

## DEVELOPING TRIBAL TANF POLICIES AND PROCEDURES

(Based on Part B: Tribal TANF Plan Content and Process)

<b>Content</b>	<b>Policy/Procedure</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Needs Revision</b>	<b>Need Form</b>
<b>Describes how Tribe's TANF program was designed</b>					
<b>Clearly establishes that the TANF statutes, regulations, and the approved plan govern the use of TANF funds and that these cannot be overridden, supplanted by other program standards, rules or regulations.</b>					
<b>Identifies Tribe's goals, outcomes and how results will be measured</b>					
<b>Defines general line of authority within organization and organizational structure for staff</b>					
<b>Defines who has authority to make decisions regarding denial of assistance, provision of services, and approval of work plan (e.g., Case worker, Administrator, or combination)</b>					
<b>Outlines the Tribe's approach to providing welfare related services</b> -Specifies how program will be administered and operated					
<b>Specifies either direct provision of services of through agreement, contracts or compacts</b>					
<b>Development and Maintenance of procedural manuals and documents outlining the structure, procedures and policies to be used</b> -To determine eligibility -To determine continued eligibility					
<b>Applies fiscal accountability</b> -Single agency audit -Handling of underpayments and overpayments -Cash management requirements -Payments made through cash Consideration for size of population and amount of funds available Services provided to both single and two parent households? Program provide assistance to "child only" cases Flat amount or based on size of household? How will other resources/assets be regarded? What resources will be counted and which will be excluded? (lump sum payments, disposable income in savings or checking accounts, vehicle equity) How will Tribe deal with "legal disregards of income and resources in calculation of benefits level?					

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<ul style="list-style-type: none"> <li>-Payments made through in-kind,</li> <li>-Payments made through vouchers</li> <li>-Payments made through a combination of cash, in-kind and/or vouchers</li> <li>-Assurance of no duplicative assistance</li> <li>-Verification of income and resources <ul style="list-style-type: none"> <li>Self declaration or verification of income and resources</li> </ul> </li> <li>-How will TANF complement Tribe's BIA General Assistance system?</li> <li>-How will reporting and cash management requirements for TANF be met?</li> </ul>					
<p><b>Identifies population and service area to be served</b></p> <ul style="list-style-type: none"> <li>-Defines "needy" families,</li> <li>-Defines Indian family or Tribal member family</li> </ul>					
<p><b>Describes assistance and services to be provided</b></p> <ul style="list-style-type: none"> <li>-Supportive services</li> <li>-Subsidized child care</li> <li>-Identifies resource limit</li> </ul>					
<p><b>Identifies participation requirements</b></p> <ul style="list-style-type: none"> <li>-Minimum work requirements <ul style="list-style-type: none"> <li>Number hours per week required</li> <li>Description of "hours worked" which may include reasonable time to and from work/training</li> </ul> </li> <li>-Identifies employment opportunities</li> <li>-Describes allowable work activities, including culturally relevant work activities</li> <li>-Refusal to work policies</li> <li>-Identifies time limits for participation</li> <li>-Defines hardship exemption for time limits</li> <li>-Defines penalties</li> <li>-How participants can challenge program's decisions/adverse actions <ul style="list-style-type: none"> <li>Appeal rights of clients</li> </ul> </li> </ul>					
<p><b>Maintenance of privacy of families</b></p> <ul style="list-style-type: none"> <li>-Provision of client information to other sources</li> <li>-Contacting other agencies re: sources of income and financial information</li> <li>-Defines confidentiality program requirements and penalty for staff who violate policy</li> <li>-Defines who, if anyone, other than the caseworker and program administrator, have the right to access files</li> </ul>					

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<b>Provides for an appeal process for:</b> (1) Denial of application (2) Penalty or reduction of assistance (3) Denial of specific support service (provided in plan) (4) Sanction (5) Other					
<b>Non-Discrimination Provision</b> -The Age Discrimination Act of 1975 -Section 504 of the Rehabilitation Act of 1973 -The Americans with Disabilities Act of 1990 -Title VI of the Civil Rights Act of 1964 and/or the American Indian Civil Rights Act of 1968					
<b>Data Collection</b> -Collect on a monthly basis Ages Number in family Employment status Earnings of employed adult Marital level: never married, widowed, divorced Race and educational level of each adult Race and educational status of each child Receipt of family for subsidized housing Receipt of medical assistance Receipt of food stamps Receipt of subsidized child care Number of months family has received each type of assistance Number of hours adults participated in: Education Subsidized private sector employment Unsubsidized employment Public sector employment, work experience or community service Job search Job skills training or on-the-job training Vocational education Information necessary to calculate participation rates					

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Type and amount of assistance received under the program Reason for any reduction of assistance (including sanctions) Amount of unearned income received by any family member Citizenship of members of family Report from a sample of closed cases, why the family left the program Family members not 20 years old who is a parent of a child in the family -Submit quarterly reports Administrative costs Total amount expended by the Tribe Number of non-custodial parents who participated in work activities Total amount expended to provide transitional services for a family who ceased to receive assistance Number of families and individuals receiving assistant under the program Total dollar value of TANF assistance received by all families Collect and report additional data related to Welfare-to-Work grants					
<b>Coordinate with State and Other Indian Tribes</b> Continuation of Medicaid Continuation of food stamp services Exchanging information on duration of TANF assistance Exchanging information on issues related to child support enforcement Assuring no duplication of benefits and/or services Develop memoranda of agreement re: various issues of mutual interest					