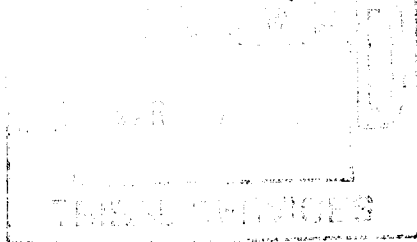


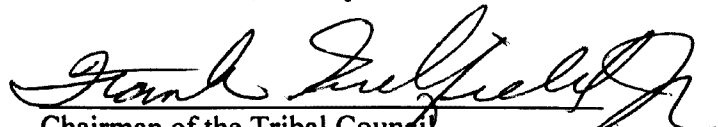
**RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION**


- WHEREAS,** the White Mountain Apache Tribal Council has the power to act in all matters that concern the welfare of the Tribe and its members; and
- WHEREAS,** the White Mountain Apache Tribe Department of Social Services (WMATDSS) manages the White Mountain Apache Tribe Temporary Assistance to Needy Families program (TANF) which was established pursuant to the United States Congress's enactment of the Welfare Reform Act of 1996; and
- WHEREAS,** the WMATDSS, in order to assume the management and administration of its TANF program, submitted a Plan to the United States Department of Health and Human Services in 1997, wherein the qualifications, rates and service provisions for those served under the TANF program are outlined to enable smooth and efficient operation of the program through cooperation with the WMATDSS and the State of Arizona; and
- WHEREAS,** the Director of WMATDSS has advised the Council that the Tribe's TANF plan requires revision to ensure that the Tribe's TANF program funds and services are utilized optimally to ensure the most extensive service to all members of the White Mountain Apache Tribe; and
- WHEREAS,** through the review of the Tribe's TANF Director, the United States Department of Health and Human Services, the Tribe's Legal Department and the WMATDSS Oversight Committee, the Director of WMATDSS has crafted a revised TANF Tribal Plan engineered to continue to provide adequate service to all members of the White Mountain Apache Tribe who qualify for services, while ensuring sound fiscal management and administration to protect the longevity of funding for the TANF program; and
- WHEREAS,** the Tribal Council agrees that policies and procedures are necessary for the proper operation of the Tribe's TANF program to enable members of the White Mountain Apache Tribe to gain independence from the confines of welfare and government assistance and to protect the longevity of funding for the TANF program.

**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe, that it hereby approves the revised Temporary Assistance to Needy Families Tribal Plan as presented this day.

The foregoing resolution was on February 22, 2001 duly adopted by a vote of FIVE for and ZERO against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article IV, Section 1 (a), (s), (t) and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).



  
Chairman of the Tribal Council

  
**ACTING** Secretary of the Tribal Council

White Mountain Apache Tribe  
Department of Social Services

**PROGRAM ABSTRACT**

New \_\_\_\_\_ Continuation New Program Plan Proposal Budget Modification \_\_\_\_\_

Program Temporary Assistance for Needy Families

Funding Amount: \$2,912,363

		Federal		\$1,794,188
Previous year's funding:	Source	State	Amount	\$ 818,175

Match required: Yes X No \_\_\_\_\_ Amount \_\_\_\_\_

Other resources allocated: \_\_\_\_\_

Program Period: 1998 - 2002

Program Purpose (Brief): On August 22, 1996, President Clinton signed the bipartisan welfare reform plan that is dramatically changing the nation's welfare system. The Personal Responsibility and Work opportunity Reconciliation Act (PRWORA) of 1996 replaced the old welfare system (AFDC) with Temporary Assistance for Needy Families (TANF), to focus on work and responsibility and to provide States and Tribes with flexibility to create the best approaches for their individual circumstances.

Copy of approved job description attached: N/A Yes \_\_\_\_\_ No \_\_\_\_\_

Geographic area to be served: Fort Apache Indian Reservation

Population to be served: No. 733 Description TANF Recipients

**Reviews:**

Grants & Contracts/Accounting :	Date <u>2/21/01</u>	Signature <u>Kenneth Luch</u>
Oversight Committee:	Date <u>2/22/01</u>	Signature <u>Patricia Cruz</u>
	Date _____	Signature <u>Curtis Suttle</u>
	Date <u>2/21/01</u>	Signature <u>Millie Riley</u>
	Date <u>2 Feb 01</u>	Signature <u>Noreen K. Adair</u>
	Date <u>2-21-01</u>	Signature <u>Drene Billy</u>
	Date _____	Signature _____

Recommendation: Approval ✓ Disapproval \_\_\_\_\_

Comments: \_\_\_\_\_

Signature Carlene M. Narcho Date 21 February 2001  
Title Carlene M. Narcho MA  
Director

**WHITE MOUNTAIN APACHE TRIBE  
DEPARTMENT OF SOCIAL SERVICES  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES  
PROGRAM PLAN**



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**WHITE MOUNTAIN APACHE TRIBE  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES PROGRAM PLAN**

**SECTION 1: GENERAL PROVISIONS**

**WHITE MOUNTAIN APACHE TRIBE (WMAT) TANF Purpose**

The purpose of the WMAT TANF Program is to provide assistance to needy families with, or expecting, children. It is to provide parents, or caregiver relatives, with job preparation, work and support services. The Program is intended to support needy families in becoming economically self-sufficient and not dependent on the WMAT TANF Program for assistance.

**WMAT TANF Statutory Authority**

Section 412 of Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorizes tribal governments the opportunity to develop, establish and administer their own TANF programs. Tribes are given the authority to apply directly to the Department of Health and Human Services (DHHS) in order to carry out this process.

**Policy Statement and Plan Period**

WMAT, in accordance with Section 412 of PRWORA, intends to implement an amended Tribal TANF program effective March 01, 2001. During the months of March, April, and May of 2001, WMAT will include such activities as hiring, training and providing job experience for the tribal staff, the creation of a data collection and reporting system designed to meet federal requirements, and reviewing the Tribes' accounting system for required check writing. These activities will ensure the smooth and efficient transfer of service from the State to the Tribes without disruption of services to the cash assistance recipients. An increase in the individual responsibility, promoting self-sufficiency and program efficiency will be an integral part of the WMAT TANF program.

The Plan is being submitted to the Administration for Children and Families (ACF) of the Department of Health and Human Services in accordance with the WMAT TANF Plan initiated April 01, 1998 for review and acceptance.

**WMAT TANF Mission**

WMAT intends to reduce the number of White Mountain Apache TANF recipients by developing and implementing a diversion program or a transitional plan that will enable the financial assistance recipients to move from welfare to self-sufficiency.

### **WMAT TANF Service Location**

The WMAT TANF Program service location is the area within the exterior boundaries of the Fort Apache Indian Reservation.

### **WMAT TANF Service Population**

Any family or filing unit containing an enrolled member of WMAT, residing on the Fort Apache Indian Reservation and shall serve enrolled member of WMAT that have moved from another State or Tribal area onto the Fort Apache Reservation providing that they meet the eligibility requirements as set forth in the Tribal TANF Plan.

Since the WMAT TANF service population will include non-tribal member adults, WMAT will refer these individuals to the State of Arizona for provision of services for appropriate JOBS services. Other separate services for non-WMAT Tribal members may include, but are not limited to, intensive case management and childcare referrals provided by the State.

### **WMAT TANF Number of Families to be Served**

The estimated number of families or filing units to be served by the WMAT TANF Program is 733 per year.

### **WMAT TANF Service and Administration**

The WMAT TANF Program will operate as part of the White Mountain Apache Tribe Department of Social Services. The organization is displayed on **Attachment A**. WMAT Department of Social Services currently receives funding from the Department of the Interior - Bureau of Indian Affairs through P.L. 93-638 Self-Governance Compact Annual Funding Agreements. Funding is also received from other federal and state sources.

WMAT TANF Program management responsibilities are delegated from the Tribal Council to Mrs. Carlene M. Narcho, Executive Director, Department of Social Services (DSS). WMAT TANF is a component within the DSS. Other programs currently included in DSS are:

- Welfare to Work
- State TANF Transportation
- State TANF Grant
- General Assistance
- Tribal Work Experience Program
- Child Welfare Assistance
- Foster Care/Adoptions
- Miscellaneous Assistance
- Indian Child Welfare Act Grant
- Adult Custodial Care

- Adult Institution
- Youth Group Homes
- Child Welfare Grant
- Parenting Training
- Safe Families and Adoption

WMAT, for the first year of its amended Plan, will operate the WMAT TANF Program similar to the TANF Program operated by the state of Arizona's Cash Assistance Program. The WMAT TANF Program will begin amended operation May 1, 2001, with the first benefit checks being issued on November 01, 2001. The first six months we will work with the State until the Tribe takes over completely. If necessary, the transition time will be extended in agreement with the state. WMAT will implement the WMAT TANF Program with guidelines that are similar to the State of Arizona Cash Assistance program guidelines, unless differences have been provided to ACF in this Plan. Whenever this Plan is silent on an issue, ACF can interpret this to mean WMAT will follow guidelines identical to the Arizona Cash Assistance Program guidelines. A summary of Arizona Cash Assistance Program will be available for further reference upon request.

During Year One (April 01, 2001-March 31, 2002) of the amended Plan, the tribe will gain valuable experience and a thorough, working knowledge about providing "financial assistance" in a manner similar to the Arizona Cash Assistance Program.

WMAT will continue discussions with the State of Arizona to maintain and ensure coordination of services such as Medicaid and Food Stamps, which are still being delivered by the State.

The services each filing unit member receives will be negotiated on an individualized, case-by-case basis, and documented in a WMAT TANF "Individual Family Plan" (IFP). Each adult participant, including one and two parent families, will be required to sign an IFP. (See Section 2: WMAT TANF ELIGIBILITY, Part C - ©). A WMAT TANF Program staff member will be required to sign an IFP signifying the Tribe's commitment to assist the recipient in the recipient's efforts to become self-sufficient. The IFPs will serve as the foundation by which services will be provided to recipients and the breach of which, will form the basis for denial of services or sanctioning by WMAT TANF Program.

The minimum IFP elements are:

- The acceptance and maintenance of employment as it becomes available. Advancement in work position and responsibility is encouraged;
- The inclusion of cultural and tribal activities, as determined applicable to work participation;
- Documentation that all children in a household have or shall receive all the required health screenings and immunizations according to the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) schedule.

- The reporting of any health insurance coverage that is or could be provided (third party liability);
- Optional Child Support Enforcement activities;
- Cooperate with Tribal Internal Auditors to ensure services are issued accurately and effectively; and
- The establishment and agreed attendance at an IFP renewal appointment with the next 90 days.

All recipients will receive training and information on the IFP.

WMAT TANF will continue to be operated with funds received from the federal government for TANF recipients. In addition to these services, the WMAT TANF Program will provide the following services to appropriate recipients utilizing federal TANF funds:

- “One-time” Employment Related Payments to cover items and/or services necessary to obtain and/or maintain employment;
- Transitional Services as defined in the Welfare to Work Policy and Procedures;
- The Child Care Block Program may extend services through a transitional period of 60 to 90 days with increasing recipient co-pay requirements for childcare benefits when there is increased earned or unearned income to the recipient; and
- Services to reduce the incidence of teenage pregnancy.

### **WMAT TANF Supportive Services**

The WMAT TANF Program will provide support services to TANF recipients to allow them in gaining and maintaining employment and financial self-sufficiency. The WMAT TANF Administrator will negotiate the supportive services for each recipient, some of which will be funded with federal TANF funds. WMAT TANF Administrator will act as a resource broker to access other services available from federal, state or tribal sources.

Integrated case management will be an essential part of service provision. Recipients will be required to complete a single application for services provided by DSS resulting in the determination of eligibility according to applicable guidelines. By collaborating with all tribal services designed to assist adults, children and families as they move toward self-sufficiency, duplication of services and abuse can be reduced. The services for eligible recipients will be provided in a coordinated and comprehensive arrangement and the program will work with the participant to ensure non-duplication of services.

WMAT will provide support services to TANF recipients to allow them to engage in assigned TANF activities and/or accept and maintain employment through:



- **Adult Basic Education:** Adult Basic Education and GED courses. The intent of this activity is to assist the applicant/recipient in developing the necessary competency level of skills to become self-reliant.
- **Welfare Investment Act (WIA):** Development of job training & basic job skills.
- **Child Care Development Fund Services (CCDF):** Provides child care services to eligible Indian families who are working, attending training, or in school. Emphasis is on improving the quality, affordability and availability of child-care on the Fort Apache Indian Reservation.

These support services of the Tribe are not a part of welfare services to be funded by TANF dollars.

In addition to the services available in the DSS and listed above, each recipient family will be assessed for initial eligibility and referred for services as appropriate, but not limited to:

- Vocational Skill Center
- Adult Basic Education
- Northland Pioneer College
- Child Care Programs (if needed)
- JOBS Program (provided by the State)
- Arizona's Health Care Cost Containment System (AHCCCS)
- Women, Infant & Children (WIC)
- Legal Aid
- Elderly Services
- Low Income Housing Energy Assistance Program (LIHEAP)
- Housing Authority
- Department of Social Services
- Work Investment Act (WIA)
- Child Care Development Fund Services (CCDFS)
- Head Start
- Medicaid
- Food Stamps
- Domestic Violence/Crime Victim Support

## **SECTION 2: WMAT TANF ELIGIBILITY**

### **WMAT TANF Program Eligibility**

All applicants who meet the WMAT TANF Tribal enrollment criteria, residency requirements, relationship requirements and the financial limitation eligibility criteria as defined by the tribe, will be eligible to receive assistance. Assistance will be provided in an equitable manner to all eligible recipients.

The following persons are included as WMAT TANF Plan eligible:

A. Caregiver Relative is defined as family who has a dependent child(ren) or minor child(ren) as defined below. Dependent or minor child(ren) shall live in a relative caregiver household, which would make the household eligible for WMAT TANF services. A caregiver relative is a person responsible for the care, control and supervision of the dependent or minor child(ren) and is related to the child in one of the ways listed below:

1. The biological parent;
2. The adoptive parent or any blood relative of the adoptive parent;
3. Blood relatives;
4. Stepfathers, stepmothers, stepbrothers or stepsisters;
5. Tribal culture (god parent); or
6. Relationships established through marriage, even if divorce or death terminates the marriage.

For the purposes of defining eligibility, the following definitions apply:

1. Biological parent – means the natural biological mother or father. An “alleged biological father” may be the caregiver relative only if the biological mother is absent and the alleged father can verify through documentation that he is the father of the child(ren) at issue. Absent verifying documentation, an alleged father cannot be a caregiver relative until paternity is legally established through a court of competent jurisdiction. Establishment and cost of determining parentage is not the responsibility of WMAT. Should an alleged father be deemed a caregiver relative and subsequent events prove he is not, the alleged father can no longer be deemed the caregiver relative.

Where a child(ren) has been legally adopted but for one reason or another no longer remains with the adoptive parent(s), and the adoptive parent(s) has given up the care, control and supervision of the adoptive child(ren), then the caregiver relative may be the biological parent or any biological relative of the child(ren) if the child(ren) lives with such biological parent or relative.

2. Blood Relative – means siblings, aunts, uncles, first cousins, first cousins once removed, nephews, or nieces, and persons of preceding generations denoted by the prefixes of great, great, great-great or great-great-great.
3. Minor Child(ren) – defined as all individuals under age 16 or those ages 16 through 19, not attending a secondary school full-time but have completed an IFP. To qualify as a minor child the individual cannot be married nor separated from a spouse if married either by statute or common law, and not a parent.

4. Dependent Child(ren) – defined as all individuals under age 16 or those ages 16 through 19, attending school full-time to achieve a high school diploma or an equivalent.
5. Tribal culture- defined as families considered related through the traditional tribal Coming-of-Age or Puberty Rites Ceremony known as the Sunrise Dance.
6. Non-Tribal Members Adults means any non tribal member that is taking care of a tribally enrolled child and who can receive services as stipulated in the plan and be referred to the state.

#### Siblings

1. The child(ren)'s blood, tribal culture, step-related, or adoptive siblings with whom the children are living.

#### Expecting Mothers

1. WMAT enrolled pregnant women, in their last trimester, who have no other eligible children. Pregnant, non-enrolled woman but whose child will be eligible for enrollment with WMAT, in their last trimester, who have no other eligible children. If the father is an enrolled WMAT member, the family will be eligible;

The following persons are not WMAT TANF eligible:

- A. Minor or dependent child(ren) who are absent from the home for a period longer than 90 consecutive days, unless they are attending a federally supported primary or secondary school;
- B. When WMAT establishes the Child Support Enforcement Program (CSE), it reserves the right to deny services to families who do not cooperate in establishing paternity or obtaining child support.
- C. Teenage parents who do not attend high school or another equivalent training program if 16 or under unless legally emancipated;
- D. Teenage parents not living in adult-supervised settings as defined by the WMAT if age 16 or under unless legally emancipated;
- E. Fugitive felons, probation and parole violators;
- F. Individuals found to have fraudulently misrepresented facts in order to obtain assistance from welfare or related supportive services programs; or
- G. Caregiver relatives who fail to notify WMAT of a child's extended absence from the home.

To ensure the safety of victims of rape and incest, a dependent child is not required to reside with a parent or legal guardian if documentation, such as that provided by a Social Services agency, courts, police, prosecutors, etc., exists showing that the safety or health of the dependent child or the child of the dependent child would be in jeopardy should they reside with a parent or legal guardian. Any caregiver providing care for a child with these circumstances is eligible for WMAT TANF Program services provided other eligibility criteria are met.

### WMAT TANF Non Financial Eligibility Requirements

7. **Enrolled White Mountain Apache Tribal Member.** Any family or filing unit residing or intending to reside within the exterior boundaries of the Fort Apache Indian Reservation with a minimum of one (1) person in the family unit being an enrolled WMAT Tribal Member will be eligible for WMAT TANF Program services. Eligibility includes dependent children who are enrolled members while their custodial parent or caregivers are non-members.
8. **Residency:** The WMAT enrolled member must show proof of residence within the Reservation boundaries or have documented evidence of "intent to reside".
9. **Social Security Number:** Recipients must provide a Social Security (SSN) or provide proof of application for a SSN.
10. **Child Support Benefits/Assets:** Except for pregnant females with no other children and SSI recipients, WMAT reserves the right to require recipients to pursue and assign to the WMAT Tribes any child support payments whether future or past due. (Determining ineligibility for cash assistance will be guided by agreements negotiated separately from this Plan between the State and WMAT or negotiated with any other appropriate agency);

Member

### WMAT TANF Financial Eligibility Requirements

WMAT TANF Program, using State of Arizona's FAIM Project regulations and guidelines, will determine financial eligibility by evaluating the family or filing unit's prospective income, earned income and non-financial status. If not excluded, the income is tested against the Gross Monthly Income standard (GMI), the Net Monthly Income standard (NMI) and the Benefit Standard for the household size and circumstances to determine WMAT TANF Program eligibility under Program criteria in effect at the time of the application. If a filing unit fails any of these income threshold standards, the filing unit is not eligible for benefits. WMAT intends to utilize the State FAIM Project criterion, adapted to read as WMAT TANF criterion, adapted to read as WMAT TANF criterion, during the initial year of operation for determination of eligibility. The Plan by reference incorporates the State's financial criteria hereto.

WMAT may propose different financial eligibility criteria the WMAT TANF Program will utilize as a part of its program criteria.

### WMAT TANF Income Disregards

There are four types of income disregards;

- 1.) **Earned** – The "earned disregards" are subtracted from the earnings of each wage earner in the member family. Earned income (based on gross income before taxes) disregards are:

- Earned income received by a person, or persons, participating in the Welfare-to-Work Program shall be exempt from being considered as countable income.
  - Twenty-five percent (25%) of the balance of earned income, and
  - Up to \$200 per month per child for child care expenses.
- 2.) Obligated – The “obligated income disregard” is subtracted from the balance of the countable earned income. Obligated income disregard is as follows:
- The amount of legally binding child support payments expected to be paid for dependents not living with the family. This disregard applies only if payment is being made on a regular basis.
- 3.) Effective June 11, 1999: Unearned income received as Emergency Assistance shall not be considered as countable income if it is received as a result of a disaster, such as: flood, fire, etc.
- 4) Unearned income disregards received as per capita distribution shall not be considered as countable income.

#### **WMAT TANF Resource Limitation**

During year one of the amended operation, WMAT TANF Program will evaluate a family or filing unit’s resources to determine the equity value of the filing unit’s countable resources in order to ascertain whether a filing unit’s resources apply to the resources apply to the resource limitation to ensure the family is eligible for services. The guidelines for determining resources to be counted are described in the FAIM Program, as adapted for utilization by the WMAT TANF Program in year one of the amended plan and are available for review upon request.

#### **WMAT TANF Re-determination for Eligibility**

WMAT TANF benefit eligibility will be reviewed a minimum of once every 90 days, including the re-negotiation of the IFP.

### **SECTION 3: WMAT TANF PAYMENT OF BENEFITS**

#### **General Payment of Benefit**

The WMAT TANF cash assistance benefits will be issued to eligible recipients one time per month unless circumstances and eligibility warrants additional cash assistance. For the purpose of calculating the cash benefit amount that will be provided by the White Mountain Apache Tribe to an eligible family, as defined in Section 1, WMAT Service Population, the cash benefit amount shall be based upon a maximum of four children and the caretaker adult or adults in the eligible family unit. (SEE ATTACHMENT B)

### **Under payment of Benefits**

The WMAT TANF Program authorizes restoration or supplemental payment of WMAT TANF benefits if it is determined that a recipient received a lesser amount than determined eligible to receive for any of the following situations:

- A change that would cause an increase in benefits was reported too late for adjustment to the applicable payment period.
- An administrative underpayment occurred due to an error by the WMAT TANF staff in any of the following manner:
  - Failing to take action on information reported by the recipient in a timely manner to effectuate the change for the upcoming month;
  - An incorrect effective date is used for benefit issuance;
  - Denial, closure or reducing benefit was in error; or
  - Calculation was done incorrectly.
- A hearing decision requires restoration of benefits.
- The repayment of an overpayment was in excess of the amount due.

The amount restored will be in addition to the benefits the recipient is entitled to receive for the applicable month and will be the difference between the actual amount received and the amount the recipients have been determined eligible to receive.

### **Overpayment of Benefits**

The WMAT TANF Program authorizes a reduction in payment of WMAT TANF benefits if it is determined that a recipient received a higher amount than determined eligible to receive. An adjustment in the recipient's benefits issuance will be made for the difference between the amount actually received and the amount the recipient is eligible to receive to allow WMAT to recover any overpayment.

The recipient shall have the opportunity to discuss the recovery with WMAT TANF Program personnel to resolve the matter prior to an adjustment being made. The adjustment or recovery will be made in the following manner.

1. The recipient's WMAT TANF benefit payment will be corrected through adjustment to the regular payments following the discovery and verification of the overpayment and after the matter has been discussed with the recipient. Recovery shall not cause undue hardship on the recipient. Future payments will be reduced by amounts, which will lead to eventual recovery of the total overpayment. In no case shall the reduction exceed one third of the adult portion of the case benefit a recipient is to receive in any given month.
2. When the overpayment has resulted from an administrative error, recovery of the overpayment shall be accomplished through an agreement, which will not create undue hardship for the recipient. Future payment will be reduced by amount, which will lead to eventual recovery of the total overpayment. The

reduction shall not exceed one third of the adult portion of the cash benefit of the monthly payment.

The WMAT TANF Program will develop a plan to collect any over payment after a cash recipient no longer receives a cash benefit. The expenditure will continue to be pursued until overpayment is fully recovered.

#### **SECTION 4: TIME LIMITS**

##### **WMAT TANF Time Limit for Receiving Cash Benefits**

The WMAT TANF Time limit for receiving cash benefits is 60 months. WMAT may exempt families from applicable time limits due to hardship as defined by the Tribe. The maximum total percentage of families or filing units subject to time limit exceptions is 20% of total WMAT TANF caseload at the time of highest participation. Besides exemptions due to hardship, additional time limit exemptions will be granted to a family or filing unit that includes someone who has been subject to one or more of the following:

- Physical abuse or physical acts that resulted in physical injury;
- Sexual abuse;
- Being forced as the caregiver relative or dependent or minor child(ren) to engage in non-consensual sexual acts or activities;
- Threats of, or attempts at physical or sexual abuse;
- Mental abuse, or;
- Neglect or deprivation of medical care.

During year one, WMAT will undertake a research effort to document the number of TANF cases eligible for time limit exemptions. The information will be compiled and provided to ACF during the proposed re-negotiation. At that time, an increased percentage rate for exemptions may be proposed.

#### **SECTION 5: WORK PARTICIPATION REQUIREMENTS**

##### **WMAT TANF Minimum Work Participation for Receiving Cash Benefits**

The following work participation requirement rates, as determined to be 16 hours of qualified work activity per week per family, will be met\*:

Year One:	10%
Year Two:	15%
Year Three:	20%

\*There will not be different rates for two parent and one-parent families but all participating families will be required to meet the same requirements.

The following activities will count toward work participation requirements rates:

- Basic Education – This activity includes high school, Adult Basic Education or GED courses.
- Job Search/Job Readiness Training and Retention Services – This training includes orientation to the work world and self-esteem classes. In addition, it involves instruction in interviewing skills, resume writing, application completions, life skills needed for employment (e.g. time management, appearance, work ethic) basic job search skills and Support Services (Child care, Transportation, Clothing requirements). Another component is actual job search and job retention activities.
- Limited parenting and family strengthening activities as pre-determined by the WMAT TANF Program.
- Job Skills Training – This involves classroom training in vocational and technical skills or equivalent knowledge and the development of abilities in specific employment areas.
- On-the-Job (OJT) – This involves work site training during which participants receive wages from an employer. The employer is reimbursed by WMAT for specific contracted services, which holds the employer responsible for specific training duties for a period of time.
- Sheltered/Supported Work – This involves site job skills and job readiness training coupled with intensive supervision, case management and counseling.
- Unpaid Work Experience – This involves unpaid, short-term work site training with a nonprofit organization, public agency, tribal government or private employer.
- Paid Work Experience - This involves paid, subsidized work site training with a nonprofit organization, public agency, tribal government or private employer.
- Vocational Education.
- Post Secondary Education – This involves attending an accredited post secondary institution and must include reasonable expectation for successful completion of a degreed program, which will lead to unsubsidized employment within the WMAT TANF time limitations.
- Other activities that lead to family self-sufficiency.

### **WMAT TANF Exemptions from work participation requirements**

All recipients of WMAT TANF benefits will be required to participate in described work activities, except in the following circumstances:

- Persons over age 55;
- A person responsible for the care of an elderly person or a disabled dependent, as defined in Americans with Disabilities Act, who is not receiving full care services elsewhere;



- Persons whose individual circumstances, as determined by the WMAT case manager and approved by the TANF Program Administrator, to be exempt due to extraordinary situations; and
- Medical conditions as defined by a physician.

### **Good Cause Criteria for Failure to Participate in IFP Work Activities**

One of the following criteria must be met to show “good cause” for the recipient to be exempt from the work participation requirements:

- Inadequate or complete unavailability of transportation;
- Inadequate (close and affordable) or complete unavailability of day care services;
- Mental health, substance abuse or physical illness (with time limits and adequate progress toward resolving the problem including counseling or treatment which has been determined appropriate by the WMAT TANF Program staff and approved by the WMAT TANF Department Head);
- Schedule conflicts with required court appearances or incarceration (with time limits and adequate progress toward resolving the problem);
- Inclement weather;
- Remoteness of location (one hour driving or walking one-way);
- Family circumstances preventing participation including but not limited to child abuse or neglect, domestic violence, death of a family member with significant ties to the recipient and which circumstances have been determined appropriate by the WMAT TANF Program staff and approved by the WMAT TANF Program Administrator;
- Misunderstanding of IFP requirements (ONE-TIME ONLY)
- WMAT TANF staff have determined that a person is making a diligent, good faith effort to find employment without success; or
- Lack of childcare due to work schedule (swing shift or graveyard shift).

### **WMAT TANF Good Cause Criteria for Failure to Accept or Maintain Employment**

One of the following criteria must be to show “good cause” for failing to accept or maintain employment:

- The work adversely affects the person’s health as determined by a qualified health professional;
- The work site violates federal or tribal health and safety standards;
- The wage does not meet federal minimum wage or piece work standards;
- Required hours of work are in excess of what is customary for the job;
- The job is vacant due to strike, lockout or other labor dispute;
- The job referral or employer is discriminatory; or
- The recipient quit a job without clear and concise understanding of the TANF penalty for terminating employment (ONE TIME ONLY).

### **WMAT TANF Work Participation/Employment Opportunities**

Individual Family Plans (IFP) will be developed with the following employment opportunities in mind. Employment opportunities will include the WMAT Work Investment Act (WIA) and private industry.

The WMAT is located in a rural area with high unemployment. Two small towns border the reservation. There is no public transportation system accessible on the reservation. With the principal employer of reservation residents being the WMAT, employment opportunities are very limited. To fill the WMAT TANF Program work requirement, the following occupations have been identified as the most feasible and available areas of employment in the White Mountains of Arizona. WMAT has developed linkages for the following job opportunities and training.

- Hondah Casino
- Collaborate with State of Arizona Job Service
- WMAT Personnel
- Arizona Department of Transportation
- Childcare providers
- WMAT Revolving Credit
- Small Business Administration
- Fort Apache Timber Company
- Whiteriver School District
- Northland Pioneer College
- Indian Health Services
- Bureau of Indian Affairs

It is the Tribe's intent to develop a Community/Public Service Employment Program. When this program is developed, TANF applicants on the Fort Apache Indian Reservation will be referred to this program for appropriate services.

The Tribe will encourage the development of the private business sector by providing:

- Entrepreneur training
- Technical assistance to business owners; and
- Business start-up loans (in order for businesses to qualify for these loans, they must seek employable TANF recipients to fill positions in their business)

Once these private businesses are established, the TANF recipient/applicant will be referred to them for employment.

### **SECTION 6 WMAT TANF NONCOOPERATION SANCTIONS/ INTENTIONAL PROGRAM VIOLATIONS**

The consequences for failing to comply with the IFP is as follows:

- |    |                 |                           |
|----|-----------------|---------------------------|
| 1. | First offense:  | Written warning           |
| 2. | Second Warning: | Cash reduction of \$50.00 |
| 3. | Third Warning:  | Cash reduction of \$75.00 |
| 4. | Fourth Offense: | Termination of benefits   |

Sanctions will be lifted only upon compliance. Although the non-complying adult will be subjected to cash reduction, the time passing during removal or loss of financial assistance is still attributable to the lifetime limit for cash benefits for such recipient. The child or children's portion of the benefit is not diminished or reduced. The loss of supportive services will be determined on a case by case basis by the WMAT TANF Case Manager with concurrence by the Department Head.

For WMAT TANF Program recipients determined to have misrepresented facts in order to secure a cash benefit or another welfare related supportive services, a sanction or a denial of service, appropriate for the circumstance, might apply.

## **SECTION 7: RECIPIENT RIGHTS, DUE PROCESS AND CONFIDENTIALITY**

### **WMAT TANF Notice and Hearing Rights**

The WMAT TANF program shall have an established grievance procedure and process under which clients or recipients may challenge adverse decisions or actions by the TANF Program. These grievance procedures and process shall provide for procedural due process in that all clientele shall be given adequate notice and opportunity to be heard at a proper time and place on any official actions which affect the recipient's receipt of assistance or services.

Once WMAT TANF Program's grievance procedure and process have been completed by the client/recipient and the client/recipient is not satisfied with the decision reached through such process, the client or recipient may then proceed to exercise the hearings, rights and protections contained in the WMAT Personnel Grievance Procedure and Process for resolution of any outstanding issues. A copy of the WMAT Personnel Policy and Procedure is available upon request.

### **WMAT TANF Confidentiality – Recipient Information**

The WMAT TANF Program affirms that all participant information is confidential and will take action as deemed necessary to restrict the use and disclosure of such.

All WMAT TANF Program Staff will receive training on confidentiality. Each employee will sign a statement certifying understanding of confidentiality.

## **SECTION 8: FUNDING AND FISCAL ACCOUNTABILITY**

### **Funding**

The Tribe will receive federal funds for the WMAT TANF program based on guidelines of 45CFR part 92 and the DHHS Payment Management System. Funding from the State government will be based on the agreement made by the WMAT and the state of Arizona. Upon approval of the Plan by HHS/ACF, WMAT will begin the development of a P.L. 102-477 plan that will be submitted to the Bureau of Indian Affairs and HHS.

### **Fiscal Accountability**

The WMAT TANF Program will comply with section 5(f)(1) of the Indian Self-Determination and Educational Assistance Act (25 U.S.C. 450c(f)(1) fiscal accountability section, relating to the submission of single-agency report required by chapter 75 of title 31, United States Code.

## **SECTION 9: DATA COLLECTION AND REPORTING**

The WMAT Human Services Interactive Database System will collect client data. An automated computer intake system will be linked between all human services departments and collaborating programs. The WMAT TANF Program retains the option to use a sampling methodology to determine the closed case sampling-reporting requirement.

## **SECTION 10: RETROCESSION**

WMAT may retrocede the operation of the TANF Program to HHS/ACF by providing written notice to the Secretary according to the guidelines when published as final rule in the Federal Register. WMAT will provide concurrent notification to the State of Arizona.

## **SECTION 11: AMENDMENTS**

This agreement can be amended in writing by mutual agreement by both parties.

## **SECTION 12: CERTIFICATIONS**

All necessary certifications are attached and made part of this plan.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2000

**WHITE MOUNTAIN APACHE  
TRIBE**

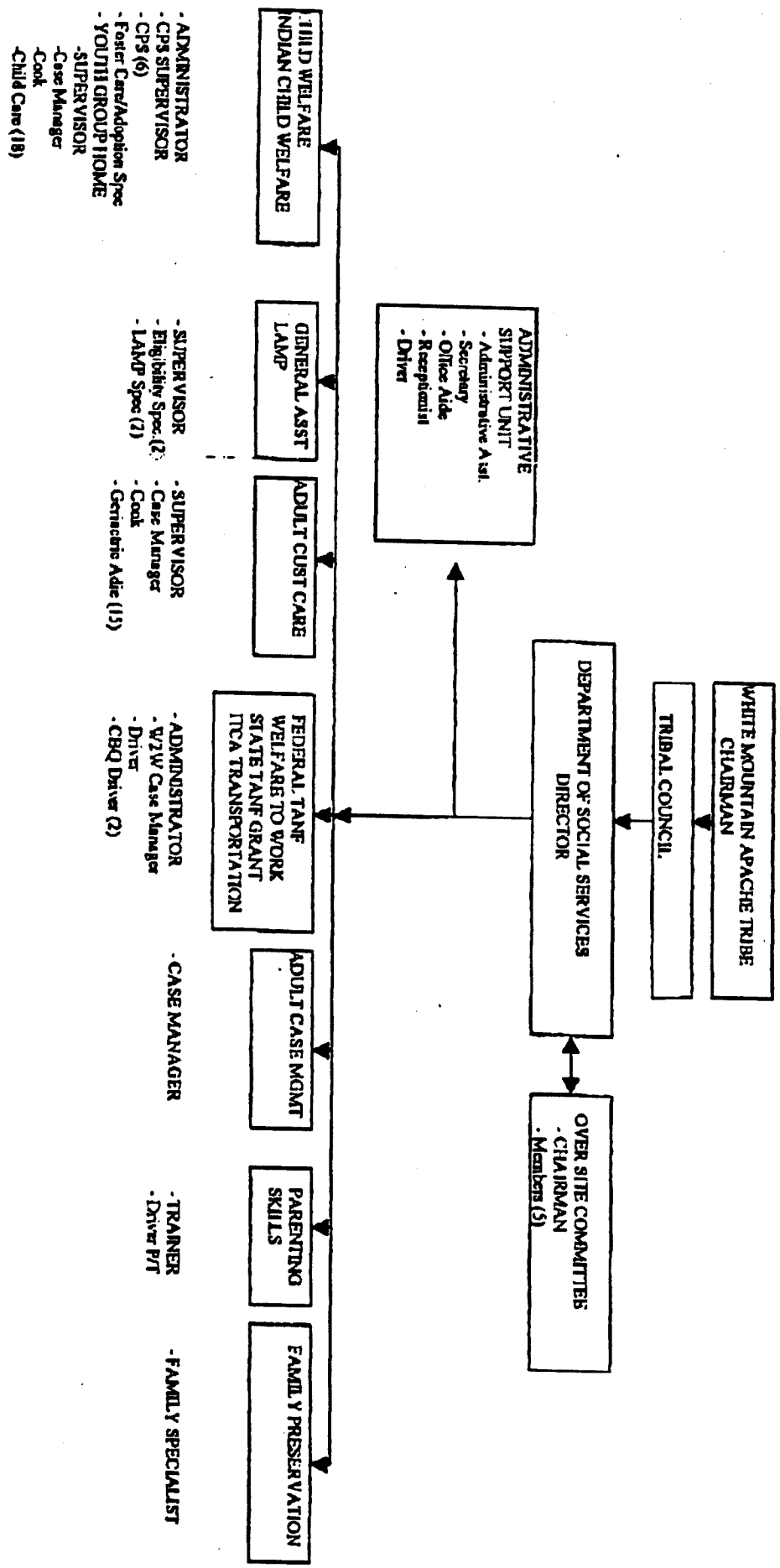
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**Dallas Massey Sr.**  
**Tribal Chairman**

**WHITE MOUNTAIN APACHE TRIBE  
TANF Program Plan**

**ATTACHMENT -A-**

**WHITE MOUNTAIN APACHE TRIBE  
DEPARTMENT OF SOCIAL SERVICES  
ORGANIZATIONAL STRUCTURE**



**-ATTACHMENT B-**

**BENEFIT CAP**

Arizona has had a benefit cap for over four years. It is applied throughout the State including Indian land, except on WMAT. The Navajo TANF Plan, as well as the Hopi TANF plan both incorporate the benefit cap.

The amended WMAT TANF Plan would also utilize the benefit cap. The benefit cap for the WMAT TANF program would allow a maximum of four children to be covered under a TANF-eligible family unit at the time of application.

**BENEFIT REDUCTION**

A reduction of \$5.00 per member per month would be implemented from what the State originally paid to the TANF recipients.

<b>Example:</b>	<b>Benefit payment for a family of four</b>	<b>... \$ 418.00</b>
	<b>Reduction of \$20.00 (\$5 x 4 members)</b>	<b>... - \$20.00</b>
	<b>NEW PAYMENT</b>	<b>... \$ 398.00</b>

**WHITE MOUNTAIN APACHE TRIBE  
DEPARTMENT OF SOCIAL SERVICES  
TANF PROPOSED BUDGET**

<b>Description</b>	<b>Budget</b>
<b>Salaries</b>	<b>139,280.00</b>
<u>TANF Administrator</u>	
Per annum salary \$33,280.00; \$16.00 p.h.	
<u>Eligibility Worker</u>	
Per annum salary \$22,000 X 4 = \$88,000; \$10.57p.h.	
<u>Receptionist/Data Entry</u>	
Per annum salary \$18,000; \$8.65 p.h.	
<b>Payroll Tax &amp; Fringe</b>	<b>34,820.00</b>
Based on 25 % of six (6) full-time employees base salary	
<b>Utilities</b>	<b>10,000.00</b>
Cover cost of propane, electric, water, and sewer	
<b>Telephone</b>	<b>6,000.00</b>
Cover cost of 3 phone lines, 1 fax line and toll call	
<b>Office Supplies</b>	<b>8,000.00</b>
Cover cost of consumable desk top supplies	
<b>Printing Expense</b>	<b>5,000.00</b>
Cover costs of printing applications and printing checks	
<b>Equip. Program</b>	<b>31,400.00</b>
Office Furniture to include 1 reception desk @ \$600.00; 5 desk @ \$400 6 chairs @ \$175; 20 client chairs @ \$50; 6 2-drawer desk files @ \$75; Client file system at \$3,000; Conference/staff room table at \$600; Conference/Staff room chairs @ \$50; Office equipment: 7 phone @ \$150; 1 copier/fax/printer @ \$6,000; 1 staff refriger @ \$500; 1 staff microwave @ \$150; Computer equipment: 1 server @ \$3,500; 7 desktop @ \$1,200, Computer Network Cabling at \$3,000; 4 deskjet printer @ \$200	
<b>Lease</b>	<b>12,420.00</b>
Cover lease expense for modular office, \$1,035 pm	
<b>Travel &amp; Training</b>	<b>4,200.00</b>
Cover cost of staff registration and training	
<b>G &amp; A Indirect Cost</b>	<b>38,012.00</b>
Rate of 17.3%	
	<b>289,132.00</b>



DEPARTMENT OF SOCIAL SERVICES

DECEMBER TRIAL BALANCE

LINE	DESCRIPTION	ADMIN	GA	LAMP	Child Wel	AD INST	MSC	YGH	ACC	RAINBOW	ICWA	ICWA	IV SP 1	IV SP11	Parenting	98W2V	99W2V	ITCA TANF	STATE TANF	FED-TANF	FED-TANF	FED-TANF	FED-TANF
ITEM		511-001	611-002	511-003	511-004	511-005	511-006	511-010	611-016	611-026	404-404	626-001	666-004	527-005	538-544	247-001	249-001	563-004	249-002	563-002	563-003	563-005	
7100	Salary	223080										40471	20234.00	19367	6740	10834	7750		17145	563-002 (673)	563-003 (1089)	563-005 32626	
7250	Payroll Taxes	60747										7182	4618.00	5091	973	689	2219		4980	970	354	8456	
7270	Prof Contract	150																		5000	6575		
7290	Employee Development	4179		32227									2137	2650.00	965	554	2298					1123	
7291	JOBS Program																				21740		
7344	Workshop/Conf													80									
7400	Utilities	3633											1000.00	1769			2000		500			4000	
7403	Telephone	2216											1300.00	2032	432	250	2814		2932	1228	1933	2500	
7407	Copy Machine																						
7408	Admin Cost																				(73349)		
7410	Office Supplies	3500									4004		1988.00	960	222	500	2471		500		345	2200	
7415	Postage	600										120	1000.00	250	100					246		100	
7422	Supplies - Cleaning																						
7423	Supplies - Linen																						
7430	Operational M&S																						
7437	Bldg M&R	925																			1446	247	
7438	Vehicle M&R	5642									3480	2730	1576.00	2000	1900	1000	1994					1050	
7445	Supplies - Food																					742	
7500	Printing	1475											1000.00	300								2000	
7507	Kitchen																						
7508	Nursery																						
7540	Capitol																						
7541	Equip - Program	19294												1500		1055			15316			13135	
7576	Program - Direct				192952	236596	110034			212898			6005.00	3528	5507	23740	6056			(687468)	448365	347992	
7577	Program- Client		243594																				
7582	Finger Print	1400												500		62093	147370						
7589	Client Support																						
7597	Ed M&R												2098			2154	8000		9118				
7703	Lease																						
7710	Misc																					2000	
7704	Travel	5551									1774		4462.00	5163	418	1851	8307			766	45889	27429	
7715	GAA Allocated																				(769)		

TOTAL 332558 45793 13977 43210 230492 63760 (728095) 456420 443352