



# Strategies for Integrating Tribal TANF Plan and Policies & Procedures into Day-to-Day Activities

*Presented by:*

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## **Southern California Tribal Chairmen's Association**

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 19 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and descendants in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.





## TANF Plan

All staff receive complete review and training of the current TANF plan when they are hired and when there is a change in the Plan.





## TANF Plan

All staff have access to an inter-office copy of the TANF Plan and all Guidelines at all times via the secured SCTCA forms website.





## TANF Plan

All staff is expected to refer to the TANF Plan and Guidelines on a regular basis to clarify services, justify activities/services, etc.



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## TANF Plan

The entire TANF Plan has a guideline for activities, services, incentives, etc.



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## TANF Plan

6 months prior to Plan renewal, all TANF sites will conduct TANF Plan meetings with their entire staff to review and make recommendations for the new Plan.

- Justification and back up is required for all recommendations





## TANF Plan

4 months prior to Plan renewal, TANF Managers will conduct meetings to review recommendations and create a final Plan proposal to Executive Director and Board of Directors





## TANF Plan

Board of Directors reviews recommendations and provides their Tribal input





## TANF Plan

Once the Plan is renewed/approved, all TANF Guidelines will be updated with any Plan renewal changes.

- Staff will receive training on all changes/updates





## Guidelines (Policies & Procedures)

All staff receive complete review and training of their specific department guidelines when they are hired and when there is a change in the guideline.





## Guidelines (Policies & Procedures)

TANF Administrative Team (Sites Director & Administrative Coordinator) will conduct department meetings (Eligibility, Career, Case Worker, Education Coordinator, Clerks/Support Staff, Drivers) with all 5 sites, quarterly and as needed.





## Guidelines (Policies & Procedures)

Staff is encouraged to submit agenda items and support documentation (if applicable)





## **Guidelines (Policies & Procedures)**

Final agenda and support documents are distributed to department staff & management in advance for review prior to meeting.





## Guidelines (Policies & Procedures)

Department staff is expected to participate and strongly encouraged to give feedback and ideas.





## Guidelines (Policies & Procedures)

All recommendations are considered and reviewed with Management.

In some instances, recommendations may be piloted prior to making final recommendations.





## Guidelines (Policies & Procedures)

Final recommendations are completed by the Admin team and submitted to Executive Director for review and approval.





## Guidelines (Policies & Procedures)

Approved guideline / form updates will be distributed on the 15<sup>th</sup> of each month via email to all TANF staff and management.

Implementation of revisions will be effective the 1<sup>st</sup> of the following month.





## Guidelines (Policies & Procedures)

Management is expected to thoroughly review all guidelines and forms with their team during their monthly staff meeting.





## Guidelines (Policies & Procedures)

Managers are responsible for arranging additional training if necessary or requested.

Managers are responsible for ensuring all guidelines are being followed by their team.





## Guidelines (Policies & Procedures)

Guidelines and forms (and examples of how to complete these forms) are available to all TANF staff via the secured SCTCA forms website.





## Guidelines (Policies & Procedures)

All staff is expected to refer to the guidelines on a regular basis to clarify services, justify activities / services, etc.





## CONCLUSION

- Encourage all staff to participate in the development of the Tribal TANF Plan and guidelines.
- Provide regular scheduled training opportunities for all staff regarding the Tribal TANF Plan and guidelines.
- Ensure all staff have unrestricted access to the TANF Plan and guidelines.
- Follow up on a regular basis to ensure the TANF Plan and guidelines are properly implemented.



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