

Tribal Accountability: Challenges and Strategies for Success

Geene Felix
SPIPA TANF Coordinator of Client
Services

SPIPA

South Puget Intertribal Planning Agency



SPIPA was formed in 1976 as a 501(c)(3), tribally chartered intergovernmental agency.

From the beginning, SPIPA responded to the needs and directives of the member tribes.

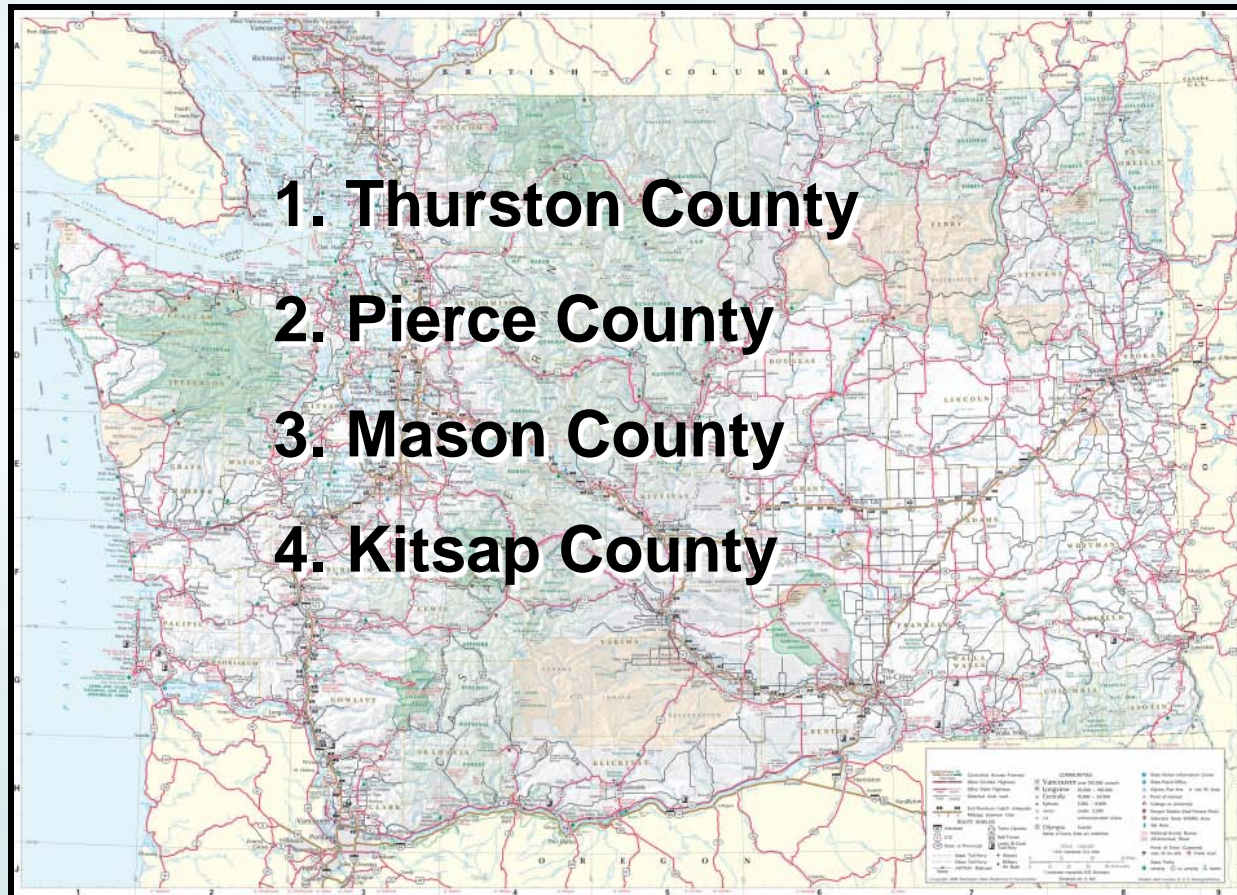
Today the consortium includes five western Washington Tribes: Confederated Tribes of the Chehalis, Nisqually, Shoalwater Bay, Skokomish, and Squaxin Island Tribes.



Squaxin Island Tribe Arcadia Pt.

SITP Geographic Service Area

(Nisqually, Squaxin Island, Skokomish & Puyallup)



Why have a Policy and Procedure Manual?



Why have Policy?

Some of the benefits of formal policies include:

- Policies provide guidelines for decision-making. For example, policies may be created that provide for specific actions in difficult situations such as positive doping tests.
- The existence of policies reduces bias in decision-making
- The existence of policies protects against improper utilization of resources
- The existence of policies creates confidence and uniformity in decision-making

Why have Policy?

- Policies enable staff to initiate actions and take responsibility without constant reference to management.
- So people working in an organization can have a framework for action that helps them get on with the job they need to do.
- So people in the organization don't have to keep on discussing and re-discussing the same issues every time they arise - one thought out decision can be applied to many similar cases - efficiency.
- So legal and other requirements can be met.
- A tool in quality improvement

The Play Books that Guide our Decisions for TANF

OMBs	Fed Regs	NOGA	Internal Tribal Policy	Policy and Procedures
A - 110 (Admin Rules for Fed Fund) A - 122 (Rules for Non Profits) A - 87 (Rules for Tribes) A-133 (Rules for Audit)	CFR 286	Notice of Grant Award	(Procurement, HR, etc..)	(Specific to the Program)

How SPIPA Created it's Policy and Procedure Manual

Policy and Procedure Development

- 2001 Negotiated For Tribal TANF
- 2002 Developed Policy and Procedure Manual
- 2004 Implemented TANF and started serving families
- 2006 Updated TANF Policy and Procedure Manual
- 2010 Updated TANF Policy and Procedure Manual
- 2011 Updated TANF Policy and Procedure Manual (to be presented to councils August 12, 2011)

Policy and Procedure Development

Assemble a team:

Program Manager

Executive Team

Site Managers

Front Line TANF
Staff

Agency Attorney



Policy Debate and Development

- What is the policy and what is the background behind the policy?
- What problem was the policy trying to solve?
- On what values is the policy based?
- Who was consulted in the process of developing the policy?

Policy Debate and Development

- Who benefits from the policy (in theory)?
- Who is disadvantaged by the policy (in theory)?
- How will the policy be implemented?
- Who are the winners and losers in practice when the policy is implemented?

Criteria for Policy

- Is it client focused?
- Will it be useful for the intended users?
- Does it include policies on all areas relevant for the Program and tribes?
- Will it improve the likelihood the service is a quality service?
- Is it easy to find and access?
- Does it assist the reader?

Policy and Procedure Development

- After policy has been written and reviewed by the Executive Team and lawyer it then is submitted to the SPIPA Board of Directors for review and approval.
- Board of Director are the only people who can set policy for our agency.

Policy and Procedure Development

Revisit your policies
on a regular basis....
Things change....



SPIPA Intertribal TANF Program Policy and Procedure Manual Binder

- SPIPA Federally Approved TANF Plan
- Federal Regulations § 45 CFR 286
- State IGA Agreement
- SPIPA Agency Policies (i.e. Procurement & Travel)
- SPIPA TANF Policy and Procedure Manual



SPIPA Intertribal TANF Program Policy and Procedure Manual Sections

1. General Factors of SPIPA Intertribal TANF Program
2. Intake Standards
3. Program Standards
4. Client Standards
5. Client Services
6. Review of Adverse Determinations
7. Staff Standards
8. Employment and Training
9. Definitions

Policy and Procedure Development

Now that you
have a policy
and procedure
manual.....
next steps.

- Distribution
- Training!!!!!!!
- Updates
- Client Handbook

Let's write a policy.....

- Issuing gas vouchers.



Scenarios



P O L I C I E S

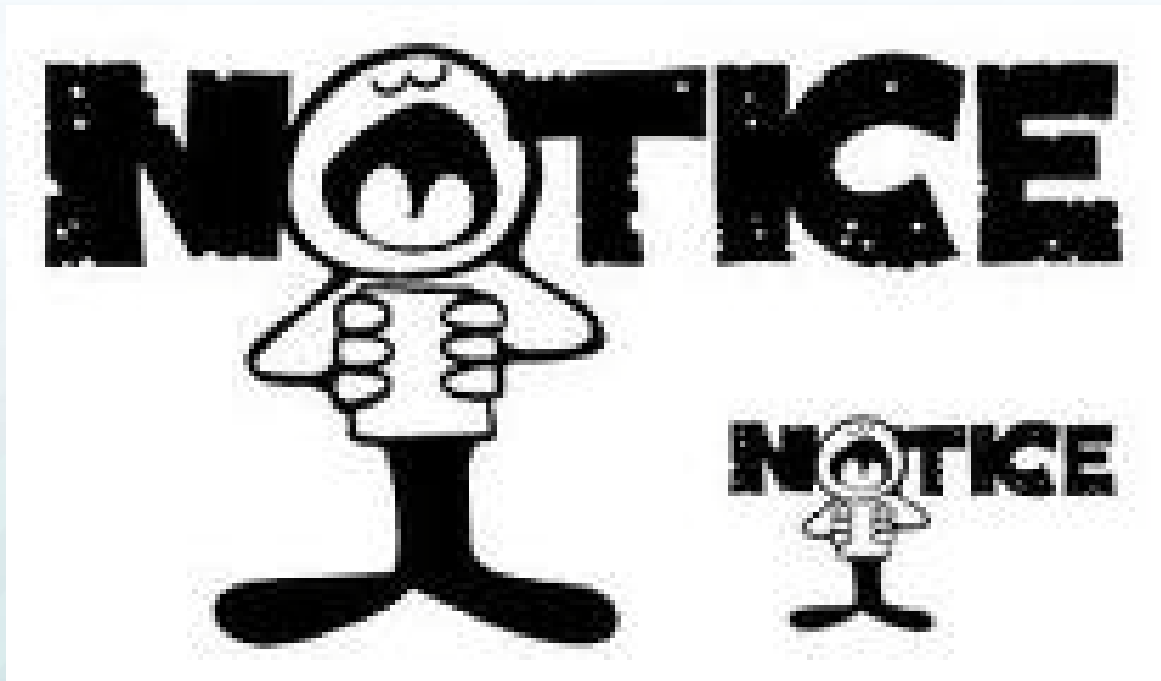
Documentations for intake?



Income – types – countable or exempt?



Notices to clients for various reasons.....



Sanctions/Penalties?



Fraud?



School attendance



Others?



Wrap Up and Thank You!

Questions..... Thoughts... comments?



Contact Information:

Geene Felix (360) 462-3233

felix@spipa.org