



# 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: needy families, Native American, Alaskan Native and Native Hawaiian participants, and descendants 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). The Director may perform minor alterations to this Manual to improve punctuation, order and/or improve readability without changing the intent of the original content.

### **C. 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, prevention activities, childcare, and supportive services.

### III. APPLICATION FOR SERVICES



#### A. PROGRAM SERVICES

All Native Americans or parent(s) of eligible Native American minors, as defined in this Manual, 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 components:

GRANT ASSISTANCE COMPONENTS	EMPLOYMENT & TRAINING COMPONENTS
1. Grant Assistance for Siletz Tribal Single Adults (GASA)	1. Work Experience Program (WEX)
2. Temporary Assistance for Needy Families (TANF)	2. On the Job Training (OJT)
3. Non-Needy Caretaker Relative (NNCR)	3. Classroom Training Program (CRT)
4. Emergency Assistance (EA)	4. Direct Placement Services (DP)
5. TANF Work Experience (TWEX)	5. Supplemental Youth Services Program (SYS)
6. Housing Stabilization for Victims of Domestic Violence	6. Assistance in job preparedness, interview skills, and job searching (CORE)
7. Home Visiting	

#### 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. The date of the incoming referral will not constitute a date of request for services or imply a valid release of information.

#### C. INITIATION OF INTAKE APPOINTMENT

A Program Intake will be scheduled with Staff within five (5) working days of the Date of Request (DOR) whether it is in person, video conference, or by telephone. Extensions need to be documented in the case narratives and approved by the Director. 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. If clients are a no call/no show for the initial intake appointment, the outstanding application is void and the client will need to call again to establish a new DOR. Applicants may reschedule prior to the intake appointment and keep the original DOR. Clients that are more than 15 minutes late to scheduled appointments will be considered no call/no show. If a client is incarcerated during their 45-day pending period, their application will be denied, and they will need to establish a new DOR.

#### **D. INTAKE APPOINTMENT**

An applicant must attend a scheduled intake appointment with Staff at the Area Office within their service area. Exceptions must be approved by the Director.

- 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.

The applicant will complete or submit an 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 Staff will provide the applicant in writing of pending documentation necessary to make a determination of eligibility.

#### **E. PROGRAM APPLICATION FORMS**

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

1. Intake Packet Review and application instructions
2. 477-SSP Application for Assistance that includes the following:
  - Rules, Right & Responsibilities
  - Release of Information
  - Residency Verification Form
  - Applicant Statement
  - Release for Use of Photographs in articles/publications.
  - Release of Multi-Disciplinary Team Meetings.

#### **F. SUPPORTING DOCUMENTATION REQUIRED FOR ELIGIBILITY**

In addition to the completed application, the following supporting documents may be required to make a determination for services:

1. Verification of residency by a current and legal rental agreement between the applicant and the landlord;
2. Verification of income for the six months prior to the DOR;
3. Employment Department verification of Unemployment Insurance (UI) benefits statement;
4. Tribal CIB, Tribal ID and/or Hawaiian vital statistics records;
5. Applicants not tribally enrolled are required to provide documentation of “Native” Descendancy;
6. Social Security cards on all household members utilizing services or a copy of the application request for a duplicate social security card. The Program can assist clients with referrals to ordering duplicates. Client must provide copies within 60 days from request;
7. OHP Letter of Eligibility or Application. (TANF/GASA);
8. Food Stamps, USDA or WIC Eligibility;
9. Verification of Selective Service Registration (DOL);
10. Paternity Affidavit;
11. Birth certificates for children in the household. For current clients, the Program can assist

- ordering and clients must provide copies within 60 days;  
12. Informational page assigning child support to the Tribe. (TANF).

*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.*

## **G. 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. Clients can appeal this action and follow the appeal guidelines in this Manual.

If all requested documentation is not provided within the 45-day pending period, the application will be denied. A 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. Extensions to the 45-day pending period will need to be approved by the Director and will only be approved if caused by administrative error or other reasons outside the client's control (inclement weather, etc.). Clients can appeal this action and follow the appeal guidelines in this Manual.

## **H. APPLICANT ASSESSMENT**

Applicants will be required to complete an assessment prior to eligibility determination. The staff will attempt to complete this assessment at the time of first intake and it will be completed prior to the development of the client case plan.

The assessment may include:

1. Interview;
2. Skills test;
3. Review of work history & previous evaluations;
4. Alcohol & Drug assessment history or reports;
5. Review of medical reports (If additional assessments/evaluations are necessary by the appropriate professional, the Program may provide payment for such service once approved);
6. Review educational & technical training;
7. Court documents.

Once an assessment has been completed, a case plan will be developed with input from the client. The Case Plan will consist of client skills, barriers, goals, and required activities. A case plan will be complete when the client and Staff have signed and dated the document.

## **I. CONFIDENTIALITY OF INFORMATION**

All information obtained regarding an individual applicant or client of the Program shall be held in the 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 applicant or client. Program



Staff are required by Siletz Tribal Law to report suspected or known child abuse to the Siletz ICW Program, State of Oregon Child Welfare, or to law enforcement officials. Clients that refuse to sign the release of information to certain agencies such as: State of Oregon SNAP, Child Support, Employment Office, previous/current employers, may be denied services if Staff cannot determine eligibility.

The Program will share information with the State of Oregon as required by the Intergovernmental Funding Agreement, or Intergovernmental Child Support Agreement. This information is necessary for reporting purposes, preventing duplication of services, and fraud prevention / determination.

### **III. ELIGIBILITY CRITERIA**



#### **A. INDIAN ANCESTRY**

Indian ancestry 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; 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.

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 of a federally recognized Indian Tribe;
- 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 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. If a client is going to leave the 11-county service area for longer than ten (10) consecutive days, they must notify Staff. The client must remain in the service area the majority of the month in order to remain eligible for services. Failure to report this may cause suspension or termination of cash assistance grants.

Clients or applicants that are participating in an apprenticeship program outside the service area must document that their main residence is within the 11-county service area to receive assistance (DOL components only).

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

1. Program supplied forms- Residency Verification Form when they are residing with family and not able to get a landlord statement;
2. Current and legal rental agreement between the applicant and the property landlord;
3. Written statements of home visits by Staff unless safety or confidentiality 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. Prior to approval of services, all TANF applicants will be required to provide verification of any current or prior TANF benefits received.

### **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. Non-U.S. citizens residing in a cash assistance household will not be included in the benefit group, but all resources, assets and income will be used to determine eligibility for the entire household. In addition, they are required to have a case plan and participate in all self-sufficiency activities required by the Program. Non-U.S. citizens are not eligible for support services.

### **D. UNEMPLOYMENT INSURANCE ELIGIBILITY**

The Program has access to the Oregon Employment Department database. Staff will review and print the client AIR Access screen to determine if a referral to apply for Unemployment Insurance Benefits (UI) is required. If it is determined the client may be eligible for benefits, the applicant must apply for UI benefits through the Employment Department and supply documentation of an eligibility determination. The statement must show the current status of the claim. A statement from the Employment Department that an applicant has exhausted all benefits and no extensions are available meets this requirement. Applicants may request exception to this policy if pending adjudication and if approved by the Director. Clients receiving unemployment benefits that are garnished or used to pay back an overpayment will have their weekly benefit amount count as unearned income when determining eligibility for cash assistance.

Staff is required to utilize the database prior to referring applicants/clients to the Employment Department. Staff may utilize the database to gather information in regards to income verification, investigations and assisting clients with resumes, etc. The requirement to apply for UI benefits does not apply to Home Visiting families if that is the only service they are utilizing.

There are two ways to qualify for UI and they are listed below:

- You've been paid at least \$1,000 in subject wages in your base year, **and**
- Your total base year wages are at least one and a half times the wages paid in the highest calendar quarter of the base year, **OR**

- You've worked at least 500 hours and were paid some subject wages in employment during the base year.

The "base year" starts the first month of the 5<sup>th</sup> previous quarter from the 477 application DOR as indicated in the chart below. The base year is highlighted in gray.

Oct Nov Dec	Jan Feb Mar	April May June	July Aug Sept		Jan Feb Mar	<b>477 Application DOR</b>		
Oct Nov Dec	Jan Feb Mar	April May June	July Aug Sept	Oct Nov Dec		April May June		
<b>Previous Year</b>	Jan Feb Mar	April May June	July Aug Sept	Oct Nov Dec	Jan Feb Mar		July Aug Sept	
	Jan Feb Mar	April May June	July Aug Sept	Oct Nov Dec	Jan Feb Mar	April May June		Oct Nov Dec
	<b>Last Year</b>				<b>This Year</b>			

Staff will print and review the OED Air Results page against the UI criteria listed above. Clients that meet the requirements will be referred and required to apply for UI benefits prior to eligibility determination. Clients that do not meet the criteria listed above or have no employment / wages will not be referred to apply for benefits. Staff will utilize the results page as verification they do not qualify for eligibility purposes. This process will be the same for clients that are recertifying.

#### E. SELECTIVE SERVICE REGISTRATION

All males born after January 1, 1960 or within 30 calendar days of their 18<sup>th</sup> 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, Direct Placement and Core Services.

Applicants that failed to register for Selective Service but received an honorable discharge and served between the ages of 18-26 can be accepted with proper documentation provided. For a complete list of eligible exemptions, refer to Policy Clarification 2011-12.

#### F. DOL PRIORITY OF SERVICE ACT (POS)

The Siletz Tribe will comply with PL 107-228 and the 20 CFR Part 1010 in regards to the Priority of Services for veterans and eligible spouses utilizing DOL Programs. Staff will utilize the handbook issued by the Division of Indian and Native American Programs to ensure compliance with the regulation.

#### G. BENEFIT STATUS

Applicants must provide documentation of State, County and/or Tribal assistance they have applied for, are receiving or have received in the six (6) months prior to the DOR. This includes,

but is not limited to: higher education grants, cash assistance, SNAP, Oregon Health Plan (Medicaid), Medicare, Social Security (SSI/SSD), rental assistance and utility assistance.

#### **H. UNAVAILABLE INCOME**

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

#### **I. JOB QUIT / TERMINATION**

Applicants who quit a job, refuse employment or are terminated from employment will not be eligible for cash assistance for 60 calendar days from the last date of employment. These applicants may apply for 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 (high risk as shown by proper documentation) and victims of violence that has been documented. Staff will make an effort to establish the last date of employment. A job quit or termination does not apply to clients who are “on-call” and still considered employed. Staff will verify that the applicant/client is still employed or not employed and for what reason.

##### Hardship Exceptions:

1. If it has been found by 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. The vendor payment amount will be based on the State of Oregon No Adult Standards as this will be a child only case during the 60 day disqualification period.
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 exceptions listed above will be justified in the case narrative and staffed with the Director for approval.*

For General Assistance only, the Federal Code of Regulations (CFR) has an employment policy and guidelines for those clients/applicants that do not meet the employment policy, essentially establishing good cause. The 60-calendar day disqualification period for a job quit or termination will not apply to the following:

<b>The employment policy in §20.314 does not apply to:</b>	<b>if...</b>	<b>and...</b>
(a) Anyone under the age of 16.		
(b) A full-time student under the age of 19...	He / She is attending an elementary or secondary school equivalent to secondary school.	He / She is making satisfactory progress.
(c) A person enrolled at least half-time in a program of study under Section 5404 of Pub. L. 100-297.	He / She is making satisfactory progress.	He / She was an active General Assistance recipient for a minimum of 3 months before determination/redetermination of eligibility.
(d) A person suffering from a temporary medical injury or illness	It is documented in the case plan that the injury or illness is serious enough to temporarily prevent employment.	He / She must be referred to SSI if the disability status exceeds 3 months.
(e) An incapacitated person who has not yet received Supplemental Security Income (SSI) assistance.	A physician, psychologist, or social service worker certifies that a physical or mental impairment (either by itself or in conjunction with age) prevents the individual from being employed.	The assessment is documented in the case plan.
(f) A caretaker who is responsible for a person in the home has a physical or mental impairment.	A physician or certified psychologist verifies the condition.	The case plan documents that: the condition requires the caretaker to be home on a virtually continuous basis and there are no other appropriate household members available to provide this care.
(g) A parent or other individual who does not have access to child care.	He / She personally provides full-time care to a child under the age of 6.	
(h) A person for whom employment is not accessible.	There is a minimum commuting time of an hour each way.	

## **J. Home Visits**

Staff is required to complete a home visit prior to requesting final approval for cash assistance. This will be in part to determine residency in the 11-county service area, household composition, and to assess the family situation and needs. It must be apparent that the client resides in the residence in order to receive services. Additional home visits will be scheduled as needed.

Once this task is complete, Staff will continue with the administrative task of calculating and issuing benefits. Staff may provide clients with a Home Visit Guideline Form that instructs clients of what is expected during home visits. Failure to follow the guidelines may cause a delay in benefits.

## **IV. GENERAL GUIDELINES**



### **A. CLIENT RESPONSIBILITY**

Clients must show a good faith effort to work towards self-sufficiency. Guidance toward this goal will be outlined in the case plan. While the case plan is specific to each individual client, all clients utilizing services must comply with Program policies. The policies are explained to the applicant at the time of intake. The Rules, Rights & Responsibilities Form is acknowledged by the applicant and Staff with 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 of any change of address or circumstance within five (5) calendar days of the change or on the Monthly Report Form, whichever comes first. Clients must report gaining employment within 24 hours or the next business day. 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 overpayments and/or a determination of fraud if found to be willful. Changes that must be reported 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 the benefit group;
- i. Contacting the Staff for monthly review of progress on their case plan;
- j. Development and compliance of their case plan.

#### **2. Under the Influence of Intoxicants:**

It is the responsibility of the client to behave in an appropriate manner while engaged in services. Clients under the influence of drugs or alcohol while on the job, in class, attending Program sponsored activities/events, or meeting with Staff may result in sanctions, suspensions or termination from services. A referral to alcohol and drug counseling will 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 or act in a threatening way on the job, in school, at any Program sponsored activity/event or within the CTSI office. Physical harassment, verbal harassment, or intimidation directed at Staff, other employees or clients will not be tolerated. If participating in Work Experience, the client may risk termination from the work or training site should the supervisor recommend. Clients who exhibit such behavior will

be instructed to attend counseling to address the behavior, and their case plan will be revised to include counseling activities.

The Staff will complete an incident report when such incidents occur at a CTSI Office or Program activity. 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. This determination will be made by the General Manager.

**4. Monthly Contact:**

All clients are required to have monthly in-person contact with their caseworker. When CTSI offices are closed to the public, this may be accomplished with video conference or appointments via phone. This will be done by the client making an appointment with their caseworker to be held by the fifth of each month to discuss the progress of their case plan and make adjustments if needed. Failure to make contact every 30 days may result in sanctions, suspensions or termination from the Program.

Home Visiting – In general, clients should maintain contact every 30-days unless the curriculum timeline states otherwise. Clients that do not make contact within 30-days from their first missed home visit, the Home Visitor will mail an LON asking if the client is still interested in services. If the client does not make contact within 60-days from the last home visit, the Home Visitor will mail an LON closing the case in 10 working days.

**5. Acceptance of Available Employment:**

Refusal of employment will result in a 60-day disqualification for program services.. Employable persons who are eligible for or recipients of assistance are required to seek and accept available employment for which they are able and qualified to perform. Applicants under the age of 18, who have not graduated, 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 five (5) 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 number of job searches by the set due date will result in the appropriate sanctions being applied. Failure to pass a UA to secure employment will result in a referral for mandatory drug and alcohol assessment (exclude THC). The client must comply with the recommended treatment to remain eligible for services.

**B. CASH ASSISTANCE CLIENTS MUST COMPLY WITH THE FOLLOWING RULES:**

1. Cash Assistance clients under 55 years of age, without a GED, high school diploma or modified diploma, must agree to actively work toward attaining a GED or High School Diploma. Participate in work search requirements, unless exemption is established by appropriate physician. Accept all available employment and paid training opportunities. Participate in all mandated trainings and events including job fairs, and referrals to hiring



businesses. Exemptions for all activities must be documented on the Medical Restriction Form.

2. Actively participate in the development of their case plan and self-sufficiency / work participation activities as required of their case plan. This also applies to Home Visiting families.
3. If a cash assistance client is a higher education student, 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 could receive sanctions to promote compliance. If the client is a part-time student, they will be required to seek part-time employment as part of their case plan activities.
4. Provide appropriate self-sufficiency documentation and Monthly Report Form by the 5th of each month that outlines any changes within the reporting month.
5. 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 or termination of cash benefits. Good cause is determined by the Director and Programs I Manager and on a case-by-case basis.

Current clients not in compliance with this section will be given six months to comply or the adult and/or children will be removed from the benefit group.

Note: Staff must notify DCS each time that a cash client is approved, recertified and closed.

**C. DOL PARTICIPANTS ARE REQUIRED TO COMPLY WITH THE FOLLOWING:**

DOL participants refer to clients enrolled in: WEX, CRT, OJT, DP, and/or Core Services. TANF-WEX participants must comply with the following as well.

1. Follow all of the rules and regulations of the work-site agency, school or employer.
2. Report to work or class on time, as assigned. Absences from work must be arranged in advance with the supervisor, instructor and Staff. In case of illness or an emergency, notification shall be made to the supervisor, instructor and Staff 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 Staff a minimum of two-week notice. Should they obtain unsubsidized employment, this requirement will be waived. Staff will arrange an immediate transition to the new job site.
7. The Program may require participation in activities/events outside the scope of the training or class they are enrolled in. The client must participate if mandated by staff. The Staff will only mandate participation if there is no negative impact on the work-site the client is currently participating in.

Failure to comply with the client responsibilities may be cause to suspend or terminate 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 services.

#### **D. STAFF RESPONSIBILITIES**

1. Treat all clients in a fair and equal manner regardless of situation.
2. Staff will assess clients through self-reporting of skills, needs and barriers when necessary; staff will refer clients to services that address unmet needs.
3. 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. Staff will include activities that are required as part of this Manual.
4. Reassessments are done on a regular basis to ensure that participants continue to progress towards their case plan goal(s). Staff is required to conduct (at minimum) monthly assessment interviews with clients. Home Visitors will conduct assessments as outlined in the curriculum or based on funding requirements.
5. Assure that all instructions or assistance to clients is clearly communicated. If language is a barrier, Staff will contact a representative to translate between Staff and client(s).
6. Process grants within five (5) working days from the date all required 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. The ten (10) day notification prior to change will not pertain to closing a case due to employment / wages, incarceration, fraud, sanctions due to refusal of drug test or a request from the client to close their case.
8. The Intake Specialist or Tribal Services Specialist will take the lead on eligibility determinations when clients are applying for Home Visiting and other services. This applies if a client is already on services and needs to update to add Home Visiting. This will also apply if a current Home Visiting client needs to update to add other 477 services.

9. 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 10<sup>th</sup> day of month five (5). Clients will have 45-calendar days to complete the recertification process. Clients engaged in contracts for CRT, WEX and OJT will not need to complete the recertification process for the duration of the contract if it was originally approved in months 1-4. Once eligibility is determined for Home Visiting (HV) families, recertification is not required. When a HV family is a mutual client of any other service, that recertification process will apply, but the family will not be denied HV services should circumstances change.
10. Assist and advocate on client’s behalf when client is seeking benefits from other agencies, i.e. Social Security, Veterans Benefits, etc.
10. Staff will return client phone calls within 24 business hours. The action will be documented in the client case narratives.
11. Staff will address client requests for support services and all other requests within two business days.
12. Staff will complete case narratives within two business days.
13. Staff will visit employers to develop potential worksites, resolve disputes with clients, monitor client success and sign contracts/agreements. This will occur at least once monthly.
14. Staff will document stories for clients that successfully complete program goals as identified on the case plan.
15. Staff will not enter into contracts without the prior written approval of the Director or Programs I Manager.
16. Staff will actively engage in staff meetings, trainings, client conferences, workshops and any sponsored activity.
17. Staff will fully complete data entry by assigned deadlines.
18. Staff will process files and expenditures through Eaglesun. This includes scanning appropriate documentation for eligibility, expenditures and supporting documents. Staff will refer to the File Order and Required Documentation Chart attached to this Manual.
19. Staff will verify TANF benefits from the State prior to processing files for approval.

## **E. GENERAL:**

### **1. Letter of Notification (LON):**

Staff will provide a LON to clients informing them of any action being taken on their case. The LON will also advise them of their rights to appeal any decision in which they disagree. A LON must be sent each time the services 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. The ten (10) day advanced notice before action will not pertain to LON’s that are in regards to gaining employment / excess wages, incarceration, refusal to take a

drug test or a request from the client to close their case.

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

- State the proposed action;
- The reason for the action;
- The effective date of the action;
- A copy of the Appeal Rights Policy.

2. Incarceration:

The Program may provide CORE services to incarcerated individuals as outlined in the Plan. Clients that are “booked and released” the same day will not be considered incarcerated. Cash clients who remain in jail overnight will be considered incarcerated and the case will be closed immediately. All other cases will be considered on a case-by-case basis and with the approval of the Director. Clients engaged in work release centers are not eligible for cash assistance but may be eligible for DOL services should they become employed.

Note: Two parent households where one adult is incarcerated: If one of the adults is doing work release or being put in jail over the weekend to serve time, the individual is included in the HH but not included on the grant or the case can open and close with each incidence of incarceration as determined between the client and Staff to prevent creating a hardship on the children.

Home Visiting – All situations will be evaluated on a case-by-case basis with the Coordinator and Director. The Program will consider where the children are, the duration of incarceration and if the lesson plan schedule is disrupted.

3. Inpatient Care

Applicants and clients that are admitted to inpatient care for alcohol / drug, or mental health treatment will not be eligible to receive services. For current cash clients that are single adults, without dependents, the Program may provide vendor payments to prevent homelessness. This will not exceed 90 days and the client must have the intent to return to the residence the vendor payments were made too. When a TANF head of household enters inpatient care, the caretaker of the children will be referred to apply for a needy or non-needy case. Policies regarding vendor payments apply.

Clients that are under hospital care will be reviewed on a case-by-case basis and with the approval of the Director.

4. 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. Staff may request use of the Relia-Card adjustment account for payment delays that are the result of administrative error.

5. Underpayment:

In the event the Program determines a client was underpaid benefits they were entitled, Staff will issue a supplemental payment within two weeks or on the next cash grant, whichever is sooner.

6. Overpayment (Non-Fraud)

Adjustments will be made for recovery when an overpayment is discovered. An LON will be sent to the client, notifying the client of the overpayment and explain how it occurred. 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 Staff and resolve it before adjustments are made. Should the client fail or refuse to sign the Repayment Agreement it does not negate the overpayment.

- Overpayments are to be corrected by adjustment from the next eligible benefit payment. Measures will be taken for recovery of the overpayment in full;
- 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 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 payment;
- If the cash grant cannot be adjusted in a month during which income is received, or the case was on sanction or suspension, then an administrative adjustment or recovery will be made the following month;
- Should an overpayment be detected after a case has been closed, a Re-payment Agreement will be made for the client to repay the overpayment directly;
- All overpayments must be documented on an overpayment calculation form and signed off by staff and Director. Overpayment amounts requiring adjustments must be approved by the Director;
- If the client fails to make payments as arranged, the full amount of the overpayment will be requested and garnished from any future CTSI Per-Capita distributions. If the client is not a Siletz tribal member and has an overpayment, all services will be denied until a current Re-Payment Agreement is signed;
- For non-Siletz tribal members, the Program may write-off overpayments if unable to recover or the client has not received services for five consecutive years. After the fifth year, the Program may write off \$250.00 per year until there is no longer a balance. Should the Program write-off any amount of an overpayment that was the result of fraud, the individual will no longer be eligible for services. If the overpayment was the result of administrative error, the individual will not be eligible for services once the balance is zero. Should the individual have Siletz children and be TANF eligible, the Program may approve a child-only case. The Director, Program Manager and General Manager must approve all write-offs. The amounts will be provided to Tribal Council on the quarterly reports;
- Review Fraud section for repayment requirements that are the result of fraud.

## V. EMPLOYMENT & TRAINING



### A. DOL ELIGIBILITY:

To be income eligible for employment training services (DOL), the applicant's income must fall within 100% of the Federal Poverty Guidelines or the applicant must meet one of the following requirements:

1. Be underemployed;  
Definition of underemployed: Part-time, temporary status, seasonal, or positions not considered permanent.
2. Be unemployed for a period of seven (7) consecutive days;
3. The recipient of a bona-fide layoff;
4. Employed, but determined by the Program to be in need of services to obtain or retain employment allowing for self-sufficiency.

The Program will be working with various worksites through WEX and OJT. Sites determined by the Director to be ineffective, not follow contract obligations or continually misuse the program or clients will be suspended or not utilized in the future.

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, temporarily leaves the immediate area or any other reason approved by the Director, they can still use the approved service without negative instances. They must be able to begin a new contract within the six-month eligibility period. Clients that quit or close with an unsuccessful completion from their contract without good cause will not be eligible for a period of 14 months from the date of termination. Clients may apply for other components.

### B. CLASSROOM TRAINING (CRT) (REFER TO DOL ELIGIBILITY)

The Program will provide educational assistance that will be broken into three distinct categories. Participation in all activities will be justified in the case plan and expenditures will not exceed the yearly budget caps. All services are considered a last resort and clients are expected to access and provide verification they have applied for financial resources from Financial Aid and tribal higher education.

#### 1. GED/Adult Basic Education:

Clients without a High School Diploma, modified diploma or General Educational Development (GED) certificate must apply for Classroom Training Services to attain the necessary support to achieve this goal. Services include payment of necessary tuition, books, fees, related supportive services and a classroom-training stipend (limited to 15 paid hours per week). Clients may utilize this component for the length of time as justified in their case plan and by recommendations of an instructor or educational institution. The CRT Contract will be made for six (6) months and an additional contract can be completed if the client has not utilized the yearly budget cap in CRT funds or support services.

**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 participants. Participation is limited to one term per 12-month period. Services for this component shall include assistance in enrollment, payment of tuition, books, fees, classroom stipend (limited to 15 paid hours per week), and related supportive services. Online classes will be treated the same as in-person attendance.

**3. Vocational Education/Occupational Training:**

Vocational Education- can include but is not limited to the following: Vocational degrees / certifications from accredited institutions, employment related workshops, seminars and short-term trainings. Generally, participation in these activities will be short-term and occupation specific, not to exceed six months.

Occupational Training- can include but is not limited to the following: Pre-apprenticeship / apprenticeship programs from qualified agencies, and occupational specific certifications and / or trainings not to exceed twelve months.

Services may include, but are not limited to, assistance in enrollment, payment of tuition, books, fees, testing, per-diem and related supportive services. Students may receive stipends (limited to 15 paid hours per week) if justified in the case plan to enable them to successfully complete training.

**C. CLASSROOM TRAINING CONTRACT**

All clients participating in (CRT) activities (High School Diploma/GED, Basic Education, Higher Education, and Vocational Education / 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 Staff;
2. A Classroom Training Contract signed by the Director, client and Staff;
3. Clients must submit a copy of their registration for class and class schedule;
4. Clients must submit copies of grade reports within ten (10) calendar days of receipt, as detailed in the case plan and contract;
5. Client must complete a school release of information form, if required for payment on CRT services;
6. Client will submit a copy of any certification received while utilizing the CRT Program;
7. Client will submit CRT timesheets verifying participation and progress in CRT;
8. Clients will provide copy of all financial aid.

**D. COMPLETION OF CLASSROOM TRAINING**

When the client successfully completes the CRT contract, and if at a later time (same year)

additional education, not higher education, is needed to help the client transition into successful employment, the client may re-enroll in CRT. If client should apply within the same budget year and request additional educational needs to become more employable, the Staff will evaluate the request and determine if it will be considered higher education. 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. Clients that earn a GED while on CRT may immediately request CRT for higher education needs. The same yearly budget cap will not apply.

**E. WORK EXPERIENCE (WEX) (REFER TO DOL ELIGIBILITY)**

**1. Volunteer Experience:**

This service involves unpaid, short-term training at a non-profit organization, public agency, tribal enterprise / government office or private employer. The intent of the activity is to enhance participants' employability by providing them with current work experience, employer references, suitability for paid placements and an opportunity to develop specific job skills.

**2. Paid Work Experience:**

Paid Work Experience will be available to eligible, work ready participants who lack work history, transferrable skills, those that have little to no employment skills and those needing new employment skills. Staff will determine if a client is considered work ready. Applicants for WEX must have a high school diploma, modified diploma or a GED to participate in WEX. Those applying for WEX and have not yet received their diploma or GED must provide verification that they will receive it prior to the end of their contract, i.e. high school students who are over the age of 18 and have secured enough credits to graduate.

The initial contract limits will be included in the yearly budget and distributed to staff at the beginning of each calendar year. Contract extensions may be approved if the extension will result in the client gaining employment after the completion of the contract. Generally, this service will consist of paid training not exceed 1000 total hours within a 24-month period. This service may be nonconsecutive when justified in the case plan and it may be offered in conjunction with other services such as CRT.

Specific details of the work experience will be included in a standard work-site agreement and contract, as well as a position job description. Placements can be part-time to full-time depending on the need of the client. Part-time placements will be utilized for clients that are determined work ready but may have medical restrictions or for students. Students should be placed in a worksite that is in their field of study. The client will not exceed a 40-hour workweek. Participants are only paid for actual time worked. CTSI will provide payroll services. Public, non-profit and private employers will be utilized as work-sites.

Clients may receive pay for verified job searches during the last month of the WEX contract. Paid job searches will not exceed five (5) hours per week. WEX is intended to assist a client gain new employment skills and multiple placements at the same work-site or same field will be considered on a case-by-case basis. Clients participating in an A&D program may be considered job ready. Staff will consider a paid work experience after a recommendation is received from the clients A&D counselor. The recommendation must document that a work experience placement will not negatively affect the client treatment plan or goals.



Upon approval of a WEX Contract, Staff will enroll clients for a Relia-Card. All distribution of WEX wages will be done via Relia-Card. Clients that fail or refuse to register with the Relia-Card Program may be denied or terminated from the WEX Program.

All clients actively participating in WEX will have their performance evaluated by the work-site supervisor on a 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. Staff will assist the client in developing a resume prior to placement and assist them in updating it following the completion of a contact, if needed.

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.

## **F. WORK EXPERIENCE CONTRACT**

All clients participating in WEX activities will have:

1. A completed case plan signed and dated by Staff and client.
2. A completed WEX contract signed by the client, Staff, the employment site representative and the approval of the Director, Program Manager, or CTSI Administrator. The CTSI General Manager must review and approve all placements within the Tribe. Staff will provide the General Manager a copy of the client's current criminal history. Clients that do have a criminal history will be required to provide a written letter explaining all charges.
3. The following will be submitted to the CTSI Payroll Department prior to the start of placement: Contract, job description, W-4, I-9 and Relia-card registration / confirmation.
4. An initial Work-site Master Agreement must be completed with all WEX employers. This document will include signatures of the work-site official, Staff, Director, Program Manager, or CTSI Administrator. In placements with CTSI, the General Manager or Administrator will sign the contract in addition to the Director or Program Manager. Staff are responsible to ensure the Worksite Master Agreement is current prior to the initiation of a contract. The Program will not pay wages that conflict with the Agreement.

## **G. ON-THE-JOB-TRAINING (OJT) (REFER TO DOL ELIGIBILITY)**

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 75% of the starting hourly wage, less any fringe benefit paid by the employer as allowed in the Program annual budget guidelines. The contract will not exceed six months or \$4,500 whichever comes first. Specific details of the On-The-Job Training Agreement will be included in an OJT contract. All applicants for this service must meet the entry-level requirements of the particular job.

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. An OJT contract will not be approved with the same field of work. Clients that quit or are fired from employment within 6 months from the termination of the contract will not be eligible for OJT for a period of 14 months from the last date of employment.

## **H. OJT CONTRACT**

### **1. All clients participating in OJT activities will have:**

- a. A completed case plan signed and dated by Staff and client.
- b. A completed OJT contract signed by the client, Staff, the employment site representative and the approval of the Director, Program Manager and/ or CTSI Administrator. OJT contracts with CTSI must be signed by the General Manager or Administrator.
- c. 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 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.

Should the OJT placement fail, Staff will evaluate the reason for the failure; develop a corrective action plan with the client, if possible. Should corrective action be needed 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.

## **I. DIRECT PLACEMENT (DP) (REFER TO DOL ELIGIBILITY)**

This service is available to all eligible participants who have the opportunity for permanent, unsubsidized employment and are hired by an employer directly. Exceptions may be made for seasonal employment with the approval of the Director. Applicants must apply for services within seven (7) working days of the start 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 the applicant has been hired for a permanent position. Clients will not exceed the early budgeted amount for

Direct Placement (Standard support service budget caps do not pertain to DP). Services can be provided for 30 days from case plan development. A high school diploma or GED is not required to utilize this service.

Clients that successfully utilize DP must wait 12-months from the last date of service before they may apply to utilize DP again. They can apply to utilize other job training services. Clients must maintain employment for six (6) months to be considered successful.

## **J. CORE SERVICES**

This Program provides employment enhancement services to individuals who are not currently enrolled in other 477 components but need assistance with job referrals, resumes, cover letters, employment counseling / coaching, job search assistance, etc. to become more employable. The main resource for clients is the assistance of staff. The Program will not provide financial assistance directly to a client enrolled in CORE Services. The Program may provide limited support services that are directly tied to an imminent job opportunity. An imminent job opportunity is defined as verified job interviews or pending employment offers. Support services include interview clothing and transportation assistance to that interview. The Director may approve other support services. This component will not provide support services for items such as car repairs, insurance, and tools / equipment. The client may participate in Program sponsored activities, trainings and workshops as well as receive incentives for such participation.

Staff will maintain current information regarding the local labor market and job opportunities. 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.

## **K. DRUG & ALCOHOL SCREENINGS**

WEX clients must complete a drug screening prior to the initiation of a contract. Clients who test positive or refuse a screening for WEX placement may apply for other services. Once the client follows through with recommendations given by the CTSI Alcohol and Drug Program or outside resource, they can reapply for WEX. Failure to complete the assessment and follow through with recommendations will make the client ineligible for WEX, regardless of the amount of time passed, until the client completes the necessary processes.

OJT clients will be required to complete a screening.

CRT clients receiving services in a work setting (including use of heavy equipment or power tools), pre-apprenticeship or practicum will be required to complete a drug screening prior to the initiation of the contract.

Clients must submit to doing a screening within 30 minutes of being told.

Placements within CTSI will ignore positive test results for THC unless the client is under the age of 21. Clients under the age of 21 and test positive for THC or other drugs will be denied services for WEX, OJT and CRT (as outlined above) until they meet the requirements listed below. The Program will follow the drug testing policies of other employers concerning THC.

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. A revised case plan must be done to eliminate this employment barrier. The new case plan will require the client to make an appointment for A&D services within ten (10) calendar days and an assessment be completed within thirty (30) days from the first appointment. 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 services. Clients that leave the Program while seeking treatment due to a positive UA will have A&D activities on their new case plan when requesting services in the future. Clients will need to provide documentation that treatment was completed for this activity to be removed from future case plans. Clients may complete a new A&D assessment as documentation to show that A&D is no longer an employment barrier.

Clients that refuse to take a drug test (Saliva test, mouth swab, UA), or tamper with the device, or do not submit to a test within 30 minutes; the test will be considered automatic positive. Clients will not be permitted to leave the office and come back to take the test. Clients that choose to leave the office will have an automatic presumptive positive. Refusal to take the test will result in an automatic denial of WEX, OJT or CRT. An LON will be mailed to the client notifying them of the action.

Staff must notify CTSI ICW Program for all positive test results when there are children in the home. A report by Staff will be given to ICW due to being a mandatory reporter.

## VI. SUPPLEMENTAL YOUTH SERVICES



### A. DESCRIPTION

Native American Youth (Native American, Native Alaska, and Native Hawaiian) ages 14 to 24 are eligible to apply for Supplemental Youth Services (SYS). Youth must be age 14 prior to the date of application. The Supplemental Youth Services Program will prioritize work experience or classroom training activities for eligible applicants. In addition, services may include but are not limited to tutoring, life skills, financial literacy, incentives and sporting/educational summer camp fees.

All participants need to have a cumulative Grade Point Average (GPA) of at least 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 will prioritize youth academically at risk or out of school as documented by school records. The program will also prioritize Native youth that are homeless, pregnant, a teen parent, or emancipated. If federal funding allows, at least 30% of budgeted funds will serve out-of-school youth. All applicants must complete an Application for Services signed by a parent or guardian if under the age of 18. 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. This requirement does not apply to youth that are emancipated.

Paid Work Experience: Similar to the adult WEX component, income eligible youth will be placed in job training sites to develop employment skills. Public, non-profit and private employers may be utilized for work sites. The wage and contract hours will be determined by the Director and included in the annual budget.

Classroom Training: Similar to the adult CRT (basic education) component, income eligible youth who are lacking educational credits or GPA may receive assistance with basic education. Services may include assistance with tuition, fees, books, stipends and support services as justified in the case plan. For youth under the age of 18, stipends will only be offered throughout summer school. The stipend rate and contract hours will be determined by the Director and included in the annual budget.

### B. ELIGIBILITY REQUIREMENTS

The family income must fall within the income guidelines established annually by the Director and included on the annual budget. Income eligibility will be based on 30-days prior to the DOR.

All SYS clients must have:

1. A completed 477-SSP Application.
2. A completed case plan signed and dated by the client, parent (if applicable) and Staff.
3. A contract for services, as justified in the case plan (CRT and/or WEX).

4. A completed I-9 and W-4 form on SYS WEX participants.

CRT and WEX will require a completed SYS contract signed by the student, the student's parents if under the age of 18, Staff and work-site representative. Placements within CTSI require administrative approval by the Director, Program Manager, and/or CTSI Administrator before services begin. If the worksite is newly established, a Work-site Master Agreement will be completed with the employer before initiation of the contract. There must be a job description with the SYS-WEX contract.

Clients that successfully complete their contract must wait 12-months from the contract end date before they utilize the same component again. Clients that utilize SYS and turn 18 years old may utilize the regular adult components upon successful completion of SYS. 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 Staff and the Director. In these situations, Staff must have at least monthly contact with the student, the student's parents / guardian, and school officials. The case plan must include what is expected of the youth concerning school performance.

There are youth services directly targeted to Siletz tribal members. Refer to TANF Purpose 3 and TANF Purpose 4 of this Manual.

## **VII. SUPPORTIVE SERVICES**



### **A. DESCRIPTION**

This service is available to all eligible participants who are currently enrolled in a component unless stated otherwise. Support services are based on the individual needs of each participant and are not entitlements. Eligibility, expenditure guidelines and limits are set by the Director and may change periodically based on available funds, cost of services and client demand. The purpose is to assist participants in overcoming barriers identified on their case plan and maintaining on-going compliance.

### **B. SUPPORTIVE SERVICE GUIDELINES**

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

Staff shall consider the most cost-effective method to meet the individual needs of the participant. Supportive Services are available to each component except Direct Placement. Limited support services are available for Core Services. All other community & tribal resources must be exhausted before utilizing supportive services, as this is a secondary resource. Requests for support services shall be submitted in writing.

Listed below are unique requests and should be handled accordingly:

- **Transportation:** Recipients of gas vouchers and gas cards must provide receipts and possess a valid driver's license and insurance. The purchase of any item other than gas will be considered an overpayment;
- **Cell Phones/Phone Cards:** The Program will not provide these. These can be purchased with Direct Placement if they are listed by the employer and needed for employment. Clients will be encouraged to apply for phone assistance programs;
- **Phone Bills:** This service can be paid for medical reasons only. Proper documentation needs to be provided for justification;
- **Internet/Cable:** Cable service will not be provided with support services. Internet bills may be covered if required for educational purposes (higher education classes, etc.) These expenditures will need to be reviewed with the Director;
- **Utility Bills:** The Program can assist with past due utility bills (electricity, water/sewer, natural gas, garbage). The utility bill must be in the client's name. All other resources must be utilized prior to support services. The Program will only cover a percentage of the bill when there are roommate situations regardless of using support services or vendor pay from a cash grant. A Vendor Payment Agreement will be required for cash assistance clients if requesting this service. Deposits are allowable;
- **Rent:** The Program can cover past-due rent when all other resources have been utilized. The Program will only cover a percentage of the rent when there are roommate situations

regardless of using support services or vendor pay from a cash grant. A Vendor Payment Agreement will be required for cash assistance clients if requesting this service. Move in costs are allowable;

- Childcare: Rates will be established on a yearly basis and included in the budget. Childcare is allowable for approved self-sufficiency activities as identified on the case plan;
- Clothing, tools / equipment;
- Relocation assistance for employment purposes;
- Required union fees (prior to first paycheck);
- Grooming and cosmetic expenses (i.e. dry cleaning, laundry supplies, haircuts, personal care items) when related to employment, training or job-related education;
- Substance abuse and mental health counseling (if not otherwise covered through Tribal health services, insurance or provided by other state or public health services);
- Dental services and eye glasses (same restrictions as substance abuse);
- Meal vouchers/baskets for approved TANF families and for identified holidays (Thanksgiving and / or Christmas). Annual funding amount will be included in the budget. An annual Policy Clarification will detail procedures and deadlines;
- Winter heating allowances for approved TANF families. The allowance will be added to the TANF grant and not exceed 4 consecutive months. The family must utilize all other energy assistance resources prior to receiving the allowance. The allowance will be added to the yearly budget. Procedures will be outlined on an annual basis and provided to staff prior to October;
- Educational costs for approved TANF families: This includes tuition, fees and supplies;
- Parole / supervision fees.
- Home Visiting Incidentals for Teaching: The Program will distribute baby wipes and a book for each lesson. Other incidentals may be provided as outlined in the curriculum. If the item is below \$10.00, the client will not be required to sign for the item. Staff will document the lesson number for the Accounting Department and document the situation in the narratives and expenditures. Some incidentals may be distributed after the child is born.
- Home Visiting – Requests for support services will be considered on a case-by-case basis. The Program will evaluate the need, program requirement vs. voluntary activity, and household resources prior to determination. No support services will be provided prior to eligibility determination.
- Fines/legal fees: The fine cannot be the result of a felony and will be evaluated on a case-by-case basis with the Director. For TANF participants, the expenditure is State MOE. Paying fines and/or legal fees is allowable if the individual is not fleeing to avoid prosecution, custody or confinement after conviction and is not violating a condition of probation or parole imposed under federal or state law. The expenditure must remove barriers to



employment or self-sufficiency. The Program will require clients to provide documentation detailing: dollar amount of all fines, verification the fines are not the result of a felony, compliance with parole/probation (if applicable), verification the city, county or state will release the restriction if paying to reinstate a drivers license, and a written request with a statement that any unpaid balance will be paid by the client. The Program can only assist if the support service removes a barrier. The Program will require the client to seek a payment plan with the option for a down payment. The funding limit will be included in the annual budget for employable clients. The regular support service limit applies to non-employable clients.

Staff will assist clients with budgeting classes for those utilizing support services for basic needs.

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. To prevent clients from engaging in illegal behavior, the Program will not cover expenses such as registrations when the client does not have a driver's license.

The Coordinator, Director or Program Manager must give final approval before this service may be initiated. All verbal approvals will be noted in the case notes. Expenditure guidelines and limits will be set in the budgeting process each calendar year. Participants will not exceed the yearly budget cap unless approved by the Director and Programs I Manager.

### **C. INCENTIVES**

All participants will be eligible for incentives based on achievements met on their case plan. Incentives can include but are not limited to gift cards, gas cards, and CTSI merchandise. The Program may provide door prizes to events funded under TANF Purposes 3 and 4. Staff will nominate clients using the Incentive Nomination Form that must be approved by the Director or Programs Manager. Incentive caps will be included in the annual budget.

Home Visiting Bucks - As a participant in the Home Visiting program, clients are eligible to receive Tribal Home Visiting Bucks. Clients receive one incentive Buck (THV Bucks) for each completed home visit and clients will receive two THV Bucks for each Home Visiting sponsored event or activity, for a maximum of two events per quarter. THV Bucks are valued at \$5 each and may be redeemed for the following; Amazon gift cards, Fred Meyer gift card or diapers. Clients can redeem THV Bucks once per month and the staff has one week to purchase the selected item. The Home Visitor will distribute at the next lesson or the client can pick-up at the office. Clients must be active and participating in the Program to be eligible. THV Bucks must be redeemed upon case closure unless the client is closed for no contact.

### **D. DIVERTED SERVICES**

This service is available for those 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.

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 and verification how this service will prevent job loss.

#### **E. RE-ENTRY SUPPORT**

This service is available to incarcerated and recently released individuals who are transitioning to the community from incarceration. The release from incarceration must have been within the last 45 days from the Date of Request and the length of incarceration must exceed three months to be eligible for re-entry support services. The Director may approve extensions to the 45-day timeframe.

The Program will provide cash assistance and expanded support services to clients once released if they meet eligibility criteria for TANF or GA. This type of support services is intended to meet unique needs and is not limited to the restrictions listed under other support service categories. Clients requesting Re-Entry Support Services will be required to provide documentation from parole / probation of their release requirements. This is to ensure the case plan reflects similar activities. Clients can utilize this service no more than 2 times per lifetime. These support services are limited to 1.5 times the yearly budget cap and can be utilized for expenditures such as housing or utility deposits, fines not as a result of a felony, and parole / supervision fees.

Staff may participate in prison re-entry fairs or events that are designed to introduce services to incarcerated persons and prepare them for release. The Program may also provide CORE Services to individuals still incarcerated. These services may include but are not limited to: employment preparation (resumes, interview skills, etc.), coaching, referrals to mental health, behavioral health, permanent / transitional housing, and/or other agencies that support self-sufficiency and re-entry. While incarcerated, a program application is not necessary if we have verification they are American Indian / Alaskan Native. Once released, these individuals may apply for DOL services.

## VIII. EMERGENCY ASSISTANCE



### A. DESCRIPTION

This service is available to enrolled members of federally recognized tribes who meet income limits established in the annual budget. Emergency Assistance is intended to be a one-time service to address emergent situations or basic needs, such as floods, fire, utility shut-off and housing needs to avoid eviction / homelessness. In addition, the Program is intended to assist eligible clients impacted by natural disasters, pandemics, and states of emergency issued by federal, state or tribes. Deposits and move-in costs are eligible for Emergency Assistance services. Payment for past due or current rent will require a legal rental agreement between the client and property owner. The rental agreement and all utility bills must be in the client's name. Vendor payments for rent and utilities will be divided by household composition similar to support service policies.

This service will provide a direct payment to a provider / vendor. Staff shall consider the most cost-effective method to meet the emergent need. A W-9 form must be completed for all vendors. This component may be utilized once per client / family in any 24-month period (starting 4/15/16). This service can be utilized no more than five times in a lifetime. The maximum benefit under this component will be established once per year as a part of the annual budgeting process. Budgeting limits will be effective from January 1 to December 31 of each year. Services will be provided for 30 days from the approval date. For budgeting purposes, Staff will determine if the household is considered "EA-Families" or "EA-Single Adults".

### B. ELIGIBILITY REQUIREMENTS

All applicants requesting Emergency Assistance must have:

2. A completed Program application;
3. A completed case plan signed and dated by the client and Staff documenting need for Emergency Assistance;
4. Verbal or written approval by the Director and / or Program Manager.

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

### C. NON-ELIGIBLE APPLICANTS

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

1. Clients currently enrolled in cash assistance. Emergency Assistance is not intended for those clients that request to close their cash assistance case, apply for EA and then reapply for cash assistance;
2. Applicants that quit a job without good cause or are terminated from employment with cause within 60 days of the DOR. However, if it has been found by 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;

3. Applicants who have utilized Emergency Assistance five previous times or within the last 24 months.

## XI. GRANT ASSISTANCE FOR SINGLE ADULTS



### A. GRANT ASSISTANCE FOR SINGLE ADULTS (GASA)

The following individuals may make an application for cash 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 or local tribe for their General Assistance Program;*
- c. Emancipated minor Siletz tribal members without dependents;
- d. 18 - 26-year-old Siletz Tribal members not being claimed as a dependent 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 and reside in the same dwelling as defined under TANF Benefit Group, i.e. fiancée / significant other will be determined as one household. This includes same sex couples and those who are in a domestic partnership. If a prior relationship has been established by the Program, the household must be combined;
- f. Temporary Assistance for Needy Family clients that have reached the 60 months' time limit and have utilized all other available resources.

### 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. In unique situations, the Program may initiate alternative payment standards. This may be during a pandemic, natural disaster or during a federal, state or tribal emergency declaration. Once income eligibility has been established, Staff and applicant will review the completed application and create a case plan. The case plan will document the need for cash assistance and identify barriers to employment and self-sufficiency. This document is considered complete once the document is signed and dated by Staff and client. Staff will contact the Director or Program Manager for final approval of the application.

Applicants under the age of 26 that reside with their parents or others that may claim them as a dependent on tax returns must provide a Tax Verification Form provided by the Program. The form states they will not be claimed as a dependent on a tax return the same year they are on General Assistance. This policy applies regardless of the length of time that the client was on the Program or under another's care.

### **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** available to the household. Any resource that can be easily converted to cash will be counted as income in determining eligibility for GA.

### **E. EXEMPT RESOURCES**

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. The total equity of a second vehicle and / or all-terrain vehicles will be considered a resource to determine eligibility.

### **F. INCOME**

#### **1. Gross Income:**

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.

Earned income from self-employment will be determined after reviewing monthly profit-loss statements. Applicants can deduct the cost of doing business when arriving at gross income.

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.

#### **2. Earned Income:**

Refers to cash earned by an individual. 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 that could provide verification. Earned income will be reduced the next eligible monthly grant.

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.

3. Annual Income:

Recurring annual 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 income will be prorated monthly except the CTSI Per-Capita distribution which is calculated the month it is received.

4. 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*) *Unearned income is counted dollar for dollar and reduced from the eligible grant the month it is received. If income is received after the grant has been received for the benefit month, the income will be reduced from the next eligible monthly grant.*

- a. When a spouse / significant other in the household receives 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 unearned income and the equity value of the property / residence is countable;
- 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;
  - k. Utility Allowances: Income or reimbursement for utility allowances will be counted as unearned income;
  - l. Personal Belongings: The sale of personal belongings will be counted as unearned income to meet need.
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 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 TANF 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;
  - h. CTSI Elders stipends (GA Redesign Plan).

## **G. DETERMINING AND CALCULATING BENEFITS**

Clients applying for GA without 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 DOR or date of eligibility if different, 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<sup>st</sup> day of the month, they will be eligible for one day of service for that month. Staff must complete a Grant Calculation Sheet each time the grant amount changes. In calculating the first month's benefits, Staff will count any anticipated and actual income expected to be received in that



month. Thereafter, actual income will be counted the month it is received.

When there is an increase in the number of people in the benefit group, child or adult, a current GA 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 1<sup>st</sup> day of the following grant month. For example, the completed Application and documentation is received on 4/10/2021. The grant will increase in an amount based on the payment standard effective 5/1/2021. This applies to adding individuals during the intake process as well.

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

1. Earned Income Deduction:

Clients 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.

## **H. INITIAL GRANT PAYMENT & MONTHLY PAYMENT SCHEDULE**

Staff will process all check requests within five (5) working days of the date all required documentation and home visit is complete. 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 1<sup>st</sup> working day of the month falls on a weekend or Tribal holiday, payment will be made and available for client pickup on the preceding workday.

Anticipated income will be used for month one of cash assistance. Month two is a full grant. Month three is calculated on the difference in actual vs. anticipated income in month one. The same income will not be counted twice against different monthly grants. This information will be documented on the Monthly Report Form. This budgeting process will continue unless a change in the household situation causes ineligibility. If a client has unpredictable wages or resources, Staff can suspend a client up to three months rather than closing the case. No services will be provided while on a suspension and eligibility will be re-evaluated monthly to determine if the case should be reinstated or closed after month three. Clients are not required to comply with case plan requirements while on a suspension.

Upon approval of all cash assistance grants, Staff will enroll clients for a Relia-Card. All

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“on-going” distribution of cash assistance payments will be done via Relia-Card and on the same schedule described above. Enrollment into the Relia-Card program is required and clients that fail or refuse to enroll may face program sanctions or case closure. Other distribution of funds, such as, new grants, overturned sanctions or underpayments will be issued via check. It is the client’s responsibility to address issues regarding fraud, lost or stolen cards directly with the Relia-Card Program. Staff will provide guidance on Relia-Card, which will include but not limited to activation, online banking, customer service, fees, ATM’s, etc.

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:

**Vendor Payments & Third-Party Payments:**

Grants may be made payable to a third party/vendor/provider on behalf of the client when it is determined that the client may not be capable of managing their own finances or 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. Staff will assist in locating the most responsible payee to best serve the needs of the client but will not be responsible should the payee fail to serve the best needs of the client. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors. A Vendor Payment Agreement Form must be completed listing out the payment arrangements.

**I. RE-DETERMINATION**

All recipients will be reviewed every six (6) 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 10<sup>th</sup> 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 continued eligibility for the Program. The client will have 45 calendar days, or the next business day should the 45<sup>th</sup> day fall on a weekend or holiday, to submit their re-certification Application for Assistance with their new eligibility period beginning on the 1<sup>st</sup> of month seven.

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 closure date will be included in the client’s LON for Re-Determination. Extensions to the 45-day pending period will need to be approved by the Director and will only be approved if caused by administrative error or other reasons outside the client’s control (inclement weather, etc.).

Changes in household composition will make it necessary to complete an update application for services to add / remove a person from the grant. The reviewed case by Staff does not supersede the client’s responsibility for reporting changes that may affect their eligibility for assistance. All updated Applications for Assistance will need to be approved prior to any further services being provided. If adding a person to a cash assistance case, they will be placed on the grant the next full month of assistance after the case has been approved.

## **J. NON-COOPERATION DISQUALIFICATION**

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

During a disqualification, the client will receive no direct cash benefits to them. All payments and purchases will be made by direct vendor payments for rent, utilities and limited hygiene products only. 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 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 required to complete the previous time they were on services. Failure to complete the referrals or required 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 cash 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 or program requirements, this would result in a month three disqualification and be terminated from cash services for 60 calendar days. The client must have no instances of disqualifications for 12-consecutive months in order to return to the first disqualification (sanction) level.

If a client re-applies 120-days after the date of termination, the sanction level re-starts at level (month) one. Any current sanction status and current level will follow the client if they switch components. Should a client receive a sanction and their case closed prior to it being implemented, the sanction will apply to the next eligible grant unless the client is off services for 120-days.

<b>DISQUALIFICATION LEVELS</b>	<b>COURSE OF ACTION</b>
	<i>*Pay for Performance applies throughout the sanction process. Only vendor pay for rent, utilities and limited hygiene products can be made during a sanction period.</i>
<b>Month One</b>	<b>Month one</b> of disqualification will result in a grant reduction of \$50.00.
<b>Month Two</b>	<b>Month two</b> of disqualification will result in a grant reduction of \$100.00, and at this time, an assessment must be made to identify additional barriers preventing client’s cooperation.
<b>Month Three</b>	<b>Month three</b> of disqualification will result in grant closure and termination from services for a 60-day period.

## **X. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**



### **A. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**

This service is available to enrolled American Indian / Alaska Native (AI/AN) tribal members with dependents, non-enrolled head of households with enrolled AI/AN dependents and non-enrolled biological parents of AI/AN dependents. Cash payments are provided to eligible tribal member families to assist in meeting basic needs. Persons receiving TANF 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. Temporary Assistance for Families components include:**

- a. Pre-TANF: Short-term diverted services;
- b. Cash Assistance: 1 & 2 parent household. (Same sex couples included);
- c. Cash Assistance: Non-Needy Caretaker Relative;
- d. Temporary Assistance for Needy Families -TWEX (Work Experience);
- e. Childcare: (TANF) - TWEX participants only;
- f. Emergency Assistance;
- g. Housing Stabilization Program for victims of Domestic Violence;
- h. Transitional Services / Post TANF;
- i. Home Visiting.

#### **2. Individuals that may apply for Temporary Assistance for Needy Families from the Program:**

- a. One or two parent AI/AN tribal household;
- b. Non-tribal adult household with an AI/AN enrolled child;
- c. A pregnant enrolled AI/AN tribal member may apply in the 8<sup>th</sup> month of pregnancy;
- d. A minor with a dependent child, at least one person in the benefit group must be enrolled AI/AN;
- e. Families who have experienced documented domestic violence. At least one person in the benefit group must be enrolled AI/AN;
- f. Non-Custodial biological parents of TANF dependents for TWEX;
- g. AI/AN households with a child under 12 months for enrollment in Home Visiting services. Prenatal households are eligible to apply.

### **B. ELIGIBILITY REQUIREMENTS**

All Temporary Assistance for Needy Families applicants must meet the State Income Standards. Refer to the State Standards Chart. Once income eligibility has been established, Staff and applicant will review the completed application and create a case plan. The case plan

will document the need for TANF services and identify barriers to employment and self-sufficiency. This document will be complete once the document is signed and dated by Staff and client.

**C. DEFINITION OF TEMPORARY ASSISTANCE FOR NEEDY FAMILIES**

1. 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. 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.

2. Siletz TANF Non-Financial Eligibility Requirements:

- a. Pursuing and Assigning Benefits/Assets: Except for pregnant females and SSI recipients, clients must pursue and assign child support, unless there is good cause. Per § 286.75 (a)(8). The Program will return assigned child support received in excess of the total TANF benefits provided; the amount may not be determined monthly. The Program will notify the State of Oregon Child Support Division each instance a TANF case is approved and closed to ensure revenue assignments are completed timely per §286.155 (b). The Program does not offer a pass-through.

The client may claim good cause for not cooperating with the Program to establish parentage or collect child support. The Director must approve all instances of good cause. Good cause for non-cooperation exists when:

- i. Cooperation is reasonably expected to result in serious emotional or physical harm to the dependent child or adult;
- ii. 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 or adult:
  - The child was conceived as the result of rape or incest;
  - The child was a victim of child sexual abuse or severe emotional or physical abuse.
- b. Age/School: Dependent children, to be included in the benefit group, must be one of the following:
  - i. Under age 18; or

- ii. Under age 19 and is a full-time student in high school, high school equivalency or GED classes.

Parents: Dependent child must live with a parent. A parent is the person, regardless of age, who is responsible for the care, control and supervision of the dependent child. The status of a Non-Needy Caretaker Relative ends when care, control and supervision of the dependent child is given to, or accepted by another person for thirty (30) days or more.

#### **D. BENEFIT GROUP**

1. The benefit group is the people who receive benefits. It consists of all the members in the eligibility group who meets all eligibility requirements.

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. If a prior relationship has been established by the Program, the household must be combined.

2. The following household members are not included in the benefit group even if they meet all non-financial eligibility requirements:

- a. Ineligible non-citizens (Income/resources still apply to benefit group). The individual is listed on the Application for Assistance and is required to complete a case plan and participate in all required Program activities. They are not eligible for grant assistance or support services;
- b. People receiving adoptive or foster care assistance;
- c. People receiving SSI.

Note: Minor parents are allowed to apply separately with their dependent children when the minor parent lives with an adult who is not their parent. Under extreme circumstances, minor parents may apply when homeless.

#### **E. NON-NEEDY CARETAKER RELATIVE**

A caretaker relative who is not the parent of the dependent child may apply for Temporary Assistance for Needy 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. However, if the caretaker is receiving ongoing financial assistance from the State or Tribe, the family will not be eligible for NNCR.

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: 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.

NNCR clients will be eligible for support services to meet the needs of the children only. Services must be directly received by the children in the benefit group (registration/sports fees, school clothing/supplies, hygiene, etc.) and not directly benefit adults not in the benefit group.

## **F. 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 household, 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.

## **G. RESOURCE LIMIT**

The applicant may retain a resource limit of **\$2,500** available to the household. Any liquid resource exceeding this amount will be counted as income in determining eligibility.

## **H. EXEMPT RESOURCES**

As a condition to meet eligibility requirements for Temporary Assistance for Needy Families, no applicant for or recipient of the TANF 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. Program staff will utilize reliable sources to determine value of additional vehicles, such as Kelly Blue Book;

5. Per-Capita payments: Up to \$2,500 limit, above that is a countable resource / unearned income. (Exempt for Siletz Per-Capita only. Other Tribal Per-Capita payments will be counted as unearned income the month it is received).

## **I. INCOME**

To be income eligible for cash assistance, the applicant's income must meet the Countable Income Limit established by the State Adult Standards. Please refer to the State Adult Standard Payment Guidelines.

### **1. Gross Income:**

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. 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.

### **2. Earned Income:**

Earned income refers to cash earned by an individual. Receipt 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 that 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.

### **3. 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.

## **J. 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: (Unearned income is counted dollar for dollar and reduced from the eligible grant the month it is received):

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), child support 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. Personal belongings: The sale of personal belongings will be counted as unearned income to meet need.
11. Social Security Disability (SSD): Income is counted dollar for dollar and the adult or child is included in the benefit group.
12. Income Disregards: Various Federal statutes and Siletz Tribal TANF Payments require certain income to be disregarded in determining need. Examples of income disregards are:
  - a. Judgment payments distributed to Indian tribes up to \$2,000 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 income from Alaska Claims;
  - g. Siletz Tribal Per-Capita payments up to \$2,500.

## **K. 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 attendance. School attendance for children under age 16 is a basic eligibility requirement for TANF. The parent / caretaker relative will be required, as part of self-sufficiency, to enroll and keep dependent children in the first grade to 18 years of age, who have not completed the 12<sup>th</sup> 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 cash assistance household. All income disregards will apply. Good standing will be defined as meeting a 2.0 cumulative GPA.

Note: Should the child's GPA fall below a 2.0, the parent will have one (1) quarter to assist their child in raising the GPA to the required level. Should the child's GPA fall below the required level for two consecutive quarters, the child will be removed from the benefit group. Staff will assist the family locate resources for tutoring. This expense could be covered under TANF Purpose 3 or 4.

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 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.

While on TANF, home schooling will not be considered an allowable option for meeting the requirements listed above. The Program will approve online basic education schools if they are accredited by the Oregon State Board of Education.

## **L. DETERMINING AND CALCULATING BENEFITS**

Clients applying for Temporary Assistance for Needy Families 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 DOR, 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. Should the prorated grant amount be fifty cents, Staff will round the grant up. Staff must complete a Grant Calculation Sheet each time the grant amount changes.

In calculating the first month's benefits, staff will count any anticipated and actual income expected to be received in that month. Should a client have unpredictable wages or resources, Staff can suspend a client for up to three months instead of closing the case. No services will be provided while on a suspension and eligibility will be re-evaluated monthly to determine if the case should be reinstated or closed after month three. Clients are not required to comply with

case plan requirements while on a suspension.

Month two will be a full grant. Month three will be based on the “difference” in estimated income from month one. If there was no difference in month one, then month three will be a full grant. Thereafter, only actual income will be counted two months prior, unless there is a change that affects eligibility. For example, income earned April 2021 will be reduced off the eligible grant for June 2021. (Unearned income will be reduced from the month it is received).

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 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;
5. Income verification.

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 1<sup>st</sup> day of the following grant month. For example, the completed application and documentation is received on 4/10/2021. The grant will increase by the additional member in the benefit group effective 5/1/2021.

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

1. Earned Income Deduction:

Clients 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)

- 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.).

## **M. INITIAL GRANT PAYMENT & MONTHLY PAYMENT SCHEDULE**

Staff will process all check requests within five (5) working days of the date the application is approved by the Staff, the Program Director, and or 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 1<sup>st</sup> working day of the month falls on a weekend or Tribal holiday, payment will be made and available for client pickup 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:**

Grants may be made payable to a third party/vendor/provider on behalf of the client when it is determined that the client may not be capable of managing their own finances or 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 Staff will assist in locating the most responsible payee to best serve the needs of the client but will not be responsible should the payee fail to serve the best 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 property owners to avoid eviction, utility companies to avoid loss of service or other providers/vendors that are deemed necessary. Clients requesting supportive services to meet basic needs may be required to sign a Vendor Payment Agreement. A W-9 form must be completed and on file with the CTSI Accounting Department for all vendors. The client will be required to provide a legal rental agreement between the property owner and client. All utility bills must be in the clients name and the client will be required to complete a Vendor Payment Agreement detailing the payment arrangements.

## **N. HOUSING STABILIZATION – VICTIMS OF DOMESTIC VIOLENCE**

The Program may provide housing assistance to victims of domestic violence in an effort to stabilize the family. The family must meet the general requirements of TANF, excluding the basic income limits. To be eligible, the family's income must not exceed 300% of the FPL for the last 30-days. This excludes any income earned by the perpetrator.

Services include rent, utilities, deposits, relocation costs and this service will not exceed four months. The intent is to meet a short-term emergent need. The Program is funded with State Maintenance of Effort (MOE) and the budget will be set annually by the Director. Applicants must seek all available resources and utilize this as a last resort. This service is vendor pay only and the Program may utilize funds to pay for rent or utilities that are not in the client's name. The perpetrator cannot be a resident of the household and the client must notify the Program if there is a reconciliation plan or the perpetrator moves back into the home.

To qualify, the applicant must provide documentation of an instance of domestic violence. This can include police reports, restraining orders or the Program can accept direct referrals

from CTSI CARE or other DV Programs. The documentation must indicate that any such incident occurred within the last 60-days from the DOR. The applicant must be actively engaged with the Program and in the creation of a case plan. Applicants are not required to apply for Unemployment Insurance Benefits as part of eligibility determination.

The Program will ensure the strictest confidentiality for victims of DV. Clients will be assigned identification codes for processing payments. These codes and expenditures can be tied back to client files similar to Vocational Rehabilitation.

## **O. PRE-TANF**

The Program may provide Pre-TANF or diverted services to families whose income does not exceed 185% of the FPL for the last 30-days. The intent is to divert families from becoming TANF participants by meeting short-term needs for those we expect to have gainful employment within four months. The intent is not to delay TANF benefits. The service will not exceed four months. Examples of eligible families may include those on unpaid maternity leave or those experiencing a short-term illness or injury.

Eligible families will receive cash grants based on household size and the family may be eligible for support services based on barriers identified on the case plan. The case plan must include an employment goal/outcome and the family is not required to apply for Unemployment Insurance Benefits as part of eligibility determination.

## **P. HOME VISITING**

The Program will provide home visiting services to AI/AN families considered at risk. For the purposes of eligibility, at risk may include the following: income below 300% of the FPL for the last 30-days, households that reside in rural locations that have limited employment opportunities, first time parents, households with at least one adult without a post-secondary certificate and households that have experienced trauma, chemical dependency or mental health barriers. The Director or Programs I Manager may determine additional circumstances to be considered “at risk.”

Families can enroll in the Program prenatally up to the age of one. Clients with children over the age of one are not eligible. Clients may enroll in the Program a second time if they did not successfully complete the first time, or if they are referred by a child welfare agency. Other instances will be reviewed on a case-by-case basis. This is a voluntary program but participation may be required if the client is on TANF or GA services. The client can withdraw from HV if TANF or GA services end. Families not engaged with other services cannot be mandated to participate in other 477 events or activities, but may be invited.

Should a child be removed from the HV family, they may remain on services for a period of 90-days from the last home visit if there is a short-term reunification plan established. The Home Visitor will provide social support visits during this time. We will not provide formal home visiting lessons unless it assists the reunification plan. The client is not eligible for incentives, but will be eligible for incidentals.

To be considered successful in the Program, families that enter the Program prenatally must complete 75% of the lessons. Families that enter the Program postpartum must complete 60% of the lessons to graduate. To graduate, the child must be turning three years old. Graduating families will be eligible for an incentive. Clients can voluntarily suspend their case for a period

of 60-days if requested in writing. The client must state the specific reasons for the suspension and it must be approved by the Coordinator or Director.

**Q. TIME LIMIT PROVISIONS**

1. The Tribe must not count any month of receipt of assistance by an adult during which the adult lived in Indian country or in an Alaska Native village in which at least 50 percent of the adults were not employed. Indian country has the meaning given by the term at 18 U.S.C. 1151. The Tribe considers an individual to meet the requirement of this subsection if-
  - a. The individual resides on an Indian reservation, tribal allotment, or Dependent Indian Community as defined by the Bureau of Indian Affairs; or
  - b. The individual is an enrolled Siletz Tribal member that resided in Lincoln County from October 1, 2016 to September 30, 2017 due to 50 percent of the adults being not employed.
  - c. The Tribe will utilize statistical data provided by the State of Oregon in determining the percentage of unemployed adults throughout the service area.
2. The following months do not count towards the accrual of time limits:
  - a. Months prior to July 1, 2003 in which a minor parent head of household or an adult received a TANF grant in Oregon or another state.
  - b. Months between July 1, 2003 and September 30, 2007 in which a minor parent head of household or adult received TANF in Oregon; and
    - i. Participated in required TANF Work Experience/JOBS activities or other education, employment or job training programs; or
    - ii. Was not required to participate in TANF Work Experience/JOBS activities or other education, employment or job training programs.
  - c. Months beginning October 1, 2007 in which a minor parent head of household or adult received TANF in Oregon and is a participant in a degree completion program and is enrolled in an educational institution.
  - d. Months between October 1, 2007 and March 31, 2016 in which the individual is unable to obtain or maintain employment for a sufficient number of hours in a month to satisfy the Tribally required participation rates because the individual:
    - i. Was a victim of domestic violence;
    - ii. Had a certified learning disability;
    - iii. Had a verified alcohol and drug or mental health condition;
    - iv. Had a child with a disability, which prevented the parent from obtaining or maintaining employment;
    - v. Was an individual with a disability;
    - vi. Was providing care for a family member who lived in the home and was an individual with a disability;
    - vii. Was deprived of needed medical care; or

- viii. Was subjected to battery or extreme cruelty. For purposes of this rule, an individual was subjected to batter or extreme cruelty if they individual was subjected to one or more of the following:
  - Physical acts that resulted in, or threatened to result in, physical injury to the individual;
  - Sexual abuse;
  - Sexual activity involving a dependent child;
  - Being forced as the caretaker relative of a dependent child to engage in nonconsensual sexual acts or activities;
  - Threats of, or attempts at, physical or sexual abuse;
  - Mental abuse;
  - Neglect or deprivation of medical care.
- e. Months in which a minor parent head of household or adult participated in Pre-TANF or Post TANF (transitional services).
- f. Months between July 1, 2008 and April 30, 2012 in which the individual did not qualify for any other TANF time-limit exemption under this rule, and was unable to obtain or maintain employment for a sufficient number of hours in a month to satisfy the Tribally required participation rates when Oregon's statewide average unemployment rate as published by the Oregon Employment Department was equal to or greater than seven percent. For purposes of this rule, this determination-
  - i. Through December 31, 2011 is calculated based on a six-month period as follows:
    - The time period during July 1, 2008 through June 30, 2009 was based on Oregon's statewide average unemployment rate as published by the Oregon Employment Department for the period July 1, 2008 through December 31, 2008.
    - In each six-month period, starting July 1, 2009 and ending December 31, 2011:
      - The time period during January 1 through June 30 was based on Oregon's statewide average unemployment rate as published by the Oregon Employment Department for the period April 1 through September 30 of the preceding year.
      - The time period during July 1 through December 31 was based on Oregon's statewide average unemployment rate as published by the Oregon Employment Department for the period October 1 through December 31 of the preceding year and January 1 through March 31 of the current year.
      - From January 1, 2012 through April 30, 2012 was based on Oregon's statewide average unemployment rate as published by the Oregon Employment Department for the period April 1 through September 30, 2011.
- 3. The Tribe will not count any month of assistance towards the Federal Time Limit for those cases that:

- a. Any month of receipt of assistance to a family that does not include an adult head of household.
- b. A family that does not include a pregnant minor head of household, minor parent head of household or spouse of such a head of household.

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 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. Valid documentation can include police reports, restraining orders, and/or documentation from a medical provider.
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 Social Security Disability (SSD) claim 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, a hardship exemption will be allowed until their disability claim is approved. Should a disability claim be denied, the individual could remain in the appeals process or file a new claim for a period not to exceed four years from the original denial date.
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. Should a disability claim be denied, the individual could remain in the appeals process or file a new claim for a period not to exceed four years from the original denial date.

Note: Participants who exceed 60 months of TANF assistance and are on an exemption will still be required to complete program requirements. These can include but are not limited to: Monthly contact with their caseworker, submission of a monthly report form, a self-sufficiency timesheet, and attendance at mandatory trainings deemed appropriate by staff. Clients are still required to notify their caseworker of any change that may affect program eligibility.

Note: Once a family has reached their time limit provisions, adult Siletz tribal members may be served under Grant Assistance for Single Adults. The grant amount will only be approved for the standard rate for the Siletz adults and all requirements remain in effect.

5. Good Cause Criteria for Non-Cooperation with Cash Assistance Work Requirements: Participants who fail to participate in assigned Tribal TANF 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 TANF 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).
6. 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;

## **R. 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 disqualification. Disqualifications, sanctions, are intended to induce client cooperation with the requirements. Disqualifications are progressive; however, after four instances of non-cooperation, a TANF client can be terminated from cash assistance for a minimum of 60-days.

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 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, vendor payments will be approved during the 60-day disqualification for the basic needs that are in the best interest of the children. (Note: The client must apply for a Child Only grant while in the 60-day disqualification period as the original case closed). The client must submit supplies needed for the children, rental and utility

bills so direct payments can be made. The client and Staff will continue to meet regularly until the client has come into compliance.

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 required to complete the previous time they were on cash assistance. Failure to complete the referrals or required 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 cash 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 four disqualification and be terminated from grant services again for 60 calendar days. The client must have no instances of disqualifications for 12-consecutive 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. Any current sanction status and current level will follow the client if they switch program components. Should a client receive a sanction and their case closed prior to it being implemented, the sanction will apply to the next eligible grant unless the client is off services for 120-days.

<b>Disqualification Levels</b>	<b>Course of Action</b> <i>*Pay for Performance applies throughout the sanction process.  Only vendor pay for rent, utilities and basic needs (child only) can be made during a sanction period.  A letter of notification along with the Appeal Rights must be provided to the client within ten (10) calendar days of the proposed sanction.</i>
<b>Month One</b>	<b>Month One</b> is grant reduction of \$50.00
<b>Month Two</b>	<b>Month Two</b> is grant reduction of \$100.00
<b>Month Three</b>	<b>Month Three</b> is grant reduction of \$200.00. Clients that fail to cooperate by this level will be scheduled for a one-on-one evaluation with staff to determine any additional barriers to address non-compliance issues.
<b>Month Four</b>	<b>Month Four</b> will result in termination of the grant and a 60-day disqualification for subsequent and continued failure to cooperate with the case plan.

The Program has an increasing number of child only cases due to families reaching their 60-month time limits and due to adults/guardians receiving social security income. The chart above will also apply to child-only cases.

**S. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) WORK EXPERIENCE**

Paid Work Experience will be available to TANF families if identified in the case plan. Participants must be TANF eligible to utilize this service. TWEX payments will count as a month of assistance in regards to the federal 60-month time limit. The TWEX component will mirror the regular adult WEX program in regards to placements, contracts, worksite agreements, timesheets, unsuccessful completions, and client responsibilities. Refer to the WEX section for implementation of TWEX. Once a TWEX contract is approved, the family income limit cannot exceed 300% of the FPL. Should the income exceed this amount, the family will no longer be eligible for TANF or TWEX.

Non-custodial biological parents of AI/AN tribal dependents on TANF may apply for TWEX should they be unemployed, under the countable income limit, and not currently paying child support. The intent is that non-custodial parents develop employment skills to gain unsubsidized employment and start paying child support. The individual will make their own application for services and have their own case in Eaglesun for reporting purposes.

**T. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) CHILDCARE ASSISTANCE & TANF WORK EXPERIENCE CHILDCARE**

Childcare Assistance: The Program will provide childcare assistance to those families that identify childcare as a barrier to employment/self-sufficiency on their case plan. Childcare assistance is intended for single adult families. Staff will evaluate the family's needs to determine if childcare assistance is appropriate for two parent households. Staff will identify if the client needs employment related childcare (State funded) or childcare assistance to remove barriers to employment/self-sufficiency (Federally/State funded). In most cases, HV families are not eligible for childcare assistance. There may be events where childcare is considered.

TANF-WEX Childcare Assistance: This service is only available to participants of the T-WEX component. Childcare must be a barrier to employment & budgeted in the case plan.

The Staff will process the Childcare Application. Once the application has been approved, the Staff will determine the number of hours that are necessary and process a childcare voucher. The Program rates will be established in the yearly budget. The Director or designee will process provider applications and monitor recertification. Providers will be approved for two years from the date of application unless there is reason to revoke their status as a provider. The Childcare Provider will submit timesheets to the Staff to process payment. The Program will cover the cost of childcare timesheets while the client has an open case. Clients that close their case and choose to reapply for services will not have childcare assistance covered for previous application periods. TANF clients are not eligible for respite services. TANF clients will be required to add their childcare provider to their release of information.

The Program will provide childcare assistance to foster parents that are employed. The Director or designee will administer these services. Childcare assistance is limited to "working hours" only. The Program will allow limited transportation time and a respite allowance. The allowable hours will be included in a childcare voucher provided to the foster parent. The foster parent must complete an application, receive approval and provide the Program all employment timesheets prior to payments being processed. Additional eligibility criteria and priority levels are detailed in Policy Clarification 2017-03.

The Program will not approve childcare invoices that exceed 60-days from the last day of care. Invoices and supporting documentation must be submitted timely.

#### **U. TRANSITIONAL SERVICES**

Clients that gain employment while on TANF will be able to utilize Transitional Services for a period of 180 days. This service is intended to assist clients that are on TANF transition to employment and maintain self-sufficiency. The client will remain eligible for the duration of the 180 days unless combined gross income exceeds 300% of the FPL.

Clients that gain employment will not be allowed to receive their next cash grant. Clients will be able to utilize funds from TANF, justified in their case plan, to pay for housing, utilities, etc. to maintain a safe and stable home. The guidelines set in this manual will apply to paying housing and utilities.

The Staff will update the client case plan to include Transitional Services. The client will be required to provide wage verification as it is received and work with their caseworker on budgeting monthly. The Staff will track progress and assist the client through the transitional phase to employment.

Clients will be able to utilize support services the first 90 days of Transitional Services. Clients will use support services to purchase needed clothing, car insurance, bus passes, car repairs, etc. as approved by the Staff and justified in the case plan. The client will be eligible for childcare assistance for the duration of transitional services.

#### **V. TANF Purpose 3 and Purpose 4**

The services listed below will be targeted to individuals and families with income that doesn't exceed 300% of the FPL.

##### TANF Purpose 3- "Preventing Out-of-Wedlock Pregnancies":

Several types of programs and expenditures can be supported under this purpose. HHS specifically states programs that help young people stay in school, those that keep them supervised after school, and those that increase their motivation and self-esteem, can all be funded under Purpose 3. This program is considered non-needy; however, our primary target population will be youth already on TANF assistance with a focus on those youth ages 10-17. When a TANF case closes, we may continue youth services for a period of 6 months, but not if the child's age exceeds the age of 18.

Parents/guardians must play an active role in regards to youth participation and success. The adult TANF Case Plan will include provisions for participation, inclusion and will address compliance. Program Staff will develop a Youth Case Plan that will address primarily education barriers, building employment skills and increasing motivation and self-esteem. The Program Staff will conduct a Youth Questionnaire to gather important information on their needs, skills and barriers. The parent/guardian and youth must sign the case plan. Parents/guardians can face program sanctions for non-compliance of a youth case plan if the non-compliance is education related.

Expenditures under this category are on a case by case basis and will be evaluated by the Program Director. Budget caps will be included and distributed to Program Staff in the yearly

budget. Possible expenditures include but are not limited to: tutoring fees, school supplies, sports fees if not covered by CTSI Education, employment related workshops/tools, higher education outreach activities, summer youth employment as outlined in PC 2015-2, incentives, culture activities/supplies, activities that promote physical activity/nutritional education, pregnancy prevention activities, life skills development, transportation needs, gang and violence prevention activities. Youth need to be enrolled in public education and in good standing or seeking employment to expend funds on activities considered “extracurricular”.

TANF Purpose 4- “Encouraging the Formation and Maintenance of Two-Parent Families”:

The Program can provide similar services under Purpose 4. This service is also considered non-need; however, our primary target population will be TANF and Indian Child Welfare families. Expenditures under this category will focus on the following: interpersonal skills development, anger management, sex education, budgeting, family counseling, parenting classes and positive relationship skills building. Families and/or youth can participate in these activities up to six months following a positive case closure.

For both categories, the Program may sponsor events or activities that are open to the public if the primary target population is youth under the age of 18. Program Staff will attempt to gather statistical data for reporting purposes on the Program Sponsored Activity Information Form. Other CTSI programs requesting to utilize 477 funding under TANF Purpose 4 must complete the 477 SSP TANF Purpose 3/4 Funding Request Form at least 30 days prior to the event. The Program Director will evaluate and determine if the funding request meets the needs of the 477 Program. If approved, CTSI programs will be required to provide the Program statistical information pertaining to the event and pictures for reporting purposes.

All youth program expenditures and activities provided under these two Purposes will require approval from the Director. All youth case plans will be reviewed by the Director. To ensure safety of youth on program-sponsored activities, youth must provide permission forms from their parent/guardian to participate.

## XI. WORK PARTICIPATION / COUNTABLE ACTIVITIES FOR CASH ASSISTANCE CLIENTS



### A. Participation Requirements

Adults receiving cash assistance (TANF / GA) will be required to participate in work and employment barrier removal activities unless they meet exemption criteria specified in this Manual. Caretaker relatives of child-only cases will not be required to fulfill work requirements but may be required to engage in other self-sufficiency activities as deemed appropriate.

### B. Mandatory Work Participation Activities

All cash assistance participants, unless found to be exempt by staff, 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.

The minimum weekly participation for single head of households in fiscal years 2021-2024 will be 26 hours. Two adult GA cases are required to complete 26 hours per week individually. For TANF participants:

One & Two Parent Participation Hours Per Week Average Monthly Rate		
Federal Fiscal Year	Hours Per Week	Monthly Rate
2021	26	35%
2022	26	35%
2023	26	35%
2024	26	35%

### C. Countable Work Participation Activities

The Program will make available the following employment and training activities for participants. Some of the activities will be provided directly by the 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.

1. Education/Training: Involves High School, Adult Basic Education, GED coursework, higher education courses, vocational / occupational training.
2. Job Search/Job Readiness: Involves interviewing skills, resume development, application completion, life skills needed for employment (i.e. time management), job search skills, 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).

3. 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. 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.
4. 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.
5. On-The-Job-Training (OJT): 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 rules and regulations. The Tribe may reimburse the employer up to 75% of the starting hourly wage. The client is an employee of the employer, entitled to the same benefits and follows the same rules as any other employee of the employer.
6. 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.
7. Volunteer activities: 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.
8. 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 in the workforce for a period of up to twelve 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. Contracts will not exceed 1000 total hours.
9. Subsistence activities: This will include such activities as fire woodcutting / 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.
10. Substance abuse treatment: This activity may be necessary for some individuals before they can effectively engage in education, vocational training and / or job search.

11. Mental health counseling: This activity may be necessary for some individuals before they can effectively engage in education, vocational training and/or job search.
12. Domestic Violence Activities: Families and individuals that experience domestic violence could be referred to the Siletz Tribal CARE Program for advocacy and resources. The Program may also refer clients to the State of Oregon Domestic Violence Program for relocation assistance and other resources. This activity may be necessary for some individuals before they can effectively engage in education, vocational training or job search. Participants who have experienced documented domestic violence will be exempt from meeting the required 26 hours of self-sufficiency activities but the activities they do complete will be countable.
13. Barrier Removal Activities: This activity may be necessary for some individuals before they can effectively engage in education, vocational training or job search. Activities can include but are not limited to: Court hearings, work crew, parole / probation requirements, driving tests, wellness / betterment activities, etc.
14. Transportation Time: Reasonable transportation time will be included in an adult's weekly hours in accordance with C.F.R. 286.80 (b)(2)(1). Reasonable as defined as the realistic length of time that it would take an individual to travel from their home to their worksite or other approved activity, including any necessary stops along the way (i.e. childcare). Travel times will vary on a case-by-case basis. A client who takes the bus will have a considerably different travel time in comparison to an individual who has access to a car.
15. Home Visiting Program lessons provided under the approved curriculum.

#### **D. Exemption from Work Requirements**

Unless exempted per the provisions of this section, all adults and minor parents will be required to participate in self-sufficiency activities included on their case plan. Many of those activities are listed in the previous section of this Manual.

1. Exemption Criteria: While the Program requires adults and minor parents to engage in activities intended to move them towards self-sufficiency, it recognized that some conditions and circumstance might limit or prevent persons from benefiting from such engagement. The following is a list of conditions that will exempt participants from work requirements.
  - a. Dependent children age 18 or under who are attending high school or its equivalent (dependent children 16-18 and not attending school and have not attained a high school diploma or GED will be required to seek employment);
  - b. Pregnant females who are:
    - In their last trimester of pregnancy; or
    - Experiencing medical complications due to pregnancy that prevents active participation. Verification from a medical professional is required.
  - c. Females during the first 4 months after giving birth to a child if there is no other adult in the household to provide childcare. The mother will be required to seek childcare



- assistance and activities may be added to the case plan starting month 4 after giving birth. Childcare assistance will be provided for all activities required by the Program;
- d. Persons who must do the following to participate in activities:
    - Travel an unreasonable distance from their home, generally classified within a 60-minute commute time or determined by their caseworker; or
    - Remain away from their home overnight (the Program may require overnight attendance if lodging and meals are provided);
  - e. Person's age 60 or older;
  - f. Persons determined by their caseworker and approved by the Director to be unable to participate in activities due to their individual conditions or circumstances (i.e. caring for a disabled child, elder care, etc.). Any circumstances involving determinations of disability, physical incapacity or medically related issues will be verified by qualified medical professionals;
  - g. Victims of documented domestic violence for a period not to exceed 6 months.

## **XII. COOPERATION AND GOOD CAUSE**



### **A. WHAT IS COOPERATION?**

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 Staff 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 eventual termination from the Program.

### **B. 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.

Cash 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.

### **C. 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.

### **D. WHAT IS GOOD CAUSE?**

Good cause is what the Program considers 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 Staff to try to resolve problems that interfere with cooperation. It is important to determine whether the client cannot or will not cooperate with their case plan.

**E. DOCUMENTATION FOR GOOD CAUSE CLAIM**

The client must present evidence to the Program when making a claim of good cause for non-cooperation with 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;
3. Court or medical 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;
5. Verification that client was participating in other approved activities such as behavioral health appointments, social security appointments, etc.

**F. GOOD CAUSE: JOB QUIT**

In general, single adults cannot 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. The client may qualify for good cause if they meet one of the criteria listed under section J. Job Quit/Termination of this Manual.

The exemptions listed below are only intended for tribal families applying for monthly cash grant assistance. The exceptions are a single pregnant woman (as shown with proper documentation) not eligible for Unemployment Insurance benefits and single adult victims of violence (with proper documentation) may make a claim for good cause.

1. The client quits 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 Director.

**G. COOPERATION: SEEK AND OBTAIN EMPLOYMENT**

All clients are required to seek and accept available employment unless found to be exempt by the Program and so noted in their case plan. This will be achieved by the client completing a minimum of five (5) 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

5<sup>th</sup> of each month. Late, incomplete, falsified or failure to turn in the required amount will result in sanctions and possible termination from the Program.

## **H. GOOD CAUSE: SEEK, OBTAIN OR MAINTAIN EMPLOYMENT**

Clients exempt from job search requirements due to a medical condition must cooperate with referrals to the Siletz Tribal Vocational Rehabilitation Program (STVRP). 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, STVRP will not be required.

Clients with physical or mental disabilities are not automatically exempt from job search requirements. 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 or refuse employment 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 120 calendar days after giving birth to a child;
3. Clients with significant barriers to employment and work activities are exempt as determined by the Staff and verified by a physician or qualified professional;
4. Incapacitated persons or a child, 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 or parent from engaging in employment;
5. Families which would suffer an extreme hardship or where Staff determines the family has significant long-term problems and requiring work activities would not be in their best interests;
6. Families in which members have been battered or subjected to extreme cruelty;
7. 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 Staff to explore other resources like SSI, SSD and any other long term assistance;
8. Pending examination by a physician or other appropriate professional, and are deemed incapacitated for a physical disability or mental impairment are exempt but will require the Staff to explore other resources like SSI, SSD, mental health rehabilitation or other resources;

9. 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. Staff shall require the client to seek other resources like SSI, SSD, vocational rehabilitation or other appropriate resources;
10. 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;
11. They accepted another full-time job with a wage of at least equal income to the job they are quitting;
12. Dependent children age 18 who are attending high school or its equivalent, or attending vocational training;
13. Vista volunteers / participants of age 62 or older;
14. The worksite violates health and safety standards;
15. The wage does not meet minimum wage or piecework standards;
16. Required hours of work are in excess of what is customary for the job and the individual was not compensated appropriately;
17. The job is vacant due to strike, lockout or other labor dispute;
18. Joining a union is required and the participant has religious objection;
19. The job conflicts with the participants union membership;
20. The job referral or employer is discriminatory;
21. The job is not approved for a parole/probation officer.

**I. GOOD CAUSE CRITERIA FOR NON-COOPERATION OF WORK REQUIREMENTS:**

Participants who fail to participate in assigned activities or who fail to accept and/or maintain employment will be subject to disqualifications and receive reductions to their grant amount. They may also be disqualified from participation in other program related activities or components. Good cause for failure to participate in assigned activities includes:

1. Transportation failure or is unavailable for a period of time until the situation is remedied. This will be limited to two instances in a one year period;
2. Childcare arrangements are unavailable;
3. Mental or physical illness as verified by a qualified medical professional;
4. Conflicts with required court appearances;
5. Inclement weather of such severity that it prevents travel or that constitute a threat to health and safety;
6. Parole/probation limitations;

7. Family circumstances or issues preventing participation;
8. Misunderstanding of participation requirements (one time only);
9. Single custodial parent with a child under 6 and childcare unavailable. The family must demonstrate an inability to obtain the needed childcare for one or more of the following reasons:
  - a. Appropriate childcare with a reasonable distance from home or worksite is unavailable;
  - b. Informal childcare by a relative or under other arrangements are unavailable or unsuitable; or
  - c. Appropriate and affordable formal childcare arrangements are unavailable.

The caseworker will determine if the family has applied every effort to secure childcare in order to engage in work activities. The caseworker will make the referral(s) to the following: formal childcare facilities if appropriate, provider listings from Oregon Department of Human Services, Siletz tribal childcare provider listings as well as listings available through this Program. The caseworker will make the determination that every effort was made for informal childcare by documenting the family's availability for informal care in the case plan prior to requiring the activities. The caseworker will also make a determination of reasonable distance based on: are they a licensed/insured driver, do they have access to a vehicle and is the activity within walking distance to/from public transportation.

Definitions as they relate to childcare:

- a. Affordable: Classified as rates not higher than the Program childcare rates established in the yearly budget.
- b. Appropriate: Classified as licensed childcare facilities, licensed homes by the State of Oregon, Childcare Assistance Program or this Program.
- c. Suitable Informal Care: Classified as in-home providers who must meet the Tribes standard of no felony convictions within the last three years (violent crimes, fraud, theft, crimes against children or sexual crimes). Certain offences may permanently disqualify home providers.
- d. Reasonable Distance: Classified as within a 60-minute commute time to an activity or as determined by the caseworker.

## **J. COOPERATION: CHILD SUPPORT**

Clients (including caretaker relatives) must cooperate (unless good cause exists) in establishing parentage and obtaining child support assistance. 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 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 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 Staff or the Support Enforcement Division related to establishing parentage;
  - 4. The Program 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 Staff will discuss the non-cooperation with the client and the Director will determine whether there is good cause for non-cooperation under part K;
  - 6. If the client does not have good cause for non-cooperation, they shall become ineligible for cash assistance until cooperation is established.

**K. GOOD CAUSE: CHILD SUPPORT**

The client may claim good cause for not cooperating with the 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 or adult;
- 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.

The Director will determine what qualifies as good cause.

**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 identified 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 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.

## XIII. 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. Examples of fraud include but are not limited to collecting benefits for children that are not in the home, failure to report income or resources, failure to report employment or any other situation that may cause ineligibility. The Program may use the following to determine “willful”: Length of time on services, signed Rules, Rights and Responsibilities Form, attendance at orientation, previous instances of disqualifications or fraud, and testimony by third parties. This list is not all-inclusive.

### B. CONSEQUENCES

The Program will have progressive consequences for fraud charges. During an investigation, should multiple instance of fraud be identified, it will be combined into one level of fraud. Once the first level of fraud is determined and at a later time another instance of fraud is determined, it will elevate to the second level. The different levels of fraud do not expire and will remain with each adult identified in the household at the time the fraud was determined.

<b>Fraud Disqualifications Levels</b>	<b>Course of Action</b>
<b>Level One</b>	Client and all other adults in the benefit group: One-year disqualification from all program components. Clients with children may apply for a child only TANF grant if they meet all other eligibility criteria. Only vendor payments for rent, utilities and basic needs for the children will be approved. Clients will be required to comply with their case plan and program requirements. Failure to comply will result in disqualifications. See TANF disqualifications.
<b>Level Two</b>	Client and all persons in the benefit group: Five-year disqualification from all program components. No child only grants will be approved. Should the children be under the care and control of another adult that was not in the household during the instance of fraud, they can apply for a TANF grant if they meet all other eligibility criteria.
<b>Level Three</b>	Client and all persons in the benefit group: Permanent disqualification from all program components. No child only grants will be approved. Should the children be under the care and control of another adult that was not in the household during the instance of fraud, they can apply for a TANF grant if they meet all other eligibility criteria. Fraud determinations will not follow the children.

Fraud determinations must be approved by the 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 per month by personal payment or garnishment of future Tribal Per Capita payments. Clients that received vendor payments for a child only case cannot use those funds as part of a re-payment plan.

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 cash assistance payments for recovery of an overpayment as a result of fraud will be \$100 per month.

## XIV. APPEAL RIGHTS



All applicants or clients have the right to make a written request to appeal decisions or actions regarding all matters of their case. All appeals must be submitted in writing and received by staff within ten (10) working days from the date of the Letter of Notification (LON). The LON will state the reason for determination/action and the deadline to submit an appeal. Failure to submit a written appeal by the deadline will render the original decision final and no further appeals will be available. The Program will mail all LON's to the address listed on the Application for Services. Each written appeal must contain the reason for the dispute and why the client disagrees with the decision/action or findings of the staff. Serious instances, such as fraud, will be appealed to the Director and not the staff who made the original decision. The Director will determine if an appeal request will bypass the Level One Appeal Policy.

Appeal Levels	Course of Action
<b>Level One: Appeal to front line staff</b>	<ul style="list-style-type: none"> <li>• Should the client disagree with the decision/action of the staff that made the determination, they must make a written appeal to that staff to reconsider the decision/action. This must be accomplished before the decision becomes final. At any time, the client can request that the Director review the action/decision and see if it was caused by administrative error. If found to be administrative error, the original decision/action will be overturned.</li> <li>• Staff must respond to the request and set a conference to be held within five (5) working days from the receipt of the appeal. The client will receive an LON specifying the appointment date, time and location. The LON will not be required if the appeal conference is the same day the appeal is received.</li> <li>• Staff must document the conference and render a decision within five (5) working days. A LON will be mailed to the client detailing the outcome and a copy will be placed in the client file. The decision will include a ten (10) working day appeal period to the Director and include these Appeal Rights.</li> </ul>
<b>Level Two: Appeal to Director</b>	<ul style="list-style-type: none"> <li>• In the event the client should continue to disagree with the decision/action, the client may appeal to the Director. This must be accomplished before the date of decision becomes final.</li> <li>• The Director shall set an appeal conference within five (5) working days in a location that is convenient for the client. The client will receive an LON specifying the appointment date, time and location. The LON will not be required if the appeal conference is the same day the appeal is received. The conference will be held within ten (10) working days from the appeal request date.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Director must document the conference and render a decision within five (5) working days. A LON will be mailed to the client detailing the evidence, rules relied upon and the reasons for the decision. A copy will be placed in the client file. The decision will include a ten (10) working day appeal period to the Programs I Manager and include these Appeal Rights. Note: Some appeals may not be appealed further.</li> </ul>
<b>Level Three: Appeal to Program Manager</b>	<ul style="list-style-type: none"> <li>• There are specific adverse actions that will be allowed to be appealed to the Programs I Manager. These are limited to suspensions, reductions in benefits, overpayments and eligibility determinations.</li> <li>• In the event the client should continue to disagree with the decision/action, the client may appeal to the Programs I Manager. This must be accomplished before the date of decision becomes final. The appeal shall be based upon specific detailed reasons as to why the Director's decision was incorrect.</li> <li>• The Programs I Manager shall set an appeal conference within five (5) working days in a location that is convenient for the client. The client will receive an LON specifying the appointment date, time and location. The LON will not be required if the appeal conference is the same day the appeal is received. The conference will be held within ten (10) working days from the appeal request date.</li> <li>• The Manager must document the conference and render a decision within five (5) working days. A LON will be mailed to the client detailing the evidence, rules relied upon and the reasons for the decision. A copy will be placed in the client file. The decision will include a ten (10) working day appeal period to the General Manager and include these Appeal Rights.</li> </ul>
<b>Level Four: Appeal to the General Manager</b>	<ul style="list-style-type: none"> <li>• In the event the client should continue to disagree with the decision/action, the client may appeal to the General Manager. This must be accomplished before the date of decision becomes final. The appeal shall be based upon specific detailed reasons as to why the Program I Managers decision was incorrect.</li> <li>• The General Manager will not hold a hearing but perform a written review of the case record, and evidence presented throughout the appeal process.</li> <li>• The General Manager or designee will perform a review of the records within ten (10) working days of the client request. The reviewer will render a decision within five (5) working days of the review. A LON will be mailed to the client detailing the evidence, rules relied upon and the reasons for the decision. A copy will be placed in the client file.</li> <li>• The decision of the General Manager or designee is final. No further appeal is available to the client within the Tribe.</li> </ul>

## **XV. ECONOMIC DEVELOPMENT & EMPLOYER SUPPORT**



The Program may allocate up to 25% of program funds for economic development activities. The service is available for new/developing businesses as well as existing businesses seeking to expand. To qualify for assistance, the business owner must have a comprehensive business plan including a business description, market analysis/strategy, marketing and sales plan, management and organization description, product/service description and an operating plan. The Program may request additional documentation to determine the short/long-term viability of the business. The business must be considered viable to receive economic development funding. The 477 Program Director, Programs I Manager, along with the assistance from Administration and the Siletz Tribal Business Corporation will determine the best way to utilize the economic development funds available. Funding will be identified yearly in the Program Budget starting 2013.

Businesses that are selected to receive funding will be required to sign a contractual agreement with the following terms:

1. Provide reports to the Director identifying the amount of jobs created from the funding provided. Reporting timelines will be established by the Director;
2. The business must utilize the Program as a “first to know / first to hire” resource.

In addition to assisting businesses with economic development, the Program can assist businesses in the following ways:

1. Workforce planning which involves the recruitment of current or potential program participants, including job restructuring services;
2. Recruitment and assessment of potential employees with priority given to potential employees who are or who might become eligible for program services;
3. Pre-employment training;
4. Customized training;
5. OJT and WEX;
6. Post employment services, including training and support services to encourage job retention and upgrading;
7. Other innovative forms of worksite training as determined by the Program.

## XVI. ASSET REVIEW CHART

Type of Assets	Income			Resources	
	Exclude	Countable		Exclude	Countable
		Earned	Unearned		
Adoption Assistance (Child is excluded from benefit group)	X				
Alaska Permanent Fund Dividend					X
Animals					
• Pets raised for food	X				
• Income-producing	X				
Bank Accounts					X
Foreign Currency (can be converted to U.S. currency)					X
Cash & Cash Contributions			X		
Census Earned Income					
• TANF	X	X			
• GASA					
Child Support Payments					
• Tribe as payee	X				
• Third party payee			X		
• Applicant / Client			X		
Disaster Relief	X				
Domestic Violence (State and Tribal)	X				
Earned Income by Minor	X				
Elder Stipend (Siletz Tribal)	X				
Educational Income Direct to Client					
• Title IV / BIA Work Study	X	X			
• Other work study/fellowships					
• Other grants / loans			X		
• Pell/Oregon Opportunity grant	X				
Foster Care Reimbursement (Child is excluded from benefit group)	X				
Gifts / Winnings (Casino prize/cash)			X		
Home and Contiguous Property					
• Primary residence				X	
• Non-primary residence					X
Inheritance (Cash)					
• Month received			X		
• After month received				X Up to \$2500	X Over \$2500
In-Kind Income	X				
Life Insurance – To Beneficiary			X		

Type of Assets	Income			Resources	
	Exclude	Countable		Exclude	Countable
		Earned	Unearned		
Loans (Cash on hand)			X		
Lodger Income (tenant income)			X		
Per-Capita Payments <ul style="list-style-type: none"> <li>TANF</li> <li>GASA</li> <li>Other Tribe's Per-Capita</li> <li>Dependents on TANF</li> </ul>	X		X	X Up to \$2500	X Over \$2500
Personal Injury Settlement <ul style="list-style-type: none"> <li>Monthly Payments</li> <li>Other</li> </ul>			X		X
Recreational Vehicle Equity					X
Refunds from Rental Deposits					X
Royalties			X		
Sale of Primary Home <ul style="list-style-type: none"> <li>Reinvest in home (3 months)</li> <li>Proceed not reinvested (periodic)</li> <li>Proceed not reinvested (lump-sum)</li> <li>Interest not reinvested (periodic)</li> <li>Interest not reinvested (lump-sum)</li> </ul>	X		X		X
Sale of Resource (not home) <ul style="list-style-type: none"> <li>Excluded resource</li> <li>Not reinvested in excluded resource (3 months)</li> <li>All other resources</li> </ul>	X				X
Self-Employment (less costs)		X			
Social Security Disability (SSD) <ul style="list-style-type: none"> <li>TANF(excluded from ben. group)</li> <li>GASA</li> <li>Representative payee fee</li> <li>Retro payment to eligibility</li> </ul>	X		X		X
Spousal Support			X		
Supplemental Social Security (SSI) <ul style="list-style-type: none"> <li>TANF (Exc. from benefit group)</li> <li>GASA</li> <li>Representative payee fee</li> <li>Retro payment to eligibility</li> </ul>	X		X		X



Type of Asset	Income			Resources	
	Exclude	Countable		Exclude	Countable
		Earned	Unearned		
Stocks, Bonds, CD's, 401K, Other Securities					X
Strikers' Benefits				X	
Tax Refunds <ul style="list-style-type: none"> <li>Federal/State: income/property</li> <li>Earned income credit (EIC)</li> </ul>	X		X		
Unemployment Insurance Benefits			X		
Utility Allowance Paid to Client			X		
Vehicle: Equity Value (one vehicle only)				X Up to \$10,000	X Over \$10,000
Veterans Benefits	X				
Spina Bifida Payments for Children <ul style="list-style-type: none"> <li>Other monthly payments</li> <li>Other periodic payments</li> <li>Other lump-sum payments</li> </ul>	X X			X	X
Vocational Rehabilitation Payments <ul style="list-style-type: none"> <li>Payment: Food/shelter/clothing</li> <li>Stipends: Cash-in-hand</li> <li>Wages</li> </ul>		X	X X		
WIOA <ul style="list-style-type: none"> <li>Adult WEX/OJT</li> <li>Supplemental Youth WEX/CRT under 18 on TANF.</li> </ul>	X	X			
Workers Compensation <ul style="list-style-type: none"> <li>Monthly or periodic payments</li> <li>Lump-sum</li> </ul>			X		X
Work related equipment & inventory Equity & wholesale value of inventory					X

## XVII. 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 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.
- **American Indian / Alaskan Native:** Enrolled member of a federally recognized tribe.
- **Appeal:** The process whereby a client can challenge the decision of Staff regarding the decision made to the client’s eligibility for a component.
- **Applicant:** Any person in the process of applying for services and an eligibility determination has not been made by Staff.
- **Application:** The act of completing approved forms for clients to be request assistance and be considered for eligibility.
- **Appointment:** A specific point in time for clients and staff to meet.
- **Approval:** The official act of finding the client eligible for services.
- **Area Office:** The Siletz Tribe’s official headquarters in Salem, Portland, Siletz and Eugene where Program Staff is located and services are offered.
- **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.
- **Calendar Days:** Chronological days of the month.
- **Case narrative:** The written information in a client’s file, which expresses the case activity, made by 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.
- **Cash Assistance:** Cash grants for AI/AN tribal families.
- **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 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 service where 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 services and enrolled in a 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 services.
- **Direct Placement Component (DP):** Supportive services provided to clients to assist them in successful transition into employment.
- **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 program provided to clients not already receiving a cash assistance grant to assist in situations that will cause homelessness, utility shut-offs or address the impacts of natural disasters, pandemics and states of emergency.
- **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.
- **Exempt income:** The income received by a client that is not considered when determining the monthly grant amount the client will receive.
- **Exempt Resources:** The possessions of 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 compliance of a client.
- **Fraud:** A client's knowingly unlawful activity to obtain benefits they are not entitled to receive.
- **General Manager:** Tribal employee responsible for the administration of Tribal programs.
- **Good Cause:** Explanation from a client, which allows the client not to participate in a cooperation of limited requirements and activities.

- **Grant Amount:** The total amount of cash assistance a client is eligible to receive in a cash assistance component.
- **Hearing:** The act of providing a formal conference for determining the eligibility of a 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 Staff going to a client's home to confirm they reside in the service area and case management.
- **Imminent:** Refers to verified employment offer or job interview.
- **Income Disregards:** Income received by a 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 services.
- **Job Ready:** Clients are evaluated on a case-by-basis to determine if they are job ready and can be placed in employment training components.
- **Letter of Notification (LON):** Official letter given to clients regarding their eligibility for services.
- **Non-Compliance:** The act on the part of the client failing to follow through with their case plan or 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 service where direct hire employers receive a subsidy from the Program for up to 75% of the starting hourly wages as an incentive when hiring 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 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.
- **Practicum:** A possible site under CRT that may require a UA prior to contract development.
- **Program Director:** Tribal employee responsible for the overall operation of the Program.
- **Program Manager:** Tribal employee responsible for the overall administration of specific Tribal Programs.
- **Program Staff:** The Staff which includes the Director, Tribal Services Specialist, Intake Specialist/ Job Coach, and other direct line or assisting staff employed with the Program.
- **Program Mission:** The objective of the Program.
- **Recipient:** Any client who receives services offered under the Program.
- **Re-determination:** A required re-evaluation of the client's circumstances and eligibility for 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 services.
- **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 one's 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.
- **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):** Employment and education services 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.
- **Temporary Assistance for Needy Families Work Experience:** Work Experience for cash assistance clients with families. Childcare is available with this work experience component only.
- **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.
- **Underpayment:** 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.
- **Work Force Investment and Opportunity Act (WIOA):** Federal legislation mandating certain services to a population of people.
- **Work Experience Program Component (WEX):** A service where work-site placements are utilized for clients to learn job training and skills; payroll services are provided by the Tribe. The client is not an employee of the work-site.
- **Working Days:** Days that Staff work and Tribal Offices are open for business, does not include holidays or weekends. Working days also referred to as "business day".