Quinault
Indian
Nation

Temporary Assistance to
Needy Families Program

Manual
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I. PROGRAM PURPOSE
The purpose of the program is to provide assistance for needy families with children and to provide parents and eligible adults with job preparation, work and work experience, and support services. The program is intended to assist needy families in becoming economically self-sufficient and not dependent upon the program for assistance. Additionally, the program is intended to provide assistance and supportive mechanisms to adult non-needy caretaker/relative.  

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

II. MISSION, GOALS, AND AUTHORITY

A. Mission
The program will assist eligible families and pregnant women in attaining self-sufficiency and assist in providing for the basic needs of the children living with non-needy adult caretaker/relatives.

B. Goals
The program goals are to empower families to reach their full potential and become healthy, productive and self-sufficient. Families will be given access and input into all programs and services needed to reach the goal of self-sufficiency. During the transition from TANF to work, the personal dignity, pride and cultural identity of participants are protected through their opportunity to make life-changing choices. The means to measure success of the goals is based on families meeting the work participation rate.

C. Authority
Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorizes Indian Tribes to manage, administer and operate Temporary Assistance for Needy Families Programs (QIN TANF), formerly Aid to Families with Dependent Children (AFDC). The Quinault Business Committee, the recognized governing body of the Quinault Indian Nation under the authority of the Quinault Indian Nation’s Constitution adopted by the General Council on March 22, 1975, by Resolution has adopted the program plan.

The program receives federal funds from a block grant applied through section 412 of the Social Security Act. In order to maintain such funds, all monies spent must relate to the Four Purposes of Tribal TANF as listed here within. The TANF Program receives its state Maintenance of Effort funds through the Tribal Family Assistance Grant (TFAG), which is based on the state’s expenditures on Indian families in the year 1994. Spending of these funds is described in the 45 Code of Federal Regulations CFR Part 286. Up to 25% of all federal funds may be used for administrative purposes as described in CFR 45 Part 286.

III. APPLICATION AND LETTER OF NOTIFICATION

A. Application
Applications may be requested or submitted in person, by mail, email or fax. There are also form holders and drop boxes outside of the TANF Offices so that applications may be picked up and dropped off after hours. A person may complete an application on behalf of another person if the person applying has power of attorney. Pending applications not completed after thirty days will be denied.

B. Letter of Notification
A Letter of Notification (LON) will be mailed indicating the status of an application; approved, denied or pending. Once a case is open, a LON will be used for all program notices. When required, a LON will inform applicants and participant of the right to appeal. The LON will be mailed to the participant’s last known address or left at the front desk of the office, within ten working days from the date of the decision.
IV. ELIGIBILITY
Applicants or participants must meet eligibility criteria to receive services. It is the responsibility of the applicant or participant to provide verification to determine eligibility.

A. Indian Family Unit
Applicants must be an enrolled member of the Quinault Indian Nation, a pregnant woman, or the non-needy adult caretaker/relative of an enrolled minor member of the Quinault Indian Nation and residing in the service area. Or, an enrolled member of a federally recognized Indian Tribe or Alaskan Native Village, a pregnant woman, or the non-needy adult caretaker/relative of an enrolled minor member of a federally recognized Indian Tribe or Alaskan Native Village and residing on the Quinault Reservation. Documentation of enrollment is required. The family unit would be eligible, as long as it includes one enrolled member. *TANF Plan*

B. Residency
Applicants must be a resident of the service area and provide documentation of residency i.e. property owner statement, rental contract or some other acceptable proof. The program services those eligible Indian family units who reside on the Quinault Indian Reservation or who live in that part of Jefferson County from the western boundary of the Olympic National Park to the Pacific Ocean or Grays Harbor County. *TANF Plan*

C. Citizen Status
Applicants must be a United States citizen or certified legal alien resident. If the applicant is an illegal citizen who has eligible children, the case is opened as a Child Only Case and the cash grant is paid through vendor payments. *TANF Plan*

D. Income Verification
Applicants must provide documentation of income for adults or children in the family unit or complete a declaration of no income. Applicants must meet the income limits in Appendix B. If the limit is exceeded, the family unit is not eligible for services, other than they may be eligible for Diversion services. *TANF Plan*

Income of the non-needy caretaker/relative is not used in determining eligibility for a Child Only Case. Income of a biological or adoptive parent is used when determining eligibility of a Child Only Case, in which the biological or adoptive parent is the caretaker. *TANF Plan*

E. Resource Verification
Applicants must provide acceptable documentation of all resources on the application or when requested. *TANF Plan*

F. Benefit Status
Applicants who have received any State, County or Tribal cash assistance must provide documentation when possible. Failure to disclose cash assistance from another agency or tribe will result in fraud and the Fraud section will apply. If a family unit received cash assistance from another agency or tribe, a case will not be deemed eligible during the month cash assistance was received. *TANF Plan*

G. Household Composition
Applicants are not eligible for services if there is no children under the age of 19 enrolled in a public school, certified home school, high school completion or a GED Program and resides in the home or who is not an adult pregnant woman. Or, persons residing in a household who are not a minor or dependent child or children, an adult caretaker, or person living as the spouse of the adult caretaker. *TANF Plan*

A family unit must reside in the same household. People are considered residing in the same household when they share a dwelling, i.e. live together in the same house, share the same address or share sleeping, bedroom and kitchen facilities that are not a commercial establishment providing room and board. The income of all adult or minor parents of the same household will be used in determining eligibility. *TANF Plan*
An adult or minor parent is considered living in the same household, if they spend 51% 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 if they spend 51% of their time during the calendar month in the household. *TANF Plan*

Any child who is absent from the household for a period longer than fifteen days, in one calendar month, is not eligible to receive services. Exceptions, for a period no longer than one hundred-eighty days, include; education or employment, exchange student, internship, boarding school, residential treatment facility, admitted to a hospital, or those in a Juvenile Detention Center located within the service area. Exceptions are also made for dependent children that live in two non-needy adult caretaker/relatives’ homes and is absent from the household for part of the month due to illness. The child is included in the household with the non-needy adult caretaker/relative who has the major responsibility for the care of the child. *TANF Plan*

An adult or minor parent is not eligible for services if they are absent from the household for a period longer than fifteen days. Exceptions, for a period no longer than three hundred and sixty four days, include; residential treatment facility, admitted to a hospital, or incarceration as needed to remove barriers. *TANF Plan*

**H. Custody**

If there is a dispute that involves the validity of the residence of a child or who has the child the majority of the time, the dispute must be in writing. The program may request documentation such as proof of custody, proof of filing for custody, a parenting plan or proof of filing for a parenting plan to make a determination of eligibility. The case will be denied or close if verification is not received. *TANF Plan*

For Child Only Cases in which the biological or adoptive parents are not on the case, a case may open with a Volunteer Placement Form, court guardianship papers, placement papers from a placement agency, or by the non-needy caretaker/relative completing the Locos Parentis Form and meeting one of the criteria. The case will be denied if verification is not received. *TANF Plan*

**I. Child Support**

Applicants that are applying for a cash grant that do not have two biological or adoptive parents in the family unit must complete the Child Support Referral and Assignment section of the application and provide a copy of an existing Child Support Order or parenting plan, if available. If the referral and assignment is not complete or if there is not adequate information provided, the application will be pending for more information.

An applicant or participant may request a waiver for child support referrals and assignments by completing a Good Cause Exemption form and submitting it to the Lead Caseworker and Manager for approval. Good cause for a waiver is as follows:

*To ensure the safety of victims of rape, incest, or other forms of violence, a child is not required to reside with a parent or legal guardian if documentation exists showing that the safety or health of the child or a child of the dependent child would be in jeopardy should they reside with a parent or legal guardian. Non-needy caretaker/relatives providing care for a child with these circumstances is eligible for program services as listed under a Child Only Case, provided other eligibility criteria is met. A Child Support Referral and Assignment will be waived in the case of rape, incest, and/or in a domestic violence case where there is potential for further risk of domestic violence. *TANF Plan*

If a participant does not comply with establishing child support, the case will close and verification of complying with or establishing child support is required when reapplying for services. *TANF Plan*

**J. Reunification Case**

Participants that close from a Reunification Case are not eligible for services unless other eligibility is met.

**K. School Attendance**

All youth, six years of age and up, are required to attend school. Proof of enrollment is required to be submitted at time of application. (Excludes cases that open when school enrollment is not available)
Minor parents are required to attend public high school, certified home school, high school completion, GED Program, or an approved training program to be eligible for services. Proof of enrollment and two weeks of satisfactory attendance is required to be submitted at the time of application. (Excludes cases that open when school enrollment is not available) TANF Plan

L. Minor Parent Residing with Adult Supervisor
Minor parents are required to reside in an adult supervised household, unless emancipated. TANF Plan

M. Fugitive Felon Non-Compliance of Parole or Probation
Fugitive felons or persons not in compliance with parole or probation are not eligible for any services. TANF Plan

N. Fraud
Any person who makes a fraudulent statement or misrepresentation to obtain assistance is not eligible for any services and the Fraud section applies. TANF Plan

O. Program Requirements Not Met
Applicants or participants who do not meet program requirements are not eligible for services. TANF Plan

P. Exceeds 60 Months of Cash Assistance
Applicants or participants who have received 60 months per lifetime time limit of cash assistance are not eligible for services. Exceptions include those eligible for services under the Hardship Exemption. TANF Plan

V. PROGRAM REQUIREMENTS
In order to be eligible or remain eligible for services, participants must meet the following requirements. If the requirements are not met, the participant is no longer eligible for services and must be removed from the case or the case closed. See Penalties section. TANF Plan

A. Orientation
All adult and minor parents will attend an orientation within fifteen business days of the date listed in a LON.

B. Caretaker/Relative Contract
For Child Only Cases, the parent/caretaker is required to complete a Caretaker/Relative Contract (CRC) within fifteen business days from the date listed in a LON. The contract is done annually or sooner if there is a change of circumstances. TANF Plan

C. Family Service Plan
All cases, excluding Child Only Cases, are required to complete a Family Service Plan (FSP) within fifteen business days of the date listed in a LON. FSP’s are updated every three months or sooner if there is a change of circumstances or if a review is necessary to assist the family in becoming self-sufficient. The FSP is the foundation which services are offered. TANF Plan

D. Household Composition Changes
Participants are required to report all changes to the household composition within five business days of the changes. This includes submitting a new application when an adult or child moves into the household or when a child is born. A Change of Circumstance Form is required when an adult or child is no longer residing in the home or included in the family unit. A Child Support Referral and Assignment is required when a biological or adoptive parent is no longer in the home or included in the family unit. TANF Plan

E. Monthly Contact
Participants are required to contact their caseworker or the Lead Caseworker monthly or the case is closed. Monthly contact may be in person, via phone, email or by submitting the Monthly Eligibility Report (MER) or a Work Activity Log (WAL). TANF Plan

F. Monthly Eligibility Re-Determination
To receive a cash grant, family units are required to complete a Monthly Eligibility Report Form (MER). If MERs are submitted prior to the first of the month, a LON will be sent, requesting one to be done after the first of the
month. MERs submitted after the due date will result in a late cash grant being issued. MERs not received before the last day of the month in which it is due will result in a case closure. TANF Plan

G. Documentation
Participants must provide documentation within thirty days of a request or as listed in a LON. In some instances, if the documents are not available then proof of applying for or ordering the document may suffice until the official document arrives. Such documents required include; Social Security Card, birth certificate, photo I.D. for adults, Unemployment and Social Security benefits, or any document requested to determine eligibility, continued eligibility or compliance. TANF Plan

H. Home Visit
A home visit and a Home Visit Verification Form is required within fifteen business days of a LON and annually thereafter. If there is a change in residency, a home visit and new form is required. A case will close after fifteen business days of a LON, if a home visit and the form is not completed. Should a case close and reopen within forty-five days and there has been no change of residence, a home visit is not required. TANF Plan

I. SASSI Assessment
All adults and minor parents must complete a SASSI (chemical dependency assessment) at orientation and yearly thereafter. (Excludes Child Only Cases) Participants are required to complete a full chemical dependency assessment within thirty days of a LON, should the SASSI indicate the need. If the full assessment results in a treatment plan, the plan will become a program requirement in the FSP. Participants may provide a copy of an existing treatment plan, if available. This would supersede the need for a SASSI and full assessment. TANF Plan

VI. PROGRAM RESPONSIBILITIES
The program staff will utilize active and above active effort case management. Participants that do not agree that they receive active case management may submit an Appeal Form. TANF Plan

A. Self Sufficiency Goals
Family Service Plans (FSP) and Self Sufficiency Transition Plans (SSTP) are written with the participants. The personal dignity, pride and cultural identity will be protected through their opportunity to make life-changing choices as they work toward reaching their self-sufficiency goals. The plans will contain goals, performance measures, and timeframes for achieving goals. The plans will be updated as goals are met. TANF Plan

B. Communication
Staff will work with participants to maintain an open line of communication through written communication, phone, office visits, home visits, and work site visits, or by email. Regular contact will be maintained with the purpose of providing support and services to the family unit.

C. Customer Service
Staff will treat all participants in a courteous, fair and equal manner. The three offices will provide the same level of quality customer service, so that cases may transfer between office locations with no change in the level of service that is received.

D. Level of Service
Staff will be proactive when services are provided, with attention given to efficiency and effectiveness. Staff will advocate on behalf of participants as requested and when possible. Staff will also extend services to include transportation assistance when available and possible.

VII. CASE TYPES
Family units may be eligible for more than one type of case, based on family composition. TANF Plan

A. Family
Family Cases consist of one adult head of household, one spouse (if applicable), and one or more children. One or both of the adults listed on application must meet the eligibility criteria. The children must be either biological or legally adopted by one or both of the adults. Families are required to complete hours of work participation as
defined in the FSP unless exempt. Any person or child listed on the application and deemed eligible is eligible for program services, based upon compliance.  

**B. Reunification**

A Reunification Case may open, within thirty days of the children being removed from the home. Or, if the children are removed from the family unit of an existing Family Case, the family may receive services under a Reunification Case. The adults or minor parents open under a Reunification Case receive the adult portion of the cash grant for up to three hundred and sixty four days, with a Reunification Plan in place with a Family Services Agency. The Reunification Plan must be submitted within thirty days of the child or children being removed and the plan must indicate that there is a possibility that the child or children may be placed back in the home within three hundred and sixty four days. Monthly progress reports are required from the agency, indicating that the family unit is in compliance with their plan. Should the family not be in compliance with the plan, the case will immediately close. All other compliance issues follow the Penalties section.  

**C. Pregnancy**

Pregnancy Cases consist of one adult pregnant woman. Proof of pregnancy must accompany the application. Once the pregnant woman has reached the third trimester of pregnancy, she is exempt from work participation. The pregnant woman may become exempt sooner, if a doctor’s note is submitted that specifically recommends against work participation. A Pregnancy Case does not follow the sanction process. See Penalties section.  

**D. Minor Parent**

Minor Parent Cases consist of a minor head of household, a child of the minor head of household, and significant other if under the age of 18 and residing in the home. The minor head of household must be under the age of 18, unmarried, and not emancipated. A minor head of household must live in an adult supervised home, in which the adult cannot be the parent of the child or be a significant other to the minor parent. The cash grant must be issued to a Protective Payee, vendors, or to the adult supervisor in the home. Work participation must be met, unless exempt. If the other parent is not a minor, they cannot be included in the family unit until the minor parent reaches the age of 18, becomes married or is emancipated. Although not open on the case, all income of the other parent must be counted if they reside in the same home. If the non-custodial parent is out of the home and over the age of 18, a Child Support Assignment and Referral must be completed.  

Should the minor parent reside in the same household as their biological child, the case shall open as a Minor Parent Case, unless there are placement papers that places the child in the care of a person other than the minor head of household.  

**E. Child Only**

Child Only Cases consist of a non-needy adult caretaker/relative or one biological or adoptive parent that receives Social Security benefits. The income of the non-needy adult caretaker/relative, who is not a biological or adoptive parent, is not used to determine eligibility or to calculate the cash grant nor are they required to complete work participation activities and hours.  

For Child Only Cases in which one biological or adoptive parent is receiving Social Security benefits, the parent is not counted as part of the family unit. The parent is required to report all earned and unearned income on the initial application and the MER thereafter. Social Security benefits are not counted in determining eligibility or to calculate the cash grant, however other income reported may be used in determining eligibility, cash grants and other services. The parent is not required to complete work participation activities and hours.  

If there is more than one child in the family unit with the same biological parents, the children are open under one case. If the biological parents are not the same, the children open under separate cases.  

**F. Needy Caretaker/Relative**

Needy Caretaker/Relative Cases consists of one adult head of household, one spouse (if applicable), and one or more children. The income of the family unit is counted to determine eligibility and to calculate the cash grant. The adult or adults are required to complete work participation activities and hours. If an adult of a one adult
family unit becomes exempt from work participation, the case becomes a Child Only Case (non-needy). If both adults of a two adult family unit becomes exempt from work participation, the case becomes a Child Only Case (non-needy). If the family unit becomes over income, the case closes and may reopen as a Child Only Case (non-needy). Caretaker/relatives are not required to apply for a Needy Caretaker/Relative Case. A Needy Caretaker/Relative Case will follow the same requirements and guidelines of a Family Case. TANF Plan

VIII. RESOURCES AND INCOME
All resources and income reported are used to determine eligibility, continued eligibility, and calculating the cash grant. Failure to report resources and income will result in fraud and the Fraud section will apply.

A. Financial Resources
Income eligibility will be determined after a review of all the available resources. Resources are considered available, unless specifically excluded by federal status or listed under exempt resources. TANF Plan

Participants have thirty days from a LON to submit verification of pursuing financial resources or services to which they have legal rights. Active pursuit means applying for and satisfying requirements to receive the resource or service. I.e. Social Security or Unemployment. This includes exhausting all appeals. Should the participant fail to follow through with pursuing other resources, the case will close or the participant will be removed from the case. To reapply, proof of applying for other financial resources must be submitted with the application. TANF Plan

Should a participant be approved for monetary benefits for months they received cash benefits from TANF, an adjustment or recovery will be made. An overpayment will be established per the Overpayment section. TANF Plan

B. Resource Limit
Applicants may retain a resource limit of $1,000.00 in cash and up to $7,500 in other resources per family unit. All resources exceeding these amount will be counted as income for determining eligibility. (Excludes Child Only Cases unless it is a biological or adoptive parent). TANF Plan

While the resources are not considered in determining eligibility, participants are required to report the cash on the Support Service Request Form and it is taken into consideration when determining needs for support services.

C. Exempt Resources
As a condition of eligibility the following resources will not be counted in determining eligibility:

1. A resource used in production of income for self-employment.
2. One home or personal belongings
3. Life Insurance Policy
4. One vehicle TANF Plan

All other resource will be used to determine eligibility. This includes any resource that has a fair market value or equity that exceeds the resource limit. Should a family unit acquire additional resources while open on a case, the resource must be reported on a Resource Acquisition Form within ten business days of acquiring the resource. The resources will be considered in determining continued eligibility. (Excludes Child Only Cases) TANF Plan

Should a participant sell a resource, the funds received are reported on the MER with verification attached. The funds will be counted as income when calculating a cash grant or continued eligibility.

D. Income
Income thresholds for eligibility is listed in Appendix B. (Excludes Child Only Cases, unless it is income specifically for the children or unless it is certain types of income for biological or adoptive parents) Participants are required to report income on the MER, as it applies to those on the case or those in the family unit that are required to report income. If an applicant or participant exceeds the income limit, a LON will be mailed. TANF Plan
1. Income will be determined under the following criteria:
   a. Gross Income: The total monthly income from all sources, prior to any deductions.
   b. Net Income: The total amount available after deductions for:
      1. Work related expenses for self-employed. Receipts or proof of expenses must be provided.
      2. Court ordered/document child support payments to those in the family unit.

2. The following shall not be allowable deductions in determining income:
   a. Personal debts, including payroll deductions for personal debt or savings.
   b. Non self-employment related payments to lending institutions, including tribal and housing authority obligations.
   c. Legal judgments, alimony payments, bail bonds, attorney fees and court levied fines.

E. Earned Income
Earned income includes wages, salary, commissions, profits, unemployment benefits or in-kind contributions from activities earned through employment. All earned income or in-kind contributions must be reported on the MER and verification attached such as pay stubs or a statement from the employer that includes the employers name, phone number, amount of wages earned or value of the in-kind contribution, and the pay date. The income earned is deducted $.50 per $1.00 from the monthly cash assistance.

Earned income for self-employed participants is calculated after deductions for work related expenses as verified through receipts. Deductions may be for items listed in the Income section. Participants who are deducting expenses do so on the Self Employment Disclosure of Income and Expenses form.

F. Unearned Income
Unearned income is calculated the way earned income is counted, except there are no disregards, it is deducted $1.00 for $1.00, and will continue to be counted as long as it is available and until verification is provided that the income is below the allowable cash resource limit. The income is counted once it is received and reported on the MER. The following are considered unearned income:

1. Interest payments
2. Rent/Lease Income
3. Railroad Retirement
4. Workers Comp
5. Veterans
6. Annuities, Dividends, Pensions, Life Insurance
7. Settlements
8. Child Support
9. Alimony
10. Casino Winnings
11. Military – Survivor and Dependent
12. Inheritance
13. Gifts and Prizes
14. Gross income from timber, mineral, gas and oil
15. Adoption or Foster Care Payments
16. Income from significant other not in the family unit

Youth Social Security benefits is unearned income, however it is deducted at $.50 per $1.00 from the monthly cash assistance.

G. Periodic Income
Periodic income is income received on a quarterly, bi annual or annual basis. This may include per capita, lease/rental or investment income. The income is prorated over the time it has been distributed for, unless there is verification that the income will not be continued to be received in the future. If verification is provided, the income will then be counted using the three-month logic and as a resource thereafter. Periodic income is reportable on the MER, with verification attached.

H. Income Disregard
Under Federal Law, the following income is disregarded when determining a need for a cash grant:

1. Payments distributed to Indian Tribes up to $2,000.00 per person per payment (P.L. 98-64)
2. Income received by Indians from Interest held in trust not to exceed $2,000.00 per year (P.L. 103-66)
3. The Food Stamp Act Allotment or USDA Commodity Program
4. American Red Cross, Federal State or County Disaster Relief Funds
5. Low Income Heating and Energy Assistance Payments (P.L. 98-558)
6. Any Income from Alaskan Claims  
7. Federal Financial and Grants (PELL)  
8. Income Tax Returns TANF Plan

The income does need reported on the MER, with verification attached and when requesting support services, as it is taken into consideration when determining need.

There is a disregard of up to $200 of earned income per month per adult or minor parent receiving a cash grant, with a $400 maximum per family unit disregarded per month. Income must be reported on the MER, with verification attached. The income does need reported as income when requesting support services and is taken into consideration when determining need. TANF Plan

Child Support Pass Through funds, dispersed by the TANF Program, will not be counted as income or be deducted from the cash grant. The income does need reported when requesting support services and it is taken into consideration when determining need. TANF Plan

IX. CHILD SUPPORT

The program works in conjunction with the Tribe’s Child Support Services Program in establishing child support for children that are receiving monthly cash assistance from the program.

A. Reporting Child Support

If current child support is received or will be received from the non-custodial parent in the month that a TANF application is submitted, the amount and date received or will be received must be reported on the application and verification provided. The child support income is used in determining eligibility and calculating the first cash grant.

Once the family unit has been approved for services, should a child support payment be received, the amount and date received are reported on the MER. A check or money order in the same amount reported is to be submitted with the MER, payable to the QIN Child Support Services Program. The funds will be forwarded to the QIN Child Support Services Program.

If a non-custodial parent provides a service, pays a bill on behalf of, or purchases basic items for the children in the family unit, this must be reported on the MER to include the dollar value and the date received. This is considered in-kind child support and the dollar value will be deducted from the cash grant and the QIN Child Support Services Program will be notified.

Failure of an applicant or participant to report child support received directly or indirectly when applying for or receiving a cash grant is fraud and the Fraud section will be followed.

B. Pass Through Funds

Current child support funds received by the TANF Program may be paid to the custodial parent, as the TANF budget allows. The funds are based upon the child support order amount per child, not to exceed $100 per child, or $200 maximum per family unit per month. This applies for those with children in the family unit that are eligible to receive child support. Pass through funds are paid monthly, on or around the 10th of each month. The funds will not be counted as income against cash grants. The funds are reported when requesting support services and are taken into consideration when determining need. TANF Plan

Pass through funds will be evaluated bi-annually to determine sustainability of the service. Any amounts generated by child support and retained by the Tribe will be used to further the Tribe’s TANF Program, consistent with the final rule, which includes the Four Purposes of TANF. TANF Plan

C. Payments in Excess of the Cash Grant

If current child support payments exceeds the cash grant amount for two consecutive months, the case is closed and the child support payments are sent to the family unit. TANF Plan
D. Case Closure
If a case has closed and current child support payments are received, the funds received will be returned to the QIN Child Support Services Program.

E. Debt Forgiveness
The program may forgive child support debt owed to the TANF Program through an application process. Debt owed to a custodial parent, guardian or to other Child Support Programs cannot be written off.

X. CASH BENEFITS
A cash grant is a monthly cash assistance payment designed to meet the family unit’s basic needs such as food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses. Cash grants are subject to sanctions contingent on compliance. TANF Plan

A. Determining and Calculating Benefits
Participants are issued a cash grant based on the rate listed in Appendix B with adjustments made based on income reported on the application or MER. The first grant payment are prorated from the date that the case is approved. The three-month logic applies, as listed in Appendix C. TANF Plan

Participants with earned or unearned income who remain within the countable income guidelines will be eligible for services after the following deductions are made:

1. Earned income, Unemployment and youth Social Security Benefits: Adult and Minor parents within the countable income limit will receive an adjusted cash grant, deducting disregards and a 50% reduction of earned income and unemployment benefits. Youth within the countable income limit will receive a 50% reduction of Social Security benefits.
2. All other forms of income: Adult and Minor parents that receive all other forms of income will receive an adjusted cash grant with a 100% reduction. TANF Plan

A person or child receiving income such as Social Security benefits, adoption support, or foster care payments are excluded from the family unit and their income is not counted in determining eligibility or the cash grant amount. The only exception is if the child’s benefits from Social Security does not exceed the grant amount. The child is included in the family unit and the income counted accordingly.

If there is a one parent family unit and the parent receives Social Security benefits, the parent is not included in the family unit and the children are provided services as a Child Only Case. All income from the parent does need reported on the MER, with verification attached. The cash grant is adjusted or the case is closed should the income exceed the income limit, unless the income is exempt or disregarded.

If there is a two parent family unit in which one parent receives Social Security benefits, the parent receiving Social Security is not included in the family unit and the one adult and children are provided services as a Family Case. All income for both adults do need reported on the MER, with verification attached. The cash grant is adjusted or the case closes if the countable income exceeds the income limit, unless the income is exempt or disregarded.

B. Initial Cash Grant and Payment Schedule
The initial cash grant is issued as soon as it is processed. On time cash grants are issued one time per month on or around the first day of the month and late grants are issued on or around the tenth day of the month, depending on the mail system, holidays, QIN Finance Program processing, and/or business banking days.

C. Form of Payment
Cash grants may be paid by check, Key2Benefits Visa Card or by direct deposit. For new cases, the first one or two cash grants may need to be issued by check until another payment type is set up, if applicable. All checks are mailed unless extraordinary circumstances require the participant to pick up the check and arrangements have been made.
A cash grant may be issued as a paycheck if participants are placed in a Work Experience Placement (WEX). Participants cannot receive a cash grant and a WEX paycheck in the same month. A WEX check counts as a month toward the 60-month lifetime limit of cash assistance unless otherwise exempt.

Key2Benefits cards are used to issue cash grants. The cards are uploaded with funds on banking days. The cards may be uploaded with other types of payments to the card, in addition to cash grants. An example may be foster care or elder payments. When this happens, this is not at the request of the TANF Program. Caseworkers order the initial Key2Benefits card in the name of the head of household. Once the card is received at the TANF Office, the participant will be notified to come into the office to activate the card and set up online access for the card. If the card is lost, participants need to call the company to reorder a card.

Cash grants may be directly deposited into a bank account. Direct deposits are completed on banking days.

D. Vendor Payments
Cash grants may be issued to vendors. To request vendor payments, a Vendor Payment Authorization Form is required. The vendor payments may be some or the entire amount of the cash grant. The excess cash grant amount may be issued to the family unit, except in the case of a Minor Parent Case in which the remaining amount is to be issued to the adult supervisor in the home. For Child Only Cases that provide grants on behalf of children that reside with an illegal alien, vendor payments must be done for the entire cash grant. In some cases, such as when the head of household is in treatment or hospitalized it may be necessary to do vendor payments.

E. Changing Payment Type
To change the payment type, new accounting paperwork is required. Changing the payment type may impact the timeframe in which the cash grant is received and may impact future payments from other QIN Programs.

F. Non-Receipt of a Cash Grant
If a cash grant has not been received after three business days from which it was due, the participant is to notify the caseworker and the caseworker will locate the payment. If the payment cannot be located, an Agreement for Grant Reissue Form is required and then the payment is reissued. Should the original cash grant be received, after the form is submitted, the funds must be returned to the TANF Office. The Fraud section will apply should the participant knowingly retain the original and replacement payment.

G. Underpayment
Underpayments of a cash grant is restoration or supplemental payments if it is determined that the participant received a lesser amount of a cash grant that they were eligible to receive. A LON will be mailed and underpayments will be made as soon as it is discovered. In some instances, the amount restored will be in addition to the cash grant the participant is entitled to receive for the applicable month. TANF Plan

H. Overpayment
Overpayments of a cash grant is when adjustments are made for recovery of cash assistance and services when an overpayment becomes apparent. Overpayments occur when a participant receives funds from another agency for a period that a cash grant was issued, fraud, and closing of a case prior to the end of the month or other reasons. A LON will be mailed outlining the overpayment reason and the maximum amount that will be deducted from the participant’s future cash grants, Diversions or WEX payments. Participants will have fifteen business days from the date of the LON to discuss the overpayment and sign a Repayment Contract. If the participant does not sign a Repayment Contract, an overpayment will be automatically be set to deduct 25% of future cash assistance. Should the participant no longer receive benefits, the program may also request a payroll assignment. All uncollected overpayments will remain on file for future collection. TANF Plan

Child Only Cases that close prior to the end of the month, at no fault of the caretaker/relative, will not result in an overpayment. However, in some cases, an overpayment will be sought, for the benefit of the children.
XI. TIME LIMIT FOR CASH BENEFITS

Adult participants may receive a cash grant for a total of 60 months per lifetime, unless they are exempt or meet at least one criteria as listed below in the Hardship Exemption section. *TANF Plan*

A. Exceptions

The program will not count months towards the time limit any months that a cash grant is received and does not include an adult head of household, a minor parent head of household, or spouse of such head of household. Also, the program will not count any month an adult or minor parent lived in Indian Country or in an Alaskan Native Village in which at least 50% of the adults were not employed. *TANF Plan*

B. Exemptions From Time Limit

A participant may be exempt from the time limits while receiving a cash grant due to extenuating circumstances. This will be determined case-by-case, by the Manager or Designee. Reasons for exemption include, but are not limited to, participants that have been subject to:

1. Physical Abuse or physical acts that resulted in physical injury.
2. Sexual Abuse or being forced to engage in non-consensual sexual acts or activities.
3. Threats of or attempted physical or sexual abuse.
4. Mental Abuse.
5. Neglect or deprivation of medical care. *TANF Plan*

For the time limit exemption, participants must complete a Time Limit Exemption Form and attach verification of the hardship. A LON will be sent, with a decision. If approved, the length of the exemption and any requirements that must be met during the exemption will be listed in the LON. If the participant fails to meet requirements for an exemption, the months will no longer be exempt and a LON will be mailed. *TANF Plan*

C. Hardship Exemption

Hardship Exemptions are offered to those applicants that have exceeded the 60 months per lifetime limit of cash assistance. To be considered for an exemption, an applicant must be denied cash benefits based on exhausting 60 months per lifetime time limit of cash assistance. Once denied, the applicant will be given an Exemption From Time Limit Form and be required to provide verification of meeting the exemption criteria outlined in the Exemptions From Time Limits section. If they meet one or more of the criteria, a hearing will be scheduled. *TANF Plan*

The hearing will follow the process outlined in the Appeal Hearings section; however, the hearing is not recorded. Within five business days of the hearing, a LON will be mailed. If approved the participant must complete the intake process. If denied, the participant will be referred to other programs, as applicable. *TANF Plan*

Those open under a Hardship Exemption will undergo a review by the Manager or Designee, at a minimum of every three months to determine continued eligibility. *TANF Plan*

D. Exemption Limit

The maximum total percentage of family units subject to time limit exemptions may not exceed 25% of total program caseload at the time of highest participation. *TANF Plan*

XII. WORK ACTIVITY PARTICIPATION REQUIREMENTS

Work activity participation is a means for employable participants to engage in work activities designed to move the family unit toward self-sufficiency. Work activity participation hours are averaged for the month. For examples of averaged hours see Appendix D.

A. Work Activity Hours

One-parent families are required to complete a minimum of twenty hours of approved work activities per week and a two parent family is required to complete a minimum of thirty hours of approved work activities per week. If the family unit fails to meet the hours, the sanction process is followed, as listed in the Sanction section. *TANF Plan*
Two parent families may share hours of work activities, as long as they complete a minimum of thirty hours per week. If one parent of the two-parent family is exempt from completing hours, the other parent is required to meet twenty hours of work activities per week. If the family unit fails to meet the hours, the sanction process is followed, as listed in the Sanction section. TANF Plan

For Pregnancy and Reunification cases, when hours of work activity participation is not met, the sanction process does not apply. See Penalties section.

B. Approved Work Activities
Approved work activities are those that remove barriers and reasonably assist the family unit to become self-sufficient. The FSP will outline activities, maximum hours for each activity and will list what is a core activity, program requirement and/or other allowable activities. Failure to meet activities will result in sanctions or penalties.

Some of the work activities listed in the FSP are at the discretion of the participants. These activities must meet or exceed the required hours of work activities and move the family unit toward self-sufficiency. If the family does not show progress toward self-sufficiency, the Lead Caseworker, caseworker and the participants will meet to discuss other work activities that will assist the family in moving forward. The work activities will be updated specified in the FSP. Approved work activities, hours, and guidelines are listed in Appendix E.

C. Work Activity Logs
Participants are required to submit Work Activity Logs (WALs) to verify they are meeting the hours of work activity participation and approved work activities. WALs may require signatures to verify the hours and activities. If signatures are required, for verification of the work activity participation or hours, hours without signatures are not counted and a LON will be mailed. Incomplete WALs will be returned to the participant, explaining what correction is needed. The hours reported on the WAL must be for actual time that it takes to complete the activity. See Appendix E. TANF Plan

WALs are mailed and are available at each office location. WALs may be submitted in person, in the drop box, by fax, or by email. If WALs are not received by the end of the due date, hours are not met, or there is activities that are not allowable, a LON will be mailed that outlines the sanctions and penalties and how to correct the issues.

D. Exemptions from Work Activity Participation
All participants, excluding Child Only Cases, are required to complete hours of work activities, except in the following circumstances:

1. Persons over the age of 55
2. Pregnant women in their last trimester
3. Post-partum woman or man, for six months after the birth of a child
4. Disabling medical conditions as defined by a physician
5. Special circumstances as approved by the Lead Caseworker and Manager TANF Plan

Participants, who are not medical exempt as defined by a physician, may choose to complete work activities. The participant must then meet work participation requirements. Participants are not permitted to go in and out of exemption to access employment related services or to avoid sanctions.

E. Good Cause for Failure to Participate
Participants who fail to participate in work activities contained in the FSP will be subject to sanctions and penalties, unless good cause is shown. One of the following criteria must be met to show good cause:

1. Unavailability of transportation, until arrangements are made
2. Schedule conflicts with required court appearances/incarceration (with time limits and adequate progress)
3. Temporary and extraordinary circumstances that constitute unreasonable hardship or risk
4. Environmental emergencies such as fire, flood, violent storm, earthquake, or tsunami
5. Participant does not understand program requirements (one time only) TANF Plan
Participants must complete a Good Cause Exemption Form and be approved by the Lead Caseworker and Manager. A LON will be mailed, outlining requirements and time-frames of the exemption.

**F. Failure to Engage Due to Lack of Child Care**
If a single parent, caring for children under the age of six, verifies that they cannot meet work participation requirements due to the following reasons, the program will not reduce the cash grant or close the case.

1. Appropriate childcare within a reasonable distance from the home or work site is not available
2. Informal childcare by a relative or under other arrangements is unavailable or unsuitable
3. Appropriate or affordable formal childcare arrangements are unavailable

Participant will be exempt from work activity participation until childcare issues are resolved. The caseworker will provide local area listings of childcare facilities, to include the Quinault Indian Nation childcare information if applicable. The caseworker will document the action taken to secure informal childcare. The caseworker will also make a determination of reasonable distance based on: 1) are they a licensed driver; 2) do they have a vehicle; 3) is the job or work activity within walking distance to public transportation. The Lead Caseworker will determine if the family unit has made every effort to secure the childcare.

Affordable childcare is childcare not above the reimbursement rate set by the State of Washington. Appropriate childcare is facilities and homes licensed by the State of Washington. Suitable informal care is in home providers who qualify through the State of Washington for compensation, meeting the standard qualifications set forth by the State of Washington to include passing a background check. Reasonable distance to access childcare is a thirty-minute commute time, one-way. TANF Plan

To continue the exemption, participants must provide monthly verification that childcare is unavailable. If monthly verification is not provided, the exemption will be discontinued and a LON will be mailed.

**G. Family Violence Option Exemption**
Family Violence Option (FVO) is for adults or minor parents that are a victim of domestic violence. Participants, who are victims of domestic violence, may be granted waivers of work participation requirements, child support assignment and establishing paternity in cases where compliance would make it more difficult for such individuals to escape domestic violence or unfairly penalize those who are or have been victimized by domestic violence or who are at risk of further domestic violence.

Participants may complete the self-assessment form and score within the range for domestic violence to be eligible for the FVO, self-disclose, or they may submit police reports as documentation. Participants may be eligible for the FVO at any time while on the program. If approved or denied for the FVO, a LON will be mailed. The LON will outline requirements necessary for exemption.

Participants under the FVO will be referred for services and compliance will be verified on the WAL as follows:
1. Meet with and follow through with the conditions of a Domestic Violence Agency.
2. Meet with and follow through with mental health counseling for self and family members that have been impacted by the violence.

The program will ensure:
1. FVO screening tool and services are included in the orientation.
2. The FSP outlines the treatment plan as set forth by a Domestic Violence and/or Mental Health Agency.
3. As with all cases, confidentiality will be upheld for those that are receiving services under the FVO. TANF Plan

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

**H. Work Activity Participation Not Displacing Other Workers**
Adults or minor parents taking part in a work activity cannot fill a vacant employment position if:
1. Any individual is on layoff from the same or substantially equivalent job; or
2. The employer has terminated the employment of a regular employee or otherwise caused an involuntary reduction in its work force in order to fill the vacancy with a TANF participant.

Should a person want to file a grievance of alleged violations of this rule, the person shall submit an Appeal Form to the Manager or Designee and the Appeal process will be followed. This regulation does not preempt or supersede Tribal Laws providing greater protection for employees from displacement.  TANF Plan

I. Failure to Accept or Maintain Employment
Once engaged in the program, one of the following criteria must be met for good cause for failing to accept or maintain employment:

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

To be approved for good cause, participants must complete a Good Cause Exemption Form. A LON will be mailed regarding the approval or denial.  If it is determined that it was the failure of a participant to accept or maintain employment while receiving a cash grant, a thirty day Sanction will apply. The sanction process does not apply to a Pregnancy or Reunification Case; therefore, the case would close for thirty days.  TANF Plan

XVIII. VOLUNTARY CLOSURE OR REMOVING SOMEONE FROM A CASE
A participant may close a case or remove an adult or youth from a case at any time. The only exception is an adult cannot be voluntarily removed from a case while the case is in sanction unless the adult is no longer in the household.

Voluntarily closing a case or removing an adult or youth from the case prior to the end of the month may result in an overpayment.  Should this happen, a LON will be mailed.

A. Voluntary Closure
To voluntarily close a case, a participant may give a verbal or written request. The case will immediately close.

B. Removing an Adult or Youth
To remove an adult member, minor parent, or a child from a case, a verbal or written request may be made.  Once given, the adult or youth is removed from the case immediately. A Child Support Assignment and Referral will then be required, if applicable. All income for the household member must be reported, if still residing in the same household. Further, if the person removed was eligible for Transitional Services and chooses to close or is no longer part of the family unit; they are not eligible for Transitional Services.

C. Youth Graduating or Reaching the Age of 19
Youth, over 18 years of age but under the age of 19, and graduate from high school or receive a GED, are removed from the family unit at the end of the month in which they last received a cash grant. Youth, attending a high school or GED Program but have not graduated, must be removed from the family unit the day prior to turning 19 years old. The final cash grant will be prorated to avoid an overpayment. Youth that receive a diploma or GED and are still under the age of 18, are removed from the case once they reach 18 years of age.

XIV. SUPPORT SERVICES
Support services assist in removing barriers that may be preventing a family unit in becoming self-sufficient or ensuring basic needs for the children are being met. Services are based on compliance and whether program requirements are met. The services are not automatic or an entitlement and are contingent on the availability of funds. Services may be denied for any plausible reason, including but not limited to; non-compliance, availability of resources, missing documentation, questions of eligibility, frequency of use, availability of program funds, and guidelines.  The program
does not reimburse participants for items or services that have already been purchased. Support service requests for items or services that are considered luxury or within a participant's budget shall not be approved. TANF Plan

A Support Service Request Form and all supporting documents must be submitted. A LON mailed within three business days of all information being submitted. If a participant has not been notified of the status of a request after three business days, participants may request an update.

For Child Only Cases, support services are for the child or children. For this reason, a portion of services may be approved to cover the services incurred on behalf of the child or children. The program is not able to provide support services specific to the non-needy caretaker/relative, parent, or their family.

Purchase or payment of a support service will follow the QIN Finance Program purchasing procedures. This may include payment of the support service through check, stipend or by a credit card. Participants must work with their caseworker on the payment and must not to contact the QIN Finance Program. Contacting QIN Finance may result in the denial of support services.

Participants will be given written notice when a support service receipt is required. Failure to return the receipt, spending more than what was authorized, or making unauthorized purchases will result in the amount of the service being deducted from future cash grants, following the Overpayment section and may result in no further support services being authorized for the family unit.

A. Basic and Emergent

Basic and emergent support services are up to $2,250 and may include food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. All support services are considered on a case-by-case basis and when other resources have been exhausted. TANF Plan

If a child moves from one home to another, the support service limits and purchased items specific to the youth are transferred to the next placement.

B. Transitional

Transitional services are support services, provided to a family unit or person who has transitioned off a cash grant due to: obtaining a job, achieving a level of income and resources that exceeds the eligibility for a cash grant, reaching the life time limit of cash assistance, or removal from the case due to reaching the age of 18 or 19. Services are provided to the adults or minor parents that were receiving services on the case at the time it closed. (Excludes caretaker/relative/parent listed on Child Only Cases) TANF Plan

Transitional services, up to $2,500, may be granted for employment related items and services such as food, transportation, childcare, or work-related tools, equipment, clothing, licensing and training fees. Transitional services are available for two years starting the month proceeding the month the family unit or person last received a cash grant. To be eligible for Transitional Services, the family unit or person must be within 300% of poverty level and close in compliance. Eligibility is determined every ninety days or later based on when services are requested, to ensure the poverty level has not been exceeded. TANF Plan

Youth, who are no longer eligible to receive cash benefits due to reaching the age limit for services, may receive Transitional services for up to two years, if they remain in the family unit. The Transitional services available to the youth include employment and classroom training and related support services and incentives. They may also participate in activities that fall under TANF Purposes 3 & 4. The family unit must be within 300% of poverty level and eligibility determined every ninety days or later based on when services are requested. TANF Plan

C. Diversion

Diversion services provide cash assistance in the amount of $2,000.00. They are available to applicants who are without an open and are at risk of becoming dependent on the program. Services are available to applicants in need of a one-time or limited benefits to help them avoid dependency on the program and do not need or want, by their or the program’s determination, to open a case. TANF Plan
Applicants must complete an application, provide verification of sixty days of income and fall within 300% of the current Federal Poverty Guidelines for the current year, and verify they are otherwise eligible for services. The application must include a statement that lists a specific crisis that will be resolved with the services and how the services will assist the family unit from needing a cash grant.  

Diversion funds may be used for things such as: housing, utilities, training, education, childcare, mental health, substance abuse or domestic violence services, developmental/learning disability services, higher education or work related clothes and supplies, fuel, food, transportation costs, and Individual Development Accounts.

Participants are ineligible for Diversion services if they are currently open on a case or they are eligible to receive Transitional services. If they are eligible to receive Transitional services, participants cannot close Transitional services to receive Diversion services. They must wait two years or until the funds are expended to apply for Diversion services.  

Should a family unit receive Diversion services, they are eligible to apply for monthly cash assistance after the first day of the month, three months from the date that Diversion services closed. Applicants may not apply for Diversion services until after one year from the date the last services closed. A family unit may only receive eight Diversion services per lifetime.  

D. Nonrecurring Short Term Benefits
Nonrecurring Short Term Benefits (NSTB) is emergency assistance provided to current participants. As defined in 45 CFR 286.10 (b) (1), NSTB must meet three basic criteria: 1) Deal with a specific crisis or episode. 2) Not intended to meet recurrent or ongoing needs. 3) Will not extend beyond four months. NSTB specific to a family unit will follow the Support Service section here within. NSTB may be provided to participants to meet extraordinary needs in addition to a cash grant and support services received, without affecting their income, resource level and eligibility status. NSTB is limited to $2,500 per family unit set by calendar year. NSTB that is administered to a program for a community wide service does not count toward the $2,500 NSTB limit.

XV. INCENTIVES
Incentives are a way for the program to acknowledge those that are working toward self-sufficiency, removing barriers, or completing personal goals. Incentives are offered at the discretion of the program. Incentives are listed in Appendix G.

A. Request
To receive an incentive, the Incentive Request Form and supporting documents must be submitted within thirty days of the event. Incentives are given as a gift card. Receipts are not required.

B. Issuance
Approved incentives will be distributed within three business days of receiving the request, if not sooner. If after three business days the incentive is not received, participants must contact their caseworker. Gift cards will be left at the front desk of the TANF Office to be picked up, unless other arrangements for distribution have been made.

XVI. EMPLOYMENT AND TRAINING DIVISION
The Employment and Training Division assists participants to obtain and retain employment and/or attend higher education. The services are designed to provide career exploration opportunities, knowledge, and the tools necessary to enter into or advance in the workforce. Employment and training services are a support service and are available to participants who are in compliance and have met program requirements. (Excludes Child Only Case).  

A. Self Sufficiency Transition Plan
Participants have twenty business days, from the date listed in their FSP, to complete a Self Sufficiency Transition Plan (SSTP). If the plan is not completed, the Sanction or Penalties section will apply. The plan will outline employment and training goals, estimated time frames to complete the goals, and the services that will be utilized.
to move the participant towards self-sufficiency. The plan will also include the completion of a background check to identify barriers for employment.

**B. Job Skill Classes**
Job Skill classes are for skill development. Completion of Job Skill Classes is required prior to accessing other employment and training services. Class topics include, but not limited to: Resume Writing, Dress for Success, Interviewing, Soft Skills, Work Ethics, and Budgeting.

Once a participant has completed the classes, participants will not attend the class again unless it is deemed necessary as a refresher or to revisit a topic that may assist the participant in becoming self-sufficient. Participants that have completed the recommended or required classes advance to Job Club or one-on-one appointments.

**C. One-on-One Appointments**
One-on-one appointments are conducted to meet individual needs of the participant. It is also a time for participants to complete a portfolio, prepare for Volunteer or WEX Placement, and/or to work on other employment, education, or training goals. One-on-one appointments may also be offered to those that have been deemed exempt from classroom attendance but are in need of the classes, to make up a class, or need individual time to work on areas identified in their FSP or SSTP.

**D. Job Club**
Job Club is offered to participants that have completed the Job Skill Classes and a portfolio. Job Club is for participants that are actively searching for employment. Job leads, job search and follow up to job searches will be covered. Further, leads for Volunteer or WEX Placements leads are explored during Job Club. Participants will remain in Job Club until they advance to a Volunteer Placement or WEX, find full time employment, or enroll in post-secondary education or other training program.

**E. GED/Basic Education for Placements**
Participants placed in a Volunteer or Work Experience Placement that do not have a high school diploma or GED must meet the GED/Basic Education Program Requirement here within. Participants are compensated for their attendance of GED or high school classes for up to six hours per week if the classes are held during the normal schedule of the placement.

**F. Pre-placement Drug Testing**
To be eligible for a Volunteer or WEX Placement, participants are required to pass a pre-employment drug test. Participants that refuse to complete or fail a pre-placement drug test will be sanctioned per Failure to Accept or Maintain Employment section. Further, participants that fail or refuse to complete a pre-placement drug test, will not be eligible for any employment and training services, other than attending classes or one-on-one appointments until a full chemical dependency assessment has been completed and treatment recommendations, if any, have been met for a minimum of sixty days. If there are no treatment recommendations, the participant is not eligible for a placement for a minimum of sixty days. After sixty days, participants may request another placement.

Once engaged in a placement, if the participant has not completed the treatment recommendations, they must provide monthly verification of continued compliance until a certificate of completion is provided or the agency deems treatment is no longer necessary. Otherwise, the placement is terminated.

**G. Volunteer Placement**
The purpose of a Volunteer Placement is for participants to gain basic job skills for entry or re-entry into the work force and may be used to transition into a WEX Placement. Placements must be with a business, government agency, or an organization that provides services to the community. A placement cannot be within a department or business that has recently laid persons off from work or have cut hours of regular employees. (See Work Activities Not Displacing Others section) Placements may be up to six months or 1,040 hours per year. The hours per week at the placement is no less than twenty hours per week and must not to exceed thirty hours per week.

To be eligible to participate for a Volunteer Placement, the following criteria must be met:
1. The family unit must be in compliance
2. The participant must have completed the Job Skill Classes and a portfolio
3. The participant must pass a pre-placement drug test

Once a participant is deemed eligible, a placement and supervisor will be identified and an interview will be held. If the placement is acceptable, the Employment and Training staff will complete the Volunteer Placement Contract and the Waiver of Liability Form and obtain final approval by the Lead Caseworker.

Once in a placement, if a family unit is not in compliance and it results in a sanction or the participant is removed from the case, the placement will be terminated. If during the placement it is determined the case must close, the supervisor and participant will be notified of the last day of the placement.

Incentives are distributed bi-weekly. To receive an incentive, the participant and the supervisor must complete a Volunteer Review Form and submit it to the Employment and Training staff at the time of a site visit. Once the form has been received and deemed complete, the incentive may be issued.

### Based on 30 hours per week for two weeks

<table>
<thead>
<tr>
<th>Percentage of Assigned Hours</th>
<th>Hours Range</th>
<th>Incentive</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>(60+ hours)</td>
<td>$300</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>90%</td>
<td>(54+ hours)</td>
<td>$250</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>80%</td>
<td>(48+ hours)</td>
<td>$200</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>70%</td>
<td>(42+ hours)</td>
<td>$150</td>
<td>Per Two Weeks</td>
</tr>
</tbody>
</table>

### Based on 20 hours per week for two weeks

<table>
<thead>
<tr>
<th>Percentage of Assigned Hours</th>
<th>Hours Range</th>
<th>Incentive</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>(40+ hours)</td>
<td>$250</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>90%</td>
<td>(36+ hours)</td>
<td>$200</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>80%</td>
<td>(32+ hours)</td>
<td>$150</td>
<td>Per Two Weeks</td>
</tr>
<tr>
<td>70%</td>
<td>(28+ hours)</td>
<td>$100</td>
<td>Per Two Weeks</td>
</tr>
</tbody>
</table>

### Based on 30 hours per week for three weeks

<table>
<thead>
<tr>
<th>Percentage of Assigned Hours</th>
<th>Hours Range</th>
<th>Incentive</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>(90+ hours)</td>
<td>$350</td>
<td>Per Three Weeks</td>
</tr>
<tr>
<td>90%</td>
<td>(81+ hours)</td>
<td>$300</td>
<td>Per Three Weeks</td>
</tr>
<tr>
<td>80%</td>
<td>(72+ hours)</td>
<td>$250</td>
<td>Per Three Weeks</td>
</tr>
<tr>
<td>70%</td>
<td>(63+ hours)</td>
<td>$200</td>
<td>Per Three Weeks</td>
</tr>
</tbody>
</table>

### Based on 20 hours per week for three weeks

<table>
<thead>
<tr>
<th>Percentage of Assigned Hours</th>
<th>Hours Range</th>
<th>Incentive</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>(60+ hours)</td>
<td>$300</td>
<td>Per Three Weeks</td>
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<tr>
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<td>(54+ hours)</td>
<td>$250</td>
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</tr>
<tr>
<td>80%</td>
<td>(48+ hours)</td>
<td>$200</td>
<td>Per Three Weeks</td>
</tr>
<tr>
<td>70%</td>
<td>(42+ hours)</td>
<td>$150</td>
<td>Per Three Weeks</td>
</tr>
</tbody>
</table>

### H. Work Experience Placement

A Work Experience placement (WEX) is a short-term job placement for participants that have minimal work experience, do not meet the minimum job experience, or those that have been out of the work force for an extended period of time. Placements cannot be done with an immediate family member and cannot be done within a department or business that has recently laid persons off from work or have cut hours of regular employees. (See Work Activities Not Displacing Others section) Placements may be up to six months or 1040 hours per year. WEX hours are not to exceed forty hours per week.

To be eligible for a placement, the following criteria must be met:

1. The family unit must be in compliance
2. The participant must have completed the Job Skill Classes and a portfolio
3. The participant must pass a pre-placement drug test
Once deemed eligible, a supervisor will be identified and an interview conducted. If the placement is approved, final approval by the Lead Caseworker will be obtained, and a WEX Placement Contract and QIN hiring paperwork will be completed at orientation.

If a family unit is not in compliance and it results in a Sanction or the participant is being removed from the case, the placement will be immediately terminated. If during the placement the case must close for any reason, the employer and participant will be notified of the last day of the placement.

The program will pay the wage and fringe for WEX participants. Employers are not allowed to supplements wages or approve overtime. The rate of pay will be determined prior to the placement.

It is the participant’s responsibility to make sure that timesheets are complete and submitted on time for processing. If timesheets are not received per the QIN Payroll Schedule or are incomplete, the participant will not get paid until the following pay period. Timesheets may be submitted by email, fax, or by dropping them off in person. All WEX participants are required to take a lunch break and indicate this on the timesheet. Any and all timesheet questions are addressed to the Employment & Training staff. The participant must not contact the QIN Payroll Program.

The Quinault Indian Nation (QIN) pays WEX participants; therefore, the QIN Holiday Policy applies. At the time of the orientation, the employer and participant will receive a copy of the QIN Holiday Schedule and policies. The schedule and policy is to be reviewed with the employer to identify conflicts.

There are instances in which the QIN shuts down and it may impact the work schedule of the participant. Should this happen, the staff will make every attempt to notify the employer to request an adjustment to the work schedule. There are also instances in which the QIN shuts down with little to no notice; therefore advance notice may not be possible.

Paychecks are distributed by mail or direct deposit. Participants may choose their preference at the time of orientation. If it is necessary to pick up a check at the TANF Office, checks may be picked up during normal business hours. If a participant has any issues with their paycheck, they must notify the Employment & Training staff or caseworker in the absence of the Employment and Training staff. The participant must not contact the QIN Finance Program.

WEX paychecks are issued in lieu of a cash grant; therefore, paychecks may be reduced for things such as overpayments. A LON will be mailed to the participant, should this happen.

I. On the Job Training
On the Job Training (OJT) compensates an employer for training a participant to obtain the knowledge and skills necessary to perform the basic work requirements of a job. An OJT placement is done, once a participant has been hired full time and it is determined that a training period would be beneficial. An OJT is not to exceed ninety days.

To be eligible to participate in an OJT, the following must be met:

1. The family unit must be in compliance
2. The employer must provide verification that the participant has been hired within the last ten business days and hired full time (32-40 hours per week)
3. The employer must provide a job description that outlines the training that the participant will receive

Once a participant is deemed eligible for an OJT, final approval by the Lead Caseworker will be obtained. An OJT Contract and orientation will be completed with the employer, participant, and staff. The Employment & Training staff will continue to work with the employer and participant to ensure that training is provided and assist with any needs that may arise.

The program will reimburse half of a participant’s wages to the employer, up to $9.00 per hour. (Fringe and overtime is not reimbursed) OJT billings are processed monthly. The employer must submit copies of timesheets, and wages and applicable taxes paid to the participant for reimbursement.
J. Site Visits for Volunteer, WEX and OJT
Site visits are conducted to check on the progress of participants, assist with timesheets, discuss attendance, punctuality, issue incentives, and address other issues. Site visits include the employer, participant and the Employment & Training staff. Site visits are required one time per month for the duration of the placement or OJT.

K. Termination of Volunteer, WEX and OJT
The supervisor or employer has the right to terminate placements or OJT, at any time, for just cause. As outlined in the contract, supervisors or employers must contact the staff immediately following termination. A negative termination may result in sanctions for the participant. See the Failure to Accept or Maintain Employment section.

To leave a placement or an OJT, participants must give the supervisor/employer a written two-week notice. A negative termination may result in further sanctions for the participant for not meeting work requirements, or leaving employment without good cause. See Failure to Accept or Maintain Employment section.

L. College, Vocational, or Certification Training
Adults or minor parents that are interested in attending college, vocational schooling, or certification training must indicate this in their FSP prior to any funds being spent. Participants may schedule one-on-one appointments for assistance with enrollment and funding.

XVII. YOUTH DIVISION
The program is committed to working with the parents/caretakers in trying to make sure the youth are in school and making progress. TANF Plan

A. Advocacy
Youth staff will advocate on behalf of youth as deemed necessary. Possible areas of advocacy may include, but is not limited to: education, collaboration with community agencies, chemical dependency, mental health, juvenile court proceedings, or other identified needs.

B. School Attendance and Grades Standard
The Quinault Indian Nation has identified education as one of its highest priorities. All children, 6 years of age up to the age of 19 who are in a family unit receiving a cash grant are required to show satisfactory public school, home school, certified high school completion or GED Program attendance during the public school year and in the summer when deemed necessary for compliance.

Failure of parents/caretakers to send children to school, or the failure of children to attend school contrary to applicable law and make satisfactory progress will result in the child being removed from the case or if there is only one child on the case, the case will be closed. The case may reopen or the child may be added to the case, after two consecutive weeks of compliance. TANF Plan

It is the responsibility of the family to provide verification of grades and attendance for youth in 5th grade or below. For those in 6th grade and above, staff will attain the grades and attendance from the schools. For homeschool, on line or GED students, progress reports and verification of attendance are required monthly. For all other forms of schooling, grades and verification of attendance are required at the end of each grading period. A LON will be sent requesting grades and attendance and submission deadline. Grants will not be processed after the deadline until they are received. If they are not received within thirty days of the deadline, the child will be removed from the case or the case will close. Grades and attendance will be required to add the child on the case or to reopen a case.

C. School Visits
Any person who is attending 6th through 12th grade public school will be monitored monthly through school visits. Younger children may be monitored as recommended. School visits are conducted to verify school enrollment, attendance, grades, check progress, and for staff to advocate on behalf of a child. At school visits, prevention and educational information will be distributed.
Youth who are attending an accredited homeschool or online school, or a certified high school completion or GED Program, must provide monthly grade checks and verification of attendance in lieu of school monitoring.

D. Home School
The program follows and supports all Washington State home-school laws (RCW 28A.225.010 (1-2-3-4) and RCW 28A.225.015). It is the responsibility of the parent/caretaker to provide the program with a quarterly schedule of curriculum, a monthly progress report, and grades.

E. Suspension or Expulsion
If a student is suspended from school for eleven days or is expelled, an ISP will be completed. The ISP will include requirements, such as finish school credits, attend study sessions to meet school participation standards; or if age appropriate and if classes are available, enroll in and attend a full time certified GED Program or accredited school. If the child is not enrolled in an approved school program within fifteen business days of being expelled, the child will be removed from the case or the case will be closed. Proof of school enrollment will be required to add the child on the case or to reopen a case.

F. Individual Education Plan or 504 Plan
Students on an Individual Education Plan (IEP), 504 Plan, or similar school plan will not be put on an Individual Student Plan (ISP). Staff will monitor the plan that is already in place. ISPs will only be completed if an issue arises that is outside of the scope of the existing plan.

G. Individual Student Plan
Individual Student Plans (ISP) address barriers youth may have that are preventing them from being in school and making progress. ISPs cover two areas: Education and Legal (Legal if tied to education) and outline goals, focus areas, commitments to meeting the goals and deadlines.

The initial ISP meeting will include the youth, the parent/caretaker, and the youth staff, at a minimum. At the meeting, the ISP will be completed and copies distributed. Thereafter, the youth staff and parent/caretaker will schedule meetings as needed.

ISP will vary in time frames based on goals and progress of meeting the goals. If further barriers are identified, ISPs will be extended and/or revised to reflect changes or additions until the goals have been met. Once the goals are met, the ISP will be complete and incentives issued.

If there is no progress toward meeting the goals, a LON will be mailed. The LON will communicate the goals, identify the youth commitments and give deadlines. If the deadlines are not met or there is no measurable progress made toward meeting the goals, the child will be removed from the case or the case will be closed for a minimum of two weeks. Proof of making progress toward meeting the goals are required to add the child on the case or to reopen a case.

For those parents/caretaker or youth that are in non-attendance of an ISP meeting or fail to set up an ISP, a LON will be sent. The LON will require an ISP meeting or an ISP to be completed within ten business days from the LON, or the child will be removed from the case or the case will close for no less than thirty days. Should the case reopen or the child be added to the case, the need for an ISP will be reviewed and a LON sent accordingly.

If the goals are not met during the regular school year and summer school is available, the ISP will be extended through summer school. If the youth successfully completes the ISP during summer school, the ISP will be complete and incentives issued. If goals are not met during summer school, the ISP will be continued at the beginning of the school year. If summer school is not an option, an ISP will be implemented at the beginning of the school year.
H. Employment
Youth employment is intended to provide youth the opportunity to explore careers and to gain employment skills. The program offers youth employment per the QIN YOP guidelines. Once the employment program is set for the summer, the information will be distributed. Income earned from youth employment is not counted against the cash grant.

The hiring process for those that are deemed eligible follow the QIN hiring policies. Pre-employment drug testing, a minimum 2.0 GPA, and satisfactory attendance of school have been a part of the QIN YOP guidelines for determining eligibility. Those students receiving TANF and on an IEP, 504 Plan, or other similar school plan are exempt from the GPA requirement, however attendance requirements must be met.

I. Community Service Project
The program may offer 7th and 8th grade youth the opportunity to participate in a community service project. Youth must have completed the school year in good standing, have good attendance and a 2.0 GPA. The 2.0 GPA may be waived if the youth was on IEP, 504 or other similar plan, however attendance requirements must be met. Youth must have not been expelled during the school year. Once participating in the community service project, unexcused absences or tardiness, or those who have behavioral problems are not be allowed to participate. Youth will be given an incentive, based on participation.

J. Prevention Information and Activities
Youth staff work with other agencies to facilitate prevention activities. Staff may also disseminate prevention information at school visits or other events, with the intent to offer youth the opportunity to expand their knowledge while meeting the goals and objectives of the overall program.

XVIII. SANCTIONS AND PENALTIES
Sanctions and penalties are tools to leverage cooperation when participants will not otherwise comply. Sanctions are applicable to Family, Needy Caretaker/Relative and Minor Parent cases. Sanctions result in a grant reduction of $100 per head of household/spouse per grant and then case closure. Penalties are applicable to Pregnancy and Reunification cases and those that do not meet program requirements. Penalties result in case closure - TANF Plan

A. Family, Needy Caretaker/Relative and Minor Parent Cases

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
</table>
| Participants do not comply with work participation, due dates, or FSP requirements. | 1. Participants receive a sanction warning LON outlining the corrective actions required.  
2. Participants have fourteen days to satisfactorily complete the required corrective actions. For those months with five reporting weeks, a participant has twenty-one days to complete the corrective action should the sanction warning apply to the last reporting period of the month. *TANF Plan*  
3. Once corrective actions are complete, participants are eligible for support services. (support services for children are allowable during this time) |
| Participants satisfactorily complete all corrective actions within the time frame. | 1. Participant or participants returns to good standing and may receive a cash grant and support services. |
| Participants fails to satisfactorily complete corrective action plan within the time frame. | 1. Participants receive a sanction LON outlining the corrective actions required.  
2. The adult or minor parent portion of the cash grant is withheld from the next month’s cash grant. The cash grant is still attributable to the 60-month lifetime limit of cash assistance.  
3. Participants have thirty days to complete all corrective actions in order to remain eligible for services.  
4. Once corrective actions are complete, participants are eligible for support services. (support services for children are allowable during this time) |
<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants satisfactorily completes all corrective actions within thirty days from the date of the sanction LON.</td>
<td>1. Participants returns to good standing and may receive a full cash grant.</td>
</tr>
<tr>
<td>Participants fail to complete the corrective action plan within thirty days from the date of the sanction LON.</td>
<td>1. Participants are removed from the case or the case closes. The participant receives a closure LON and notice of an overpayment, if applicable. Participants are eligible to reapply for services after thirty days.</td>
</tr>
<tr>
<td>If participants are in sanction warning or sanction and fail to meet another compliance issue as listed above.</td>
<td>1. Participants will receive a sanction warning LON, with the sanction process starting over for that specific issue. 2. If the original sanction results in case closure, the second sanction warning LON will become null and void due to inability to correct in the future or it will remain on file for correction should they reapply for services.</td>
</tr>
</tbody>
</table>

**B. Pregnancy Case**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant does not comply with work participation, due dates, or FSP requirements.</td>
<td>1. Participant receives a closure warning LON outlining the corrective actions required. 2. Participant has fourteen days to complete corrective actions to remain eligible for services. For those months with five reporting weeks, the participant has twenty-one days to complete the corrective action if the closure warning applies to the last reporting period of the month. <em>TANF Plan</em> 3. Until corrective actions are complete, the participant is not eligible for support services.</td>
</tr>
<tr>
<td>Participant satisfactorily completes all corrective actions within fourteen/twenty one days after the Closure Warning LON.</td>
<td>1. Participant returns to good standing and may receive a cash grant if the family unit is still eligible.</td>
</tr>
<tr>
<td>Participant fails to complete the corrective action within fourteen/twenty one days.</td>
<td>1. Participant receives a closure LON and notice of an overpayment, if applicable. 2. The participant is eligible to reapply for services after thirty days.</td>
</tr>
</tbody>
</table>

**C. Reunification Case**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants fail to comply with their Reunification Plan or provide monthly verification.</td>
<td>1. If non-compliant with the Reunification Plan, participants are no longer eligible for services and the case must close. The participant or participants receive a closure LON and notice of an overpayment, if applicable. For all other compliance issues, participant has fourteen days to complete corrective actions to remain eligible for services. For those months with five reporting weeks, the participant has twenty-one days to complete the corrective action if the closure warning applies to the last reporting period of the month. If the participant fails to comply, the participant will receive a case closure LON and notice of an overpayment, if applicable. <em>TANF Plan</em> 2. Participants are eligible to reapply for services once they meet eligibility to open a case.</td>
</tr>
</tbody>
</table>

**D. Program Requirements**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants fail to meet or complete program requirement as listed here within.</td>
<td>1. If program requirements are not met, participants are no longer eligible for services and must be removed from the case or the case is closed. Participants receive a LON and</td>
</tr>
</tbody>
</table>
notice of an overpayment, if applicable.
2. Participants may be added to the case or a case may open once verification has been submitted that outstanding program requirements have been met, if applicable.

XX. FRAUD
Should fraud be suspected, all information is reviewed by the Lead Caseworker and Manager. Once verified, a LON is mailed to the applicant or participant and an overpayment is established per the Overpayment section or through the court process. All issues of fraud will be referred to the Quinault Indian Nation Prosecutor. No administrative appeal will be provided. The applicant or participant would appeal through the court process. TANF Plan

A. First Offense
Applicants or participants who make fraudulent statements or misrepresentations in order to obtain or continue to receive cash benefits or services will be denied cash benefits and services for a period of no less than six months from the date the fraudulent statement or misrepresentation is discovered.

B. Second Offense
Upon the second occurrence of applicants or participants making a fraudulent statements or misrepresentation in order to obtain or continue to receive cash benefits or services, the applicants or participants will be denied cash benefits and services for a period of no less than twelve months from the date the fraudulent statement or misrepresentation is discovered.

C. Third or More Offense
Upon the third or more occurrence of applicants or participants making a fraudulent statement or misrepresentation in order to obtain or continue to receive cash benefits or services, the applicants or participants will be denied cash benefits and services for a period of no less than twenty-four months from the date the fraudulent statement or misrepresentation is discovered.

XXI. APPEALS
QIN has an interest in assuring the program is administered, implemented and enforced non-discriminatorily and consistent with basic principles of justice and fairness. Applicants or participants of financial assistance and services, have the right to appeal if assistance is denied, reduced, suspended, sanctioned or terminated. The public will be notified about the appeal process, at a minimum, by making the QIN TANF Plan accessible to the public in each of the TANF Office locations and through the orientation process. See Letter of Notification section. TANF Plan

A. Appeal to Manager
With the exception of applicants or participants who make fraudulent statements or misrepresentations, if an applicant or participant disagrees with a program decision to deny, reduce, suspend, sanction or terminate assistance, they may request an administrative review before the Manager or Designee. The request must be in writing and within ten working days from the date of the LON. The request shall be signed and dated and contain the following information:

1. The nature of the decision; and
2. Why the person adversely affected by the decision disagrees with the decision, action or finding

The Manager or Designee will conduct an administrative review. If it is found that policies or procedures were not adhered to or there are extenuating circumstances, the Manager or Designee may overturn the decision. If the decision is upheld, the appeal may go to a hearing upon the written request of the applicant or participant. The request must be submitted within ten business days from the date of the LON.

A hearing shall be scheduled within ten business days from receipt of the request. The person requesting the hearing shall be notified of the hearing date by mail to the applicant or participant’s last known address. The person requesting the hearing or the program shall have the right to one continuance of the hearing date. TANF Plan
If upon written notice of a hearing date and time, the participant is a no-show, the original decision that is being appealed is upheld and a LON will be mailed accordingly. *TANF Plan*

**B. Hearing**

Hearings shall be recorded. All relevant evidence shall be made part of the record. Documentary evidence may be received in the form of copies, excerpts or by incorporation by reference. All documents contained in the program file regarding the person requesting the hearing shall be made part of the record and the program staff who made the decision shall be present at the hearing and shall explain the reason for the decision. Electronic records shall be furnished to the person requesting the hearing upon a written request. *TANF Plan*

The person requesting the hearing shall have the right to be represented by counsel of their choice and expense, an opportunity to question the employee making the decision, present evidence, and make a brief argument.

Within five business days from the conclusion of the hearing, the Manager or Designee shall enter a written decision. The decision shall identify the evidence and rules relied on in making the decision and the reason for the decision. A copy of the decision shall be mailed to the person requesting the hearing along with notification that the person has the right to petition the Tribal Court for review of the decision. The Manager or Designee’s decision shall be final.

**C. Review of Final Decision**

A person aggrieved by the Manager or Designee’s final decision is entitled to judicial review only under the provisions of the TANF Plan and such person may not use any other procedure to obtain review of such final decision even though another review procedure is provided elsewhere by tribal law, rule, and regulation or Business Committee resolution.

Judicial review shall be commenced by the filing of a petition for review in the QIN Tribal Court. The petition shall be served and filed within twenty days after the Manager or Designee enters the final decision.

Copies of the petition for review shall be served upon the Manager or Designee and the Office of Attorney General by certified mail, return receipt requested. *TANF Plan*

**D. Enforcement Pending Review**

The filing of a petition for review shall not state enforcement of the decision. *TANF Plan*

**E. Transmittal of Record on Review**

Within thirty days after servicing of the petition for review or within such further time as the Tribal Court may allow, the Manager or Designee shall transmit to the Tribal Court the original or a certified copy of the entire record of the hearing; but all parties to the review may stipulate to the record on review. *TANF Plan*

**F. Conduct of Review**

The review shall be conducted by the Tribal Court without a jury and shall be confined to the record. The Tribal Court shall not take additional evidence or hear testimony. The Tribal Court shall hear oral argument and receive written briefs. The Tribal Court shall set the length of the briefs and time for the arguments. *TANF Plan*

**G. Authority of Tribal Court**

The Tribal Court may affirm the final decision of the Manager or Designee; or remand the case for further proceedings; or revise the final decision, in whole or in part if the rights of petitioner has been prejudiced because the decision:

1. Violates the QIN Constitution or the Indian Civil Right Act, 25 U.S.C. 130 *et. Seq.*;
2. Exceeds the lawful authority of the program;
3. Is clearly erroneous in view of the entire record; or
4. Is arbitrary or capricious.
The decision of the Tribal Court shall be final and not subject to further review by the Business Committee or any other agency or person unless further review is authorized by Federal Law. *TANF Plan*

**XXIII. OTHER**

**A. Right to Confidentiality**

Information or records may be released if:

1. Requested by the participant or disclosure is made with the participant’s or participant’s prior written consent.
2. Requested by another agency for a purpose compatible with the purpose for which the information was collected. I.e. dual eligibility
3. A person petitions for review of the program’s adverse decision.
4. A requesting person or agent upon a showing of compelling circumstances affecting the safety of an individual participant, if upon disclosure, notification is transmitted to the last known address of the participant.
5. The program staff suspects or there is known child abuse. Staff are mandated reporters. *TANF Plan*

**B. Waiver or Exceptions**

The program recognizes that it is difficult to anticipate all circumstances, flaws, and inadequacies that may become apparent after implementation of this manual. For this reason, the Manager may make exceptions when necessary. Waivers or exceptions will be documented and may set precedent. At the next manual revision, waivers may be added. The Manager does not have the right to waive or make exceptions to the sections that are noted by TANF Plan, as those are negotiated between the Quinault Business Committee and ACF.

**C. Conflict of Interest**

Staff will not serve or oversee the services of immediate family members or with those in which they have a close personal relationship. Staff must notify their supervisor if there is a potential conflict. Staff will not accept gifts or borrow money from participants. Staff will not engage in illegal activities with participants.
APPENDIX A
Definitions

Administrative Error - A mistake made by the program that affects the funds or services a participant receives.

Adult – A person 18 years of age or older.

Adult Portion – The portion of the grant that is for the adults; $100 for a one-parent grant and $200 for a two-parent grant.

Assessments – The tools used to determine needs of participants. Includes, but is not limited to the SASSI Assessment.

Certificate of Indian Blood – Documentation to establish membership in a Federally Recognized Indian Tribe or Alaskan Village.

Child – A person under 19 years of age, unless emancipated, attending public high school and living in the home as a dependent.

Compliance - The act of following through with program or FSP requirements.

Custodial Parent – That parent who has physical custody of a child.

Emancipation – A court order declaring a child emancipated from his/her parents or legal guardians.

Exempt Income – Income received not considered when determining eligibility.

Exempt Resources – Resources not considered when determining eligibility.

Family Service Plan (FSP) A plan for the participant which outlines participant responsibilities and goals as it relates to moving the family unit toward self-sufficiency.

Head of Household – The person financially responsible for the family unit.

Household – All family members receiving assistance under one case.

Incentive – An acknowledgement given to a participant to encourage completing goals and compliance.

Income – Money available to a family unit.

Letter of Notification (LON) – Official letter notifying participants of a decision.

Locos Parentis - A person “acting in place of a parent”

Minor Parent – A parent under the age of eighteen, with their biological child in their care.

Non-Compliance – The act of failing to follow through with program or FSP requirements.

Non-Custodial Parent (NCP) – The parent of a child who has neither physical nor legal custody of a child.

Orientation – The act of a staff member meeting with a participant to discuss what is expected of them, what they may expect from the program, and complete any paperwork necessary to complete the hard file.

Overpayment – Money a participant receives in excess of the participant’s authorized cash grant amount.

Primary Vehicle – Primary vehicle would be the first vehicle that the case registers as a primary vehicle. Primary vehicles may only be changed when the vehicle is sold, when the vehicle no longer runs, or if the vehicle costs more to fix then to acquire another vehicle.

Participant – Any person who receives services offered by the program.

Re-determination – A required re-evaluation of a participant’s circumstances.

Relative – Spouse/significant other, parent, child, siblings, in-laws, aunts and uncles, nieces and nephews, grandparent and grandchild, or any member of the household or recognized by the community as acting in one of the above capacities.

Residence – The documented place of a participant’s permanent domicile.

Resource – All assets, real property, personal property, income, unearned income, benefits, bank accounts, pension or retirement accounts, Individual Indian Money accounts, child support payments, income tax refunds, gifts and inheritances.

Respite Care – For Child Only Cases, where the adults are not the biological or adoptive parent, to allow for someone else to care for the child or children to give the caretaker a break to reenergize.

Sanction – The act of reducing a participant’s cash grant because of non-compliance.

Sanction Warning – The written warning issued to a participant who is in non-compliance.

SASSI Assessment – The assessment tool used to determine a participant’s chemical dependency state.

Self Sufficiency – Ones ability to financially provide for self and families basic needs without outside assistance

Service Area – The geographical area where services are provided.

Site Visit – The act of an employee visiting a participant at their workplace.

Income Standards – Income amounts the state uses as a guideline for determining cash benefits.

Supplemental Security Income (SSI) – A cash benefit received under Title 16 of the Social Security Act.

Survivor Benefits (SSU) – Benefits issued to the immediate family members of those that have passed.

Transportation Assistance – A support service provided to participants who need help with transportation.

Underpayment – Cash grant participant are eligible to receive but did not receive.

Unemployment Benefits – Moneys received from the government based on the participant’s prior employment.

Pre-Employment Drug Test – A procedure for testing for the use of drugs or alcohol.

Verification – The act of authenticating certain facts.

Work Activity Log (WAL) – The form used by participants to record their work participation hours.

Work Experience Programs (WEX) – A job placement in which participants are paid by the program in lieu of a cash grant.
APPENDIX B
Payment Standards and Income Limits

<table>
<thead>
<tr>
<th>Assistance Unit Size</th>
<th>Payment Standard</th>
<th>Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$400</td>
<td>$800</td>
</tr>
<tr>
<td>2</td>
<td>$500</td>
<td>$1000</td>
</tr>
<tr>
<td>3</td>
<td>$600</td>
<td>$1200</td>
</tr>
<tr>
<td>4</td>
<td>$700</td>
<td>$1400</td>
</tr>
<tr>
<td>5</td>
<td>$800</td>
<td>$1600</td>
</tr>
<tr>
<td>6</td>
<td>$900</td>
<td>$1800</td>
</tr>
<tr>
<td>7</td>
<td>$1000</td>
<td>$2000</td>
</tr>
<tr>
<td>8</td>
<td>$1100</td>
<td>$2200</td>
</tr>
<tr>
<td>9</td>
<td>$1200</td>
<td>$2400</td>
</tr>
<tr>
<td>10</td>
<td>$1300</td>
<td>$2600</td>
</tr>
</tbody>
</table>

** Add $100.00 to the Payment Standard for each additional family member beyond ten. For the Income Limit beyond ten family members, multiply the Payment Standard by two.

The Payment Standard and the Income Limit applies to a calendar month. *TANF Plan*

If at the time of application, the family unit has no income, the Payment Standard and date of approval would determine the grant amount. If the family unit has income but it does not exceed the Income Limit, the grant is reduced using the Payment Standard, the date of approval, disregards and the income.

If at the time of application the family unit exceeds the Income Limit, the family unit is not eligible for benefits. However, the family unit may be eligible for Diversion services and will be notified.

**Example of how reported income is used in the calculation of a monthly cash grant**

Family Unit Size: 2  
Payment Standard: $500  
Reported Income: $600, Earned Income

Of the $600 in earned income, $200 is disregarded according to the Income Disregard section. After the disregard, there is $400 in countable income. The countable income is deducted from the cash grant at $.50 per $1.00. Therefore, $200 of the $400 earned is deducted from the cash grant. The cash grant, after the disregard and the deduction, is $300. This is for a family unit that applies for services on the first day of the month.
Calculating a cash grant for a new case

**Cash Grant for August**
In August, a cash grant for August is calculated using August income. August income is estimated, if necessary. The grant is prorated based on the date the case was approved.

**Cash Grant for September**
In August, a cash grant for September is calculated using August income. Actual August income is used, if available. Otherwise, estimated August income is used again.

**Cash Grant for October**
In September, a cash grant for October is calculated using actual income from August and any over or underpayment needed due to using estimated income.

Calculating a cash grant after the first three months of a case opening

**Cash Grant for November**
A cash grant for November is calculated in October, using income reported on the September MER.

**Cash Grant for December**
A cash grant for December is calculated in November, using income reported on the October MER.

**Cash Grant for January**
A cash grant for January is calculated in December, using income reported on the November MER.
APPENDIX D

Averaging Work Activity Hours and Sanctions

Example of a one-parent family required to complete an average of twenty hours of work activities per week. Averaged for a two-week Work Activity Log (WAL) period, with hours and core activities met.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten hours of work activities</td>
<td>Thirty hours of work activities completed. Core activities met.</td>
<td>Participant is in compliance and eligible for support services.</td>
</tr>
<tr>
<td>completed. Core activities</td>
<td>Thirty hours of work activities completed. Core activities met.</td>
<td></td>
</tr>
<tr>
<td>met.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of a one-parent family required to complete an average of twenty hours of work activities per week. Averaged for a two-week Work Activity Log (WAL) period, with hours and core activities not met resulting in a Sanction Warning.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten hours of work activities</td>
<td>Twenty hours of work activities completed. Core activities met.</td>
<td>A sanction warning LON is mailed, requiring an average of twenty hours of work activities per week and core activities met for the next WAL period.</td>
</tr>
<tr>
<td>completed. Core activities</td>
<td>Twenty hours of work activities completed. Core activities not met.</td>
<td>Participant is eligible for support services once the sanction warning is corrected.</td>
</tr>
<tr>
<td>met.</td>
<td></td>
<td>Failure to meet required twenty hours per week and core activities on the next WAL would result in a sanction LON.</td>
</tr>
</tbody>
</table>

Example of a one-parent family required to complete an average of twenty hours of work activities per week. Averaged for a two-week Work Activity Log (WAL) period, with the previous Sanction Warning not corrected and a Sanction applied.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five hours of work activities</td>
<td>Twenty hours of work activities completed. Core activities met.</td>
<td>A sanction LON is mailed, requiring an average of twenty hours of work activities per week and core activities met for the next thirty days or the case will close.</td>
</tr>
<tr>
<td>completed. Core activities</td>
<td></td>
<td>Sanction is applied, with $100 deducted from the next available cash grant.</td>
</tr>
<tr>
<td>not met.</td>
<td></td>
<td>Participant is eligible for support services after thirty days and once compliance is met.</td>
</tr>
</tbody>
</table>
APPENDIX E
Approved Work Activities Guidelines

Job Skill Class/Job Club/One-on-One Appointments Actual time
   *Unless exempt, at least one adult participant in the family unit must complete a SSTP, attend Job Skill classes, Job Club and/or one-on-one appointments with Employment and Training staff

GED Class Six hours per week or more per week is required.
   *More hours may be required, if more hours are necessary to meet the requirements of the GED Class. Instructor signature is required on the WAL for GED attendance if it is not the TANF sponsored GED Class. For online classes, an attendance or progress is required with each WAL. TANF Plan

High School/High School Completion Class for Minor Parents A minimum of six hours per week is required.
   *More hours may be required, if more hours are necessary to meet attendance and graduation requirements of the school. Course outline must be submitted. Grades and attendance verification are required to be submitted with the WAL.

Chemical Dependency Actual time
   *A treatment plan is required. Signatures of treatment provider is required on the WAL.

Reunification Plan Actual Time
   *A reunification plan is required. Monthly written verification of compliance from the agency is required.

Mental Health and Domestic Violence Services Actual time
   *A treatment plan is required. Signatures of the treatment provider is required on the WAL.

Meeting with TANF Program staff Actual time

Employment Actual time
   *For those self-employed, income must be earned within two months of claiming hours
   *Verification of fair market value of work is required

WEX, Volunteer Actual time

Community Service Up to two hours per week
   *Must be with a program or agency. Verification of need required.

Applying for College/Voc. School Up to five hours per enrollment period

ABE/College/Vocational Classes Actual time listed on class schedule
   *Class schedule is required. Grades and progress reports are required after the reporting period.

Homework Up to two hours per day for high school/GED students. Up to two hours per class, per day for college/voc. students
   *Class schedule is required for high school students. High School and GED students (not attending TANF sponsored GED class) are required to obtain instructor signature on the WAL.

Traditional/Cultural Activities Tied to Self-Sufficiency Up to five hours per week
   *Hunting, fishing, clam digging, and gathering of material, TANF sponsored cultural classes

TANF Sponsored Family Formation or Out of Wedlock Pregnancy Prevention Activities Actual time
   *Pre-approval required for activities not sponsored by the TANF Program.

Health/Wellness of Self and Children Up to two hours per week, per family unit, as verified by a medical physician note

Mandatory Court Dates Actual time

Driver’s License Study and Exam Eight hours total

Obtain Childcare Twelve hours per child care need

Relocating Up to eight hours per move

Applying or Appointments For Resources Up to one hour per resource
   *May be more hours if needed. Verification of appointments required

Travel Time Up to three hours per day, unless otherwise approved by the Lead Caseworker. Must be actual time. TANF Plan
## APPENDIX F

### Incentives Guidelines

*Incentives are based on calendar year*

### Youth

<table>
<thead>
<tr>
<th>Event</th>
<th>Incentive</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th Grade Promotion</td>
<td>$200</td>
<td>One per lifetime</td>
</tr>
<tr>
<td>High School Graduation</td>
<td>$750</td>
<td>One per lifetime</td>
</tr>
<tr>
<td>ISP Completion</td>
<td>$50</td>
<td>Two per year</td>
</tr>
<tr>
<td>Youth Court Completion</td>
<td>$50</td>
<td>One per year</td>
</tr>
<tr>
<td>Special Recognition</td>
<td>$50</td>
<td>Two per year</td>
</tr>
</tbody>
</table>

### Youth and Adults

<table>
<thead>
<tr>
<th>Event</th>
<th>Incentive</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Obtain Driver’s License</em></td>
<td>$100</td>
<td>One per lifetime</td>
</tr>
<tr>
<td><em>GED or High School Diploma Equivalency</em></td>
<td>$300</td>
<td>One per lifetime</td>
</tr>
<tr>
<td>Inpatient/Intensive Outpatient Treatment Completion</td>
<td>$250</td>
<td>One per year</td>
</tr>
<tr>
<td>*Tech/Vocational School Completion w/Certification Completed</td>
<td>$300</td>
<td>One per lifetime</td>
</tr>
<tr>
<td><em>Associates Degree</em></td>
<td>$500</td>
<td>One per lifetime</td>
</tr>
</tbody>
</table>

### Adults

<table>
<thead>
<tr>
<th>Event</th>
<th>Incentive</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Wellness/Sport Physical</td>
<td>$50</td>
<td>One per year</td>
</tr>
<tr>
<td>Youth Dental Checkup</td>
<td>$50</td>
<td>Two per year</td>
</tr>
<tr>
<td>Youth School Conference Attendance</td>
<td>$50</td>
<td>Two per year</td>
</tr>
<tr>
<td>Marriage $750 prior, $750 after</td>
<td>$1,500</td>
<td>One per lifetime</td>
</tr>
<tr>
<td><em>Bachelor’s Degree</em></td>
<td>$500</td>
<td>One per lifetime</td>
</tr>
<tr>
<td>Prenatal Appointments (8)</td>
<td>$150</td>
<td>One per pregnancy</td>
</tr>
<tr>
<td>SSI Benefits, Adoption, Foster Care License</td>
<td>$250</td>
<td>One per family unit</td>
</tr>
<tr>
<td>Reunification Plan Completion</td>
<td>$250</td>
<td>Five per lifetime</td>
</tr>
<tr>
<td>On time Work Activity Log/Compliance Met</td>
<td>$50</td>
<td>One per month</td>
</tr>
<tr>
<td>Case Closure/Compliance Met</td>
<td>$250</td>
<td>Two per year</td>
</tr>
<tr>
<td><em>Re-instate Driver’s License</em></td>
<td>$100</td>
<td>Five per lifetime</td>
</tr>
<tr>
<td><em>Employment</em></td>
<td>$1,200</td>
<td>Five per lifetime</td>
</tr>
</tbody>
</table>

*Employment

Requires monthly site visits. $100 given each month. One year in duration. Case must close in compliance and verification of full time/permanent employment. May transfer jobs, with no more than 2 weeks in between employment.

| *Volunteer Placement*                                      |           | Five per lifetime |

Requires site visit. Amount based upon hours assigned and hours completed.

Incentives may change per management discretion. All incentives require verification. Under adult incentives, non-needy adult caretaker/relatives are eligible for the youth wellness, dental, school conferences, SSI Benefits, Adoption, and New Foster Care License incentives.

*Denotes incentives that are available to adults or minor parents that are eligible for Transitional Services.*
## APPENDIX G

### Support Services Guidelines

Support services are based on calendar year. Sections marked by asterisk are available to those in Transitional, with their own limits.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>Limit: $50 per month. Fuel for medical appointments require a denial from CHR and Paratransit</td>
</tr>
<tr>
<td>*Tabs</td>
<td>Requires statement. Primary vehicle only. Vehicle must be in adult’s name and adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>*Title Transfer</td>
<td>Requires statement. Primary vehicle only. Adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>*License fees</td>
<td>Requires statement</td>
</tr>
<tr>
<td>*Bus Pass/Car Pool</td>
<td>Bus Pass standard $40, Car Pool requires statement</td>
</tr>
<tr>
<td>Car Seat</td>
<td>Standard $50 for booster, $75 for infant/toddler</td>
</tr>
<tr>
<td>*Vehicle Payment</td>
<td>Requires statement. Primary vehicle only. Vehicle must be in adult’s name and adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>*Vehicle Repairs/Tires/Tow</td>
<td>Requires two quotes if over $500. Not allowed on leased vehicle or for cosmetic work. Primary vehicle only. Vehicle must be in adult’s name and adult must have valid driver’s license and insurance</td>
</tr>
<tr>
<td>*Vehicle Insurance</td>
<td>Requires current statement. New policy requires cost of down payment and first month. Primary vehicle only. Vehicle must be in adult’s name and adult must have valid driver’s license</td>
</tr>
<tr>
<td>*Rent/Lease/House Payment</td>
<td>Requires statement. For move in, copy of agreement required</td>
</tr>
<tr>
<td>Repairs</td>
<td>Home repairs allowable if own or purchasing home. Two quotes required</td>
</tr>
<tr>
<td>*Utilities</td>
<td>Requires statement</td>
</tr>
<tr>
<td>Bed</td>
<td>Requires two quotes if over $500. Up to Queen size, based on need. Mattress, box spring, metal fame only. Two per life time</td>
</tr>
<tr>
<td>Washer/Dryer</td>
<td>Requires two quotes if over $500. Basic model. Two per life time</td>
</tr>
<tr>
<td>Fridge</td>
<td>Requires two quotes if over $500. Basic model. Two per life time</td>
</tr>
<tr>
<td>Dresser</td>
<td>Standard $100</td>
</tr>
<tr>
<td>Heater/Bedding</td>
<td>Standard $50</td>
</tr>
<tr>
<td>Shoes/Clothes</td>
<td>$125 limit per adult or youth</td>
</tr>
<tr>
<td>*Food</td>
<td>$750 limit. $75 standard per person per month. Verification of applying for food stamps or commodities is required.</td>
</tr>
<tr>
<td>Child Care</td>
<td>Requires statement. Must apply through DSHS</td>
</tr>
<tr>
<td>Respite Care</td>
<td>Standard 2 nights per month, $25 per night, per child. Requires statement. (Child Only Cases)</td>
</tr>
<tr>
<td>ID, Birth Certs, P.O. Box</td>
<td>Requires statement.</td>
</tr>
</tbody>
</table>
**Support Services Guidelines**

Support services are based on calendar year. Sections marked by asterisk are available to those in Transitional.

<table>
<thead>
<tr>
<th>Adult Employment and Education</th>
<th>$2,000 limit Requires statement for tuition, GED testing, licensing and certification fees. Degree must not be a general education degree. FAFSA or QIN Scholarship denial letter must be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Books, tuition, supplies, GED testing, training, licensing or certifications, Drivers ed.</em></td>
<td>Standard up to $50 per stipend. Limit $200 per month.</td>
</tr>
<tr>
<td><em>Fuel for employment or college/voc./higher ed. training</em></td>
<td>Limit $400. Standard $200. Requires verification for new hires.</td>
</tr>
<tr>
<td><em>Work Shoes/Clothes</em></td>
<td>$2,000 limit. Requires statement. Verification is required to show that there are no other resources available. Not for cosmetic.</td>
</tr>
<tr>
<td><em>Treatment, Counseling, Medical Relocation for</em></td>
<td>$1,500 limit. Requires statements. Verification required</td>
</tr>
<tr>
<td><em>Education/training,</em></td>
<td>Youth extracurricular, YMCA, and sports fees, camp or sports gear, bus passes, school supplies, driver’s license fees</td>
</tr>
<tr>
<td><em>employment or safety</em></td>
<td>$500 limit per child. Standard $100 for sport gear for high school students, $75 for middle and grade school students. Standard $80 per month for bus passes. Requires statement for school, extracurricular, drivers license and YMCA fees.</td>
</tr>
<tr>
<td>Camp/conference, Drivers ed.</td>
<td>$400 limit. Requires statement</td>
</tr>
</tbody>
</table>