



# KARUK TRIBE

Temporary Assistance to Needy Families  
(TANF)

Temporary Family Assistance Plan  
(TFAP)

w/amendment - 1

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## **1. AUTHORITY**

- A. Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorizes Indian Tribes to administer and operate their own Temporary Assistance for Needy Families (TANF) program. The Karuk Tribe has oversight and the Karuk Tribal TANF Program (KTTTP) will administer for the Karuk Tribe.
- B. In renewal of the Temporary Family Assistance Plan (TFAP), the Karuk tribe will provided a 45 day public comment period for comment and input to the plan.

## **2. EMPLOYMENT OPPORTUNITIES**

- A. The Karuk Tribe is located in an isolated rural area of Siskiyou and Humboldt counties. There are great distances between the surrounding towns of Happy Camp, Orleans, Somes Bar and the nearest large town, Yreka, is 72 miles from the Karuk headquarters in Happy Camp. The road linking the service area winds through mountainous terrain and often impacted by winter floods and slides. In addition, there is limited, inconsistent public transportation. The geographic isolation, wide disbursement of the population, severe weather conditions, limited public transportation and rural nature of the service area inhibit access to and from employment resources and sites. In these areas, chronic poverty, geographic isolation, high unemployment, lower levels of higher education and lack of basic life skills increase barriers to employment and self-sufficiency.
- B. The Karuk Tribe has been operating a TANF program for over 9 years. The service area is a diverse one, with three distinct communities. One urban, one semi-urban/remote and one remote. The Tribe is working with each community to come up with a plan to maximize employment opportunities for their membership. Since the beginning, the tribe has been working together with TANF and other internal departments to improve job opportunities by working with other tribal, federal, state and local public sector agencies with employment opportunities related to stewardship of the indigenous home lands near the reservation area communities. KTTTP has been establishing and building more in-depth relationships with nearby industries and businesses to provide trainings, work subsidy, work experience, and employment opportunities to KTTTP participants through the use of Memorandum of Understanding/Agreements.
- C. KTTTP will address the deficit of employable skills through vocational trainings, employment assessments, education, job placement, and will promote self-sufficiency in a way that supports traditional activities, customs and ways of life of indigenous people.

## **3. DESIGNATED AGENCY**

- A. The Karuk Tribe shall have oversight and the Karuk Tribal TANF Program shall be responsible for the administering of the program. The Karuk Tribal TANF Program will provide TANF assistance and services to eligible families as defined as the approved service population who reside in the approved service area. The main TANF office is located in Happy Camp with satellite offices in Orleans, Yreka and the Quartz Valley Indian Reservation (QVIR).

## **4. PERIOD COVERED BY THIS PLAN**

- A. This covers the operation of the KTTTP for a three (3) year period beginning December 1, 2020 and ending November 30, 2023.

## **5. PURPOSE OF KTCP TANF**

- A. To provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives
- B. To end the dependency of needy parents on government benefits by promoting job preparation, work, and marriage;
- C. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
- D. To encourage the formation and maintenance of two-parent families.
- E. The program will identify, collect, and measure progress on program outcomes related to the four purposes of TANF by collecting data that describe the services provided to eligible families and individuals on a regular basis.
- F. Outcomes will be measured by the completion of goals as identified within the Family Self-Sufficiency Plan.

## **6. SERVICE POPULATION and SERVICE AREA**

- A. The KTCP will provide TANF assistance and services to eligible needy Indian families who reside in the approved service area within Siskiyou County and in the off reservation areas of the northeastern corner of Humboldt County, as defined in the published BIA service area.
  - KTCP will provide TANF assistance and services to:
    - Eligible Karuk tribal members and their lineal descendants within Siskiyou County.
    - Eligible Karuk tribal members and lineal descendants who reside in the off reservation areas of northeastern corner of Humboldt County, as defined in the published BIA designated area.
    - Eligible Indians listed on the federally recognized Native American tribes, Alaska Natives, Indians listed on the California Judgment roll and their descendants within Siskiyou County.
    - Eligible Quartz Valley tribal members and their descendants, who reside on/off the Quartz Valley Indian Reservation within Siskiyou County.

## **7. ELIGIBILITY FOR KTCP ASSISTANCE AND SERVICES RELATED TO THE PURPOSES OF TANF.**

- A. Eligibility for TANF assistance and services is as established in the Tribe's approved TANF plan. Only needy families, as defined in the TANF plan, may receive: (a) any form of Federally or State MOE funded "assistance" (as defined in 45 CFR 286.10); or (b) any benefits or services pursuant to TANF purposes 1 or 2. "Needy" means financially deprived, according to income and resource (if applicable) criteria established in the TANF plan by the Tribe to receive the particular "assistance", benefit or service.
- B. The Tribe may use segregated Federal TANF funds to provide services (and related activities) that do not constitute "assistance" (as defined in 45 CFR 286.10) to individuals and family members who are not financially deprived but who need the kind of services that meet TANF purposes 3 or 4. Objective criteria will be established for participation in these programs.
  - Subject to availability of funds, the KTCP may provide prevention services (and related activities) to at-risk individuals and/or family members who are not financially deprived but are deemed "other" eligible. (At-risk is defined as individuals who have been deemed

- other eligible based on the KTCP at risk prevention services assessment score).
- R • In providing “Other Eligible” services the KTCP will be guided by the TFAPs, sections 5.3., to prevent and reduce the incidence of out-of-wedlock pregnancies; and 5.4., to encourage the formation and maintenance of two-parent families. In providing services a special needs assessment or barrier removal will be used. A special needs assessment or barrier removal is defined as an assessment that encompasses psychological and behavioral disturbances with varying severities and/or social anxiety disorders.
  - R • TANF will work with internal tribal departments, as well as, outside agencies to provide maximum services to the tribal community. TANF will insure that, in determining the types of services to be considered, that there is no duplication or supplanting of services between participating departments providing assistance.
  - R • The “other eligible” services provided will be categorized as a family/Individual short-term or a long-term activity. An “other eligible risk assessment” and a project activity request for services must be completed to determine the special needs or barriers.
- Unless the state instructs otherwise, the tribe may also use MOE funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need.

## 8. NEEDY FAMILIES

- A. KTCP defines needy families as those families with total family income equal to or less than 150% of the federal poverty guideline for receipt of cash assistance. However, for some individuals or families it is understood that the provision of supportive services and activities may not require income as an eligibility requirement (Other Eligible).
- B. KTCP defines an eligible needy Indian family as all natural children, step-children, adopted or relative child(ren) (including non-Indians) and siblings under the age of 18, and up to age 19 (if attending high school), living with an eligible member as defined in the service population of this plan.
- C. In addition, eligible Indian families must also meet one of the following criteria:
  - Single Indian/non-Indian parent families with eligible Indian child(ren) or
  - Single expecting Indian woman with no children (individuals will become eligible for KTCP services in the third trimester of pregnancy); or
  - Needy Indian/non-Indian two parent families with eligible Indian child(ren); or
  - Needy Indian/non-Indian timed-out parent with eligible Indian child(ren) must be related by blood.
  - Indian/non-Indian non-needy caretaker with eligible child(ren); must be related by blood, tribal culture or tradition, or by legally conferred guardianship from a tribal, federal or state court.

## 9. PROGRAM ADMINISTRATION

- A. Cash assistance, diversion, transitional and non-recurring assistance will be provided directly by KTCP.
- B. KTCP will provide cash assistance, support services, and appropriate, allowable activities (as described in 45 CFR 75.465(c) that are reasonably calculated to accomplish the 4 purposes of

TANF.

## 10. NON-REOCCURRING SHORT-TERM BENEFITS (NRSTB)

### A. Natural, Medical or Wild Land Fire Disasters

- Non-recurring emergency assistance may be provided to eligible needy families to meet extraordinary needs that may arise from an emergency, crisis situation or an episode of need beyond those intended to be covered by regular monthly assistance and/or supportive services. Non-recurring short-term benefits are subject to limitations, as specified in Karuk Tribal TANF policies and procedures. As provided through 45 CFR 286.10 (b)(1), non-recurring short-term benefits must meet the following criteria:
  - Designed to deal with a specific crisis situation or episode of need; and
  - Are not intended to meet recurrent or ongoing needs; and
  - Will not extend beyond four (4) months from the start of the crisis situation.

### B. Non-Recurring Emergency Assistance

- The Karuk tribe may include, but not limited to, emergency housing, household goods, emergency food, utilities, and clothing; all other resources must be exhausted or not available.
- The Karuk tribe may provide emergency assistance to families that have experienced a crisis, such as a natural, pandemic or wild-fire disaster. The Karuk tribe's contingency services may be provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.
- Contingency services provided are, but not limited to: housing expenses, emergency shelter expenses (homeless); utilities decisions are based on: Loss of employment due to layoff, wrongful termination, or quit with good cause, medical reason (i.e. terminal illness, injury/accident, etc.), death in assistance unit, other crisis situation with management approval. All other resources must be exhausted or not available.

### C. The intent of issuing NRSTB payments is to do the following:

- Provide short term, non-recurring payments to families recovering from a disaster to prevent the need to apply for ongoing TANF Assistance.
- Provide financial support to families affected by a disaster that will not count toward their federal 60-month time limit or Karuk Tribe's 60-month time limit to receive cash assistance.
- Provide financial support to families affected by a disaster in a way that will not impact Karuk tribe's work participation rate.
- Focus the work participation program employment resources on long-term TANF cash recipients.

### D. Households must have experienced at least one of the following to qualify for benefits:

- Food lost due to a disaster.
- Lost or inaccessible income including reduction or termination of income, or a delay in receipt of income for a substantial part of the benefit period.
- Inaccessible liquid assets for a substantial portion of the benefit period.
- Un-reimbursed, out-of-pocket disaster-related expenses not expected to be reimbursed during the benefit period.

E. TANF non-assisted families or individuals

- As funds permit, the Karuk Tribal TANF Program may provide eligible Indian families whose total family income is equal to or less than 300% of Federal Poverty Guidelines, with non-recurrent, short-term benefits to meet an extraordinary episode of need that arises from a government-declared (federal, state, county, or tribal government) natural disaster, emergency, or pandemic. NRSTB provided in the context of a natural disaster or pandemic will be capped at \$10,000 per event, per family. The Karuk Tribal Council may authorize NRSTB beyond the cap, for situations where extraordinary circumstances require additional funds.

Total family income must be equal to or less than the current Karuk Tribe's Assistance Program (TFAP) poverty guidelines. The maximum NRSTB limit will be determined by the current TANF Non-Needy Monthly Aid Payment Plus + up to a maximum of \$300.00 additional funding. All TANF countable income will be deducted in the calculation of these benefits.

- Emergency services provided to Assistance and Non-Assistance recipients receiving Non-Reoccurring Short-term Benefits (NRSTB) services for natural, medical or wildland fire disasters will not be eligible for a period of 1 year from the start of the crisis.

F. DIVERSION

**R** — The TANF Program will provide payment to eligible individuals with families as an alternative to ongoing cash assistance. Individuals with families must be employed, have an explicit job offer, or have a recent work history. A recent work history is defined as having worked within the 90-day period immediately preceding the date of the application. Individuals with families must also have a written plan for self-support from earned or unearned income.

**R** — The purpose of diversion assistance and support services payments provided under this portion of the program is to provide limited, temporary assistance to families who do not desire or need to participate in the regular cash assistance program and who have the desire and potential capability to move directly into or remain in the work force without going into the monthly cash assistance maintenance program

- Diversion assistance is for working (earned income) individuals who are not currently a TANF Client.
- Diversion assistance is for an individual who is at risk of becoming TANF clients, and are in need of a one-time or limited benefit(s); and
- Diversion is non-assistance that is designed to deal with specific crisis situation or episode of need; and
- Diversion assistance is not intended to meet recurring or ongoing needs; and

- Diversion assistance will not extend beyond four months as per 45 CFR 286.10 (b)(1); and
- R** — Diversion assistance will not exceed **\$7,500**; and
- R** — Upon receiving diversion services, the recipient will not be eligible for this type of service for **5** years from the close date of last service.

#### **11. TRANSITIONAL ASSISTANCE**

- R** A. In addition to assistance with childcare, Tribal TANF participants may also be eligible for other support services payments for up to twenty-four (24) months after they become employed and lose eligibility for the TANF cash grant due to excess income (i.e., income that exceeds the Tribal TANF eligibility standards). Case Managers will provide written justification for all support service decisions, including why the services is needed as related to TANF purposes and why the cost is appropriate. The justifications will be part of the case file for the TANF unit.
- B. Assistance may be in the form of ancillary training required or necessary as a part of the employment or to retain employment and supportive services. Transitional assistance will be used to support the family in achieving self-sufficiency. (e.g., transportation, childcare, work clothes and tools that is directly related to maintaining unsubsidized employment).
- C. May provide transitional services to participants until:
- D. The family income exceeds **250%** of the federal poverty income guidelines.
- R** E. For a period not to exceed 24 months, whichever comes first.
- F. Client reaches the **\$7,500.00** limit.
- R** G. Families whose assistance will be extended through MOE, because the adult reached their 60 month time-limit will not be eligible to receive transitional assistance.

#### **12. ASSISTANCE**

- A. CASH ASSISTANCE
- B. If applicant has received diversion assistance, under 10.2, the applicant will not be eligible for TANF cash assistance services for 12 months.
- C. KTTTP will provide eligible needy families monthly assistance as defined in 45 CFR 286.10 in the form of cash, checks, vouchers, or other forms of benefits designed to meet a family's ongoing basic needs such as food, clothing, shelter, household goods, utilities, personal care items, and general incidental expenses. This includes child care and transportation assistance for those TANF recipients who are participating in work activities but are not employed.
- D. Yearly cost of living adjustments may be applied to cash assistance payments as funds are available.

#### **13. INCOME**

##### **A. INCOME AND EARNINGS**

- Needy Families Income and Earnings
- Eligibility for KTTTP cash assistance will be calculated monthly by taking the total family earned income, less disregard (\$300) then 50% of each additional dollar of earnings.
- R** • KTTTP will disregard a child support pass through of up to **\$600.00** per child per month received by TANF families. The pass-through amount is disregarded for eligibility and



income purposes. However, when determining the benefit amount, all earned and unearned income reported will be evaluated when determining cash assistance.

- Security Income based income (excluding SSI) will be calculated the same as follows; the total of all disability income will be added together, less disregard (\$300).
- Unearned income will be calculated at dollar for dollar.
- Disregard income earned from temporary employment with the U S Census Bureau.
- Disregard income earned from subsidized employment and Workforce Innovation and Opportunity Act Funds.
- KTCP will exclude as income all Indian judgment funds or other disbursements that are excluded under federal law.
- Non-Needy Families
- Only the child's income will be used to determine eligibility.
- If the child is receiving disability based income then 11.1.1.3, will apply to this child.

#### B. Disregard

- Disregard is always applies first to disability based income, then the balance (if any) will be applied to earned income.
- Supplemental Security Income (SSI) is a welfare based income for those permanently disabled. SSI is not used in the budget. Persons receiving SSI would not be added to the assisted unit, but the other eligible family members would be eligible for TANF assistance.

### 14. RESOURCES AND ASSETS

- A. KTCP will exclude from the resource limit one fixed, mobile, or motor vehicle home that the family resides in, and one vehicle for each eligible adult in the household receiving assistance.
- R** B. KTCP will exclude **\$10,000** in all other available resources; all available assets (such as real property equity, mineral rights, stocks, bank accounts, cash, vehicle equity etc.) will be evaluated, in determining eligibility based upon income.
- C. KTCP will exclude any equipment needed to maintain (or obtain) employment and land located on an Indian reservation or held in trust by individual Indians are exempt from the resource limit.
- D. Other exceptions granted in special circumstances may include burial accounts, and/or other assets held in trust. Accessible resources beyond this limit shall be considered available income to the needy family, including equity in additional vehicles.
- E.
- F. KTCP will allow participants to accumulate assets through an individual or family group development account

### 15. TRIBAL OPTIONS

- A. No family cap.
- B. No deprivation requirements.
- C. All applicants, including non-needy caretakers, shall be required to complete drug testing at intake.

- D. A positive test will result in participants being required to participate in a substance abuse assessment and attend counseling sessions or enroll in a rehabilitation program.
- E. Should a client fail to comply, KTCP may continue assistance to the family through a voucher system, as well as, deny, reduce or terminate benefits until the client is in compliance.
- F. All secondary school age children shall be required to attend school full-time with regular attendance and may receive the educational awards/incentives as defined in the KTCP TANF Program Procedures Manual.
- G. Adult recipients attending GED or post-secondary education may receive the educational awards/ incentives as defined in the KTCP TANF Program Procedures Manual.
- H. Shall require verification of current immunizations of all children in the household, who are not in school (K-12).
- I. Shall exempt parent/needly caretakers 55 years of age or older from work participation requirements. Karuk tribe considers Indian persons reaching age 55 to be an elder in the Indian community and deserving of differential treatment.
- J. Benefits will be denied for 2 years to individuals convicted of a felony drug/child abuse related crime(s). Individuals must have completed a substance abuse treatment program before benefits may be received after such convictions.
- K. KTCP will continue to provide cash assistance while an eligible parent/needly caretaker is in an in-patient substance abuse treatment program with their children for a maximum of 90 days.
- L. KTCP will provide an annual clothing allowance for each school age children (K-12). Children must be enrolled in school and must provide the prior year school report card may provide education or training and/or support services”
- M. KTCP will provide a one-time \$250 bonus for getting married. The one-time payment of \$250 is to assist couples with premarital counseling and other marriage costs. The bonus will be considered an incentive and the amount shall be exempted as an available resource in the calculation of monthly cash assistance grant, “subject to availability of funds.”
- N. KTCP will provide comprehensive youth prevention based services and activities under TANF purposes 3 and 4 for at-risk native youth. At-risk is defined in KTCP policies and procedures. These activities include pregnancy prevention and education, self-esteem, employment, literacy and team-building. KTCP may coordinate with outside Tribal, local, county and state organizations as well as local schools, high schools and community colleges to leverage educational resources and employment services for Native Youth.
- O. KTCP may provide summer youth work experience to eligible children.
- P. KTCP may exempt up to 20% of their caseload based upon hardship. This is due to historically high unemployment rates in Happy Camp and Orleans, CA. in which the KTCP operates.
- Q. KTCP will provide up to 1 hour per day of travel to and from an approved activity to be counted as work participate hour. In accordance with 45 CFR 286.80(b)(2)(i) the reason for providing travel time is due to the lack of or limited transportation within the Karuk service area. Clients must travel great distance from home to day care to an approve activity.
- R. KTCP will provide TANF non-assistance services to non-custodial parents. In providing TANF non-assistance services, these services will be provided in accordance with the Karuk TFAP, sections 5.3.and 5.4.

## 16. SUPPORTIVE SERVICES

- A. KTCP may provide eligible participants, who are in an approved activity, with the following support services for:
- Vocational training, skills assessment, job readiness and placement support and training.
  - Educational activities and services designed to increase self-sufficiency, job training and work experience (excluding tuition for public education).
  - Community economic and job development, as approved by ACF.
  - Domestic violence services.
  - Culturally relevant support services and activities, “that are directly related to a statutory purpose of TANF”.
  - Child care/transportation costs for participants engaged in work activities.
  - Teen pregnancy prevention activities and education.
  - Culturally relevant youth services and activities, youth intervention, counseling and educational activities and services “that are directly related to a statutory purpose of TANF”.
  - Medical and non-medical substance abuse services and mental health services as related to the removal of barriers to employment, training and job related education. “However, TANF funds will not be used to subsidize, contribute to, or supplant other available medical services or funding”
  - One-time payment towards education loans, maximum payment of \$1,000 dollars (state or other non-federal) that are in default (recipient must be within 12 months of graduation to be eligible) “subject to availability of funds.”
  - One-time assistance towards traffic fines to obtain drivers license for the purpose of removing a barrier to employment and training; “subject to availability of funds.”
  - Education, training and/or support services” to a non-custodial parent of an eligible family, for the purposes of improving the individual’s ability to provide, or enhance child support payments to the custodial parent, maximum payment of \$1,000, “subject to availability of funds.”
  - Provide training and resource referral assistance to clients for small business development.

## 17. TRIBAL WORK ACTIVITIES

- A. A reasonable amount of travel time of 30 minutes to and 30 minutes from work/training sites including travel time to and from child care providers will be for a total of 1 hour. Travel time will be counted towards meeting participants’ work activities and requirements. In accordance with 45 CFR 286.80(b)(2)(i) the reason for providing travel time is due to the lack of or limited transportation within the Karuk service area. Because of the remoteness of some of the TANF sites, travel time may be adjusted to fit the need of the client.
- B.
- C. KTCP work activities include but are not limited to:

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- Private, public or Tribal subsidized/unsubsidized employments.
- Participation in a Native Employment Works (N.E.W.) or Workforce Investment &

- Opportunity Act (WIOA) Activity (Karuk Tribe/NCIDC) activities.
- Work experience.
- On the job training/job shadowing.
- Apprenticeship.
- Job search/job readiness assistance & basic skill development within the limitations specified at 45 CFR 286.105 (b & c).
- Community service.
- Post-secondary education/vocational educational training.
- Job skills training directly related to employment.
- Education/training directly related to employment.
- Participation in barrier removal activities such as mental health counseling, domestic violence counseling and/or substance abuse/chemical dependency treatment.
- Small business/entrepreneurial training.
- Life skills training/education such as financial management, parenting education, health, hygiene. Nutrition that leads to family wellness and individual readiness for the job market.
- Traditional cultural work activities.
- Satisfactory attendance and completion of secondary school or a course of study leading to a GED in cases where a participant has not completed secondary school or received diploma or GED certificate.
- The provision of child care services for children of another KTCP client who is participating in a KTCP approved work activity or community services program, or
- Regular participation of family preservation/maintenance activities, as an ancillary part of weekly approved work participation activities. Family preservation/maintenance service activities are further described below:
  - Family Preservation services are, short-term, family-focused and community- based services designed to help families cope with significant stresses or problems that interfere with their ability to nurture their children. The goal of family preservation services is to maintain children with their families, or to reunify them, whenever it can be done safely.
  - Family Maintenance services are provided to families whose children are a risk of neglect or abuse and who are participating in services from KTCP, Karuk Child & Family Services or Siskiyou/Humboldt County Child Welfare Services.

**18. MANDATORY WORK REQUIREMENTS**

- A. KTCP agrees to satisfy the following minimum participation rates as it is consistent with economic conditions and resources.

Tribal Work Participation Rates, All Families

Fiscal Year	Minimum Rate
FY 2018	40%
FY 2019	40%
FY 2020	40%

## 19. TRIBAL FAMILY WORK PARTICIPATION REQUIREMENTS

- A. KTTTP minimum work participation requirements will apply to families that receive tribal assistance that include an adult or minor head of household receiving such assistance.
- B. Weekly Work Hour Requirements

- Single Parent/Needy family (who is the only parent or relative in the family) with Children over 12 months and under 6 years old.

R	Fiscal Year	Minimum Hrs/Wk
	FY 2020-2023	20

- Single Parent/Needy family with children over 6 years old

R	Fiscal Year	Minimum Hrs/Wk
	FY 2020-2023	20

- Two Parent Families

R	Fiscal Year	Minimum Hrs/Wk
	FY 2020-2023	20

- C. At least one spouse in a two-parent family household will be required to participate in a work activity for the minimum number of hours as listed above; however, for two-parent families, the work hours of both parents can be combined to meet the minimum work activity requirements listed above.

## 20. LIMITATIONS AND SPECIAL RULES

- A. An individual shall be considered to be engaged in work by virtue of participating in any work activity specified in this plan or approved by KTTTP staff in advance (within the limitations specified at 45 CFR 286.105).
- B. KTTTP shall consider participation of an individual in a job search and/or job readiness activity for a minimum of 3 days per week to be considered a full week of participation by that individual. However, a participant's job search and/or job readiness activity may only count towards 6 weeks in any fiscal year, unless the Tribal unemployment rate in the approved TANF service areas is at least 50 percent greater than the United State's total unemployment rate for that fiscal year, then an individual's participation in job search or a job readiness activity counts for up to 12 weeks in that fiscal year. If job search or job readiness activities are an ancillary part of another activity then there is no limitation on counting the time spent in job search and/or job readiness.
- C. A single parent with a child under one year of age shall be exempted from work participation requirements until the child reaches one year of age.
- D. A teen head of household who maintains satisfactory school (High School, GED, or College) attendance will be considered to be meeting the require work participation requirements.
- E. Upon certification by the Family Service Assistant, cash assistance will not be terminated or reduced if a single parent who cares for a child under the age of 6 years old refuses or stops work

activities for the following reasons (statement must include time limitation for exemption): No child care or transportation available:

- Unavailable child care in remote locations with no appropriate licensed child care facilities within a reasonable distance from the individual's home or work site (within a 30 minute driving distance).
- Unsuitable of informal childcare by a relative, who's home demonstrates unsafe conditions/ health and safety reasons.
- Unavailability of Appropriate childcare arrangements. Unavailability of appropriate is defined as there are facilities in the area and are serving 100% of the child slots available, but do not have any slots available to serve additional children
- Appropriate and Affordable childcare:
  - Appropriate childcare definition - to ensure the maintenance of minimum standards for the care and protection of children away from their homes and to encourage and assist the relative child care home to meet maximum standards.
  - Affordable childcare definition - to ensure that the cost of childcare does not cause a financial hardship on a family to where the family cannot maintain or move towards self-sufficiency.

## **21. TIME LIMITS**

- A. When an eligible family member reaches the 60-month time limit, Federal TANF cash assistance to the family will end. Once a family is ineligible to receive federally funded TANF assistance due to the federal time limit, the Karuk Tribal TANF program may continue to provide the family assistance using State MOE funds provided to Karuk by the State of California (if the funds are available). Families receiving State MOE funded assistance must meet the same tribal TANF income eligibility and resource standards of financial need applicable to all other Tribal TANF eligible families and consistent with State policy concerning the extension of assistance to timed-out families.
- B. KTCP will count all prior months of assistance received from another Tribal/state TANF program toward the 60 month limit. The KTCP will count all prior months of TANF assistance funded with TANF block grant funds, except for any month(s) that was exempt or disregarded by statute, regulations, or under any experimental, pilot, or demonstration project approved under Section 115 of the Act.
- C. KTCP will not count months of assistance received by another Tribal/State TANF Program if the applicant lived on an Indian Reservation that had at least 50% unemployment rate toward the 60 month time limit.

## **22. HARDSHIP CASES**

- A. Hardship exemptions are conditions that hamper or inhibit an individuals' ability to maintain work or enter into work activities. For the number of case exempted see section 13.14. KTCP will consider the following categories of cases for exemption from the 60 month time limit, on a case by case basis:
- B. Individuals with learning disabilities as determined by a professional that can appropriately diagnose.

- C. Single parents with 4 or more children under 12 years of age.
- D. Eligible applicant adults responsible for the full-time care of an elderly or disabled relative.
- E. Victims of domestic violence.
- F. Individuals with a medical release from a physician or as approved on a case by case basis, depending upon severity.
- G. Hardship exemptions must be evaluated and approved, in writing, by the TANF Executive Director.

### **23. COORDINATION WITH OTHER PROGRAMS**

- A. KTTTP will coordinate with other Tribal service providers and welfare related agencies such City or State Human Services, Department of Transportation (DOT, non-tribal child care, health care services (medical), support groups, Karuk Low Income Assistance Program (LIAP), and Karuk TERO/Childcare Program and Quartz Valley Social Services Program.
- B. KTTTP will coordinate with state and county agencies, local business, local high school and community colleges for employment and educational needs to enhance job training and employment opportunities.

### **24. PENALTIES AGAINST INDIVIDUALS**

- R** A. If an individual in a family receiving assistance refuses to engage in a work activity as agreed upon within the individual's service plan in the absence of good cause, KTTTP may sanction by reducing or terminating the amount of assistance or place the family on a voucher system to cover basic needs only until such time that the parent/**needy** caretaker resumes work requirements. A voucher system will pay for food, utilities, and shelter only, no cash assistance will be provided.
- B. Any individual that refuses to participate in Substance Abuse/Mental Health counseling when referred by the KTTTP shall be placed on the voucher system.

### **25. GOOD CAUSE**

- A. KTTTP may exempt certain individuals from work participation requirements or penalties for good cause. Good cause includes lack of transportation, lack of child care, illness verified by a doctor's statement, extreme weather affecting safe travel to and from their work site or as defined in the good cause exemption section of the KTTTP program policy and procedures.

### **26. ASSURANCES**

#### **A. FRAUD**

- Where welfare fraud is established, there will be a maximum penalty of 3 years of denial of benefits to applicant.

#### **B. NON-DUPLICATION OF SERVICES**

- All applicants will be required to sign the KTTTP application and documentation certifying that they and other family members are not receiving assistance from another Tribal/state TANF program. Information will be shared with other Tribal and state TANF programs

to verify non-duplication of TANF assistance and/or services. Social security numbers of all KTCP applicants will be cross referenced with Tribal and county welfare staff to avoid duplication of services. Applicant will continue to verify information on a monthly basis to ensure continued eligibility.

#### C. APPEAL RIGHTS AND PROCESS

- As per 45 CFR 286.75 (a) (7), KTCP will apply the following dispute resolution process for all individuals or families who wish to appeal KTCP's decision to deny, reduce, suspend, sanction or terminate assistance.
- During the application process, all adverse actions or sanctions must be appealed in writing. Any participant at risk of losing assistance or receiving sanctions will be issued a notice of adverse action 10 business days prior to the on-set of the action.
- Adverse actions and or sanctions may be appealed; all appeals must be submitted in writing to the Family Service Specialist within 10 business days of occurrence or proposed change. The Family Service Specialist will notify the individual in writing within 10 business days of the decision.
- The individual may further appeal the decision to the KTCP Executive Director within 10 business days of receiving the Family Service Specialists' decision. The KTCP Executive Director will make a decision and notify the individual in 10 business days.
- The individual can further appeal the KTCP Executive Director's decision to the Tribal Council within 10 business days of receiving the KTCP Executive Director's decision. The Tribal Council's decision shall be final.

#### D. CERTIFICATIONS AND GRANT ASSURANCES

- The Karuk Tribe will negotiate Memorandum of Understanding with each of the California counties located within KTCP service delivery area that will detail the process for the transfer of cases to ensure a smooth transition of eligible customers choosing to transfer from the State TANF services to KTCP services. The MOU's will ensure the following:
- Qualified Native American Indian families can choose to receive Native TANF or State TANF but can not receive assistance from both programs simultaneously.
- KTCP and State/County TANF Program will exchange information as needed to determine eligibility for Native TANF, State/County TANF Program, Medicaid/ Medical or Food Stamps.
- State/County TANF Program and KTCP agree to exchange, at a minimum, the name, date-of-birth, social security numbers, as needed, to prevent duplicate aid.

#### E. PROVISION OF SERVICES

- The Karuk Tribe will negotiate a Memorandum of Understanding with each of the California counties located within KTCP service delivery area that will detail the process for the transfer of cases to ensure a smooth transition of eligible customers choosing to transfer from the State TANF services to KTCP services. The MOU's will ensure the following:
  - Qualified Native American Indian families can choose to receive Native TANF or State TANF but cannot receive assistance from both programs simultaneously.



- KTTTP and State/County TANF Program will exchange information as needed to determine eligibility for Native TANF, State/County TANF Program, Medicaid/ Medical or Food Stamps.
- State/County TANF Program and KTTTP agree to exchange, at a minimum, the name, date-of-birth, social security numbers, as needed, to prevent duplicate aid.

## **27. SAME OR COMPARABLE SERVICES**

- A. KTTTP will provide welfare related services and assistance to all eligible Indian families in an equitable and fair method.
- B. KTTTP will provide the same or comparable activities and services in all parts of the KTTTP service area.
- C. KTTTP shall provide a cash assistance level for California residents based upon the California Maximum Aid Payment (MAP) tables 1 & 2, which vary by county due to cost of living differentials.

## **28. ELIGIBLE FAMILIES MOVING INTO THE SERVICE AREA**

- A. Eligible families moving into the service area will receive the same amount of cash assistance and supportive services as all eligible program participants within the KTTTP service area.

## **29. CONFIDENTIALITY STATEMENT**

- A. KTTTP will require all Tribal TANF staff to sign a confidentiality agreement acknowledging they understand and will follow all policies and procedures to ensure applicants and participants' rights' to complete confidentiality and that any violation of confidentiality may result in the staff members' immediate termination.

## **30. FISCAL ACCOUNTABILITY**

- A. For each year in which the Karuk Tribe receives or expends TANF funds, the Tribe will comply with fiscal accountability provision of section 5 (f) (1) of the Indian Self-Determination and Education Assistance Act U.S.C. 450 (c) (f) (1) relating to submission of a single agency report as required by Chapter 5 of Title 31, U.S. Code.

## **31. DATA COLLECTION AND REPORTING**

- A. KTTTP will comply with all statutory and regulatory TANF reporting requirements. KTTTP will measure progress and outcomes by collecting data that describes the assistance and/or services provided to eligible families and/or individuals each month.
- B. KTTTP will submit the ACF electronic report on a quarterly basis. KTTTP will submit the annual narrative report, due December 31, of each year.

## **32. RETROCESSION**

- A. In the event that the Karuk Tribe should choose to retro-cede KTTTP, the Karuk Tribe will follow all requirements as defined by applicable TANF statutes and regulations pertaining to retrocession as presented in 45 CFR 286 and the Social Security Act. KTTTP will provide all welfare related service and assistance to all eligible Indian families in an equitable and fair method.

Date Approved:

Submitted as Authorized:

Russell Attebery, Tribal Chairman \_\_\_\_\_ Date \_\_\_\_\_

Michael Thom, Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_