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I. PROGRAM PURPOSE
The purpose of the QIN TANF 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 or relative. TANF Plan

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 the 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. TANF Plan

II. MISSION, GOALS, AND AUTHORITY
The TANF Program offers services based on the availability of funding as determined through the Federal TANF Plan and State of Washington Intergovernmental Agreement. Once funding is secured, all services offered are tied to the Four Purposes of TANF, the Mission, Goals, and Authority of the program.

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 or relatives. TANF Plan

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 will be 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. TANF Plan

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 Quinault Indian Nation TANF 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 Quinault Indian Nation 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. TANF Plan
III. APPLICATION AND LETTER OF NOTIFICATION
The processing time of an application is a maximum of five business days. Within the five days, eligibility will be determined and applicants will be notified accordingly.

A. Applying for Services
Any person can come into any of the QIN TANF Offices during regular business hours and request or submit a QIN TANF Application. Office locations are in the villages of Queets and Taholah and one office location in the Aberdeen/Hoquiam area. Applicants can also request an application be mailed, emailed or faxed. A person, other than those applying for assistance, may complete an application on behalf of another person if the person applying has power of attorney for that person. Applications can be returned to any office location in person, by email, fax, or left in the drop boxes located at each office location.

Once an applicant is approved for services, participants will be provided services from the office location closest to their residence, unless otherwise approved by the Lead Caseworkers.

B. Letter of Notification
Once an application has been received, the applicant will be mailed a Letter of Notification (LON). The letter will be mailed to the address listed on the application. If there is no address listed, the letter will be left at the front desk of the office for the applicant to pick it up.

The LON will document approval, pending, or denial of services. When the program determines that an applicant or participant is denied, reduced, suspended, sanctioned or terminated from assistance, the program shall provide the applicant or participant with an LON that informs the participant of their right to appeal and shall contain an Appeal Form and process. The LON shall be mailed to the participant’s last known address within ten working days from the date of the decision. TANF Plan

A pending application is only valid for thirty days. If an application is not complete after thirty days of the initial LON, an LON will be sent indicating the application is denied.

An approval LON will give the date of approval and an orientation date and time, and list missing items and time frame to submit the items. With the initial LON, a Work Activity Log, Work Activity Guidelines and instructions to begin completing and documenting activities and hours will be included, as applicable. Once a case is open, an approval LON will be used for such things as support service and exemption approvals.

C. Referrals to Other Agencies
If a person is denied, the program may refer the applicant to other agencies to obtain services and/or resources elsewhere. TANF Plan

IV. ELIGIBILITY
All applicants or participants must meet eligibility criteria to receive services from the program. It is the responsibility of the applicant to provide verification necessary to determine eligibility.

A. Indian Family Unit
An applicant must be an enrolled member of the Quinault Indian Nation, pregnant woman, or the non-needy adult caretaker or relative of an enrolled minor member of the Quinault Indian Nation and residing in the service area as defined in this manual; or an enrolled member of any federally recognized Indian Tribe or Alaskan Native Village, pregnant woman, or the non-needy adult caretaker or relative of an enrolled minor member of any federally recognized Indian Tribe or Alaskan Native Village and
residing on the Quinault Indian Reservation. The applicant must provide documentation of enrollment. The family unit would be eligible, as long as it includes one enrolled member. *TANF Plan*

**B. Residency**
An applicant for services must be a resident of the service area and provide documentation of residency I.e. Landlord statement, lease or 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**
An applicant must be a United States citizen or certified legal alien resident. If the participant is an illegal citizen who has eligible legal children, the children can be open as a Child Only Case and can be issued a cash grant in care of a Protective Payee or through vendor payments.

**D. Income Verification**
An applicant must provide the program with all requested documentation of income or complete a declaration of no income statement. Income must fall within 100% of the Federal Poverty Guidelines to receive a cash grant. An applicant applying for cash grant must meet the income limits set in Appendix B. If they do not meet the income guidelines, the family unit will not be eligible for cash benefits, other than if they meet those set for Diversion and Transitional Services. *TANF Plan*

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

**E. Resource Verification**
An applicant must provide acceptable documentation of all of the family unit’s resources. *TANF Plan*

**F. Selective Service**
All male applicants and male members of the family unit, within thirty days of their 18th birthday and up to 25 years of age, must be registered with Selective Service. Registration or verification can be done online at [http://www.sss.gov](http://www.sss.gov).

**G. Social Security Card**
An applicant and all members of the family unit must provide a copy of their Social Security Card or documentation showing application for a Social Security Card has been made. This must be done within the first thirty days of applying. *TANF Plan*

**H. Benefit Status**
An applicant, who has received any State, County or Tribal cash assistance of any kind, must provide documentation of such assistance when applying for QIN TANF services. The program will acquire verification from any and all other disclosed agencies. To be eligible, applicants cannot exceed the 60 month per lifetime limit of cash assistance from State or Tribal TANF. *TANF Plan*

If a family unit received cash assistance from another agency or tribe, a case cannot be deemed eligible during the month in which they received the assistance. Failure to disclose cash assistance from another agency or tribe, on the QIN TANF Application, will result in fraud and the Fraud section here within will apply.
I. Household Composition
An applicant’s 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 or both for fair market value compensation, excluding Child Only Cases. The income of all adult or minor parents of the same household shall be used in determining eligibility.

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. Exceptions include if a dependent child lives in two non-needy adult caretaker or 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 or relative who has the major responsibility for the care of the child.

J. Custody
Should there be a dispute that involves the validity of the residence of a child or children or who has the child or children the majority of the time, 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. In some cases, services may be pending or the case may close until a determination can be made. TANF Plan

For Child Only Cases in which the biological parents are not on the case, a case can open with a Volunteer Placement Form, court ordered guardianship papers, placement papers from a placement agency, or by the non-needy caretaker or relative completing the Locos Parentis Form and meeting some or all of the criteria. Should there be a custody dispute that involves the validity of residence of the child or who has the child the majority of the time, the program may request more documentation to make a determination of eligibility. In some cases, services may be pending or the case may close until a determination can be made. TANF Plan

K. Child Support Referral and Assignment
All applicants that are applying for a cash grant and do not have two biological or adopted parents in the family unit must complete the Child Support Referral and Assignment section of the QIN TANF Application and provide a copy of an existing Child Support Order, if applicable. If an applicant refuses to sign or provide information for the Child Support Referral or Assignment, the case cannot be deemed eligible for services.

If a case should open and then the household composition change, such as when a biological or adopted parent leaves the home or a child is born, a Child Support Referral and Assignment is required to be submitted within five business days of the change for the case to remain open. In some cases, the child would be removed or the case would close. TANF Plan

1. Good Cause
To ensure the safety of victims of rape, incest, or other forms of violence, a dependent child is not required to reside with a parent or legal guardian if documentation exists, such as that provided by a Social Service Agency, courts, police, or related agencies or departments, showing that the safety or health of the dependent child or a child of the dependent child would be in jeopardy should they reside with a parent or legal guardian. Non-needy caretaker or 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 are 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
L. Ineligible
Applicants or participants are deemed ineligible for services, based on the following criteria:

1. Applicants who do not have children under the age of 18 or under the age of 19 and enrolled in a public school, certified Home School, High School Completion or a GED Program or who do not have an adult pregnant woman living in the family unit according to the program guidelines.
2. Applicants who do not provide placement papers for children who are included in the family unit that are not biological children or legally adopted children. Acceptable placement papers include: court ordered guardianship or custodian, placement papers from a placement agency, or verifiable information demonstrating that they are acting in loco parentis as defined here within.
3. Any dependent child or children of an otherwise eligible family unit, who is absent from the household for a period longer than fifteen days. Exceptions will be made for the following reasons, for a period no longer than one hundred-eighty days: educational or employment opportunity i.e. exchange student, internship or boarding school, residential treatment facility, admitted to a hospital, or those in a Juvenile Detention Center located within the service area.
4. An adult or minor parent of an otherwise eligible family unit, who is absent from the household for a period no longer than fifteen days. Exceptions will be made for the following reasons, for a period no longer than one hundred-eighty days: residential treatment facility, admitted to a hospital, or incarceration as needed to remove barriers i.e. time served to obtain driver’s license.
5. Participants that closed from a Reunification Case and do not have children in the family unit.
6. Minor parents, less than 18 years of age, who do not attend a public high school, certified home school, High School Completion or GED Program, or an approved training program.
7. Minor parents, less than 18 years of age, not living in adult supervised households unless emancipated.
8. Fugitive felons or persons who are not in compliance any court ordered parole or probation.
9. Any person who makes a fraudulent statement or misrepresentation to obtain assistance from the program is ineligible for services for a determined amount of time. See Fraud section here within.
10. Persons residing in a household who are not a minor or dependent child or children, the family unit’s adult caretaker, or person living as the spouse of the family unit’s adult caretaker.
11. Applicants or participants who do not cooperate in establishing paternity, obtaining child support or assigning child support rights to the Quinault Indian Nation. Exceptions will be where good cause or other exceptions to cooperation are determined. See Child Support Referral and Assignment, Good Cause section here within.
12. Applicants or participants who do not meet Program Requirements.
13. Applicants or participants who have used 60 months per lifetime time limit of cash assistance. TANF Plan

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

A. Intake and Review
All participants, excluding those accessing Diversion Services, must complete an intake process. This includes adults and minor parents in the family unit.
1. All participants will be given an orientation to include an overview of the program. For Family, Reunification, and Pregnancy Cases, the orientation will include the Family Violence Option and
information regarding exemptions available to single parents with no child care, as applicable. Orientation is also when the SASSI Assessment is completed, missing items are to be submitted, each family unit receives a TANF Manual, and the FSP and home visit is scheduled.

2. All cases, excluding Child Only Cases, are required to complete a Family Service Plan (FSP) within fifteen business days of the LON approving the case to open. FSP’s will be reviewed at least every six months or sooner if there is an indication of a change of circumstances. The Family Service Plan (FSP) is the foundation under which program services are offered to participants. For a two parent family, each adult or minor parent is included on one FSP to recognize the family as one unit and move them forward as one. The Family Service Plan shall:
   a. Include basic household information
   b. Identify any employment or education barriers that may exist and list the programs and participant’s commitment towards rectifying them
   c. Identify current education, training and employment situation, needs and goals
   d. Utilize other plans from partnering agencies such as Family Services, Chemical Dependency, Mental Health, and incorporate them into the FSP to ensure no duplication of tasks or services are being made. It is the participant’s responsibility to inform the program of any pre-existing plans and provide a copy to the caseworker.
   e. Require adult or minor parents of the family unit to accept and maintain employment as it becomes available, except where exempt. Wage progression and more responsible work will be encouraged;
   f. Contain work, work preparation, and work-related training activities, except where exempt;
   g. Require all participants to receive training and information about the FSP;
   h. When applicable, require any member of the family unit to take advantage of employment support and/or job retention services, or other programs or services identified as necessary to overcome barriers to employment and to aid the family towards self-sufficiency. TANF Plan

3. A Caretaker/Relative Contract (CRC) is a pre-written form that outlines basic guidelines for all Child Only Cases. The CRC may be modified to address a child or children with specific needs. For Child Only Cases, the parent or guardian must complete a Caretaker/Relative Contract (CRC) within fifteen business days of the LON approving the case to open and a review at least every year or sooner if there is an indication of a change of circumstances. TANF Plan

B. Household Composition Changes
Participants are required to report any and all changes to the household composition within five business days of the changes. This includes adults or children that are moving into the household, a birth of a child, or adults or children who are no longer in the household. To add an adult or child to the case, a new application is required. To remove an adult or child from a case, a written request is required.

C. Monthly Contact with Caseworker
All participants are required to contact their caseworker or the Lead Caseworker monthly. If no contact is made within thirty days, the case will be closed. The participant will be required to complete a new application to reopen a case. Monthly contact can be done face to face, via phone, email or by submitting the Monthly Eligibility Report (MER) or a Work Activity Log (WAL). TANF Plan

D. Monthly Eligibility Re-Determination
Each family unit will undergo a monthly eligibility review by submitting a MER. A cash grant cannot be calculated without the MER. MERs submitted after the due date, but prior to the first of the following month, will result in a late cash grant being issued. If a MER is not received by the last day of the month in which it is due, a cash grant will not be calculated and the case will be closed. TANF Plan
MERs cannot be accepted prior to the first day of the month in which they are due. If they are submitted prior to the first day of the month a Letter of Notification (LON) will be sent requesting a new MER that is dated after the first day of the month in which it is due. TANF Plan

E. GED/Basic Education
All adult and minor parent participants who receive a cash grant, excluding Child Only Cases, and are without a high school diploma or General Equivalency Diploma (GED) and are under 55 years of age are be required to enroll in a public high school, certified high school completion or GED Program and then be actively working toward completion. TANF Plan

Participants must provide verification of enrolling in classes within fifteen business days of the LON approving the case to open or the participant will be removed from the case or the case will be closed, accordingly. If there are no classes available to enroll in during the fifteen business days, the participant is required to enroll at the next availability and provide verification once enrollment is complete. TANF Plan
A participant must average a minimum of six hours of class time per week, per month, based on availability of class. An instructor signature is required on the WAL, to verify class attendance. Hours of homework can substitute for class attendance hours with an instructor signature on the WAL, to verify homework hours. TANF Plan

If a participant does not average six hours per week, for the month, they will be removed from the case or the case will be closed. The participant can be added back on the case or can reapply for services after they have provided verification of two consecutive weeks of class time or instructor approved homework six hours per week.

Participants who are attending a certified home school, High School Completion or GED Program online, must provide proof of enrollment, a course outline, and a completion plan if applicable. Once enrolled, the participant is required to provide verification of meeting the hours per week of class time or home work time by attaching the verification to the WAL.

Exemptions for not attending or meeting the hours for GED/Basic Education, include but are not limited to: unavailability of class, employment conflicts, illness, death of immediate family, transportation issues, documented learning disability or as deemed exempt by the Lead Caseworker and Manager.

F. Documentation
All participants must provide the following items, as applicable, within thirty days from the initial LON or from the date in which they are requested. If the documents are not available, then proof of applying for or ordering the documentation may substitute the document until it arrives. Such documents are: Social Security Card, Birth Certificate, Photo Identification for adults or minor parents, Unemployment and Social Security Benefits, and any other documentation requested by the Eligibility Specialist or caseworker to determine eligibility, continued eligibility or compliance. TANF Plan

G. Home Visit
A home visit is required to be completed within fifteen business days of the LON and once every year thereafter to establish residency of the family unit requesting assistance. A Home Visit Verification Form is signed by the participant or participants, verifying the home as their place of residence and who all resides in the home. Because it is a Program Requirement, a case will close after fifteen business days if a home visit has not been completed. If there is a change in residency, a home visit is required to be completed within thirty days of the change. Should a case close and reopen within forty five days and there has been no change of residence, a home visit does not have to be done at the time the case reopens. It will be done yearly thereafter, or when there is a change in residence. TANF Plan
H. SASSI Assessment
All adults or minor parents open on a Family, Minor Parent, Reunification, or Pregnancy Case must complete a SASSI Assessment prior to completing the initial Family Service Plan and yearly thereafter. A referral will be made for a full chemical dependency assessment, giving ten business days to complete the full chemical dependency assessment, should the SASSI indicate the need. Should the full assessment result in a treatment plan recommendation, the treatment plan will become a Program Requirement in the Family Service Plan. Participants can provide a copy of an existing treatment plan, should they have one, and this would be acceptable in the place of a SASSI Assessment and the need for a full chemical dependency assessment. TANF Plan

VI. PROGRAM RESPONSIBILITIES
The program will utilize an integrated case management approach for service delivery, as follow:

A. In some instances, assessments will be given to determine needs and potential barriers.
B. FSPs will be cooperatively developed taking into account the participant’s circumstances and contain realistic goals and time frames for completion.
C. Caseworkers will work with participants to maintain contact through written communication, phone, office visits, worksite, or email to determine progress. Thorough case notes will be maintained.
D. The program will try and ensure that all instructions or assistance to participants are clearly communicated.
E. Staff will treat all participants in a courteous, fair and equal manner.
F. Participants will be notified of any changes to their case in writing, as it relates to penalties.

Participants that do not agree that the above program responsibilities are being met can submit an Appeal following the Appeal process here within.

VII. CASE TYPES
Case types are determined through the information listed on the application. Case types may change, based on the household composition. Family units may be eligible for more than one type of case, based on family composition. I.e. A household may be receiving services under a Family Case and a Child Only Case for an eligible child or children. TANF Plan

A. Family
Family Cases may consist of one adult head of household, one spouse, and one or more children. One or both of the adults listed on application must meet the eligibility criteria. The children must either be biological or legally adopted by one or both of the adults in order to receive assistance under a Family Case. Families are required to complete hours of work participation per week, to include Core Activities, as defined in the FSP unless exempted. Any person or child listed on the application and deemed eligible is eligible for program services, pending compliance. TANF Plan

B. Reunification
Should the child or children be removed from the family unit of an existing Family Case, the participant or participants can receive the adult portion of the cash grant for up to one hundred-eighty days, with a Reunification Plan in place with a Family Services Agency. The Reunification Plan must indicate that there is a possibility that the child or children may be placed back in the home within the one hundred-eighty days if the requirements of the Reunification Plan are met. Monthly progress reports are required from the agency, indicating that the family unit is in compliance with the Reunification Plan. Should the family not be in compliance with the plan, the case will immediately be closed. TANF Plan
The children that have been removed from the family unit may be eligible for services under a Child Only Case during the same time period.

C. Pregnancy
Pregnancy Cases consist of one adult pregnant woman. Proof of pregnancy must accompany the application. The pregnant woman is the head of household. Once the head of household has reached the third trimester of pregnancy, she may become exempt from doing work participation, yet may choose to continue to do so. The pregnant woman may become exempt sooner, if a doctor’s note is presented that specifically recommends against work like activities. TANF Plan

A Pregnancy Case only has the pregnant woman receiving a cash grant therefore the case does not allow for the full sanction process. See Penalties section here within for the closure process.

Once the child or children are born, a new application is required, adding the child and significant other on the case, or the Child Support Assignment and Referral must be completed accordingly.

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 is issued to a Protective Payee, to the vendors directly, or paid to the adult supervisor in the home. Work participation hours must be met.

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 is 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. TANF Plan

E. Child Only
Child Only Cases consist of a non-needy adult caretaker or relative or can consist of one biological or adopted parent that is receiving Social Security Benefits. The income of non-needy adult caretaker or relative, who is not a biological or adopted parent, is not used to determine eligibility or used to calculate the cash grant nor are they required to complete work like activities. TANF Plan

For Child Only Cases in which one of the biological or adopted parent is receiving a form of Social Security Benefits, the parent or parents are not counted as part of the family unit and a Child Only Case is opened for the child or children. The parent or parents are required to report all earned and unearned income on the initial application and the MER. Income may be used in determining eligibility, cash grant amount and services thereafter. The Social Security Benefits of the parent is not counted as income to determine eligibility or used to calculate the cash grant nor are they required to complete work like activities. If the parent receives other forms of countable earned and unearned income it is used to calculate the cash grant. TANF Plan

If there is more than one child in the family unit and they have the same biological parents, the children are opened under one case. If there is more than one child and the biological or adopted parents are not the same, the children open under separate cases, according to family composition.
Some or all income paid on behalf of a child is counted in determining a cash grant as listed in the Income section here within. All income received on behalf of children are to be reported on the QIN TANF Application and then on the MER thereafter.

VIII. RESOURCES AND INCOME
All resources and income are to be reported on the initial application and on the MER thereafter. It is the responsibility of the applicant and participant or participants to disclose any and all income coming into the household. The program will determine what income is used and what income is disregarded in determining eligibility, continued eligibility, and in calculating the monthly cash grant. Failure to report any and all resources and income will result in fraud and the Fraud section here within will be applied.

A. Financial Resources
The applicant’s financial status will be determined after a review of all the participant’s available resources. Resources are considered available to the participant, unless specifically excluded by federal status or listed in this manual under exempt resources. TANF Plan

Participants must actively pursue any financial resource or service to which they have legal rights. Active pursuit means the participant must apply and satisfy all requirements to receive the resource or service. I.e. Social Security or Unemployment. This includes exhausting all appeals for resources and services.

If a participant should be approved for monetary benefits from another agency for the months they received a cash grant, an adjustment or recovery will be made. An overpayment will be established per the Overpayment section here within. TANF Plan

B. Financial Resource Limit
The applicant may retain a resource limit of $2,500.00 per family unit. All resources exceeding this amount will be counted as income for determining eligibility. This does not include or apply to resources of a non-needy caretaker or relative for Child Only Cases. TANF Plan

While the resource is not considered in determining eligibility, once open on a case, participants are required to report the income on the Support Service Request Form and provide verification thereof as it is taken into consideration when determining need.

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 it is the participant’s responsibility to provide the program with said deductions as per gross earnings.
2. One home or personal belongings
3. Life Insurance Policy
4. One vehicle TANF Plan

Any resource available after exempting the above resources will be used to determine eligibility. This includes any resource that has a fair market value that includes equity that exceeds the resource limit. Should a family unit acquire additional resources while open on a case, excluding non-needy caretaker or relatives, the resource must be reported by completing a Resource Acquisition Form within five business days of acquiring the resource. The additional resources will then be considered in determining continued eligibility.
Should a participant sell a resource, the funds received are to be reported on the MER with verification attached to the MER. The funds received would be counted as income when determining a cash grant or continued eligibility.

**D. Income**

The income threshold for eligibility is listed in Appendix B. The income threshold does not apply to Child Only Cases in which the guardian is a non-needy caretaker or relative, unless it is a countable form of income specifically for the child. All family units are responsible in providing all income and income changes on the MER each month, as it applies to those served under the case or those in the home that are required to report income as identified in the FSP. If an applicant or participant exceeds the income threshold, an LON will be sent accordingly.

1. A participant’s income will be determined under the following criteria:
   a. Gross Income: The total monthly income from all sources, whether earned or unearned, prior to any deductions.
   b. Net Income: The total money amount available after deductions are made for:
      1. Work related expenses for self-employed persons, which shall be the cost of doing business. Receipts or proof of work related expenses must be included with the income derived, to calculate net income.
      2. Court ordered and documented 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 installment payments or other payments to all 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 refers to cash or in-kind contributions earned by an individual. Earned income is the receipt of wages, salary, commissions, or profits from activities earned as an employee or through self-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.

Earned income for self-employed participants shall be calculated after deductions for work related expenses as verified through receipts. Deductions can be for such things as listed in the Income section here within.

Earned income is also income earned over a period of time, but for which settlement is made at a later time, such as the sale of fish, timber, crops, or livestock. Income is reportable on the MER, once the income is received and with verification attached to the MER such as pay stubs or a statement from the employer that includes the employers name, phone number, amount of wages earned the pay period in which the income covers and the date in which payments were dispersed.

**F. Unearned Income**

Unearned income may be received on a regular or irregular basis. Unearned income will be counted the way earned income is counted and will continue to be counted as long as it is available and verification is provided that the unearned income is below the allowable resource limit. Unearned income will not be counted as income until it is available. The following are considered unearned income:
1. Interest payments
2. Rent from owned property
3. Gross income from sale of timber, mineral, gas, oil and bonuses
4. Life insurance pensions, unemployment compensation, strike benefits, survivor benefits and allowances for dependents of military personnel.
5. Social Security Benefits*
6. Unemployment Insurance*
7. Annuities
8. Settlements
9. Adoption support*
10. Worker’s compensation
11. Dividends
12. Foster Care payments*
13. Veterans benefits
14. Alimony
15. Casino winnings
16. Military allotments
17. Inheritance
18. Rent/lease income
19. General Assistance*
20. Gifts or prizes
21. Out of state AFDC/TANF*
22. Railroad retirement
23. Sale of property or timber

Unearned income is reportable on the MER once the income is received, with the verification attached.

G. Periodic Income
Periodic income is income that is received by a participant on a quarterly, biannual or annual basis. Examples would include per capita payments that are distributed on such a basis, or recurring annual lease, rental or investment income. Periodic income is reportable on the MER once the income is received, with the verification attached.

Periodic income is prorated over the length of time for which it has been distributed, i.e., a quarterly payment would be prorated over three months, yearly over twelve months. The program shall prorate the income unless the participant can provide verification that the income will not be continued to be received in the future. If verification is provided, that the income will be discontinued, the income will then be counted using the three month logic and as a resource thereafter.

H. Federal Income Disregard
Under Federal Law, the following income is to be 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

Regardless of the disregard, all income is required to be reported each month on the MER, with verification attached. The disregarded income does need to be reported as income when requesting support services and it is taken into consideration when determining need.

I. Program Income Disregard
The program will disregard up to $200 of earned and certain types of unearned income per month per adult or minor parent participant receiving a cash grant, with a $400 maximum per family unit being disregarded per month. Regardless of the disregard, all income is required to be reported each month on the MER, with verification attached. The disregarded income does need to be reported as income when requesting support services and it is taken into consideration when determining need. TANF Plan

J. Child Support Pass Through Funds Disregard
Child Support Pass Through funds that are passed through by the TANF Program to the family unit will not be counted as income and will not be deducted from the cash grant. TANF Plan

The disregarded income does need to be reported as income when requesting support services and it is taken into consideration when determining need.

IX. CHILD SUPPORT
The program works in conjunction with the QIN Child Support Program in establishing child support for a child or children receiving monthly cash assistance from the TANF Program.

A. Referral
The Child Support Referral Form is part of the application; once filled out and signed, the form is submitted to the QIN Child Support Program as applicable. The Child Support Referral Form begins the process to establish paternity and child support on behalf of the applicable child or children. Exceptions for not sending a Child Support Referral to the QIN Child Support Program includes, but is not limited to: if both parents of the child or children are living together in the home, the non-custodial parent is under the age of 18, or as listed in the Child Support Referral and Assignment, Good Cause section here within. All exceptions are to be approved by the Lead Caseworker and the Manager.

B. Assignment
The Child Support Assignment Form is part of the application. The form is forwarded to the QIN Child Support Program, as applicable. The Child Support Assignment Form begins the process to locate an existing Child Support Order or to begin the process of establishing a Child Support Order through the court process. Once an established Child Support Order is located or a new Child Support Order is established and collection of child support payments has begun, the Child Support Assignment Form authorizes that all payments collected on behalf of the family unit while receiving cash grants are assigned to the QIN TANF Program to reimburse funds that are being distributed to the family unit.

C. Received Directly by Participants and Future Collection
If current child support is received directly by the family unit, from the non-custodial parent in the month that a QIN TANF Application is submitted, the amount and date received must be reported on the application. If current child support is going to be received within the month in which an application has been submitted, but has not been received yet, the amount and the date scheduled to be received must be reported on the application. The reported child support income is used in determining eligibility and is used in calculating the first cash grant. The three month logic does not apply.
Once the family unit has been approved for services, should they receive a child support payment directly from a non-custodial parent at any time during the month in which they are receiving a cash grant from the program, they are required to report the child support amount and date received on the MER and attach a check or money order in the same amount reported, payable to the QIN Child Support Program.

When the child support payment is reported on the MER and turned in to the TANF Program, the funds will be given to the QIN Child Support Program and attempts will be made to contact the non-custodial parent to notify them that a Child Support Assignment has been done by the QIN TANF Program and the funds need to be paid to the QIN Child Support Program or state Department of Child Support for the child support to be counted as paying toward child support that is owed by the non-custodial parent.

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

Failure of an applicant or participant to report any and all child support received directly or indirectly from a non-custodial parent after requesting or while receiving a cash grant from the QIN TANF Program is fraud and will be handled according to the Fraud section here within.

D. Pass Through Funds
The program may distribute child support funds to all eligible participants, as the budget allows, and as current child support is received. Pass Through funds are based upon the child support order amount per child, not to exceed up to $100 per child, up to $200 maximum per family per month. This applies for those with children in the family unit that are eligible to receive child support. The Pass Through funds will not be counted as income against cash grants. However, child support Pass Through funds are to be reported as income when requesting support services and it is taken into consideration when determining need. TANF Plan

Pass Through funds are distributed monthly. Funds are distributed on or around the 10th of each month, following the Key2Benefits card or check process here within.

The amounts generated under a Child Support Assignment and distributed to the participants will be evaluated bi-annually to determine sustainability of the service. Any amounts generated under a Child Support Assignment 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. Pass Through funds are only allowed if the QIN Business Committee authorizes a uniform payment policy. TANF Plan

E. Payments in Excess of the Cash Grant
If current child support payments are received by the program and the payment exceeds the cash grant amount for two consecutive months, the case is closed and all current child support funds are sent to the family unit by either the QIN Child Support Program or state Department of Child Support. TANF Plan

F. 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 Program. It is up to the custodial parent to notify the appropriate Child Support Program to stop collections on a Child Support Order, once the family unit is no longer
receiving cash assistance from the QIN TANF Program, if that is what they choose. This is at the discretion of the custodial parent.

G. Write Off
The program and QIN Child Support Program have established a process for writing off back child support debt owed to the QIN TANF Program by a parent. Program staff can review the eligibility requirements with the parent and can then assist the parent with the process, as applicable. Debt owed to a custodial parent, guardian or to the local Department of Child Support cannot be written off.

X. CASH BENEFITS
A cash grant is a monthly cash assistance payment designed to meet the family unit’s basic, ongoing needs such as food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses. Cash grants are issued once per month in a predetermined amount based on family size and income. Cash grants are issued to any eligible participant, though subject to sanction contingent on compliance. TANF Plan

A. Determining and Calculating Benefits
Participants will be issued a cash grant based on the standard monthly rate as listed in Appendix B and adjusted based on income that is reported on the initial application and the MER thereafter. The first grant payment will be prorated from the date that the case is approved. In prorating a payment, the grant amount for the month shall be divided by the days per month, and then multiplied by the number of eligible days.

When determining the grant amount and income taken into consideration when calculating a cash grant, the three month logic applies unless otherwise noted. The three month logic is listed in Appendix C.

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

1. Earned and Unearned Income: Participant or participants that are employed or within the countable income limit, will receive an adjusted cash grant with a 50% reduction of earned income.
2. Child Support payments received directly and Gaming Per Capita: Participant or participants that receive child support payments directly and/or gaming per capita will receive an adjusted cash grant with a 100% reduction.

A person or child receiving income such as Social Security Benefits, Adoption Support, or Foster Care payments are to be excluded from the family unit and their income is not counted in determining eligibility or towards the cash grant amount. The only exception is if the income from Social Security Benefits does not exceed the grant amount and the participant or child is eligible for a partial cash grant.

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 child or children are served under a Child Only Case. All earned and unearned income from the parent does need to be reported on the MER. The cash grant would be adjusted or the case would close, should countable earned and unearned 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 Benefits is not included in the family unit and the one adult and child or children are served under a Family Case. All earned and unearned income, for both adults do need to be disclosed on the MER each month. The cash grant would be adjusted or the case would close, should
countable earned and unearned income exceed the income limit, unless the income is exempt or disregarded.

If there is a two parent family unit in which both adults receive Social Security Benefits, all Social Security income and any other earned or unearned income is counted when determining eligibility for services. If the case is eligible to open, it will open as a Family Case and the adults will not be required to complete hours of work participation. The cash grant would be adjusted or the case would close, should the earned and unearned income exceed the income limit.

B. Initial Cash Grant and Payment Schedule
For new cases, the initial cash grant will be issued as soon as a payment can be processed. After the first payment, cash grants should be received one time per month on or around the first day of each month depending on the mail system, holidays, QIN Finance Program processing, and/or business banking days. Late grants should be received on or around the tenth day of each month, depending on the mail system, holidays, QIN Finance Program processing and/or business banking days.

The first one or two cash grants may need to be issued by check, but will be issued on a Key2Benefits card whenever possible thereafter. All checks are mailed unless extraordinary circumstances require the participant to pick up the check in person and prior arrangements have been made.

A cash grant can be issued in the form of a WEX paycheck for those participants employed through a Work Experience (WEX) Placement, as a WEX paycheck is given in lieu of a cash grant. For this reason, participants cannot receive a cash grant and a WEX paycheck in the same month. A WEX check does counts as a month toward the 60 month lifetime limit of cash assistance unless otherwise exempt.

C. Key2Benefits Card
Key2Benefits cards are used by the program to issue cash grants. The Key2Benefits card is not a credit card and is not tied to a bank account. The card can only be uploaded with funds by the Quinault Indian Nation through the QIN Finance Program.

Caseworkers order the initial Key2Benefits card, with one card per household ordered and ordered in the name of the head of household. Once the card is received at the TANF Office, the caseworker will contact the participant to come into the office for a brief orientation that will include activating the card and setting up the online access of the card.

The program initiates the process to have a cash grant uploaded to the Key2Benefits card. An upload can take up to three to five business days to be uploaded. Key2Benefits cards cannot be uploaded with funds on non-banking days. For issues with cash grants uploaded to the Key2Benefits card, participants are to contact their caseworker or the Lead Caseworker.

The QIN Finance Program may upload other types of payments to the card, in addition to cash grants. An example may be travel reimbursements, or foster care or elder payments. When this happens, this is not at the request of the TANF Program. For other cash payments on the card that are not cash grants, participants would contact the QIN Finance Program.

Caseworkers do have an administrative view of Key2Benefits accounts online, but can only view an account to verify if funds have been uploaded to the card and when it was uploaded.
It is important that participants keep the Key2Benefits card, should TANF services end. The card can still be used by the QIN Finance Program to distribute other funds. The card can also be used in the future, should services with TANF resume.

D. Using the Key2Benefits Card
Key2Benefits cards can be used at ATM’s, point of sales, or can be used over the phone or online to make payments. When using the card, it is important that participants know the balance on the card, as a Bank Teller or vendor will not know the amount available on the card.

If participants go into a KeyBank branch, they can withdraw any amount of funds up to the amount that is on the card. It is the participant’s responsibility to know the card balance, as the employees at KeyBank cannot see funds available on the Key2Benefits card. When inside the bank to withdraw funds, participants are required to provide photo identification and the Key2Benefits card to ensure identity. If a participant uses the ATM at KeyBank, the pin number is used and photo identification is not required.

Key2Benefits cards left in the ATM at KeyBank in Aberdeen can be picked up, with photo identification provided, within two weeks. If the card is not picked up in two weeks, the card is destroyed by KeyBank and a new card must be ordered by the participant calling the customer service number.

Lost or stolen Key2Benefits cards must be reported by calling the Customer Service number of KeyBank. Customer Service will notify the participant if there is a replacement charge for a lost or stolen card. TANF staff cannot order a replacement card and are not responsible for fees related to replacement of lost or stolen cards. Participants do need to contact their caseworker and notify them of a lost or stolen card.

E. Non-Receipt of a Cash Grant
If a participant is to receive a cash grant in the mail and it has not been received after three business days from which it was due, the participant is to notify the caseworker and the caseworker will work with the QIN Finance Program to trace the check. If the check has not been located or cashed, a Void Check Request Form is to be completed by the participant and a replacement check will be reissued. Should the participant receive the original check after the Void Check Request Form is submitted, they are to return the original cash grant to the TANF Office. Legal action may be taken should the participant attempt to or cash the original check in addition to the replacement check.

If a cash grant is not received and it was to be uploaded to the Key2Benefits card, the participant is to check the online account or ATM balance to determine if the amount was uploaded. If the funds are not uploaded after three business days from the date in which it was due, the caseworker is to be notified and the caseworker will then research the non-receipt of the cash grant. When necessary, the caseworker will resolve the issue and request the cash grant be uploaded to the Key2Benefits card.

F. Vendor Payments or Protective Payee
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, after vendor payments are made, can 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 payment or Protective Payee 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.
For vendor payments, it is the responsibility of the participant to notify the vendors and set up payment due dates with the vendor should they differ from cash grant issuance dates. The program is not responsible for costs incurred for late fees to a vendor, unless it was an error of the program. Vendor payments do follow the Initial Cash Grant and Payment Schedule section listed here within.

The program does not have the capability to set up a Protective Payee. This would be the responsibility of the participant. The program is not responsible for costs incurred for the service and is not liable for those that choose to receive cash grants through a Protective Payee.

G. Underpayment
Underpayments are restoration or supplemental payments of a cash grant if it is determined that the participant received a lesser amount than eligible to receive, in instances where a change would increase cash benefits owed to a participant and it was reported too late for adjustment to the applicable payment period. An underpayment will be made as soon as possible or paid in addition to the following months cash grant depending on when it is discovered. An LON will be sent in regards to the underpayment. In cases of an underpayment, the amount restored will be in addition to the cash benefits the participant is entitled to receive for the applicable month. TANF Plan

H. Overpayment
Adjustments will be made for recovery when an overpayment of cash assistance becomes apparent. A LON will be sent to the participant outlining the overpayment and requesting an appointment to complete a Repayment Contract. The Repayment Contract will include the amount to be deducted from future cash grants or WEX paychecks, avoiding undue hardship for the participant. Future cash grants will be reduced by an amount not to exceed 25% of the cash grant that will lead to eventual recovery of the total overpayment. If a Repayment Contract is not signed within ten business days of the LON being sent, a 25% reduction will automatically be imposed on future cash grants or WEX paychecks. Should the participant not respond, not agree, or the agreement is not followed and the case closes, the program may request a payroll assignment when possible. Further, all overpayments will be entered into the TANF database and will be recouped if the participant should apply for services in the future.

Should an overpayment be detected after a participant no longer receives cash assistance, a Repayment Contract will be sent to the participant. Should the participant not respond, not agree, or the agreement is not followed, the program may request a payroll assignment when possible. Further, all overpayments will be entered into the TANF database and will be recouped if the participant should apply for services in the future.

Child Only cases that close prior to the end of the month, at no fault of the caretaker or relative, will not result in an overpayment.

XI. TIME LIMIT FOR CASH BENEFITS
An adult participant may only receive a cash grant for a total of 60 months per lifetime limit of cash assistance, unless they are exempt or meet one or more of the exemption criteria as listed below in the Hardship Exemption section here within. This time limit includes any cash grants that the participant may have previously received under another State or Tribal Program. TANF Plan

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

B. Exemption from Time Limits While Receiving Cash Benefits
A participant may be exempt from the time limits due to hardships while receiving a cash grant. This will be determined case by case basis, by the Manager and/or the manager’s designee.

Reasons for exemption from the time limit include, but are not limited to, family units where a participant or participants 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

In order to be considered exempt from the months counting toward the 60 month per lifetime time limit of cash assistance, the participant must complete a Request for Exemption from Time Limit Form. Attached to the form, verification must be provided that would support the time limit exemption. The request would then be approved or denied by the Lead Caseworker and the Manager. An LON would be mailed to the participant, explaining the decision and if approved, the length of the exemption and any requirements that must be met during the exemption, as applicable. If the participant fails to meet any of the requirements during the exemption, the months will no longer be exempt from the time limit and the participant will be notified in a Letter of Notification (LON). TANF Plan

C. Hardship Exemption
In order to be considered for a Hardship Exemption, the applicant must apply for and be denied monthly cash assistance services based on exhausting the 60 months per lifetime time limit of cash assistance. Once denied, the applicant will be given the option to apply for a Hardship Exemption by completing the Hardship Exemption Form. Reasons to request a Hardship Exemption follows those outlined in the Exemption from Time Limits While Receiving Cash Benefits section here within.

For the Hardship Exemption, the Manager or Manager’s designees will set up a hearing with the applicant. A hearing will be held with no less than three staff and will follow the hearing process outlined for Appeal Hearings here within, however, the hearing is not recorded.

After a hearing is conducted, an LON will be mailed to the participant within five business days. If denied, the participant will be referred to other programs, as applicable. If approved the participant must complete the intake process of a new case and follow the guidelines here within.

A family unit that opens under a Hardship Exemption will undergo a review by the Manager or Manager’s designee, at a minimum of every three months to determine continued eligibility of the Hardship Exemption. TANF Plan

D. Program Limit
The maximum total percentage of families or assistance units subject to time limit exemptions may not exceed 25% of total programs caseload at the time of highest participation. TANF Plan
XII. WORK PARTICIPATION REQUIREMENTS

Work participation is a means for participants to engage in work like activities that are designed to move the family unit toward self-sufficiency. Work participation requirements do not apply to Child Only Cases.

A. Hours Required of Work Activities Per Week

The work participation rate for a one parent family has been set as twenty hours of approved work activities per week as listed in the FSP, unless otherwise exempt. Two parent families are required to complete thirty hours of approved work activities per week as listed in their FSP, unless otherwise exempt. If one parent of the two parent family is exempt from completing hours of approved work activities, this would be identified in the FSP, with the other parent only required to meet twenty hours of approved work activities per week. The two parent family that are required to meet twenty hours of approved work activities per week would be sanctioned following the financial amount listed in the Sanctions section here within.

Two parent families can share the hours of approved work activities as deemed fit for the family unit, as long as they complete a minimum of thirty hours per week and activities as identified in the FSP. The hours of approved work activities per week required of family unit will be averaged for the month. For examples of averaged hours see Appendix D.

All hours and work activities completed by the family unit are recorded on the Work Activity Log. The hours reported are to be for actual time that it takes to complete the activity. See Appendix E. TANF Plan

B. Work Activity Logs

Participants are required to submit Work Activity Logs (WALs) to verify compliance of meeting the hours of approved work activities as defined in the FSP. WALs are typically mailed to all family units at the beginning of each month. WALs are also made available at each office location. The WALs are for either a two week or three week reporting period, with the days of the reporting period and the due date listed on the WAL. It is the participant or participants’ responsibility to submit a WAL to verify compliance. WALs can be submitted in person, in the drop boxes, by fax, or by email. If WALs are not received by the end of the day in which they are due, LON’s will be mailed out accordingly.

WALs list approved work activities and maximum hours that can be counted each week. WALs also include other supporting forms that are required to be completed to verify hours of approved work activities such as GED, Job Search, and treatment participation. Some of these forms require signatures from the instructor or treatment provider. Without the signatures the hours are not counted and an LON will be sent accordingly.

Incomplete WALs will be returned to the participant or participants with an LON explaining what is necessary to complete the form. LON’s will also be mailed to the participants if the WALs are not filled out correctly, explaining the error and what is necessary to correct the error.

C. Approved Work Activities

Approved work activities are activities that remove barriers and reasonably assist the family unit to become self-sufficient. The FSP will outline the activities, maximum hours for each activity and will list what is a Core Activity, Program Requirement or an Other Allowable Activity.
Allowable activities that will be counted toward meeting the hours of approved work activities per week include:

1. Unsubsidized employment
2. Traditional self-employment such as fishing and gathering
3. Job search activities
4. Subsidized Tribal employment
5. Subsidized work in the private sector
6. Program approved work experience activities
7. On-the-job training
8. Internships
9. Participation in a job readiness program
10. Job skills training
11. Traditional subsistence hunting, fishing, and gathering activities
12. Program approved community service, cultural and religious activities to include teaching activities and skills relevant to Tribal culture
13. Vocational training
14. Education related to employment, with measurable progress
15. GED completion training
16. High school course work - Minor Parent
17. Post-secondary education - Participant must maintain a 2.0 GPA and show reasonable progress towards completion of an accredited degree program which will lead to unsubsidized employment
18. Provision of childcare for another participant engaged in work requirement
19. Activities aimed at removing barriers to employment, such as program approved counseling and chemical dependency treatment. *TANF Plan*

Specific guidelines for approved work activities and hours are listed in Appendix E.

**D. Program Requirement Activities**
Program Requirement Activities will be determined in the Family Service Plan (FSP). Program Requirement Activities include activities such as High School or GED attendance, Chemical Dependency assessment completion and treatment, and/or compliance of a Reunification Plan. If the participant or participants do not meet Program Requirements and/or do not meet required hours of participation, the participant will be removed or the case will close as listed in the Penalties section here within.

**E. Core Activities**
Core Activities will be determined in the Family Service Plan (FSP). Core Activities are to move participants directly toward self-sufficiency or are focused at removing identified barriers to self-sufficiency. Core Activities may include activities such as mental health and domestic violence counseling and/or treatment, and attending employment and training classes and appointments unless otherwise exempt. If the participant or participants do not meet Core Activities and/or do not meet required hours of work participation as listed in the FSP, the sanction or penalty process will be followed as listed in the Sanctions or Penalties section here within.

If deemed employable, participants will be required to engage in one or more of the following as Core Activities: completion of a Self Sufficiency Transition Plan, Job Skill classes, Job Club and/or meet with Employment & Training staff for one-on-one appointments to address individual employment and
training needs. Employment and training Core Activities will be further identified in the Self Sufficiency Transition Plan and a copy will be given to the caseworker to verify compliance.

If it is determined that a participant is not employable due to identified barriers that are not conducive to focusing on employment and training activities, the participant will exempted from participation in employment and training activities until the barriers have been addressed. If exempted from employment and training activities, other Core Activities may be required to remove the identified barriers. Exemptions and Core Activities will be identified in the FSP.

F. Other Allowable Activities
The activities listed under Other Allowable Activities in the FSP are at the discretion of the participant or participants, as long as, added with the required Core Activities and Program Requirements, the activities meet or exceed the weekly hours of work participation required and are moving the family unit toward self-sufficiency. If the activities and hours that a family unit is completing under Other Allowable Activities does not move the family toward self-sufficiency, the Lead Caseworker, Caseworker and the adult participant or participants will meet to discuss Other Allowable Activities that will assist the family in moving forward and the will be specified in the FSP.

G. Exemptions from Work Participation Requirements
All participants who receive services under a Family, Pregnancy or a Minor Parent Case will be required to participate in hours of approved work activities, except in the following circumstances:

1. Persons over the age of 55.
2. Pregnant women in their last trimester. Exception: Participant is not exempt from meeting home school, GED, public high school, or high school completion requirements, as listed in GED/Basic Education section here within, unless a doctor’s note is provided that specifically states that they are unable to attend.
3. Post-partum women for six months after birth or the other parent may choose to be in exemption in lieu of the birth mother. Exception: After six weeks, the participant is not exempt from meeting home school, GED, public high school, or high school completion requirements, as listed in GED/Basic Education section here within, unless a doctor’s note is provided that specifically states that they are unable to attend.
4. Disabling medical conditions as defined by a physician.
5. Special circumstances, such as care for disabled dependent or elder, court requirements, or extraordinary circumstances as approved by the Lead Caseworker and the Manager. TANF Plan

H. Failure to Participate in Work Activities
Participants who fail to participate in work activities contained in the FSP will be subject to sanctions, unless good cause is shown. This applies to one and two parent family units, unless otherwise indicated. One of the following criteria must be met to show good cause:

1. Unavailability of transportation, until arrangements can be made.
2. Unavailability of childcare for a one parent family, until arrangements can be made.
3. Mental and physical health issues.
4. Participant is currently undergoing in-patient substance abuse rehabilitation.
5. Schedule conflicts with required court appearances or incarceration.
6. Extraordinary temporary family circumstances that constitute unreasonable hardship or risk.
7. Environmental emergencies such as fire, flood, violent storm, earthquake, or tsunami.
8. Participant does not understand Program Requirements, one time only. TANF Plan
To be approved for good cause for failing to participate in work activities, the participant must complete a Good Cause Exemption Form. The exemption would be approved or denied by the Lead Caseworker and the Manager, with an LON mailed to the participant within five business days.

**I. Failure to Engage in Work Activities Due to Lack of Child Care**

If a single custodial parent caring for a child or children under the age of six can show that they cannot meet the work participation requirement due to the following reasons, the program will not reduce the cash grant or close the case.

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

Participant will be put in exemption status and will remain in exemption status until child care issues can be resolved. The Lead Caseworker will determine if the family unit has made every effort to secure the child care in order to engage in work activities. The caseworker will provide local area listings of child care facilities, to include the Quinault Tribe 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.

Affordable child care is child care not above the reimbursement rate set by the State of Washington. Appropriate child care 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 child care is a thirty minute commute time, one way. TANF Plan

To continue to be exempt, the participants must provide monthly verification that childcare is still unavailable. If the participant fails to provide monthly verification, the exemption will be discontinued and an LON will be mailed.

**J. Family Violence Option**

Adult or minor parent household members that are a victim of domestic violence, may be granted waivers of work participation requirements to include but not limited to GED or high school attendance, employment and training class attendance, employment and for 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. There is no limit on the length of time that a participant may be granted a waiver under the Family Violence Option; however, a re-determination will be done no less than every six months.

Participants can complete the self-assessment form and score within the range for domestic violence to be eligible for the FVO, self-disclose, or they can submit police reports as documentation. Participants can be eligible for the FVO at any time while on the program.

Those participants under the FVO will be referred for services and monitored through submittal of Work Activity Logs, to ensure progress, as follows:

1. Meet with and follow through with the conditions of a domestic violence agency.
2. When available, 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. The FVO and support service are known to all participants through the orientation process. The orientation process would include a domestic violence screening tool. Support services will include the option of financial assistance to relocate out of the area due to safety reasons.
2. That participants under the FVO have an FSP that outlines the treatment plan as set forth by a Domestic Violence Agency.
3. As with all cases, confidentiality will be upheld for the individuals that are receiving services under the FVO.  

If eligible for the FVO, the participant must approved by the Lead Caseworker and Manager. If approved, the participant will be sent a LON identifying the length of time for the waiver and the criteria that must be met.

K. Work Activities Not Displacing Other Workers
An adult or minor head-of-household taking part in a work activity cannot fill a vacant employment position if:

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

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

L. Failure to Accept or Maintain Employment
Once engaged in the program one of the following criteria must be met to show 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 XIV. E. 1., 2., and 3. above.

To be approved for good cause for failure to accept or maintain employment, the participant must complete a Good Cause Exemption Form. The exemption would be approved or denied by the Lead Caseworker and the Manager, with an LON mailed to the participant within five business days.

Failure on behalf of a participant to accept or maintain employment while receiving a cash grant, without good cause, will result in a thirty day Sanction for the adult or minor parent portion of the cash grant and a concurrent thirty days ineligibility of support services. The sanction process does not apply
to a Pregnancy or Reunification Case, therefore the case would close for thirty days, after which time they would need to reapply.  

**TANF Plan**

**XVIII. VOLUNTARY CLOSURE OR REMOVING A PERSON OR YOUTH FROM A CASE**
A participant or participants can choose to 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 Letter of Notification (LON) would be mailed to the last known address and the Overpayment section here within applies.

**A. Voluntary Closure**
To voluntarily close a case, a participant must submit a written request.

**B. Removing an Adult or Youth from a Case**
To remove an adult member, minor parent, or a child from the case, a written request must be submitted. A Child Support Assignment and Referral will then be required, if applicable and all income for the household member must still be reported, if still residing in the same home. Further, if the person is removed but is or was eligible for Transitional Services and chooses to close or is no longer part of the family unit; they are no longer eligible for Transitional Services.

**C. Removing Youth from a Case Due to Graduating or Reaching the Age of 19**
Youth who are over 18 years of age but under the age of 19, who 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 who are attending a high school or GED Program and have not graduated, must be removed from the family unit the day prior to turning 19 years old. Caseworkers are to pro rate the final cash grant so that the family unit is not put into an overpayment situation.

Youth that receive a diploma or GED and are still under the age of 18, do not need to be removed from the case until they have reached 18 years of age.

**XIV. SUPPORTIVE SERVICES**
Limited financial resources are available to participants to assist in removal of barriers that may be preventing a family in becoming self-sufficient or to assist a non-needy caretaker, relatives or parent of children open on a Child Only case in ensuring basic needs for the children are being met. Support services are available to participants who are in compliance and have met program requirements. Support services are not automatic or an entitlement. Support services are contingent on the availability of funds and are based on the individual needs of each participant. Any support service may be denied for any plausible reason, including but not limited to; compliance issues, availability of other resources, missing documentation, questions of eligibility, frequency of use, availability of TFAG funds, and amount remaining in the pertaining category of current guidelines. Support services do not include reimbursing a participant for items or services that have already been purchased. Support service requests for items or services that are considered luxury or are considered to be within a participant’s budget shall not be approved.  

**TANF Plan**

**A. Emergent Support Services**
Emergent Support Services are designed to meet specific, basic and emergent needs. Emergent needs may include food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses. All supportive services are considered on a case by case basis and when all other resources have been exhausted.
To obtain approval for an emergent support service, a Support Service Request Form must be filled out and all supporting documents attached to the form for it to be considered complete. The deadline to submit a complete Support Service Request Form is normally on Tuesdays no later than 10 a.m. Those late or incomplete will not be staffed. If the form is incomplete, an LON will be mailed listing what is needed for the request to be considered complete. Late requests will be staffed at the next regularly scheduled staffing.

When requesting a support service, the caseworker and participant shall consider the most cost effective method to include exhausting other resources including, but not limited to: QIN Emergency Assistance Program, CCAP, LIHEAP, food banks, food stamps, etc.

Support services are normally staffed each Wednesdays, with an LON mailed notifying the approval, pending, or denial of the request. Support services are not staffed the week that cash grants have been received, with the exception of those directly tied to employment or youth.

Payments to vendors and stipends are normally processed or prepared for distribution on Thursdays. Participants can contact the front desk staff no sooner than Thursday at 1 p.m. to inquire about the status of the Support Service Request.

Purchase or payment of a support service will follow the QIN Finance Program purchasing procedures. Stipends are available to be picked up at the front desk at the TANF Office. Support services purchased through a stipend do require that the stipend be used within five days of being issued and a receipt to be returned to the office within five business days after the support service stipend has been used. If the receipt is not returned within the time frame, an LON will be mailed notifying the family unit that they are not eligible for support services for thirty days. If the receipt is returned and it indicates that items purchased were not approved items, the amount spent was above the amount that was approved, or cash was refunded to the participant and a check or money order is not submitted with the receipt, an LON will be mailed and the Overpayment process here within will be followed. Further, no support services will be approved for a period of thirty days. Continued disregard may result in no support services being authorized for the family unit.

When a new case opens, support services will not be given until thirty days of compliance is shown, unless it is for emergent reasons. Support services that were incurred prior to the case opening can be submitted, based on being emergent. Some examples of emergent would be loss of shelter, loss of power, loss of water, etc.

If a participant or participants are in Sanction Warning or Sanction, the family unit is not eligible for support services until the Sanction Warning is rectified or after thirty days of the Sanction with the exception of GED testing fees, bus passes necessary to meet compliance, or for those specific to children in the family unit.

It is the non-needy caretaker, relative or parent’s responsibility to complete and submit a Support Service Request Form on behalf of the child or children. If a youth is not incompliance with an ISP, no support services will be issued for that child until compliance issues are met, unless the support service rectifies the compliance issue or there are extraordinary circumstances, as approved by the Lead Youth Advocate and the Manager. If support services are requested for the youth while in non-compliance, an LON will be mailed.
If a child moves from one home to another under a Child Only Case, the support service limits and previously purchased support service items specific to the youth transfer with the youth. Items purchased for the child or children would also need to transfer with the youth.

B. Transitional Services
Transitional Services are support services, not cash assistance, provided to a family unit who transitioning off of a cash grant due to: obtaining a job, achieving a level of income and resources that exceeds the eligibility for a cash grant, or has reached the life time limit of cash assistance. Transitional Services do not apply to Child Only Cases.

Support services rendered under Transitional Services are for employment related items and services such as: food, transportation, child care, assistance with paying for work-related tools, equipment, clothing, licensing and work related fees. Transitional Services are for the adult or minor parents that were receiving services on the case at the time it closed and are employed.

Transitional Services are limited to one year in length starting the month proceeding the month the family unit last received a cash grant. Transitional Services are available for one year after the family unit becomes eligible for the service. To be eligible for Transitional Services, the family unit must be within 300% of poverty level and close their case in compliance. Eligibility for Transitional Services is redetermined at a minimum of every ninety days, throughout the one year, to ensure the poverty level is within 300%. TANF Plan

Transitional Services follow the same process as listed under the Support Services section here within.

C. Diversion Services
Diversion Services are available to applicants who are not open on a case and are at risk of becoming dependent on the program, are in need of a onetime or limited benefits to help them avoid dependency on the program, and who do not need, by their or the program’s determination, or want to become a participant i.e. an assistance unit receiving a cash grant, requiring ongoing support services, and necessitating the adult or minor parent member of the family to engage in work participation activities.

Diversion funds can be used for things such as: Housing, utilities, training, education, child care, mental health, substance abuse or domestic violence services, developmental and learning disability services, required higher education/ work related clothes and supplies, fuel, food, auto repairs, transportation costs, and Individual Development Accounts.

The family unit must complete an application, provide verification of forty five days of income and fall within 300% of the current Federal Poverty Guidelines for the current year and otherwise be eligible for services. The completed application must also be accompanied by a statement that lists a specific crisis situation that will be resolved with the Diversion Services and how the services will assist the family unit in not needing a cash grant. TANF Plan

Once approved for Diversion Services, an LON will be mailed with a Diversion Request Form. The Diversion Request Form must be completed, outlining how the participant would like to receive the assistance. Diversions expenditures are limited to two months from the date of the application approval.

Diversion Services are limited to a onetime $1,500.00 cash payment, up to $1,500 in support services, or a combination of both. If stipends are to be issued for all or part of the Diversion Services, see guidelines in the Support Service Guidelines here within. Diversions Services are not bound by the limitations set in the Support Service Guidelines, but rather are set to their own limit of $1,500.
Participants cannot receive Diversion Services if they are currently open on a case or 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 until the one year is completed to apply for Diversion Services.

Should a family receive Diversion Services, they are eligible to apply for a monthly cash grant after the first day of the month, two months from the date that the Diversion Services closed.

Applicants may not apply for Diversion Services until after one year from the date the last Diversion Services closed. A family unit can only receive eight Diversion Services per lifetime. TANF Plan

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 situation or episode. 2) Are 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 Services section here within. NSTB can 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. TANF Plan

XV. INCENTIVES
Incentives are available to adult and youth participants, with limited incentives available to adults whose children receive services under a Child Only Case. Incentives are not automatic or an entitlement and they contingent on the availability of funds.

A. Request
Incentives can be given in form of a voucher, gift card, pre purchased gift, or bills can be paid on behalf of the participant. To receive an incentive, the Incentive Request Form and supporting documents are to be submitted and an invoice is required if a bill is to be paid on behalf of the participant. Supporting documents include verification necessary to validate the incentive. Paperwork is due to the office by Tuesday at 10 a.m. to be processed on Wednesday. Once approved, tabled or denied, an LON will be sent accordingly.

If a youth requests an incentive during a school visit, the youth can complete the Incentive Request Form, with verbal permission given by the caretaker, relative or parent.

B. Issuance
Approved incentives are normally distributed on Thursday after 3p.m.. Participants can contact the front desk staff on Thursday after 1 p.m. to inquire when the incentive will be available.

When gift cards are given to participants as an incentive, participants do not need bring back the gift card or receipt. However, if a stipend is issued a receipt will be required within five business days of the stipend being used. If it a receipt is not returned, an LON will be sent indicating an overpayment and the Overpayment section here within applies.

Bills that are paid as an incentive do not follow the same guidelines as the Support Services section here within. All types of bills are allowed to be paid, unless there is a conflict.

Incentives are listed in Appendix G.
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 give career exploration opportunities, knowledge, and the tools necessary to enter into or advance in the workforce through education or vocational services, job placements and other services that are related to employment and training. Employment and training services are a support service and are available to participants who are in compliance and have met program requirements. If a participant is not in compliance or has not met program requirements, they cannot access employment and training services other than attending classes offered onsite. Employment and training services are not available to adults whose children receive services under a Child Only Case. TANF Plan

A. Referral

Referrals for employment and training services are completed by the caseworker after the FSP has been completed. Referrals will require participants to begin attending weekly Job Skill classes as a Core Activity unless deemed otherwise.

Employment & Training staff can refer a participant back to the caseworker, once the case has been staffed with the Lead Caseworker and it has been determined that it is in the best interest of the participant.

B. Self Sufficiency Transition Plan

After the referral has been made, participants will have twenty business days to schedule and attend a one-on-one appointment with Employment & Training staff to complete a Self Sufficiency Transition Plan as part of their Core Activity. The staff will work with participants to determine the need for services and the services to be rendered. Once completed, the Self Sufficiency Transition Plan will be given to the caseworker for compliance verification. No employment and training services, other than Job Skill classes will be offered to a participant without a completed and/or updated Self Sufficiency Transition Plan.

If a participant does not complete a Self Sufficiency Transition Plan or does not make progress toward working on activities outlined in the plan, the participant will be referred back to the caseworker and the sanction process here within applies.

C. Job Skill Classes

Job Skill classes are offered at all three office locations. Job Skill classes are considered a Core Activity and will be offered to participants as a way to explore employment options, or to prepare for Job Club and/or a Volunteer or WEX Placements. Class topics will be comprised of a basic group of classes to include, but not limited to: Dress for Success, Interviewing Skills, Soft Skills, Work Ethics, and Budgeting.

Once a participant has completed the recommended or required classes, participants will not need to attend the same class again unless it is deemed necessary as a refresher or to revisit a topic that is deemed beneficial in moving the participant toward self-sufficiency. Participants that have completed the recommended or required classes would then advance to Job Club or one-on-one appointments as a Core Activity, based on the Self Sufficiency Transition Plan.

D. One-on-One Appointments

One-on-one appointments are considered a Core Activity and/or can be identified as an Other Allowable Activity and will be identified as such in the Self Sufficiency Transition Plan. One-on-one appointments are held between participants and Employment & Training staff to meet individual needs of the participant. It is also a time for participants to complete a Self Sufficiency Transition Plan or a portfolio, to work on barrier removal, life preparation for Volunteer or WEX Placement, and/or to work on other employment or training needs as identified. One-on-one appointments may also be offered to participants that have been deemed
exempt from attending class but are in need of one-on-one assistance, need to make up a class, or need individual time to work on areas identified in the Self Sufficiency Transition Plan not otherwise listed.

E. Job Club
Job Club is considered a Core Activity and is offered to participants that have completed the recommended or required classes and have a completed a portfolio. Job Club is a time for staff to work with participants that are actively searching for employment. Job leads, on line job search and job searching and the follow up to job searching will be covered. Further, leads for Volunteer or WEX Placements can also be done 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 as long as it is required that they attend class based upon the Self Sufficiency Transition Plan.

F. GED/Basic Education for Volunteer or WEX Placements
Participant engaged in a Volunteer Placement or employed through a Work Experience Placement (WEX) who do not have a high school diploma or GED must meet the GED/Basic Education Program Requirement here within.

While in a Volunteer Placement hours can be counted or while in a WEX Placement hours can be paid to attend GED or high school classes for up to six hours per week, if the class is held within the normal schedule of volunteer time or work schedule, as long as it is listed in the placement paperwork and it has been prearranged with the supervisor or employer.

G. Pre-placement Drug Testing
To be eligible for a Volunteer or WEX Placement, participants are required to take and pass a pre-employment drug test. Participants that refuse to complete or fail a pre-placement drug test will not be eligible for a placement. Participants would be sanctioned per Failure to Accept or Maintain Employment section here within. Participants will be referred to their caseworker for a revision of their FSP which would require that the SASSI Assessment requirement here within be adhered to.

Further, those participants that fail or refuse to complete a pre-placement drug test, they will not be eligible for any employment and training services, other than attending Job Skill classes 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 can request another placement, after meeting the requirements of the placement.

Those that have treatment recommendations can be approved for a placement after sixty days of providing verification of meeting treatment recommendations and meet the requirements of the placement. Once engaged in a placement, if the participant has not completed the treatment recommendations, they must provide monthly verification of continued compliance with the treatment recommendations for the duration of the placement, until a certificate of completion is provided, or the agency deems treatment is no longer necessary, otherwise, the placement is to be terminated.

Pre-placement drug testing requirements will follow the standard operating procedures of the QIN Human Resource Program and will be revised as necessary.
H. Volunteer Placement
The purpose of a Volunteer Placement is to gain basic job skills for entry or re-entry into the work force and can be used for a short period of time for those transitioning into a WEX Placement. Placements are to be done with a business, government agency, or an organization that provides services to the community and cannot be done with immediate family members providing supervision. A placement cannot be done within a department or business that has recently laid persons off from work or have cut back the hours of regular employees. See Work Activities Not Displacing Others section here within. Placements will not exceed ninety days per placement and are limited to two per year. The hours per week at a placement is no less than twenty hours per week and is not to exceed thirty hours per week.

To be eligible to participate in a Volunteer Placement, the following criteria must be met:

1. The family unit must be in compliance
2. Participant must have a current Self Sufficiency Transition Plan
3. Participant must have a completed or updated portfolio on file that includes a current resume, cover letter and a sample job application. As part of the portfolio, the participant must have completed Job Skill classes at a minimum of, but not limited to: Dress for Success, Interview Skills, Soft Skills, Work Ethics, and Budgeting.
4. Complete and pass a pre-placement drug test

Once deemed eligible, a location for the placement and a supervisor will be identified and an interview will be held. If the placement is agreeable with the supervisor and participant, the Employment & Training staff will complete the Volunteer Placement Contract and the Waiver of Liability Form and then obtain final approval by the Lead Employment & Training Specialist or Manager accordingly. Once the placement is approved, an orientation will be done with the participant, supervisor, and staff at the location of the placement and a start date will be determined. Monthly, a Volunteer Review Form will be required to determine progress and to issue the applicable incentives. Any issues disclosed on the Volunteer Review Form will be addressed at a site visit, as needed.

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 other participant of a two parent family gains employment and it is determined the case will be closing, the supervisor and participant will be notified of the last day of the placement.

For more information regarding Volunteer Placements and guidelines, see Site Visits, Employer Terminating Placement and Participant Terminating Placement sections below.

I. Volunteer Placement Incentive Schedule
To receive an incentive, the participant and the supervisor must complete the Volunteer Review Form and submit it to the staff on or immediately following the first business day of the month. The form can by submitted by e-mail, fax, or dropping it off at the TANF Office in person or using the drop box. Once all the information has been received, the incentive can be processed. Incentives are distributed per the Incentives section here within.

See Appendix G for the Volunteer Placement incentive.

J. Work Experience Placement
A Work Experience placement (WEX) is a short-term job placement that is for participants that have minimal work experience in the work force, do not meet the minimum job experience requirements of a position that is a career interest, or those that have been out of the work force for an extended period of time. Placements cannot be done within an immediate family members business. Placements cannot be done within a
department or business that has recently laid persons off from work or have cut back the hours of regular employees. See Work Activities Not Displacing Others section here within. Placements will not exceed ninety days per placement and are limited to two per year. The hours per week at a placement is no less than twenty-five hours per week and is not to exceed forty hours per week.

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

1. The family unit must be in compliance
2. Participant must have a current or updated Self Sufficiency Transition Plan
3. Complete a portfolio that includes an updated resume, cover letter, and a job application from the potential place of employment. As part of the portfolio, also completes Job Skill classes at a minimum of, but not limited to: Dress for Success, Interview Skills, Soft Skills, Work Ethics, and Budgeting
4. Complete and pass a pre-placement drug test

Once deemed eligible, a supervisor will be identified and an interview will be held. If the placement is agreeable with the supervisor and participant, a WEX Placement Contract and QIN hiring paperwork will be completed and approved by the Lead Employment & Training Specialist or Manager accordingly. Once approved to begin employment, through the QIN Human Resources hiring process, an orientation will be done with the participant, supervisor, and staff at the location of the placement and a start date will be determined.

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 other participant of a two parent family gains employment and it is determined the case will be closing, the employer and participant will be notified of the last day of the placement.

For more information regarding WEX Placements and guidelines, see Site Visits, Employer Terminating Placement and Participant Terminating Placement sections below.

K. WEX Wage and Fringe
The TANF Program, through the QIN Payroll Program, will pay the wage and fringe for WEX participants. Rate of pay will adjust with the federal minimum wage. Employer supplements to wages are not allowable. Overtime is not allowable.

L. WEX Timesheets
Timesheets are due based upon the QIN Payroll Schedule given at the time of the orientation. Paper timesheets are required to be submitted per the QIN Payroll Schedule. Timesheet copies will be given at the time of the orientation. It is the participant’s responsibility to make sure that the timesheet has necessary signatures, are filled out completely and accurately, and are submitted to the assigned Employment & Training staff on time for processing. Timesheets that are submitted without a supervisor authorization cannot be processed until authorization is given. If timesheets are not received per the QIN Payroll Schedule, are incomplete, or missing signatures, and it cannot be corrected in time for the paycheck to be processed, the participant will not get paid until the following pay period. Timesheets can be submitted by email, fax, or dropping them off in person.

WEX participants that are placed within the QIN organization, may have access to the electronic QIN Payroll System. Should this happen, the participant will be given access to the system and be trained on how to use the system. In some cases, even with access to the QIN Payroll System, participants may be required to complete paper timesheets and submit them to the Employment & Training staff. If this is the case, the participant will be notified.
All participants employed under a WEX Placement are required to take a lunch break and indicate this on the timesheet or enter it into the electronic payroll system.

Any and all timesheet questions are to be addressed to the Employment & Training staff. Participants are not to contact the QIN Payroll Program directly.

M. WEX Holiday Pay
Because the Quinault Indian Nation (QIN) directly pays WEX participants, 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.

If the employer observes a holiday and the QIN does not, the participant will not be paid holiday pay. Participants take an unpaid day off or the participant can choose to work if allowable and be paid regular hours. If the QIN observes a holiday and the employer does not, the participant is to take the day off and they will receive holiday pay, as applicable.

If the participant has a set work schedule that is less than forty hours per week, an adjusted work week or works part time during the day, the participant will only be paid for holidays which they would normally be scheduled to work or will be only be paid for part of the day. Participant must work the day prior to and the day after the holiday to be eligible for holiday pay.

There are instances in which the QIN does shut down and it may or may not impact the work schedule of the participant. If this should happen, the staff will make every attempt to notify the employer and participant and have the employer adjust the work schedule accordingly. There are times in which the QIN shuts down with little to no notice and therefore advance notice may not be possible.

N. WEX Paychecks
WEX paycheck distribution days are listed on the QIN Timesheet Schedule. This is given at the time of orientation. There are no early check releases. Paychecks are distributed at the TANF Office, by mail, or by direct deposit. Participants can choose the distribution preference at the time of orientation. If the paycheck is to be picked up at the office, it can be picked up during normal business hours. TANF staff are not responsible in distributing paychecks after hours or on days there is an office closure. If a paycheck is to be mailed, it will be mailed on the day that staff receive the paycheck. If a paycheck is not received in the mail after five business days of the check being mailed, the participant is to contact the staff. The staff will work with the QIN Payroll Program to resolve the issue.

If a participant has any issues with their paycheck, they are to notify the Employment & Training staff or caseworker in the absence of the Employment & Training staff. Staff is responsible for contacting the QIN Payroll Program and handling all issues. The participant is not to contact the QIN Payroll Program directly.

Paychecks are given in lieu of a cash grant; therefore paychecks can be reduced for things such as overpayments. An LON will be mailed to the participant, should this happen.

O. On the Job Training
On the Job Training (OJT) compensates an employer for training a participant to obtain knowledge and skills necessary to perform basic work requirements of a job they have recently obtained and are in need of training. An OJT is done, once a participant has gained full time employment and it has been determined that a training period would be to the benefit of the participant. An OJT reimburses the
employer for the training period and this has no direct impact on the participant. An OJT is not to exceed ninety days.

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

1. The family unit must be in compliance
2. The employer must provide verification that the participant has been hired for no longer than ten business days and has been hired full time (35-40 hours per week)
3. The employer must provide a job description that shows a need for a training period and outlines the job training that the participant will receive during the OJT
4. The employer must confirm that timesheets will be completed by the participant, and wages and applicable taxes will be paid to the participant
5. The employer must agree to provide staff with copies of completed timesheets, and wages and applicable taxes being paid to the participant on a monthly basis

Once deemed eligible for an OJT, an OJT Contract will be completed with the employer, participant, and staff. The OJT Contract will then be approved by the Lead Employment & Training Specialist or Manager accordingly. Once approved, within ten business days, an orientation will be done with the participant, supervisor, and staff at the location of the placement.

P. OJT Billing
The program will reimburse half of a participant’s wages to the employer, not to exceed $9.00 per hour reimbursement. Fringe and overtime is not included in calculating the reimbursement. OJT billings will be processed on a monthly basis. The employer is required to submit copies of timesheets and wages and applicable taxes paid to the participant to the Employment & Training staff on the first business day of the month. If documentation is not submitted or the billing is not received after the first ten business days of the month, the program is not liable to reimburse the employer.

Q. Site Visits for Volunteer or WEX Placement or OJT
Site visits are done to see how participants are doing and to ensure participants are continuing to make progress. Assistance with timesheets, discussion on attendance, punctuality, GED or high school completion, and other pressing issues can be addressed at the site visit. Site visits are to include the employer, participant and the staff and are required one time per month for the duration of placement or OJT. Failure of an OJT employer to participate in a site visit will result in the OJT being terminated.

R. Supervisor or Employer Termination of Volunteer or WEX Placement or OJT
The supervisor or employer has the right to terminate the placement or employment at any time, for just cause. As outlined in the contract, supervisors or employers are to contact the staff prior to or immediately following termination. Staff is to contact the participant to schedule an appointment for the participant to come into the office and discuss the situation.

If the supervisor or employer should terminate the placement or employment for just cause, the participant is not eligible for employment and training services other than attending Job Skill classes for a minimum of thirty days.

A negative termination may also 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 here within.
S. Participant Termination of Volunteer or WEX Placement or OJT
As outlined in the placement contract, participants are to notify the Employment & Training staff prior to terminating a placement or employment. To leave a placement or employment, participants are to give the supervisor or employer and the Employment & Training staff a written two week notification. Should the participant leave employment without prior notification or without good cause, the participant is not eligible for a placement or OJT for a minimum of thirty days.

If the participant does contact the Employment & Training staff indicating they are leaving the placement or employment, the Employment & Training staff is to schedule an appointment for the participant to come into the office to discuss the situation, if necessary.

A negative termination may also 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 here within.

T. College, Vocational, or Certification Training
Adults or minor parents open on a Family, Reunification or Pregnancy Case that are interested in attending college, vocational schooling, or certification training must indicate this in their FSP prior to any action taken. The Employment & Training staff can schedule one-on-one appointments to work with the participant through the enrollment and funding application process as applicable. Participants do not need to attend Job Skills class and are not required to complete a Self Sufficiency Transition Plan for assistance in enrolling in higher education unless their start date is more than two months away, do not show progress in enrolling, or choose to not enroll in a post-secondary school after starting the process.

For those attending a post-secondary school, the program will assist with one grading period per calendar year, if all other resources have been exhausted and the participant is enrolled in a degree program other than a general degree.

All other costs allowable to be paid for education and training purposes are listed in Appendix F.

XVII. YOUTH DIVISION
The Youth Division services are to assist the youth in becoming self-sufficient as an adult. Further, the program is committed to working with the parents or non-needy caretaker or relatives in trying to make sure the youth are in school and making progress.  

A. Referral
After a case opens, a referral is submitted to the Lead Youth Advocate and assigned to staff accordingly.

B. Advocacy
Youth staff will be available to advocate on behalf of youth as deemed necessary. Possible areas of need are, but not limited to: educational services, collaboration with community agencies, chemical dependency, mental health, support through juvenile court proceedings, or other identified needs.

C. School Participation Standards and Grades
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 will be required to show satisfactory public school, home school, or 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 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 can be reopened or the child added back on to the existing case, after two consecutive weeks of compliance. TANF Plan

It is the responsibility of the family to provide grades and attendance to the program. For homeschool, online 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. Grants will not be processed at the end of the grading period until grades and verification of attendance are received.

D. School Visits
Any person, youth or otherwise, who are attending 6th through 12th grade public school, or younger children who are referred, are monitored on a monthly basis through school visits. Referrals for younger children to be monitored may come from, but are not limited to: parents, caretaker/relatives, school districts, staff, and local agencies with supporting documentation and a narrative of recommendations.

School visits are done, at a minimum, on a monthly basis to verify school enrollment, attendance, grades, check progress, and advocate on behalf of a child. At school visits, prevention information will also be disseminated.

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.

E. 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, or relative to provide the program with a quarterly schedule of curriculum, a monthly progress report, and grades.

F. Suspension or Expulsion
If a student is suspended from school for ten days or more or expelled from school, to remain open, the child must have an Individual Service Plan (ISP) per the ISP section here within. The ISP will include options, not limited to, such as: be on a contract to finish out credits with the school and attend all study sessions to ensure school participation standards are being met; or if age appropriate, with an approved release, and if classes are available, enroll in and attend a full time certified GED Program; or enroll in another accredited school program.

If the child is not enrolled in some type of approved school program after being expelled, the child will be removed from the case or the case will be closed.

G. Individual Education Plan or 504 Plan
Students that are on an Individual Education Plan (IEP), 504 Plan, or similar school plan will not be put on an Individual Service Plan (ISP). The Youth Advocate will monitor the students IEP, 504 Plan, or similar school plan that is already in place. The only reason an ISP would be completed on such students would be if an issue arises that is outside of the scope of an IEP, 504 Plan, or similar school plan such as attendance.
H. Individual Service Plan
An Individual Service Plan (ISP) is a tool utilized to address issues with youth that may be preventing them from being in school and making progress and has legal issues tied to being in school and making progress. An ISP covers two areas: Education and Legal issues. The ISP will outline the Focus Areas, Corrective Actions, Youth, Parent/Guardian, and Program Commitment, a review date and the next meeting date.

The initial ISP meeting will include the youth, the parent or guardian, and the youth staff, at a minimum. If necessary, the caseworker, Lead Youth Advocate, Lead Caseworker, or the Manager may attend. At the initial meeting, the ISP will be completed and copies distributed to the youth and the parent, caretaker or relative. An ISP follow up meeting will be identified on the ISP. Thereafter, after each meeting, the youth staff and parent or guardian will set the next meeting.

The length of the ISP will vary based on the issues identified in the ISP and progress. At the follow up meeting or at the end of the current grading period, once the corrective actions have been met, the ISP will be complete and an incentive will be issued. If further issues arise or if not all areas have been addressed, the ISP will be extended and revised to reflect any changes or additions until the issues have been corrected.

If at any time during the ISP the youth does not follow the corrective actions as identified in the ISP, the youth staff will immediately notify the parent or guardian with an LON. The letter will be mailed to the parent or guardian communicating the issues, and identifying the corrective action needed. If within the next ten business days, from the date of the letter, there is no measurable progress toward the corrective actions, the child will be removed from the case or the case will be closed for a minimum of two weeks.
After the two weeks, for a youth to open or be added back on a case, the parent or guardian must provide verification of progress towards meeting the corrective action identified in the ISP.

For those parents or guardians or youth that are in non-attendance of an ISP meeting or fail to attend a meeting to set up an ISP, the grant will not be processed until a meeting is held. If a meeting is not held within ten business days from the date requested to meet, the child will be removed from the case or the case will be closed for no less than thirty days. To reopen on the case, an ISP meeting will be included as part of the orientation process.

If the issues identified in an ISP are not addressed during the regular school year and summer school is available, the student will be placed on an ISP for the duration of summer school. Attendance and progress reports will be turned in to the Youth Advocate on a weekly basis through summer school. If the youth successfully completes summer school, the ISP will be complete. If corrective actions are not met, although the youth has complied with the ISP, an ISP will be implemented at the beginning of the school year to address the issues with the youth that may be preventing them from being in school, making progress, or still has legal issues tied to being in school and making progress. If the youth refuses to follow the ISP or corrective actions, that child will be removed from the case or the case will be closed for a minimum of thirty days. An ISP may be implemented at the beginning of the school year to correlate with the last grading period if summer school is not an option.

I. Employment
Youth employment is intended to provide job placements for youth to allow them the opportunity to gain employment skills. The goal is to place youth in positions where they will be gaining work experience or job shadowing others in areas directly related to their career goals.
The program offers youth employment, in most instances, following the QIN YOP guidelines for eligibility and services provided. The hiring process for those that are deemed eligible follow the QIN Human Resources hiring policies. The guidelines and policies for youth employment may change year to year. Youth staff will make the information available as soon as it is known.

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 on an IEP, 504 Plan, or other similar school plan are exempt from the GPA requirement, however attendance requirements must be met. Income earned from youth employment is not counted against the cash grant.

**J. Community Service Project**
Youth going into 7th or 8th grade may be offered the opportunity to participate in a Community Service Project during the summer. Youth must have completed the school year in good standing, to include good attendance and a 2.0 GPA. The 2.0 GPA may be waived if the youth was on IEP, 504 or other similar school plan however attendance requirements must be met. Youth must have no recent suspensions or have been expelled during the school year. If such project is offered, youth will be given a stipend for participation after the project is completed. Stipends from the Community Service Project are not counted against the cash grant. Youth that miss more than one unexcused day, are late more than one time (unexcused), or who have behavioral problems will not be allowed to continue the project.

**K. Prevention Information and Activities**
Youth staff will work in conjunction with QIN Departments and community agencies to facilitate prevention activities and information dissemination intended to offer youth the opportunity to expand their knowledge while meeting the goals and objectives of the overall program. Some examples of prevention activities offered and information disseminated may include: budgeting, teen pregnancy prevention, drug and alcohol prevention, and employment and college preparation.

**XVIII. SANCTIONS**
Sanctions are tools to leverage cooperation when participants will not otherwise comply with things such as work participation activities and hours, due dates, or Program Requirements as identified in the FSP.  

**A. Family and Minor Parent Cases Sanction**
For Family and Minor Parent Cases, failure to comply will result in a written Sanction Warning LON being sent to the family unit. The Sanction Warning LON will document the non-compliance issues, the time frame in which they are to be corrected, and the corrective action that is necessary to avoid the next step in the sanction process. The family unit is not eligible for support services until compliance is met, while in Sanction Warning, other than support services needed to meet compliance or those tied directly to the children.

If compliance is not met within the time frame indicated, a written Sanction LON is sent to the family unit indicating they are in sanction for thirty days, identifying the non-compliance issues, the time frame in which they are to be corrected, and the corrective action necessary to avoid the next step in the sanction process. As a result of the Sanction, the next available month’s cash grant is reduced by the adult share of the cash grant. If it is a case in which there is only one parent in the family unit required to participate in work-like activities, the cash grant is reduced by $94.00. If it is a case in which there are two parents in the family unit required to participate in work-like activities, the cash grant is reduced by $188.00. The family unit is not eligible for support services during the thirty day sanction period, other than support services needed to meet compliance or those tied directly to the children. The amount reduced is considered the adult portion of the grant. The child’s or children’s portion of the cash benefit is not reduced. Although the non-complying adults are removed from receiving cash benefits,
the time passing during loss of cash benefits is still attributable to the 60 month per lifetime limit of cash assistance.

After the thirty days of sanction, if compliance is still not met, a participant is removed or the case is closed for thirty days based on the case type and any exemptions that may be applicable. The participant or participants will receive a LON indicating the action taken, what is necessary to be added back on the case or to reapply for services and the timeframe in which they can reapply for services.

Should a case close or if a participant leaves the household prior to the sanction amount being deducted from a cash grant, the sanction amount will follow the Overpayment section here within, as applicable.

**Sanction Process for Family and Minor Parent Cases**

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| Participant or participants does not comply with work participation, due dates, or FSP requirements. | 1. Participant or participants receive a written Sanction Warning LON outlining the corrective actions required.  
2. Participant or participants have fourteen days to satisfactorily complete the required corrective actions in order to remain eligible for full services.  
3. For those months with five reporting weeks, a participant or participants have twenty-one days to complete the corrective action should the Sanction Warning apply to the last reporting period of the month. **TANF Plan**  
4. Until corrective actions have been completed, a participant or participants are not eligible for support services unless directly tied to the child or children in the family unit. |
| Participant or participants satisfactorily completes all corrective actions within fourteen days after Sanction Warning LON. | 1. Participant or participants returns to good standing and may receive a cash grant. |
| Participant or participants fails to satisfactorily complete corrective action plan within fourteen days. | 1. Participant or participants receive a written Sanction LON outlining the correct actions required.  
2. The adult or minor parent portion of the cash grant is withheld.  
3. The time passing for an adult case during loss of cash benefits is still attributable to the 60 month lifetime limit of cash assistance.  
4. Participant or participants have thirty days to complete all corrective actions in order to remain eligible for services.  
5. Until corrective actions have been completed, a participant or participants are not eligible for support services unless directly tied to the child or children in the family unit. |
| Participant or participants satisfactorily completes all corrective actions within | 1. Participant or participants returns to good standing and may receive a full cash grant. |
thirty days from the date of the Sanction LON.

| Participant or participants fail to satisfactorily complete corrective action plan within thirty days from the date of the Sanction LON. | 1. Participant or participants are removed from the case or if the removal of the participant causes the family unit to fail to meet eligibility criteria, the case closes. The participant receives a written Closure LON.  
2. Participant or participants are not eligible to reapply for services for thirty days. |
| --- | --- |
| If a participant or participants are in Sanction Warning or Sanction and fail to meet another compliance issue as listed above. | 1. Participant or participants will receive a written Sanction Warning LON, with the sanction process starting over for that specific issue.  
2. If the original Sanction results in case closure, the second written Sanction Warning LON will either 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. |

XIX. PENALTIES
Penalties are applicable to cases that do not follow the Sanction process and for a participant or participants that do meet Program Requirements.

A. Pregnancy Case
For Pregnancy Cases, failure to comply will result in a written Closure Warning LON sent to the participant. The Closure Warning LON documents the non-compliance issues, the time frame in which they are to be corrected, and the corrective action that is necessary to avoid the case being closed. The participant is not eligible for support services until compliance is met, while in Closure Warning, other than support services needed to meet compliance.

If compliance is not met within the time frame indicated, the case is closed and a written Closure LON is sent to the participant, indicating the reason for closure and the timeframe in which they can reapply for services. There are no children in the family unit of a Pregnancy Case, therefore, a cash grant cannot be reduced by the adult portion of the cash grant; therefore, the case must close. The case closure may result in an overpayment. Should this happen, the overpayment will follow the Overpayment section here within, as applicable.

**Pregnancy Case Closure Summary Table**

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| Participant does not comply with work participation, due dates, or FSP requirements. | 1. Participant receives a written Closure Warning LON outlining the corrective actions required.  
2. Participant has fourteen days to satisfactorily complete all corrective actions in order to remain eligible for services.  
3. For those months with five reporting weeks, the participant has twenty-one days to complete the corrective action should the sanction apply to the last reporting period of the month.  
4. Until corrective actions have been completed, the participant is not eligible for support services. |
Participant satisfactorily completes all corrective actions within fourteen days after the Closure Warning LON.

1. Participant returns to good standing and may receive a cash grant if the family unit is still eligible.

Participant fails to satisfactorily complete corrective action plan within fourteen days.

1. Participant receives a Closure LON.
2. For a Pregnancy Case, the participant is not eligible to reapply for services for thirty days.

B. Reunification Case
Likewise, if the participant or participants on a Reunification Case are not in compliance with their Reunification Plan or do not provide monthly verification of compliance, the case closes immediately. The participant or participants will receive a Closure LON indicating the reason for the closure and the time frame and options for reapplying for services. The case closure may result in an overpayment. Should this happen, the overpayment will follow the Overpayment section here within, as applicable.

Reunification Case Closure Summary Table

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| Participant or participants fail to comply with their Reunification Plan or provide monthly verification thereof. | 1. If non-compliant with the Reunification Plan, the participant or participants are no longer eligible for services and the case must close. Participant or participants receive a Closure LON.  
2. The participant or participants are not eligible to reapply for services until they meet the criteria to open as a Family or Pregnancy Case. |

C. Program Requirements
If a participant or participants do not meet Program Requirements as requested in writing and within the time frame indicated, the participant or participants are removed from the case or the case is closed. The participant or participants will receive a LON indicating the action taken, what is necessary to be added back on the case or to reapply for services, and the timeframe in which they can reapply for services. The participant being removed from the case or the case closure may result in an overpayment. Should this happen, the overpayment will follow the Overpayment section here within, as applicable.

Program Requirements Case Closure Summary Table

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| Participant or participants fails to meet or complete Program Requirement as listed here within. | 1. If Program Requirements are not met, then the participant or participants are no longer eligible for services and must be removed from the case or the case is closed. Participant or participants receives a written LON.  
2. A participant cannot be added back on to the case or the case cannot open until verification has been submitted that outstanding Program Requirements have been met, as applicable. |

XX. FRAUD
Should fraud be suspected, all supportive information is gathered, and reviewed by the Lead Caseworker and the TANF Manager. Once fraud has been verified, an LON is sent to the applicant, participant or participants and an overpayment is established per the Overpayment section here within 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, participant or participants would Appeal through the court process.
A. First Offense
Applicants or participants who make fraudulent statement or misrepresentations in order to obtain or continue to receive cash benefits or other program related-services will be denied cash benefits and other related 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 statement or misrepresentation in order to obtain or continue to receive cash benefits or other program related-services, the applicants or participants will be denied cash benefits and other related 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 other program related-services, the applicants or participants will be denied cash benefits and other related services for a period of no less than twenty four months from the date the fraudulent statement or misrepresentation is discovered.

XXI. APPEALS
The QIN has an interest in assuring the program is administered, implemented and enforced non-discriminatorily and consistent with basic principles of justice and fairness. All applicants or participants of services and financial assistance, have the right to appeal if assistance is denied, reduced, suspended, sanctioned or terminated. The public will be notified about the Appeal process here within, at a minimum, by making the QIN TANF Plan accessible to the public in the each of the TANF Office locations and by making it known through the orientation process. See also section Letter of Notification (LON) section here within. 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 Manager’s Designee. The request must be in writing and must be made within ten working days from the date of the LON. The written 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 Manager’s Designee will conduct an administrative review of the decision. If it is found that the administrative process was not adhered to, the Manager or designee may overturn the decision without going to a hearing. If the administrative process was adhered to, 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 to go to a full hearing. 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 certified 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 an LON will be mailed accordingly.
B. Hearing
The hearing shall be conducted in an informal but orderly manner. These procedures shall be followed: The hearing shall be recorded electronically, all relevant evidence shall be made part of the record, documentary evidence may be received in the form of copies or 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, which is the subject of the appeal, shall be present at the hearing and shall explain the reason for the decision.

The person requesting the hearing shall have the right to be represented by counsel of their choice and at their 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 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 by certified and regular mail to the person requesting the hearing along with notification that the person has the right to petition to the Tribal Court for review of the decision. The Manager’s decision shall be final.

A copy of the electronic record shall be furnished to the person requesting the hearing upon a written request. TANF Plan

C. Review of Final Decision
A person aggrieved by the Manager’s final decision is entitled to judicial review only under the provisions of the QIN 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 under the QIN TANF Plan shall be commenced by the filing of a petition for review in the Quinault Indian Nation Tribal Court. The petition shall be served and filed within twenty days after the Manager enters the final decision.

Copies of the petition for review shall be served upon the Manager 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 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 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 Quinault Indian Nation 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

XXII. CONFIDENTIALITY
The program will restrict the use and disclosure of information and records about participants and families receiving benefits. All information obtained regarding a participant will be held in the strictest confidence. Except where provided by law, administrative rule, as ordered by a court of competent jurisdiction or under the program’s plan, information about the participant may not be disclosed to an outside person or agency. Such information and records include, but are not limited to, any information that contains the participant’s name or any identifying symbol.

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 Manager’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

XXIII. OTHER

A. Waiver or Exceptions
The program recognizes that it is difficult to anticipate all possible circumstances in this manual and that flaws and inadequacies here within may become apparent after implementation. For this reason, the Manager may waive or make exceptions when reasonably necessary. Waivers or exceptions will be case noted in individual case files and in some instances will set precedent. The next time manual revisions are done, waivers will be included. The Manager does not have the right to waive or make exceptions to the sections that are noted by QIN TANF Plan, as those are agreed upon between the Quinault Business Committee and ACF.

B. Conflicts of Interest
Staff will not serve or oversee the services of an immediate family member or with those in which they have a close personal relationship. Staff are to notify their supervisor if there is a potential conflict and the case will be handled accordingly. Staff will not accept gifts from participants nor will they 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 amount of money a participant receives, causing either an overpayment or an underpayment.

Adult – A person 18 years of age or older.

Adult Portion – The portion of the grant that does not take away from the child; $94 for a one-parent family grant and $188 for a two-parent family cash grant.

Appeal – The process whereby an applicant can challenge the decision the program made regarding the applicant’s eligibility, payment standard or that directly affects a participant service of financial assistance.

Application – The approved forms for participants to be considered for services.

Appointment – A specific time and place for participants and staff to meet.

Approval – The official act of finding applicants eligible for services.

Assessments – The tools used by the staff to determine needs and barriers of participants. Such tools include, but are not limited to a SASSI Assessment.

Benefit – The amount of money a participant may receive under specific programs.

Caretaker/Relative Contract (CRC) – Standardized contract used for Child Only Cases.

Case Narrative – The written information in a participant’s file that shows the activities taken by staff, also known as case notes.

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

Check Request – A document used to provide information to QIN Finance so that payment may be drafted for the program.

Child Care – Care provided to children who are away from their homes temporarily.

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

Child Support – Any income paid by a non-custodial parent to a custodial parent for the purpose of raising the child, whether received through child support or directly from the non-custodial parent.

Citizen – Any person recognized as having United States Citizenship.

Confidential Information – Information gathered in the course of TANF activities which are not public information.

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

Denial of Services – The act of notifying a person that they are ineligible for services.

Disregards – Any money or resource not counted in determining a participant’s eligibility related to most work related activities.

Earned Income – Any money received for work activity.

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

Employment and Training – The program division of the program that assists participants directly with Employment, Training and Education.

Essential Needs – Those items the program deems necessary to maintain a basic lifestyle.

Exempt Income – Income received not considered when determining eligibility.

Exempt Resources – Resources not considered when determining eligibility.

Family Service Plan (FSP) A plan of service for the participant which outlines participant responsibilities, barriers to employment and education, employment and training needs.

Fraud – Knowingly provide false or misleading information which is used to obtain benefits to which a participant is not entitled.

Grant Amount – The total amount of cash assistance a participant is eligible to receive.

Hard File – The case file that contains all paperwork and information collected through the duration of the case being open.

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

Health and Human Services – Department of Health and Human Services.

Hearing – The meeting in which a participant is allowed to meet with the Manager and designated staff to present their argument for their denial of services or for a Hardship Exemption.

Home visit – The act of a caseworker going to a participant’s home.

Household – All family members receiving assistance under one case.

Incentive – An acknowledgement given to a participant to encourage barrier removal, accomplishments, and compliance.

Income – Money available to a family unit.

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

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

Luxury – Any item, service or unnecessary upgrade that exceeds basic needs.

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

Ineligibility – Do not meet minimum eligibility requirements of the program.

On the Job Training (OJT) – Work placement where the employer is reimbursed one half of the participant’s wages.

Orientation – The act of a staff member meeting with a participant to discuss what is expected of them, what they can 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 grant amount.

Participant – Those who are approved to receive services from the program.

Pregnancy Case – A case that is opened for a single adult woman that meets the income guidelines.

Primary Vehicle – Primary vehicle would be the first vehicle that the case registers as a primary vehicle. Primary vehicles can 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.

Program – The QIN TANF Program.

Manager – The Quinault Indian Nation employee responsible for the administration of the program.

QIN TANF – The Quinault Indian Nation’s program which manages, administers and operates the Temporary Assistance for Needy Families Program as authorized by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).

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

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

Referral – The act of providing information to or about another program or organization.

Relative – Spouse/significant other, parent, child, siblings, in-laws, aunts and uncles, grandparents and grandchildren, or any person who is a 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, negotiable instruments, bank accounts, pension or retirement accounts, Individual Indian Money accounts, child support payments, income tax refunds, gifts and inheritances.

Resource Limit – The maximum amount of assets a participant may have and still be eligible for services.

Sanction – The act of reducing a participant’s 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 – The state of being able to care for one’s self without additional outside help.

Selective Service – The United States requirement for all males to register for military draft.

Service Area – The geographical area where services are provided.

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

Social Security Benefits – Benefits and services administered by the Social Security Administration.

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.

Support Services – An emergency services provided by the program to participants who need additional help in order to overcome financial barriers to employment or to meet emergent needs.

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

Transportation Assistance – A support service provided to participants who need help with transportation in order to overcome barriers, for compliance or employment.

Underpayment – Grant money participant is eligible to receive but did not receive.

Unearned income – Any money participants receive which is not payment for a work related activity.

Unemployment Benefits – Those moneys received by a participant from a governmental organization based on the participant’s prior employment.

Urinalysis (UA) – A procedure for testing for the use of drugs or alcohol.

Verification – The act of authenticating certain facts as related by a participant.

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

Work Experience Programs (WEX) – A job training placement in which participants are paid by the program in lieu of a cash grant.

Youth Program – The program division that deals with participants who are considered children.
APPENDIX B

Payment Standards and Earned Income Limits

Regulation for determining the income threshold standards for eligibility of a family unit is below. The Payment Standard and the Earned Income Limit applies to a calendar month time frame. *TANF Plan*

If, at the time of application, the family unit meets or exceeds the Earned Income Limit, the family unit will not be eligible for benefits. However, the family unit may be eligible for Diversion or Transitional Services and will notified accordingly.

If the family unit has income but it does not exceed the Earned Income Limit, the grant is reduced using the base Payment Standard, deducting the income from the base.

<table>
<thead>
<tr>
<th>Assistance Unit Size</th>
<th>Payment Standard</th>
<th>Earned Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$359</td>
<td>$718</td>
</tr>
<tr>
<td>2</td>
<td>$453</td>
<td>$906</td>
</tr>
<tr>
<td>3</td>
<td>$562</td>
<td>$1,124</td>
</tr>
<tr>
<td>4</td>
<td>$661</td>
<td>$1,322</td>
</tr>
<tr>
<td>5</td>
<td>$762</td>
<td>$1,524</td>
</tr>
<tr>
<td>6</td>
<td>$866</td>
<td>$1,732</td>
</tr>
<tr>
<td>7</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>8</td>
<td>$1,107</td>
<td>$2,214</td>
</tr>
<tr>
<td>9</td>
<td>$1,215</td>
<td>$2,430</td>
</tr>
<tr>
<td>10</td>
<td>$1,321</td>
<td>$2,642</td>
</tr>
</tbody>
</table>

** Add $94.00 to the Payment Standard for each additional family member beyond ten in a family unit. To determine Income Limit for those with additional family members beyond ten in a family unit, multiply the Payment Standard by two.

The following income guidelines are used for determining eligibility for all cases:

1. Earned, Unemployment and Survivor Benefits deducted from the grant at $.50 per $1.00.
2. Per capita, gaming related, deducted from the grant at $1.00 per $1.00.
3. Child support, excluding Pass Through funds, deducted from the grant at $1.00 per $1.00.

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

Family Unit Size: 2
Payment Standard: $453
Reported Income: $600, Earned Income

Of the $600 in earned income, $200 would be disregarded according to the Program Income Disregard section here within. After the disregard, the family unit would have $400 in countable income. The countable income will be counted towards the cash grant at $.50 per $1.00 earned. Therefore, $200 of the $400 earned would be deducted from the cash grant. The amount of the cash grant, after deductions, would be $253.
APPENDIX C

Three Month Logic to Calculate a Cash Grant

Calculating a cash grant for a new case

**Cash Grant for August**
In August, calculate a cash grant for August using August income. Estimate August income if necessary. Make sure to prorate the month based on the date the case was approved.

**Cash Grant for September**
In August, calculate a cash grant for September using August income. Use actual August income if available, otherwise use estimated August income again.

**Cash Grant for October**
In September, calculate a cash grant for October using actual income from August plus any corrections if needed to estimated income.

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

**Cash Grant for November**
In October, calculate a November cash grant using income reported on the September MER.

**Cash Grant for December**
In November, calculate a December cash grant using income reported on the October MER.

**Cash Grant for January**
In December, calculate a January cash grant using income reported on the November MER.
## APPENDIX D

### Averaging Hours of Work Activities

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 completed. Core Activities met.</td>
<td>30 hours of work activities completed. Core Activities met.</td>
<td>Participant remains in compliance and eligible for support services.</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 completed. Core Activities met.</td>
<td>20 hours of work activities completed. Core Activities not met.</td>
<td>A Sanction Warning LON is sent, requiring an average of 20 hours of work activities per week and Core Activities met for the next WAL period. Participant would not be eligible for support services until the Sanction Warning was corrected, per the Support Service section here within. Failure to meet required 20 hours per week and Core Activities on the next WAL would result in the participant being sent 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 completed. Core Activities not met.</td>
<td>Twenty hours of work activities completed. Core Activities met.</td>
<td>Sanction LON sent, requiring an average of 20 hours of work activities per week and Core Activities met for the next 30 days or the case will close. Sanction will be applied, with $94 deducted from the next available cash grant. Participant is not eligible for support services for 30 days, per the Support Services section here within.</td>
</tr>
</tbody>
</table>
APPENDIX E

Approved Work Activities Guidelines

Program Requirements
Program Requirements will be identified in the FSP.
Non-compliance with Program Requirements will result in removal from the case or case closure.

High School or GED Class Attendance
Requirements of high school and GED attendance and exemptions are listed in section GED/Basic Education here within. – Minimum of six hours per week, averaged for the month. Instructor signature required on the WAL or verification of attendance attached to the WAL if Instructor Signature is not available.

Chemical Dependency
Participants that have a treatment plan per the SASSI Assessment section here within can claim up to actual hours necessary to be in compliance with the plan. This may include Detox, Intensive Outpatient, or Inpatient Treatment, and meetings. A treatment plan is required to be on file, and signatures of the treatment provider are required on the WAL until the treatment provider deems treatment is completed or no longer necessary.

Reunification Plan
Participants that have a Reunification Plan can claim up to actual hours necessary to be in compliance with the plan. A Reunification Plan is required to be on file, hours of work activities are to be reported on the WAL, and verification of monthly compliance from the agency is required.

Core Activities
Core Activities will be identified in the FSP.
Non-compliance with Core Activities will result in the sanction process.

Job Skill Class/Self Sufficiency Transition Plan/Job Club/One-on-One Appointments
(Reported as Job Skills Classes on the WAL)
Unless exempt, at least one adult participant in the family unit must attend Employment & Training classes and complete a Self Sufficiency Transition Plan. Then, Core Activities will be determined by the Self Sufficiency Transition Plan. - Up to five hours per week. Instructor signature not required on the WAL.

*Participants can be exempt from attending Job Skill Classes for reasons such as, but not limited to: has an updated portfolio and has attended all basic Job Skill classes, completing other activities as identified in the Self Sufficiency Transition Plan, staff determination that it is not in the best interest of the participant, providing child care for children in the family unit so that the other adult member of the family unit can work or attend higher education, QIN observed holiday or office closures when class cannot be rescheduled, death in immediate family, hospitalization, Jury Duty, Dr.s note for illness, or conflicts with GED/Basic Education class, Reunification Plan and/or conflicts with Chemical Dependency, Mental Health, and Domestic Violence Services.

Mental Health and Domestic Violence Services
(Reported as Activities to Remove Barriers on the WAL)
Participants that are required to complete Mental Health and Domestic Violence services as a Core Activity can claim up to actual hours necessary to be in compliance with the treatment plan. A treatment plan is required to be on file, and signatures of the treatment provider are required on the WAL until the treatment provider deems treatment is completed or no longer necessary.

Other Allowable Activities
Allowable Activities and hours will be identified in the FSP
Non-compliance of meeting hours required will result in the sanction process.

Unsubsidized Employment Up to forty hours per week
Self-Employment Includes fishing, clam digging and gathering where income is earned - Up to forty hours per week
WEX, OJT, Vocational and Internship (reported as Employment Training on the WAL) Up to forty hours per week
**Job Search** Includes applying for TERO, weekly sign in with TERO, and job interviews - Up to three hours per week  
**Community Service and Volunteer Placement** Community Service must be preapproved by caseworker. Volunteer Placement done through Employment & Training staff - Up to thirty hours per week  
**Adult Basic Education (ABE)** Preparing for college level courses or testing – Up to ten hours per week, for one quarter.  
**College/Vocational Classes** Class schedule must be submitted to caseworker prior to claiming - Actual time as indicated by course outline. For participants that receive grades, once the quarter or semester is completed, grades are required to be submitted or further hours cannot be claimed. A GPA of 2.0 must be maintained when counting hours of attendance and home work time on the WAL for work like activities. If a 2.0 GPA is not maintained, the participant will need to bring the GPA up to a 2.0 the following quarter/semester. If the GPA is not a 2.0 or above, the next quarter/semester that the participant is in school, only ten hours per week will can be counted on the WAL for work like activities for the time spent on college related activities. Once the participant completes a quarter or semester and meets or exceeds the 2.0 GPA requirement, they are again in good standing.  
**Homework** High School, GED, or College - Actual time, up to two hours per day for high school or GED students. GED students, must provide Instructor Signatures on WAL. Actual time, up to two hours per class per day for college students.  
**Traditional Activities** Hunting, fishing, clam digging, gathering, drumming/singing or church - Up to two hours per week  
**QIN TANF or Other Agency Sponsored Prevention Activities** Actual time. Must get pre-approval for prevention activities that are not sponsored by QIN TANF.  
**Meeting with a QIN TANF staff** Actual time  
**Travel Time** Up to three hours per day, unless otherwise approved by Lead Caseworker. Must be actual time.  
**Activities to Remove Barriers**  
- Chemical Dependency Counseling or Group - Two hours per week  
- Mental Health Counseling or Group – Two hours per week  
- Self Help Meetings – Two hours per week  
- Mandatory Court Dates - Actual time  
- Studying for a Driver’s License, Exam and Driving Test – Up to twelve hours within a three month time span  
- Employment Related Medical Appointments - Up to two hours per week or as verified by proof of attending  
- Obtaining Childcare - Up to three hours per week for up to twelve hours  
- Partnering Agency Requirements – Requires a Reunification Plan or Service Plan from partnering agency such as Quinault Family Services - Actual time  
- Applying for College or Vocational School to include registering, appeals, financial aid - Up to ten hours  
- Moving - Up to sixteen hours per move  
- Applying/Appointments for Additional Resources such as Unemployment, Social Security Benefits, WIC, Food Stamps, Food and Clothing Bank, CCAP – Up to one hour per week as deemed necessary for the service
Support Service Guidelines

Support Services are based on calendar year. $2,000 a year limit for in yellow sections. Family units that may have more than one case type, there is still an overall $2,000 limit. However, for those families that have one or more Child Only Cases or have a Family Case and Child Only Case, direct funds for the children under the Child Only Cases are separate. This includes clothing, shoes, bed, bedding, car seat, bus passes, food, and excluded expenses as listed under the blue sections. Not all case types are eligible for all items as listed.

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.

* Denotes services available to those eligible for Transitional Services, with a limit of $2,500. Transitional Services are set by actual year, not calendar.

<table>
<thead>
<tr>
<th>$2,000 Total Limit</th>
<th>*Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle payments, leases, repairs, insurance, tabs, title transfer, Driver license testing and fees, bus passes, car pool, car seat</td>
<td></td>
</tr>
<tr>
<td>- Vehicle repairs are not allowed on a leased vehicle or for cosmetic work. One primary vehicle per household. Vehicle must be in adult’s name that is on the case. Adult must have valid driver’s license and insurance for costs paid toward vehicle, unless insurance is needed. Youth transportation includes bus passes and applicable driver’s license costs only.</td>
<td></td>
</tr>
<tr>
<td>Four per month limit: Bus passes</td>
<td></td>
</tr>
<tr>
<td>$50 per month limit, $200 per year limit: Fuel non-work related</td>
<td></td>
</tr>
<tr>
<td>- Fuel for medical appointments requires a denial from CHR and Paratransit, if applicable.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Shelter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/lease/house payment, storage unit (if homeless), U haul, dumpster, home repairs, motel, utilities, wood, pellets</td>
</tr>
<tr>
<td>Repairs are only done on home that own/buying</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>$750 limit: Mattress, box spring, metal frame, dresser, *washer, *dryer, stove, fridge, heaters, bedding</td>
</tr>
<tr>
<td>- One bed per lifetime. Other furniture taken into consideration based on documented need (I.e., family services requirements)</td>
</tr>
<tr>
<td>$125 limit: Youth shoes/clothes</td>
</tr>
<tr>
<td>$100 limit: Adult shoes/clothes non-work related</td>
</tr>
<tr>
<td>$500 limit: *Food</td>
</tr>
<tr>
<td>- Must apply for food stamps and utilize food banks first. Must be an emergent need I.e. fridge broke, sudden loss of income, new placement of child, acts of nature, food stamps pending, not eligible for food stamps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Personal Care Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350 limit: Hygiene products and laundromat services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200 limit: State ID, birth certificates</td>
</tr>
</tbody>
</table>

Excluded from $2,000 limit

**Youth (per child)**

| $350 limit: ASB card, gym clothes, year book, band fees/lessons, YMCA, sport fees, camp gear, sport gear, extra-curricular activities $75.00 limit: Per sport, gear for youth up to 8th grade. $100.00 for youth 9th grade and above. |
| $250 limit: Education/school supplies |
| $350 limit: Camps/conferences registration |
| $400 limit: Drivers ed/license fee |
| - Drivers ed. and license fee is one time only. |

**Childcare/Respite Care**

| $1,500 limit: Child and Respite care |
| - Must sign up for DSHS/Block Grant. |
| $25.00 limit per night, two nights per month: Respite care |
| - Respite care applies to Child Only Cases where the children are not biological or adopted. Other emergent needs taken into consideration. |

**Adults Emp./Educ.**

| $2,000 limit: Books, tuition, training, school supplies, GED testing, badges, Food Handlers Card, CPR, First Aid, CNA, fuel, clothes, shoes |
| - Education related expenses require that a FAFSA award or denial letter be presented with request. |
| $100 limit per month: Fuel for Adults work related |
| $300 limit: Adult work related shoes/clothes |

**Medical**

| $2,500 limit: Treatment, counseling, medical procedures, eyeglasses |
| - For medical/treatment, verification required that there are no other resources available, medical is not for cosmetic purposes |

**Relocation**

| $1,500 limit: Relocation costs |
| - Relocating out of the service area and for documented *education/training, *employment, or safety reasons |
APPENDIX G

Incentive Guidelines

Incentives are based on calendar year

Youth
8th Grade Promotion $80 One per life time
8th Grade Promotion Ceremony $150 One per life time
High School Graduation $150 One per life time
High School Graduation Package $500 One per life time
ISP Completion $50 Two per year
Youth Court Completion $50 One per year
Special Recognition $20 Four per year, one per qtr.

Student of Month, ASB Officer, Honor Roll, Athletic Awards

Youth and Adults
*Obtain Driver’s License $100 One per life time
*Obtaining GED or High School Diploma Equivalency $200 One per life time
*GED or High School Diploma Equivalency Graduation Package $150 One per lifetime
Treatment Completion $250 One per year

Inpatient or Intensive Outpatient
Tech/Vocational School Completion $300 One per life time

Participant must complete licensing/certification, Associates Degree $300 One per life time

Adults
Youth Wellness/Sport Physical $20 One per year
Youth Dental Checkup $20 Two per year
Youth School Conference Attendance $20 Two per year
Marriage $1,500 One per lifetime

$750 prior, $750 after
Bachelor’s Degree $500 One per life time
Prenatal Appointments $150 One per pregnancy

Twelve appointments - verifiable
SSI Benefits, Adoption, New Foster Care License $250 One per Family Unit
Reunification Plan Completion $250 Five per life time
*Re-instate Driver’s license $100 Five per life time
*Employment Incentive $1,250 Five per life time

$250 quarterly, $500 at one year. Quarterly site visits required.
Participant can leave one employer and gain employment with another, having no longer than a four week break in employment.
Participant cannot receive a cash grant.

Volunteer Placement Incentive Varies Two placements per year

Based on 30 hours per week
100% of assigned hours $250 Monthly
90% of assigned hours $200 Monthly
80% of assigned hours $150 Monthly
70% of assigned hours $100 Monthly
Below 70% of assigned hours Not eligible

Based on 20 hours per week
100% of assigned hours $125 Monthly
90% of assigned hours $100 Monthly
80% of assigned hours $75 Monthly
70% of assigned hours $50 Monthly
Below 70% of assigned hours Not eligible

Incentives may change or other incentives may be given per management discretion. Other guidelines for the incentive may apply.

*Denotes incentives that can be given to adults or minor parents that are eligible for Transitional Services. Child Only non-needy adult caretaker or relative, or a biological or adopted parent are eligible for the Youth Wellness, Youth Dental, Youth School Conferences, SS Benefits Approval for a child, Adoption of a child, and New Foster Care License incentives only.