from Cash Grant services for a minimum of 60-days. Applicants will return to the last disqualification level, if they re-apply less than 120-days from their termination date and will be considered in a “Pay for Performance” status. Applicants will be referred to complete referrals or other items during the Application process they were mandated to complete the previous time they were on Grant Assistance Services. Failure to complete the referrals or mandated activities may cause them to be in non-cooperation status and not eligible for a grant as they are in a “Pay for Performance” status.

If a grant assistance client left with a 60-day disqualification from services, reapplied in less than 120 calendar days from the date of termination, and failed to follow the case plan, Program requirements, and/or complete referrals given upon returning to; this would result in a Month Three Disqualification and be terminated from grant services for 60 calendar days. The client must have no instances of disqualifications for 12-consequtive months in order to return to the first disqualification (sanction) level.

If a client re-applies 120-days after the date of termination, the disqualification (sanction) level re-starts at level (month) one.

DISQUALIFICATION LEVELS	**COURSE OF ACTION** **Pay for Performance applies throughout the sanction process. Only vendor pay for rent and utilities can be made during a sanction period.*
Month One	**Month one** of disqualification will result in a grant reduction of $50.00.
Month Two	**Month two** of disqualification will also result in a grant reduction of $50.00, and at this time an assessment must be made to identify additional barriers preventing client’s cooperation.
Month Three	**Month three** of disqualification will result in grant closure and termination from services for a 60-day period.

X. GRANT ASSISTANCE FOR FAMILIES

A. GRANT ASSISTANCE FOR FAMILIES (GAF)

This service is available to enrolled Siletz Tribal members with dependents and families with enrolled Siletz dependents. Cash payments are provided to eligible tribal member families to assist in meeting basic needs. Persons receiving grant assistance for families must participate in self-sufficiency activities as stated in the case plan, unless found to be exempt by the guidelines set forth in this manual.

1. Grant Assistance for Families components include:
   a. Cash Assistance: 1 & 2 parent household
      (i) 2-parent household must meet deprivation
   b. Cash Assistance: Non Needy Caretaker Relative
   c. Grant Assistance for Families-WEX (Work Experience)
   d. Grant Assistance for Families Childcare: For Grant Assistance for Families -WEX participant's only
   e. Teen parents: Emancipated & non-emancipated minors
   f. Emergency Assistance
2. Individuals that may apply for Grant Assistance for Families from the Program:
   a. One or two parent Siletz Tribal household with a shared dependant.
   b. Non-tribal one parent household with Siletz enrolled children.
   c. Two-parent household with at least one shared dependent, at least one person in the benefit group must be enrolled with the Siletz Tribe.
   d. Two-parent household with at least one Siletz enrolled child.
   e. A pregnant enrolled tribal member may apply in the 8th month of pregnancy. The tribal member will be able to make an application, however until the documentation for the baby is submitted; the applicant will receive Grant Assistance for Single Adults if found eligible before the baby is born.
   f. Emancipated minor with a dependent child

B. ELIGIBILITY REQUIREMENTS

All Grant Assistance for Families applicants must meet the State Income Standards. Refer to the State Standards Chart in the back of this manual. Once income eligibility has been established, Program Staff and applicant will review the completed application and create a case plan agreement. The case plan will document the need for Grant Assistance for Families services and identify barriers to employment and self-sufficiency. This document will be complete once the document is signed and dated by Program Staff and client.

An Applicant must be either an enrolled Siletz Tribal member with a dependent child, or an adult with an enrolled Siletz dependent. An eligibility group is the unit of individuals residing in the household that either chooses Grant Assistance for Families for a dependent child or must be included in the application because of relationship (i.e., husband). An eligibility group includes the following members who are living in the same household and is defined as one of the following:

1. Two parent families with one enrolled Siletz tribal member with a shared dependent.
2. Single parent families with one enrolled Siletz tribal member.
3. Non-Needy Caretaker Relatives or essential persons with one enrolled Siletz tribal member who is a minor.
4. All single pregnant non-Siletz tribal members will be referred to the State of Oregon for Grant Assistance for Families assistance, until the child is enrolled with the Siletz Tribe..

C. DETERMINING DEPRIVATION OF A CHILD

When a child lives with one parent or a caretaker, the basis of deprivation is the continued absence or death of a parent. When a child lives with both parents, the basis of deprivation is either the unemployment or incapacity of a parent.

D. DEFINITION OF GRANT ASSISTANCE FOR FAMILIES

People are considered in the same household when they share their dwelling; i.e., live together in the same house, share the same address or share sleeping, bathroom and kitchen facilities that are not in a commercial establishment providing room and board or both for fair market value compensation. They are in the same household and they state that they intend to reside in the household; i.e. this is their primary residency.

1. An eligible household includes the following members who are living in the same household:
   a. A dependent or unborn child;
   b. Parents of a dependent or unborn child (except the parents of minor parents);
   c. The spouse/significant other and children of each parent;
   d. Blood related siblings under the age of 18 of a dependent or unborn child;
   e. The spouse/significant other and dependent children of a needy caretaker relative.
2. Parents or caretaker relatives and children are in the same household even if they are gone for 30 calendar days or more for one of the following reasons:
   a. They are absent because of employment (i.e. they are gone looking for work outside of their area of their residency, or their employment takes them out of their residency). Employment such as long haul truck driving, fishing or active duty in the US Armed forces normally takes an individual out of their household for a period of time.
   b. Caretaker relatives or parents are gone up to 90 calendar days in a residential alcohol or drug facility and the children reside in the family home.
   c. They enter a general hospital (unless they enter some other living arrangement).

d. Children are gone for 30 calendar days or more if they are gone for illness (unless they go into a long-term care Title XIX facility), social services or educational reasons; but expected to return into the household within 30 calendar days. This does not include children in juvenile detention or removed from the home and placed into foster care.

Parents are considered in the same household when they spend 30% or more of their time during the calendar month in the household of the dependent child. A dependent child is considered a member of the household when they spend 51% of the time during the calendar month in the household.

Exception: If a dependent child lives in two households in a calendar month because of educational reason or family emergency; or the caretaker relative is gone from the household for part of the month because of illness; the child is included in the household with the caretaker relative who has the major responsibility for the care and control of the child.

Note: Factors to consider when a person moves in the household:

1. Must the person be included in the eligibility group?
2. Does the person have income? Will the person's income put the family above the countable income limit or payment standard? What notices should be sent to reduce or close the case?
3. How many people are living in the household with the new addition?

E. BENEFIT GROUP

The benefit group is the people who receive benefits. It consists of all the members in the eligibility group who meets all eligibility requirements. For a parent to be included in the benefit group, the parent must have care, control and supervision of the dependent child for a minimum of 51% of the time in a calendar month. If the only eligible child is unborn, the father of the unborn is included in the benefit group if he resides with the mother. All adults in the benefit group will have an individual case plan.

1. The following household members are not included in the benefit group even if they meet all non-financial eligibility requirements:
   a. Ineligible non-citizens
   b. People receiving adoptive assistance or foster care
   c. People receiving SSI
   d. People whose needs are removed because of any of the following:
      i. Non-cooperation with DCS and SSN.
      ii. In non-compliance with case plan or Program requirements.

F. NON-NEEDY CARETAKER RELATIVE

A caretaker relative who is not the parent of the dependent child but may apply for Grant Assistance for families as a needy or non-needy caretaker if they are given the care, control and supervision of the child. Needy caretaker relatives must meet all eligibility requirements to qualify. Non-needy caretaker relatives do not have to meet income requirements to qualify.

1. A caretaker relative is related to the child in one of the following ways:
   a. Blood Relatives including their spouses/significant other

b. Culturally established family members

Note: When a caretaker relative of one child applies for another child in the same household, the groups must be combined. A dependent child can be in only one eligibility or benefit group at one time.

2. Applicants must provide one of the following to document that they are responsible for the care, control and supervision of the dependent child.
    a. Notarized statement from the parent that has custody, both parents if there is not a current custody order
    b. Court custody document
    c. ICW statement
    d. DHS statement

All NNCR clients will be expected to seek child support from the absent parent(s) where there is an informal arrangement of the care of a child. Any child placed within the care of a NNCR relative by way of a court order will not need to follow this requirement unless directed by the court order to do so.

G. RESOURCES

The applicant's income status will be determined after a review of all resources available to the client. Resources are liquid assets available to the Tribal member, unless specifically excluded by Federal statute or listed in this manual under exempt resources.

Liquid assets are properties in the form of cash or other financial instruments that can be converted to cash, such as savings or checking accounts, promissory notes, mortgages and similar properties.

The client must actively pursue any asset for which they have a legal right or claim. Active pursuit means the client must apply and satisfy all requirements to receive benefits from other programs within the community.

H. RESOURCE LIMIT

The applicant may retain a resource limit of **$2,500.00** available to the household. Any liquid resource exceeding this amount will be counted as income in determining eligibility for the Grant Assistance for Families component.

I. EXEMPT RESOURCES

As a condition to meet eligibility requirements for Grant Assistance for Families, no applicant for or recipient of the Grant Assistance for Families Program shall be required to dispose of the following resources:

1. A resource used in the production of income for self-employment
2. His or her home and personal belongings
3. Insurance policy
4. One vehicle: With an equity value up to $10,000; any amount over the equity value is a countable resource.

5. Per-Capita payments: Up to $2,500 limit, above that is a countable resource/unearned income.

J. INCOME

1. Gross Income:

   Gross income, also known as "before taxes", is the total monthly amount from all sources, whether earned or unearned, before any deductions are made. This is the primary type of income that will be used in determining eligibility and benefits for the Program.

2. Net income:

   Net income, also known as "take home", is the total money available to the recipient after deductions is made for the following:

   a. Federal and State taxes

   b. Social Security/FICA

   c. Health Insurance

   d. Work-related expenses for employed persons, which include expenses such as union fees, lunches, and verifiable transportation, cost to and from work.

   e. The cost of special clothing, tools, and equipment directly related to the individual's employment will be considered as work related expenses and will be deducted from net income. The cost of childcare is to be considered as a work related expense unless the spouse/significant other is available to provide the care.

   f. Self-employed, net income must be established by deducting costs of doing business from the gross amount.

   g. In arriving at net income, the following examples shall not be considered as allowable deductions:

      i. Personal debts, including payroll deductions for personal debts or savings. Installment payments or other payments to lending institutions including tribal and Bureau credit programs, banks, loan companies, housing authorities, FHA, and other obligations made for essential or non-essential items.

      ii. Legal judgments including child support, alimony, bail bond, attorney fees, and court levied fines.

      iii. Medical care and drugs and other related costs.

      iv. All income, whether earned or unearned, must be verified with the applicant's aid and recorded in the case narrative, dated and directly related to the application and budget (corresponding dates) regarding the approved Grant Assistance.

3. Earned Income:
   Earned income refers to cash earned by an individual. Receipts of income is verified by the best available information, which would consist of pay stubs presented by the client, or in the absence of pay stubs, an interview with the employer, or any other reliable source which could provide verification. Cash income is the receipt of wages, salary, commission or profit from activities in which an individual is engaged as an employee, or through self-employment. Earned income is also income earned over a period of time, but for which settlement is made at a single given time, such as the sale of crops or livestock.

4. Annual Income:
   Recurring annual income is income received by applicants such as teachers which, when prorated for 12 months, exceeds basic monthly-defined need, leaving the applicants without resources for brief periods of time. If this is known in advance, such applicants should be assisted through counseling to budget their income. All recurring annual lease income will be prorated monthly.

K. UNEARNED INCOME

Unearned income may be received on a regular or irregular basis. When receipt of such income is sporadic or unpredictable, appropriate allowances must be made. The following are considered as unearned income:

1. Interest payments or dividends from capital investments such as savings accounts, bonds, notes, and mortgages. When there is a lease or rental from property other than the primary place of residency.
2. Gross income from minerals, gas, and oil, as well as bonuses, delayed rentals and the sale of homegrown produce are to be considered as unearned income.
3. The sale of any home produce from garden, livestock, wood and poultry is to be considered as unearned income. If the home produce is utilized by the recipient and their household for their consumption (as distinguished from being sold or exchanged) it is not to be considered in determining need or the amount of the assistance payment.
4. Life insurance, pensions, compensations, Veteran’s Benefits, railroad retirement, unemployment compensation, workman's compensation, strike benefits paid by unions, survivors benefits (SSD), and allowances for dependents of military personnel are possible sources of income to the recipient and/or dependents.
5. Cash benefits intended for the exclusive benefit of identified children, such as survivors' benefits, shall be considered as available to the entire household, but not Supplemental Security Income (SSI).
6. Students who are not in secondary education and are in the benefit group may be required to seek and accept available employment. Any monies that the student receives in grants or scholarships that is to go towards meeting basic needs (i.e. shelter, utility, transportation, food, etc.) shall be considered unearned income for the household..
7. Contributions: Recurring contributions actually received in cash, such as child support payments and alimony, are to be considered income available to meet need.

8. Land Sale Income: Income derived from sales of trust land shall be considered as income when it becomes available to meet need unless set aside for the specific purpose of reinvestment in trust land or a primary residency by the end of one year from the date it was received. If not, it shall be counted in its entirety as available to meet need.

9. Income from the Sale of Real or Personal Property: Income derived from the sale of real or personal property, if not otherwise restricted, shall be considered as income available to meet need, unless proceeds from the sale are reinvested in trust land or a primary residency within one year in accordance with the provisions of item eight (8) above.

10. Income Disregards: Various Federal statutes and Siletz Tribal Per-Capita Payments require certain income to be disregarded in determining need. A current list of all such income disregards will be issued by the Program Director the beginning of each calendar year and outlined in the Desk Reference Guide. Examples of income disregards are:
    a. Judgment payments distributed to Indian tribes up to $2,000.00 per person per payment (P.L. 98-64).
    b. Income received by Indians from Interests Held in Trust, not to exceed $2,000 per year per
    c. (PL 103-66).
    d. The Food Stamp Act allotment or USDA Commodity Program Services.
    e. American Red Cross or Federal, State or County disaster relief funds.
    f. Low income heating and energy assistance payments (P.L. 98-558).
    g. Any income from Alaska Claims.
    h. Siletz Tribal Per-Capita payments up to $2500.00

L. SCHOOL ATTENDANCE

School age children are expected to stay in school. Parents/caretaker relatives are in violation of State statute if they do not send their school age children to school and maintain them in regular school attendance. School attendance for children under age 16 is a basic eligibility requirement for Grant Assistance for Families. The parent/caretaker relative will be required, as part of self-sufficiency, to enroll and keep dependent children ages 7 to 18 years of age, who have not completed the 12^{th} grade, in school full-time and in good standing. Children between ages 16 to 18 who are not attending school full-time, must seek employment; 18 year olds who are not regularly attending school full time as determined by the school will be removed from the benefit group. If a child will be required to seek and secure employment, any income that child earns will be calculated with the Grant Assistance household. All income disregards will apply.

Regular school attendance means attending grade school, elementary school, high school, GED, vocational, alternative, or technical training of the State School for the Deaf or for the Blind. It continues during an illness, family emergency or vacation, as long as the student intends to return to school. The school defines the student’s full time or half-time status, and the Program Staff will verify such status at the time of application and at every re-determination thereafter. Students will be considered attending for the full month in which they complete or discontinue school or training. To be included a child need not attend school during the summer break.

In the event a client wishes to home school their children, they must follow the requirements and regulations of the Oregon Department of Education and will be identified in the case plan. They must submit copies of results from the OED required testing for home school students.

M. COOPERATION WITH DIVISION OF CHILD SUPPORT (DCS)

To qualify for benefits, clients must assign their support rights to CTSI and cooperate (unless good cause exists) with the Division. Assignment allows the Division to pursue, collect and transfer child support and spousal support to CTSI for any members in the eligibility group.

Failure to assign their support rights (i.e., an unsigned, thus an incomplete application) will result in denial of the application.

Cooperating with DCS includes assisting in establishing paternity, obtaining support cash payments and pursuing medical support, if available.

Non-cooperation without good cause will result in denial of cash benefits for applicants and loss of Cooperation Incentive Payment, reduction and eventual termination of cash benefits for recipients.

N. HOME VISIT

Program Staff are required to complete a home visit prior to requesting final approval. This will be in part to determine residency in the 11-county service area, household composition, and to assess the family situation and needs. Additional home visits will be scheduled as needed.

Once this task is complete, Program Staff will continue with the administrative task of calculating and issuing benefits.

O. DETERMINING AND CALCULATING BENEFITS

Clients applying for Grant Assistance for Families services without any earned or unearned income will be paid according to the State Income Payment Standard. To determine the amount of the initial assistance payment, the monthly benefit amount shall be prorated from the date of request, given the client has made active efforts to provide documentation within the allowable 45 day pending period. In prorating the initial payment, the eligible grant amount for a whole month shall be divided by thirty, and then multiplied by the number of eligible days in the initial payment period, rounding to the nearest whole dollar.

Program Staff must complete a Grant Calculation Sheet each time the grant amount changes. The client shall be eligible for the monthly incentive the first full month of eligibility and every month thereafter that the client complies with the client's approved case plan.

In calculating the first month's benefits, program staff will count any anticipated income expected to be received in that month. Thereafter, only actual income received the prior month will be counted, unless there is a change that affects eligibility.

Prospective budgeting will be used for month one of grant assistance. Month two, retrospective budgeting will be used. The grant for month two will be based on month one "actual" income. This information will be documented on the monthly report form. This budgeting process will continue unless a change in the household situation causes ineligibility. The Desk Reference Guide includes detailed guidelines on grant calculations.

When there is an increase in the number of people in the benefit group, child or adult, a current cash assistance client must update their application. They must also submit supporting documentation as required for the additional of a household member.

To add an adult the following documents are required:

1. Social security card or proof of application for a replacement social security card
2. photo identification
3. Proof of tribal enrollment
4. Proof of benefit changes such as OHP, food stamps/USDA if applicable.

To add a child to the benefit group, the following documents are required:

1. Hospital birth record or birth certificate
2. Social security card or proof of application for a social security card
3. Proof of tribal enrollment, if applicable

Once an updated Application for Assistance has been completed and all supporting documentation has been submitted, the person will be added to the benefit group effective the 1st day of the following grant month. For example, the completed Application and documentation is received on 4/10/2009. The grant will increase by the additional member in the benefit group effective 5/1/2009.

Clients with earned or unearned income who remain within the countable income guidelines for Grant Assistance for Families will be eligible for services after the following deductions have been made:

1. Earned Income Deduction:
   Client employed, but within the State countable income limit, will receive the State Payment Standard with a *50 % reduction* of the earned income.
2. Unearned Income Deduction:
   Unearned income is deducted at a dollar for dollar rate. Examples of these types of income include but are not limited to: See Asset Review Chart at the end of the manual)
   a. Unemployment Benefits
   b. Social Security Disability/ Survivors Income (SSD or OASDI)
   c. Higher Education Subsistence (All or any portion of the grant determined as Essential Need) services (i.e. personnel services; food, clothing, transportation etc.)

P. LETTER OF NOTIFICATION (LON)

Program staff will provide a LON to clients notifying them of an action being taken on their case, which advise them of their rights to appeal any decision with which they disagree. A LON must be sent each time the grant assistance will begin, increase, decrease or end. The

LON shall be sent to the client ten (10) calendar days in advance to the proposed effective date, and include the Appeal Rights Policy, should the client disagree with the proposed action. A standardized LON will be used for all decisions. All LON's must contain the following information:

1. State the proposed action.
2. The reason for the action.
3. The effective date of the action.
4. A copy of the Appeal Rights Policy.

Q. INITIAL GRANT PAYMENT & MONTHLY PAYMENT SCHEDULE

Program Staff will process all check requests within five (5) working days of the date the application is approved by the Program Staff, the Program Director, and or Tribal Programs Manager. The Grant Calculation Sheet documenting the monthly payment standard and pro-rated benefit for the first month of service will be attached as documentation for the check request. If the 1st working day of the month falls on a week-end or Tribal holiday, payment will be made and be available for client pickup on the preceding workday. Periodically, clients may require special arrangements in dispersal of grant benefits or payments to assist them in their goal toward self-sufficiency. The following arrangements may be utilized if needed:

1. Third party payee:

Grant checks may be made payable to a third party/vendor/provider on behalf of the client when it is determined that a third party/vendor/provider has assumed responsibility for providing care and maintenance due to incapacity of the client. Justification for the arrangement of third party/vendor/provider payments shall be entered in the case notes. Program Staff has the joint responsibility with the client to identify the most responsible payee to best serve the needs of the client. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors.

2. Vendor payments:

Program Staff may find it to the benefit of the client, in some cases a necessity, to make a direct provider payment in cases where the client may not be capable of managing their own finances. This will be arranged with landlords to avoid eviction, utility companies to avoid loss of service or other providers/vendors that are deemed necessary. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors.

R. MONTHLY CONTACT WITH PROGRAM STAFF

All Grant Assistance for Families clients utilizing grant services are required to contact their Program Staff each month and schedule an appointment to review progress in their case plan.

Clients who fail to comply with this requirement will not be issued Grant Assistance for Families check the following month. If a client is going to leave the 11-county service area for a period longer than seven (7) calendar days, they must notify the Program Staff prior to travel. Failure to report this will cause an immediate termination in the Grant Assistance for Families grant.

S. INCARCERATION

No Grant Assistance for Families applicant/client may receive a grant while incarcerated in a Federal, State, County or Tribal jail. If a client should go to jail after already receiving a grant for the month, there will be no overpayment made for the period of the time the client was in jail during that month. A vendor payment may be made if there are still children remaining behind in the household. Once the client is released, Program Staff may add the adult to the Grant Assistance for Families grant.

T. INPATIENT CARE

A client that is admitted to inpatient care for alcohol and/or drug treatment will not receive a Grant Assistance for Families grant while in admittance. A vendor pay may be made if there are still children remaining behind in the household. A client that has been hospitalized for health issues will have their case reviewed by the Program staff to make a determination on whether or not there are basic needs to be met while they are in the hospital.

U. NON-RECEIPT OF CHECKS

Retroactive payment may be authorized when a client reports with a signed statement that their check has not been received. Clients must wait ten (10) business days from the check issuance date before any action will be taken. After ten (10) business days, if the check has not surfaced, a Stop Payment Request form will be completed by the client, and a check request will be submitted to accounting to replace the check.

V. UNDERPAYMENT

Underpayments may occur, as the result of an administrative error and shall be corrected by payment of the unpaid amount retroactive to the date the error occurred. Written notification will be given once the underpayment has been detected. The underpayment would be added to the next regular check run.

W. OVERPAYMENT (NON-FRAUD)

Adjustments will be made for recovery when an overpayment becomes apparent. A LON will be sent to the client, notifying the client of the overpayment. Program Staff will attach an Overpayment Notice for the client to complete (refer to 477-SSP Forms). The client will have the opportunity to discuss this matter with Program Staff and resolve it before adjustments are made.

1. Overpayments are to be corrected by adjustment of the grant payment for the first regular payment following the discovery of the overpayment. Measures will be taken for recovery of the overpayment in full, going back to the date of the overpayment, not to exceed the date of application period.
2. When the overpayment had resulted from administrative error, recovery shall be accomplished through an agreement with the client that will not create undue hardship for the client. Future grant payments will be reduced in amounts that will lead to eventual recovery of the total overpayment. The reduction will not exceed one third of the monthly grant.
3. If the grant cannot be adjusted in a month during which income is received, then an

administrative adjustment or recovery will be made the following month.

4. Should an overpayment be detected after a grant has been closed, a re-payment agreement will be made for the client to repay the overpayment directly.

X. RE-DETERMINATION

Program Staff are required to evaluate each case that includes an employable person(s) at least every six months or whenever there is an indication of a change in circumstances. All active cash grant cases must reapply for services not less than once every six months. In this process both the client and spouse/significant other (if applicable) must sign an updated application containing essential information needed to establish continuing eligibility for the Program.

The TSS will send a LON for Re-Determination to the client with an application attached by the *10th of month five (5)*. In this process both the client and spouse/partner (if applicable) must sign an updated application containing essential information needed to establish continuing eligibility for the Program. The client will have 45 calendar days, or the next business day should the 45th day fall on a weekend or holiday, to submit their re-certification Application for Assistance with their new eligibility period beginning on the 1st of month seven of cash assistance.

If a client fails to complete the re-certification Application for Assistance within the 45-days, their grant assistance will end on the last day of month six. This consequence will be included in the client's LON for Re-Determination.

Changes in household composition will make it necessary to reapply for services to add/remove a person from the grant. The review of Program Staff does not supersede the recipient's responsibility for reporting changes that may affect their eligibility for assistance.

Y. JOB QUIT/TERMINATION

Those who quit a job or are terminated from employment are not eligible to apply for cash benefits for a period of 60 calendar days from the last date of employment. A good cause claim may be made for Tribal families, pregnant single women and victims of violence.

Hardship Exceptions:

1. If it has been found by the Program Staff that the job quit has created a hardship on the children in the household, vendor payments may be allowed during the 60 calendar days as long as the adult household member(s) are seeking employment and in compliance with Program requirements.
2. In a case where the adult client is exempt from job search for medical or reasons spelled out by the State of Oregon, in regards to a child custody order that does not allow employment for reason of reuniting a parent and child, the Program will not mandate active job search to receive a vendor payment during the 60 calendar days but will continue to mandate Program compliance and required self-sufficiency activities.

The above two mentioned exceptions will be justified in the case narrative and staffed with the Program Director for approval.

Z. TIME LIMIT PROVISIONS

No adult may continue to receive Tribal TANF benefits in their lifetime to exceed 60 months whether consecutive or cumulative unless found to meet the conditions for a hardship exemption. The Siletz Tribe will not permit the number of hardship, exempted families to exceed 20% of its monthly TANF caseload. Hardship conditions for exemption are:

1. For victims of documented domestic violence or assault and are in the process of seeking victim's assistance, a hardship exemption will be allowed and will not exceed a total of six months.
2. For families that have a short-term documented medical claim making employment not possible, a hardship exemption will be allowed and will not exceed a total of six months.
3. For families that are in the process of actively seeking a disability claim for either an adult or child in the benefit group, a hardship exemption will be allowed until their disability claim is approved.
4. For families that are in process of actively seeking assistance with mental health counseling for either an adult or child in the benefit group and are found by a medical professional to be incapable of employment during this time and are in the process of seeking Supplemental Security Income (SSI), a hardship exemption will be allowed until they are approved for SSI as long as they continue with their mental health counseling.

Note: Once a family has reached their time limit provisions, adult Siletz tribal members may be served under Grant Assistance for Single Adults or as a child-only case, whichever will be of greater benefit to the client. The grant amount will only be approved for the standard rate for the Siletz adults and all Program requirements remain in effect.

AA. WORK PARTICIPATION REQUIREMENTS

1. Participation Requirements:

All parents and caretakers (other than NNCR) receiving Grant Assistance for Families will be required to participate in work, self-sufficiency, and/or employment barrier removal activities, unless appropriate activities are unavailable or such persons are exempted.

ALL FAMILIES MINIMUM AVERAGE PARTICIPATION HOURS PER WEEK	
Federal Fiscal Year	**Hours**
2009	26
2010	26
2011	26
2012	26

2. Mandatory Work Activities Participation: All Tribal Grant Assistance participants, unless found to be exempt by the Tribal Services Specialist for a reason in section three below, will be required to participate in basic education, employment preparation and training (including work experience), and/or job search/readiness assistance activities. In addition,

those clients with significant employment barriers will be offered, and be required to accept, services designed to help them address and overcome such barriers

3. Countable Participation Work Activities: The Program will make available the following employment and training activities for participants. Some of the activities will be conducted directly by the Siletz Tribe; others will be delivered through contracts with local service providers. The list is not expected to remain static. Program experience, especially an increased familiarity with participants' needs, is likely to dictate a change in the number/kind of employment and training activities available.

   a. Basic Education: Involves High School, Adult Basic Education and GED coursework. The intent of the activity is to help participants achieve the proficient competency level.

   b. Job Search/Job Readiness: Involves instruction in interviewing skills, resume writing, application completion, life skills needed for employment (i.e. time management), basic job search skills, actual job search and job retention. The intent of the activity is to assist participants effectively search for, obtain and retain gainful unsubsidized employment. Job Search/Job Readiness activities will be limited as per 45 CFR 286.105 (b) and (c).

   c. Cultural Activities: These activities will include tribal language courses, tribal history study, making regalia, Elder volunteer assistance, participation in Tribal events as well as attending or giving instruction to classes on cultural activities. These activities are intended to develop an understanding of and a pride in Native American and tribal heritage. This can be an important factor in psychologically preparing Native Americans for sustained, gainful employment, especially in the dominant culture work settings. There is statistical and empirical evidence that suggests that a large number of Native Americans suffer from a lack of a positive personal and cultural identity. This, in turn, can (and far too frequently does) adversely affect their ability to successfully function in society, inclusive of obtaining and retaining self-sufficiency employment. These activities will be limited to less than 25% of their self-sufficiency activities requirements and will not substitute for employment or job preparation activities.

   d. Job Skills Training: Involves classroom training in vocational and technical skills, or equivalent knowledge and abilities in specific employment areas. The intent of the activity is to enhance the employability of participants by developing marketable skills.

   e. On-The-Job-Training (OJT): On-The-Job-Training is a Department of Labor (DOL) funded activity. The intent of this OJT component is to enhance the training of the clients so that the client has more employability in the job market. The OJT component will be introduced to productive work knowledge and skills that are essential to maintaining employment. This component is to also offer an employer an incentive to directly hire a client in a daily part-time to full-time position where the client needs additional training to meet the Employer's needs and can be accomplished within the first six months of training. The trainee will be supervised by the employer and will follow the employer's rules and regulations. The Siletz Tribe will reimburse the employer 50% of the starting wage of the client. The client is an employee of the

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Employer, entitled to the same benefits and follows the same rules as any other employee of the Employer.

f. Sheltered/Supported Work: Involves work site job skills and job readiness training coupled with intensive supervision and counseling. The intent of the activity is to assist participants who lack basic job experience and skills to develop them at their own pace in a supportive environment.

g. Unpaid Work Experience: Involves unpaid, short-term work site training in a nonprofit organization, public agency or private employer. The intent of the activity is to enhance participants' employability by providing them with current work experience, employer reference, and an opportunity to develop specific job skills.

h. Paid Work Experience: Involves paid, subsidized work-site training in a nonprofit organization, public agency or private employer. The intent of the activity is to increase the employability of a participant by placing them out into the workforce for a period of up to six months in duration, which would ultimately provide them with current work experience, an employer reference, and an opportunity to develop specific job skills as well as exposure to different work opportunities within the organization.

i. Subsistence activities: This will include such activities as fire wood cutting/gathering, hunting, fishing, eeling, clam digging, fern picking, brush gathering, beading, basketry, etc. These activities are intended to assist families in becoming self-sufficient by meeting household needs.

j. Substance abuse treatment: This activity is necessary for a number of individuals before they can effectively engage in education, vocational training and/or job search.

k. Mental health counseling: This activity is necessary for a number of individuals before they can effectively engage in education, vocational training and/or job search.

3. Exemption from Work Participation Requirements:
   a. Dependent children age 18 or under who are attending high school or its equivalent, or attending vocational training;
   b. Pregnant females who are: (1) in their last trimester of pregnancy and age 18 or over; or (2) experiencing medical complications due to pregnancy that prevents active participation;
   c. Females during the first 12 months after giving birth to a child;
   d. VISTA volunteers;
   e. Persons who must do the following to participate in the Siletz Tribal Grant Assistance activities: (1) travel an unreasonable distance from their home; or (2) remain away from their home overnight;
   f. Persons age 60 or over;
   g. Persons determined by the Tribal Services Specialist to be unable to participate in Cash Assistance activities due to their individual conditions or circumstances (i.e. care for

disabled children, elder care, etc.).

4. Good Cause Criteria for Non-Cooperation with Cash Assistance Work Requirements:

Participants who fail to participate in assigned Tribal Grant Assistance for Families activities or who fail to accept and/or maintain employment will be subject to penalties. The exception is when persons have good cause for such failures.

It is the responsibility of the participant claiming to have good cause to demonstrate, or at least produce evidence supporting, its existence.

The good cause criteria for failure to participate in assigned Tribal Grant Assistance for Families self-sufficiency activities shall include:

a. Transportation breaks down, or is unavailable;
b. Child care arrangements are unavailable;
c. Mental or physical illness;
d. Schedule conflicts with required court appearances or incarceration;
e. Inclement weather;
f. Family circumstances or issues preventing participation;
g. Probation or Parole limitations prohibit;
h. Misunderstanding of participation requirements (one-time only).

5. The good cause criteria for failure to accept or maintain employment:

a. The work adversely affects the person's health;
b. The work site violates health and safety standards;
c. The wage does not meet minimum wage or piecework standards;
d. Required hours of work are in excess of what is customary for the job;
e. The job is vacant due to strike, lockout or other labor dispute;
f. Joining a union is required and the participant has religious objection;
g. The job conflicts with the participant's current union membership;
h. The job referral or employer is discriminatory;
i. The job is not approved by the Probation or Parole officer;
j. The person quit a job without a clear and concise understanding of the Grant Assistance for Families penalty for job quits (one-time only).

BB. DRUG & ALCOHOL SCREENINGS

All Grant Assistance clients will be subject to random drug and/or alcohol screenings to identify and address alcohol & drug employment barriers at the earliest onset. Clients must submit to a drug and/or alcohol screening within 60-minutes of being told.

Clients who test positive will be referred to the CTSI Alcohol and Drug Program or another outside counseling resource immediately and the case plan will be revised to include the recommended treatment. A revised case plan must be done to eliminate this employment barrier. Once the client follows through with recommendations given by the CTSI Alcohol and Drug Program or outside resource they can make an update for their case plan. Clients are required to submit documentation of the assessment and treatment plan. Failure to comply with treatment plan may result in loss of grant assistance disqualifications and possible termination from the Program.

Clients that test positive for a drug and/or alcohol screenings that have children in their home will also be referred to the Indian Child Welfare (ICW) Program. A report by Program Staff will be given to ICW as required as a mandatory reporter.

CC. NON-COOPERATION DISQUALIFICATION

Clients who are in non-cooperation status will face a Program Disqualification. Disqualifications, sanctions, are intended to induce client cooperation with the Program requirements. A grant disqualification will lead to a monetary grant sanctions and eventual termination from Program services.

Clients who do not comply with the activities or timelines in their case plan will be considered as a client in non-cooperation status. Clients who are in non-cooperation status will face a Program Disqualification. Disqualifications, sanction, are intended to induce client cooperation with the Program requirements. A grant disqualification will lead to monetary grant sanctions and eventual termination from Program services. Disqualifications are progressive, however after four instances of non-cooperation a GAF client can be terminated from cash assistance for a minimum of 60-days.

It is the intent of the Siletz Tribe to manage cash assistance services that is not considered an entitlement and is within the parameters of the Siletz Tribal Council goals and objectives for the employment of Siletz tribal members.

During a disqualification, the client and household will receive no direct cash benefits to them. All payments and purchases will be made by direct vendor payments only for basic needs. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors. If a client demonstrates a willingness to work with the Program by making a good faith effort to meet the requirements of their case plan and the Program, vendor payments will be approved during the 60-day disqualification for the basic needs and in the best interest of the children. The client must submit supplies need for the children, rental and utility bills so direct payments can be made. The client and Tribal Services Specialist will continue to meet regularly until the client has come into compliance. There is no time limit for the approval of vendor payments on behalf of the children as it is the intent of cash assistance grants to serve children in need. Continuing to work with the non-compliance adult will help to ensure that the client get back on track with the assistance of the Tribal Services Specialist leading to a healthier and safer life for the dependent child.

Applicants will return to the last disqualification level, if they re-apply less than 120-days from their termination date and will be considered in a “Pay for Performance” status. Applicants will be referred to complete referrals or other items during the Application process they were mandated to complete the previous time they were on Grant Assistance Services. Failure to complete the referrals or mandated activities may cause them to be in non-cooperation status and not eligible for a grant as they are in a "Pay for Performance" status.

If a Grant Assistance client left with a 60-day disqualification from services, reapplied in less than 120 calendar days from the date of termination, and failed to follow the case plan, Program requirements, and/or complete referrals given upon returning to services; this would result in a Month Three Disqualification and be terminated from grant services again for 60 calendar days. The client must have no instances of disqualifications for 12-consequtive months in order to return to the first disqualification (sanction) level.

If a client re-applies 120-days from the date of termination, the disqualification (sanction) level re-starts at level (month) one.

Disqualification Levels	Course of Action **Pay for Performance applies throughout the sanction process.* *Only vendor pay for rent and utilities can be made during a sanction period.*
Month One	**Month One** is loss of the incentive.
Month Two	**Month Two** is also loss of the incentive plus $50.00. *A letter of notification along with the Appeal Rights must be provided to the client within ten (10) calendar days of the proposed sanction.*
Month Three	**Month Three** will result in removing all adult needs of the grant. Grants will be calculated using the State No Adult Payment Standard and will result in vendor pay only to provide shelter for children if approved by MDT, up to a grant amount equal to No Adult Standard. MDT will consist of TSS, Program Director and Program Manager. *Grant Assistance for Families clients who fail to cooperate by the third month will be scheduled for a one on one evaluation with the Program Staff to determine any additional barriers to address the non-compliance issues.*
Month Four	**Month Four** will result in termination of the grant and a 60-day disqualification for subsequent and continued failure to cooperate with the case plan. The adult must demonstrate cooperation with the case plan to re-open the grant prior to fulfilling the 60-day disqualification.

DD. GRANT ASSISTANCE FOR FAMILIES (GAF) WORK EXPERIENCE

Paid Work Experience will be available to monthly grant recipients with families if identified in the case plan. CTSI will provide payroll services. Public, non-profit and private employers will be utilized. This service will be utilized for training for Grant Assistance for Families recipients lacking work history and appropriate skills to gain unsubsidized employment. The family must be in cooperation status to be considered for a GAF-WEX placement. This service may be offered in conjunction with other services such as occupational training. Specific details of the work experience will be included in a standard work site agreement as well as a job position description.

All applicants for this service must have a GED or High School Diploma to utilize this service. Applicants who quit employment without good cause are not eligible for this component for a period of 18 months from the last day of employment.

1. GAF-Work Experience Contract:

A Work Experience (WEX) Contract can be with either a public, non-profit or private employer. At a minimum a WEX Contract must include the following:

a. The occupation(s) for which training is to be provided.

b. The duration of training.

c. The wage rate to be paid to the trainee.

d. The maximum amount of wages and benefits paid to the trainee.

e. A training outline that reflects the work skills required for the employment outcome as discussed in the case plan.

f. The employer may provide an outline of any other separate classroom training that would benefit the client.

g. The rationale/justification for the WEX training as it relates to the individual's needs and the employment outcome as discussed in the case plan.

2. GAF-WEX Timesheet

All Grant Assistance for Families-WEX participants are required to submit their timesheet with the actual numbers of Welfare–to-Work hours worked. Any hours not approved by the supervisor and Program Staff will not be paid. Timesheets will be marked with the due date. It is the participants' responsibility to submit these to the Program Staff. The original timesheet must be turned in, no faxes will be accepted. If timesheets are turned in late, the timesheet will not be processed until the next payroll payment period.

FF. GRANT ASSISTANCE FOR FAMILIES (GAF) WORK EXPERIENCE CHILDCARE

This service is *only* available to participants of the Grant Assistance for Families-WEX component. Childcare must be marked as a barrier to employment & budgeted in the case plan. The Program Staff will process the Childcare Provider application.

Once the Childcare Provider has been certified, the Program Staff will determine the number of hours that are needed and determine the approved rate. The Childcare Provider will submit timesheets to the Program Staff to begin the process of payment.

XI. COOPERATION AND GOOD CAUSE

A. WHAT IS COOPERATION?

To qualify for Grant Assistance, clients must cooperate with the assigned activities specified in their case plan. These activities may include pursuing available assets such as child support, medical support, alcohol or drug diagnostic appointments or treatment, referrals to Vocational Rehabilitation, domestic violence support groups, or other employment related activities, etc.

Clients who are required to cooperate with employment-related activities must complete the assessment process and provide enough information so that Program can determine whether it is temporary, permanent, full-time or seasonal. When they are employed, they must maintain employment.

It is important that a client cooperates with the assigned activities specified in their case plan. Non-cooperation not only leads to disqualification but also a loss of their monthly Cooperation Incentive payment.

B. COOPERATION INCENTIVE PAYMENT

The cooperation incentive payment is a monthly cash incentive for the Grant Assistance for Families component only. The amount is in addition to the Adjusted Income/Payment Standard. To qualify for the incentive payment, the family must be cooperating with their case plan for self-sufficiency and be following all Program requirements.

The family can receive only one payment in a month, no matter how many recipients are participating. If any member of the eligibility group fails to participate in their case plan, the benefit group does not receive the cooperation incentive payment. The first step in the

Disqualification Level for non-compliance with the case plan or Program requirements is loss of the incentive payment.

C. WHO MUST COOPERATE?

All clients must cooperate with the requirements of the Program unless good cause exists. Good cause will be defined and determined by the Program. All applicants and recipients of Grant Assistance benefits must pursue available assets.

Grant Assistance recipients must participate in mental health or substance abuse diagnostic, counseling and treatment program if it has been identified that such treatment is necessary for the person to function successfully in the workplace and the services are available at no cost to the client.

Clients must pursue and assign child support to the Program or cooperate with the Program for the establishment of parentage when they apply for Grant Assistance. To receive benefits for a dependent child whose parent(s) is absent from the household, the caretaker relative must cooperate, unless good cause exists, in establishing parentage and obtaining support cash payments. Failure or refusal to cooperate with the assignment of child support payments to the Siletz Tribe or establishment of parentage will result in denial of eligibility. By signing the Program Application, the client agrees to turn over any support payments and benefits to the Siletz Tribe.

D. WHAT IS NON-COOPERATION?

Non-cooperation exists when the client fails to complete the assigned activities as specified on their case plan without good cause. The assigned activities may include seeking employment, cooperating with DCS to establish parentage, cooperating with alcohol and substance abuse treatment program requirements, cooperating with referrals, and/or pursuing available assets, etc.

Clients not exempt from seeking and obtaining employment will be considered as being non-cooperating if they fail to do the following without good cause:

1. Meet the requirement to keep appointments and interviews.
2. Attend all scheduled classes and activities.
3. Turn in required complete documentation on the due date.

E. WHAT IS GOOD CAUSE?

Good cause is what the Program considers as valid reasons or circumstances that keep a client from cooperating with elements of their case plan. It is the client's responsibility to provide evidence to establish good cause for non-cooperation and to work with Program Staff to try to resolve problems that interfere with cooperation. It is important to determine whether the client <u>cannot or will not</u> cooperate with their case plan.

F. DOCUMENTATION FOR GOOD CAUSE CLAIM

The client must present evidence to the Program Staff when making a claim of good cause for non-cooperation with Program requirements within ten (10) calendar days of the claim for good cause. Evidence for non-cooperation includes:

1. Client's statement.
2. Birth, medical or law enforcement records as evidence of incest, abuse or rape.
3. Court records, or other legal records, or written statements from a public or licensed social welfare agency.
4. Sworn statements from other individuals other than the client with personal knowledge of the circumstances that provide the basis of the good cause claim.

G. GOOD CAUSE: JOB QUIT

In general, single adults can not make a good cause claim with the Program for a job quit. When they have good cause for leaving employment this is determined by the Employment Department and the client would be approved for Unemployment Insurance benefits.

These exemptions are intended for only Tribal Families applying for monthly cash grant assistance. The exceptions are a single pregnant woman not eligible for unemployment insurance benefits and single adult victims of violence may make a claim for good cause.

1. The client quit in order to accept another full-time job with a wage at least equal to the job they are quitting.
2. A traumatic event such as life threatening illness, death or severe family disruption.
3. The workplace is unsafe because of risk of domestic violence.
4. The workplace has documented unsafe and dangerous working conditions.
5. Pregnant females who are: (1) in their last trimester of pregnancy and age 18 or over; or (2) experiencing medical complications due to pregnancy that prevents them from working such as medically ordered bed rest.
6. The client has another exemption that will be reviewed on a case by case basis with the approval of the Program Director.

H. COOPERATION: SEEK AND OBTAIN EMPLOYMENT

All clients are required to seek and accept available employment unless found to be exempt by the Program Staff and so noted in their case plan. This will be achieved by the client completing a minimum of three (3) with up to a maximum of ten (10) "Job Searches" per week. This will be documented on a form supplied by the Program to the client. The form must be turned in by the 5th of each month.

Late, incomplete, falsified or failure to turn in the required amount will result in sanctions and possible termination from the Program.

I. GOOD CAUSE: SEEK & OBTAIN EMPLOYMENT

Clients who are exempt from the Job Search requirement due to a medical condition must cooperate with referrals to the State of Oregon Vocational Rehabilitation Department (VRD). If the client is terminally ill, has a short-term medical condition that is not expected to last over 90 calendar days, has good cause for not cooperating, or has not been released by their doctor as being medically stable, VRD will not be required.

Clients with physical or mental disabilities are not automatically exempt from the Job Search requirement. Per the Americans with Disabilities Act (ADA), all clients have access to employment activities and supportive services as long as accommodating those does not fundamentally alter the purpose or intent of the activities they would participate in. All clients must cooperate in determining employability status. This includes providing information and documentation to support exempt status and good cause statements. Individuals may be found exempt if they meet one or more of the following criteria:

1. Those who quit a job without good cause or are terminated from employment with cause are not eligible to apply for cash benefits for a period of 60-days from the date of termination. An applicant who has quit employment to attend full-time Higher Education or Vocational Training shall be exempt from accepting available employment once approved for services. The applicant must wait the 60-day disqualification period before applying for services.
2. Females during the first 90 calendar days after giving birth to a child.
3. Clients for which there are significant barriers to employment and work ready activities as determined by the Program Staff and verified by a Physician or qualified professional.
4. Incapacitated persons, when verified by a physician or licensed or certified mental health professional, who have a physical or mental impairment which by itself or in conjunction with age, prevents the individuals from engaging in employment.
5. Parents or other caretakers who are providing full-time care of a child under the age of twelve (12) months may be exempt from job search if the Program Staff has determined that they have self-sufficiency needs to be meet.
6. The exempt individual shall participate in the program. Participation in this context means that the client shall participate in the case plan activities to address the needs of the client including, but not limited to, drug and alcohol treatment, parenting classes, life skills classes, mental health treatment, and other relevant case treatment planning.
7. Families which would suffer an extreme hardship or where the Program Staff determines that the family has significant long term problems and requiring work activities would not be in their best interests.
8. Families in which members have been battered or subjected to extreme cruelty.
9. The workplace is unsafe because of risk of domestic violence. Persons suffering from an illness, when it is determined on medical evidence or on other sound basis that the individual's illness or injury is serious enough to temporarily prevent employment are exempt but require the Program Staff to explore other resources like SSI, SSD and any other long term assistance.
10. Pending examination by a physician or other appropriate professional persons. Who upon the documented assessment of the Program Staff, are deemed incapacitated for physician disability or mental impairment are exempt but will require the Program Staff to explore other resources like SSI, SSD, mental health rehabilitation or other resources.
11. When a client is also a caretaker that is primarily responsible for a person in the home who has a verified physical, health or mental impairment that requires the caretaker to be in the

home on a virtually continuous basis. If there is not another appropriate household member available to assist the other household member, the client shall be exempt. *See page 53 "Z. Time Limit Provisions" for further information regarding Grant Assistance for Families cases* but the Program Staff shall require the client to seek other resources like SSI, SSD, vocational rehabilitation or other appropriate resources.

12. Persons who are working 30 hours or more per week in unsubsidized employment expected to last a minimum of 30 calendar days. This exemption also applies if there is a temporary break in full-time employment expected to last no longer than ten (10) working days.
13. They accepted another full-time job with a wage of at least equal income to the job they are quitting.
14. Dependent children age 18 who are attending high school or its equivalent, or attending vocational training.
15. Vista volunteers/participants of age 62 or older.

J. COOPERATION: CHILD SUPPORT

Clients (including caretaker relatives) must cooperate (unless good cause exists) in establishing parentage and obtaining support cash payments. Child support cooperation exists when the client is cooperating with the Program to establish parentage and to enforce a child support order for all children in the benefit group. Evidence of cooperation includes:

1. When sufficient information has been supplied to enable the Program to take the appropriate child support action. Sufficient information may include the following elements of information regarding all absent parents of dependent children:
   a. Full legal name and nicknames
   b. Social Security Number
   c. Current or last known address
   d. Current or last known employer, including names and address. If a student, current or last known school.
   e. Criminal record including where and when incarcerated. Date of birth and age.
   f. Time and place of each child's conception (if parentage is not established).
   g. Any known group or affiliation of the absent parent.
   h. Names and address of close friends or relatives.
   i. Any other information the Program Staff may request that would help locate or identify an absent parent of any dependent child in the benefit group. Such information will include any known information on employment.
2. Providing information or explanation of efforts to obtain information requested by the Program.
3. Keeping appointments with Program Staff or the Support Enforcement Division related to establishing parentage.

4. The Program Staff will determine if the client is not cooperating with the assignment and collection of child support and, if necessary, make a determination of non-cooperation.

5. The Program Staff will discuss the non-cooperation with the client and determine whether there is good cause for non-cooperation under part K.

6. If the client does not have good cause for non-cooperation, then they shall become ineligible (For Grant Assistance) until cooperation is established.

K. GOOD CAUSE: CHILD SUPPORT

The client may claim good cause for not cooperating with Program or with the Oregon Support Enforcement Division to establish parentage or collect child support. Good cause for non-cooperation exists when:

1. Cooperation is reasonably expected to result in serious emotional or physical harm to the dependent child.

2. One of the following circumstances exists and the Program believes that continuing efforts to obtain support or establish parentage would be detrimental to the dependent child:
   a. The child was conceived as the result of rape or incest.
   b. The child was a victim of child sexual abuse or severe emotional or physical abuse.

L. GOOD CAUSE: MISSED APPOINTMENTS

Good cause for missing job interviews, employment-related appointments, self-sufficiency appointments, absence from training or work, scheduled mental health and substance abuse diagnostic or treatment appointments and activities includes:

1. A mental or physical illness, impairment, or condition preventing compliance (including drug & alcohol dependence), documentation will be required.

2. A verified court appearance.

3. A verified breakdown in transportation with no readily accessible alternative.

4. Inclement weather that prevented the client and others similarly situated from traveling.

5. Family problems, including medical, legal, domestic violence or school problems with other family members.

6. Verified adverse circumstances that affected the client's ability to attend, as determined by the Program.

M. GOOD CAUSE: MENTAL HEALTH/SUBSTANCE ABUSE TREATMENT

A client who is identified in need of mental health or substance abuse diagnosis or treatment must cooperate and follow through with the referral and the treatment program requirements. There is no good cause for not pursuing treatment unless diagnostic, counseling and treatment are not available to the client at no cost.

However, clients may have good cause for missing scheduled appointments or activities because of the circumstances specified under item L above. Also, good cause exists if a domestic violence victim fails to cooperate with a treatment plan when the batterer is also receiving treatment from the same provider. If this occurs, the Program Staff will advocate for the client to obtain services elsewhere.

N. GOOD CAUSE: NOT PURSUING ASSETS

A client may have good cause for not pursuing assets if any of the following is true. The asset is unavailable because:

1. They are not in the client's possession (i.e., a client has title to a car, but the car is stolen).

2. They are jointly owned with others who are not in the eligibility group, who are unwilling to sell, and the client's interest is not reasonably saleable.

3. The client is incompetent and there is no legal representative to act on behalf of the client. A doctor or other authorized person must verify the client's condition. It is the client's responsibility to obtain and submit this documentation.

4. The client lives in a home for battered women and children and the asset is jointly owned with the batterer.

5. The asset is an irrevocable or restricted trust and cannot be used to meet the basic monthly needs of the eligibility group.

O. GOOD CAUSE: GED REQUIREMENT

1. Those who are of Tribal Elder Status, 55 or older.
2. Those who have a mental disability as documented by a neuropsychologist who states in a written assessment that the individual will not be able to obtain a GED.
3. A person with a documented learning disability will not be exempt from a GED without further documentation from a neuropsychologist. If a person does have a learning disability, but is not found to be unable to obtain a GED certificate, resources will be located to help the client study for the GED and take the tests.

XII. FRAUD

A. DESCRIPTION

Applicants and recipients who knowingly and willfully provide the Program with false, fictitious or fraudulent information are subject to prosecution under **18** U.S.C. 1001, which carries a fine of not more than $10,000 or imprisonment for not more than five years, or both.

B. CONSEQUENCES

The Program will have progressive consequences for fraud charges. There is not degree of fraud, for example knowingly not reporting income and receiving benefits for a child not in the household will both be considered an instance of fraud.

In cases where there has been a first instance of fraud, such as collecting cash benefits from multiple sources or knowingly providing fraudulent information, the Program will declare the client and all other adults in the household ineligible for a period of one **(1)** year from all Program components.

A second offense for fraud will lead to all persons that were in the benefit group at the time of the instance of fraud to be ineligible for five **(5)** years from all Program components.

A third offense for fraud will lead to all persons that were in the benefit group at the time of the instance of fraud to be ineligible permanently from all Program components.

Fraud status must be approved by the Program Director and Program Manager.

C. OVERPAYMENT (FRAUD)

If the fraud created an overpayment, an overpayment agreement must be in place to recover the overpayment at a minimum of $100.00 per month by personal payment or garnishment of future Tribal Per Capita payments.

Should the duration of the ineligibility period end and the applicants have failed to repay their overpayment in full during the period of ineligibility an Overpayment Recovery Agreement must be completed with the adults involved in the overpayment prior to being approved for any further grant assistance. The minimum payment for reduction from Grant Assistance payments for recovery of an overpayment as a result of an instance of fraud will be $100.00 per month.

XIII. APPEAL RIGHTS

A. APPEAL RIGHTS

All applicants or recipients of Program services have the right to make a written request to appeal all decisions and actions being made on their 477 Self-Sufficiency Program services. All written requests must be made within ten (10) working days from the date the Letter of Notification was written. The Letter of Notification will state the last date the client has to make an appeal by or the decision becomes final. Each time a client makes a written request for reconsideration in filing an appeal, the request must contain the following:

1. The reason for the dispute and why the client disagrees with the decision, action or findings of the staff that made the decision/action.
2. The issue involved in the dispute.

B. LEVEL I: APPEAL TO TRIBAL SERVICES SPECIALIST

1. Should a client disagree with the decision or action of the Tribal Services Specialist, they must make a written request to the Tribal Services Specialist to reconsider the decision/action. This must be accomplished before the date the decision becomes final. Failure to make an appeal by the 10th day will allow for no further appeals on the decision/action.
2. The Tribal Services Specialist must respond to the request and set a conference to be held within five (5) working days from the receipt of the client's request for reconsideration.
3. The Tribal Services Specialist must document the conference and render a decision within five (5) working days, and a copy of the decision will be mailed to the client and placed in the client's file.

C. LEVEL II: APPEAL TO PROGRAM DIRECTOR

In the event the client should continue to disagree with the decision or action, the client may appeal by making a written request for a conference with the Tribal Services Specialist and the Program Director. This must be accomplished before the date the decision becomes final. Failure to make an appeal of the Level I ruling by the 10th day will allow for no further appeals on the decision/action.

1. The Program Director shall set a conference date at a location convenient to all parties within five (5) working days from the date the request was received. The conference will be

held within ten (10) working days from the date of request. The dispute will be discussed and the proposed action will be reviewed.

2. The Program Director shall render a decision within five (5) working days of the conference, and a copy of the decision will be mailed to the client and placed in the client's file.

D. LEVEL III: APPEAL TO TRIBAL PROGRAMS MANAGER

In the event the client should continue to disagree with the decision or action, the client may appeal by making a written request for a conference with the Tribal Program Manager. This must be accomplished before the date the decision of the ruling becomes final. Failure to make an appeal of the Level II ruling by the 10th day will allow for no further appeals on the decision/action.

There are specific adverse actions that will be allowed to be appealed to the Tribal Programs Manager. These are limited to terminations; suspensions; reduction in benefits; overpayments; and denial of eligibility. No other decision may be appealed above the Level II appeal process.

1. The Program Manager shall set a date for the hearing and hold the hearing within ten (10) working days from the receipt of a written request from the client.. The hearing shall be held at a location convenient to both parties. Written notice shall be given to the client specifying the date, time and location of the hearing.
2. The client shall have the right of one continuance. It shall not be more than ten (10) working days with respect to the date of hearing.
3. The Tribal Programs Manager shall conduct the hearing in an informal but orderly manner. The hearing must be recorded and a copy of the hearing shall be made available to the client upon request.
4. The Tribal Programs Manager shall render a written decision within five (5) working days of the completion of the hearing. The written decision shall consist of a written statement covering the evidence, rules relied upon and the reasons for the decision. A copy of the Tribal Programs Manager's decision will be mailed to the client and placed in the client's file.
5. Should the client wish to appeal the Tribal Programs Manager's decision they may appeal the decision in writing to the General Manager. The written appeal shall be based upon specific detailed reasons as to why the Tribal Programs Manager's decision was incorrect.

E. LEVEL IV: APPEAL TO CTSI GENERAL MANAGER

In the event the client should continue to disagree with the decision or action and the ruling of the Level III appeal, the client has the right to make a written request for a case review by the General Manager of the Confederated Tribes of Siletz. The written request must be accomplished before the date the decision of the ruling becomes final. Failure to make an appeal of the Level III ruling by the 10th day will allow for no further appeals on the decision/action.

The General Manager will not hold a hearing but perform a written review of the case record, evidence presented at the Level III Hearing, and the recorded testimony.

1. The General Manager or their designee will perform a review of the records within ten (10) working days of the receipt of the request by the client for the case review.
2. The General Manager or their designee shall render a decision within five (5) working days of the review, the original decision will be mailed to the client and a copy placed in the client's file.
3. The decision of the General Manager or their designee is final. No further appeal is available to the client within the Tribe.

XIV. ASSET REVIEW CHART

TYPE OF ASSET	INCOME			RESOURCES	
	Exclude	Countable			
		Earned	Unearned	Excluded	Countable
Adoption Assistance *Child is excluded from benefit group*	X				
Alaska Permanent Fund Dividend					X
Animals					
• *Pets or raised for food*	X				
• *Income-producing*			X		
Bank Accounts					X
Foreign Currency *(that can be converted to U.S. currency)*					X
Cash & Cash Contributions			X		
Census Income					
• *TANF (GAF)*	X				
• *GA (GASA)*		X			
Child Support Payments to					
• *Tribe as Payee*	X				
• *Third party Payee (unavailable income)*			X		
• *Applicant/Client*			X		
Disaster Relief	X				
Earned Income by Minor *(Supplemental Youth or other employment)*	X				
Earned Income Credit *(State and Federal)*	X				
Elder Stipend (Tribal monthly payment)			X		
Educational Income direct to client					
• *Title IV and BIA Work study*	X				
• *Other work study, fellowships, etc*		X			
• *Other grants, loans*			X		
Foster Care Reimbursement *(Foster child is excluded from benefit group)*	X				
Gifts and Winnings (Cash)					
• *Periodic*			X		
• *Lump Sum*					X
Home and contiguous property					
• *Primary Residence*				X	
• *Non-Primary Residence*					X
Inheritance (cash)			X		X
In-kind Income *(not for shelter)*			X		

TYPE OF ASSET	INCOME			RESOURCES	
	Exclude	Countable			
		Earned	Unearned	Excluded	Countable
Life Insurance					
• *Payments to beneficiary*			X		
• *Equity value/Term insurance*	X				
Loans					
• *Cash on hand from loan*	X				
• *Interest from loan being repaid to client*			X		
Lodger Income		X			
Per-Capita Payments					
• *GAF (counted as a resource)*				X *Up to $2,500*	
• *GASA (counted only as income)*			X		
Recreational Vehicle's Equity					X
Refunds from Rental deposits					X
Royalties			X		
Sale of Primary Home					
• *Intend to reinvest in home in 3 months*	X				
• *Proceeds if not reinvested (periodic)*			X		
• *Interest if not reinvested (lump sum)*					X
Sale of a Resource *(not home)*					
• *Excluded resource*	X				
• *All other resource*					X
Self-employment Income *(less costs)*		X			
Social Security Benefits (SSB)					
Disability, Death & Retirement benefits					
• *GAF: Recipient included in Benefit Group*			X		
• *GASA*			X		
• *Representative payee fee*	X				
• *Retroactive payment to date of eligibility*					X
Spousal Support			X		
Supplemental Security Income (SSI)					
• *GAF: Recipient excluded from Benefit Group*	X				
• *GA (GASA)*			X		
• *Representative payee fee*	X				
• *Retroactive payment to date of eligibility*					X
Stocks, bonds, CDs, other securities					X
Strikers' Benefits				X	
Tax Refunds*: (Federal and State income taxes, property taxes, ERA) Also see EIC*			X		
Unemployment Insurance (UI) Benefit			X		

TYPE OF ASSET	INCOME			RESOURCES	
	Exclude	Countable			
		Earned	Unearned	Excluded	Countable
Vehicle: Equity Value *(For one only)*				X Up to $10,000	
Veterans' Benefits					
• *Aid and Attendance*	X				
• *Spinal Bifida Payments for children*	X				
• *Other monthly payments*	X				
• *Other periodic payments*				X	
• *Other lump sum payments*					X
Worker's Compensation					
• *Monthly payments/periodic*			X		
• *Lump sum*					X
Work-related equipment & inventory *Equity and wholesale value of inventory*					X

Should the asset not be listed in the chart, refer to in the Desk Reference Guide

XV. GLOSSARY OF DEFINITIONS

- **477-Self-Sufficiency Program:** The employment services, cash assistance and social services program operated by the Confederated Tribes of Siletz to promote Self-Sufficiency for Siletz Tribal members and other Natives. In this manual, referred to as "Program".
- **Administrative error**: An error made by Program Staff that affects the amount of cash assistance a Program client is to receive causing either an overpayment or an underpayment.
- **Adult:** A person 18 years of age and over.
- **Appeal:** The process whereby a Program client can challenge the decision of Program Staff regarding the decision made to the client's eligibility for a Program component.
- **Applicant:** Any person in the process of applying for Program services and an eligibility determination has not been made by Program Staff.
- **Application:** The act of completing Program approved forms for clients to be request assistance from the Program and to be considered for Program eligibility.
- **Appointment**: A specific point in time for clients and Program Staff to meet.
- **Approval:** The official act of finding the Program client eligible for Program services.
- **Area Office**: The Siletz Tribe's official headquarters in Salem, Portland, Siletz and Eugene where Program Staff is located and services are offered.
- **Area Office Manager:** Supervisor of an Area Office who is responsible for the day to day operations of Tribal programs.
- **Basic Needs**: Shelter, food, utilities and sanitary items for the health and benefit of clients and their children.
- **Benefit:** The amount of cash assistance/services a client may receive under specific programs.
- **Benefit Group:** The benefit group is the people who receive benefits, see page *42* for full definition.
- **Budget Deficit:** The difference between a client's household income and the grant amount he/she might receive.
- **Bureau of Indian Affairs (BIA):** Federal organization under the Department of Interior.
- **Calendar Days:** Chronological days of the month.
- **Case narrative:** The written information in a client's file, which expresses the case activity, made by Program Staff.
- **Case Plan:** The document that shows the steps the client will follow to address barriers to work towards becoming self-sufficient. The contract with the Program for the services that will be

offered and gives basic information on reporting requirements for the client to follow. Also referred to in other Program documents as the “Employment Service Plan”.

- **Case record:** The folder, which contains all of the essential information, needed to establish the eligibility of Program clients for Program services and components.
- **Certificate of Indian Blood (CIB):** Documentation needed to establish Native American heritage.
- **Check request:** A document used to provide grant information so that a check may be written for or on behalf of a Program client.
- **Child Care:** The service provided to children who are away from their homes temporarily.
- **Child:** A person under 18 years of age.
- **Citizen**: Any person recognized as having United States residency and affiliation.
- **Classroom Training Component (CRT):** A Program service where Program clients learn skills to improve employability or in achieving self-sufficiency such as obtaining a GED, adult basic education, vocational training and other life skills.
- **Client:** Recipient of Program services and enrolled in a Program component.
- **Confidential Information:** Any information gathered in the course of the Program’s work with an applicant/client, which is not public information. As defined under certain Federal and State laws.
- **CTSI:** Confederated Tribes of Siletz Indians of Oregon, also referred to as Siletz Tribe
- **Denial of Services:** The act of notifying clients they are ineligible for Program services.
- **Department of Labor (DOL):** The organization, which issues program guidelines, related to most work related activities of Program.
- **Deprivation:** That activity where one or more parents either leave or are unable to provide their children financial support.
- **Desk Reference Guide:** The day-to-day procedural guide for Program Staff to abide by when performing the functions of their job.
- **Direct Placement Component (DP):** Supportive services provided to Program clients to assist them in successful transition into a permanent, full-time (30-40 hrs per week), unsubsidized employment where they have been hired directly by an employer.
- **Disregards:** Any income or resource not counted in determining a client’s eligibility for a grant.
- **Diverted Services:** An emergency grant assistance program provided to Tribal members who have worked over 45 calendar days on a job which is intended to remove barriers to maintaining employment.
- **Earned Income:** The money a client receives as remuneration for a work activity.

- **Emancipation:** The legal act of a minor declaring themselves independent of their parents giving them "Adult" status by law.
- **Emergency Assistance:** A grant assistance program provided to Program clients not already receiving a cash assistance grant to assist in situations that will cause homelessness or utility shut-offs.
- **Employment History**: Factual documentation of past employment.
- **Essential needs:** Those items or necessities needed to maintain a minimum life style; food, shelter, clothing, and utilities.
- **Essential person:** A primary caretaker of a tribal child or child included in the benefit group.
- **Exempt income**: The income received by a Program client that is not considered when determining the monthly grant amount the client will receive.
- **Exempt Resources:** The possessions of Program clients that are not considered when determining eligibility.
- **Forms**: Any document, piece of paper or other instrument used in the eligibility determination for services and documenting Program compliance of a Program client.
- **Fraud:** A Program client's knowingly unlawful activity to obtain benefits they are not entitled to receive.
- **General Manager:** Tribal employee responsible for the entire administration of Siletz Tribal programs.
- **Good Cause:** Explanation from a Program client, which allows the client not to participate in a cooperation of limited Program requirements and activities.
- **Grant Amount:** The total amount of cash assistance a Program client is eligible to receive in a grant assistance component.
- **Grant Assistance:** Cash grants for Siletz Tribal Adults and Siletz Tribal Families.
- **Grant Assistance for Families Work Experience:** Work Experience for grant assistance client's with families. Childcare is available with this work experience component only.
- **Health and Human Services (HHS)**: The Federal organization responsible for the implementation of most health and welfare programs.
- **Head of Household:** The adult who has earned the greatest income over the past 24-months or the Tribal member in a two-parent household where one parent is non-Tribal.
- **Hearing:** The act of providing a formal conference for determining the eligibility of a Program client for services/benefits once the client has been found ineligible or in non-compliance for a service or benefit.
- **Home Visit**: The act of Program Staff going to a Program client's home to confirm they reside in the Service Area and case management.

- **Income Disregards:** Income received by a Program client that is not considered when determining the monthly grant amount the client will receive.
- **Income:** Any and all funds received by the client and the household.
- **Indian Heritage**: Any Native American where documented relationship exists as to any Tribe, Band, Nation or other organized group of community.
- **Intake:** Specific interview where the Program application process begins and initial information is obtained in order to determine eligibility for Program services.
- **Job Developer and Employment Counselor:** The Program Staff person responsible for assisting Tribal Services Specialist with client job placements, instructing clients on soft skills for employment and the development of work-sites for subsidized and unsubsidized employment.
- **Letter of Notice** (LON): Official letter given to clients regarding their eligibility for Program services.
- **Native American**: The race of people whose ancestors were the first inhabitants of the North American continent.
- **Non-Compliance**: The act on the part of the client failing to follow through with their case plan or Program requirements.
- **Non-eligible Applicants**: Those individuals who do not meet the eligibility requirements for the Program.
- **OASDI:** Old Age Survivors Disability Income also referred to as “SSD”.
- **On the Job Training Component (OJT):** A Program service where direct hire employers receive a subsidy from the Program for 50% of the starting hourly wages as an incentive when hiring Program clients that need to learn new skills and receive training to meet the needs of the employer’s position.
- **OED:** Oregon Employment Department.
- **Oral Swab:** A non-medical procedure where a client is tested for the use of illicit drugs or recent alcohol consumption.
- **Oregon Health Plan (OHP):** The Medicaid medical related program provided by the State of Oregon to certain recipients in need of medical service payments.
- **Overpayment:** Benefits a client received but was not entitled to receive.
- **Pay for Performance**: Client must be in compliance with their case plan and Program requirements in order to receive a cash grant after reaching a disqualification level in the Program that terminates their services for a minimum of 60-days.
- **Population:** The number of people in a given defined area.
- **Program Director:** Tribal employee responsible for the overall operation of the Program.

- **Program Manager:** Tribal employee responsible for the over all administration of specific Tribal Programs.
- **Program Staff:** The Program Staff which includes the Program Director, Tribal Services Specialist, Job Training and Employment Counselor, and Clerk.
- **Program Mission**: The objective of the Program.
- **Recipient:** Any Program client who receives services offered under the Program.
- **Re-determination:** A required re-evaluation of the client's circumstances and eligibility for Program components and services.
- **Referral:** The act of providing information to the client for requesting assistance/service from another entity or organization.
- **Residency:** Any place where a client resides.
- **Resource limit**: The maximum amount of specified possessions a client may have and be eligible for a Program service.
- **Resources**: Any and all possessions, either liquid or non liquid, that can be converted into income.
- **Sanction:** The act of reducing the client's grant for non-compliance also referred to as a disqualification.
- **Self-Sufficiency**: The act of being able to take care of ones self and family without additional outside help.
- **Selective Service:** U.S. requirement for all males to register for the military draft.
- **Service Area:** The Oregon residential areas of the Siletz Tribe and therefore the Program where most Tribal services are provided. The counties include Benton, Clackamas, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill.
- **Services:** Those activities provided to assist clients within the Program.
- **Siletz Tribal Household:** A household where at least one adult and all of the children in the home are enrolled with the Siletz Tribe.
- **Social Security Benefits**: Those entitled benefits, which are covered under the Old Age, Survivors and Death Insurance Benefit (OASDI) law administered by the Social Security Administration.
- **SSD:** Social Security Benefits (OASDI)
- **State Income Standards**: The grant limits and amounts adopted by the State of Oregon as a guideline for the grant benefits the Program provides. The Program follows these to offer equal grant amounts to State recipients.
- **Supplemental Youth Services: (SYS)**: A Program service for summer employment for Tribal children from income eligible households with a focus on at risk youth.

- **Supplemental Security Income (SSI**): An entitlement benefit received under Title 16 of the Social Security Act.
- **Supportive Services:** Vendor pay services provided on behalf of clients to assist them in overcoming barriers that prevent them from becoming self-sufficient and to meet Program requirements.
- **Transportation Assistance:** A supportive service provided to clients whom transportation has been identified as a barrier and they are utilizing the assistance to remain in compliance with their case plan and Program requirements.
- **Tribal Services Specialist:** The Program social worker and counselor also referred to as a caseworker.
- **Trust Land**: Land that is held by the United States in trust status for the benefit of a federally recognized tribe or individual Native American.
- **Underpayment:** Cash Assistance grant funds a client was eligible to receive but didn't.
- **Unearned Income:** Any funds a client receives which are not received through a work related activity.
- **Unemployment Insurance (Oregon):** Unemployment insurance replaces part of the income a worker loses when they become unemployed. It is a benefit available to workers out of work through no fault of their own. The money for the benefits comes from employers. No contributions for unemployment insurance come from employee wages.
  ~ Definition from the State of Oregon Employment Department
- **Urinalysis (UA):** A medical procedure where a client is tested for the use of illicit drugs.
- **Verification:** The act of authenticating certain facts as related by a client.
- **VRD:** Vocational Rehabilitation Department.
- **Waiver:** The document a client must sign to signify they are waiving their right to a 10-day notice due to a situation in their household or income that would cause them to incur an overpayment by accepting the prepared payment.
- **Work Force Investment Act (WIA)**: Federal legislation mandating certain services to a population .of people.
- **Work Experience Program Component (WEX):** A Program service where work-site placements are utilized for Program clients to learn job training and skills; payroll services are provided by the Program. The client is not an employee of the work-site.
- **Working Days:** Days that Program Staff work and Tribal Offices are open for business, does not include holidays or weekends. Working days also referred to as "business days".

XVI. INDEX

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