

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

610



FROM: Department of Public Social Services

SUBMITTAL DATE:
November 1, 2011

SUBJECT: Amend and Replace Agreement # CW-01275 with the Torres-Martinez Desert Cahuilla Indians Consortium for Tribal TANF

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve and authorize the Chair of the Board to sign the attached amendment which will replace agreement CW-01275 between DPSS and Torres-Martinez Desert Cahuilla Indians Consortium; and
- 2) Authorize the Director of DPSS to administer the Agreement.
- 3) Authorize the Purchasing Agent, in accordance with Ordinance No. 459 to sign amendments that do not change the substantive terms of the agreement.

Susan Loew

Susan Loew, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11-12

SOURCE OF FUNDS:

Federal Funding: 0%; State Funding: 0%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%

Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Susan Loew*
MARSHAL VICTOR
DATE: 10/10/11
Departmental Concurrence

Policy Policy
Consent Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 03/21/2011, Item 3.20 | District: All | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.26

FROM: Department of Public Social Services **DATE:** November 1, 2011

SUBJECT: Amend agreement with the Torres-Martinez **PAGE:** 2

BACKGROUND:

The Personal Responsibility and Work Opportunity Act of 1996 (Public Law 104-193) authorizes federally recognized Indian tribes to administer and operate their own TANF programs. The Board of Supervisors approved three separate agreements between DPSS and Morongo Band of Mission Indians, Soboba Band of Luiseño Indians, and the Torres-Martinez Desert Cahuilla Indians to transfer the provision of federal TANF services to the Tribal TANF. The agreements outline DPSS' and the tribe's respective and joint responsibilities.

This amendment, which will replace the current agreement, significantly revises language in the Torres-Martinez Desert Cahuilla Indians agreement to reflect changes in the Tribal TANF program from the California Department of Social Services and to reflect a request from Torres-Martinez to have a dedicated staff person assigned to support the Torres-Martinez Desert Cahuilla Indians Tribal TANF Program. This position, which is funded by the tribe, will assist with eligibility and determination of benefits for the Tribal TANF Program. The amendment will also modify the tribe's service population.

FINANCIAL IMPACT:

These agreements do not require any County General Funds. Tribal TANF programs are funded under federal regulation.

ATTACHMENTS:

1) MOU between DPSS and Torres-Martinez Desert Cahuilla Indians [3 copies]

SL:eps

**Riverside County Department of Public Social Services
Amendment to the Agreement with the
Torres-Martinez Desert Cahuilla Indians**


WHEREAS, the Department of Public Social Services, hereinafter referred to as DPSS, desires to enter into an agreement with the Torres-Martinez Desert Cahuilla Indians in accordance with applicable Federal and State laws (see 42 U.S.C. Section 612, and Calif. Welfare and Institutions Code Section 10553.25) and any applicable regulations promulgated there under; and

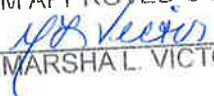
WHEREAS, the Torres-Martinez Desert Cahuilla Indians, hereinafter referred to as the Tribe, desires to provide a tribal family assistance program called the Torres-Martinez Tribal TANF program, hereinafter referred to as the "TMTT program"; and

WHEREAS, DPSS agrees that the Tribe will perform these services;

NOW THEREFORE, DPSS and the Tribe do hereby covenant to follow the provisions in this Agreement and give full faith and credit to the public acts, records, and judicial proceedings for each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2011. This Agreement will be valid for the term of 3 years with the review period being every 1 year for an optional roll over.

Authorized Signature for Board:	Authorized Signature for the Tribe:
	
Printed Name of Person Signing: Bob Buster	Printed Name of Person Signing: Mary L. Resvaloso
Title: Chair of the Board of Supervisors	Title: Tribal Chairwoman
Address: 4080 Lemon Street Riverside, CA 92501	Address: P.O. Box 1160 66-725 Martinez Road Thermal, CA 92274

FORM APPROVED COUNTY COUNSEL
BY:  MARSHAL VICTOR
DATE: 10/13/11

Tm 110-08-2011

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EXHIBITS

 Exhibit A- DPSS Form RVSD3218

 Exhibit B- DPSS Department Policy 44-301

 Exhibit C- Employee Certification Form

 Exhibit D- ET III Budget Estimate

DEFINITIONS

- A. "CDSS" refers to the California Department of Social Services.
- B. "Tribe" refers to the Torres-Martinez Desert Cahuilla Indians.
- C. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- D. "Family" is defined as the child or children for whom aid is being applied, the child's parent or caretaker-relative, and the spouse of the parent or caretaker-relative, who are all living in the same domicile at the time of application.
- E. "Retrocession" refers to the voluntary termination of the TMTT program.
- F. "Service population" refers to members, their families, California Judgment Roles, or descendants of any federally recognized tribe residing in the service area.
- G. "Service area" includes all of Riverside County except the following:
 - 1. City limits of Riverside;
 - 2. Reservations of the Agua Caliente, Morongo and Soboba tribes; and
 - 3. Descendants and members of the Agua Caliente and Morongo tribes.
- H. "TANF/CalWORKs" refers to Temporary Aid for Needy Families, the family assistance program administered by DPSS.
- I. "TMTT program" refers to the Torres-Martinez Tribal TANF program, the tribal family assistance program.
- J. "Torres-Martinez Desert Cahuilla Indian Tribe", which includes the Torres-Martinez, Cahuilla, Santa Rosa, and Ramona, tribes.
- K. "F.T.E." refers to full time equivalent position equal to 2088 hours.

DPSS RESPONSIBILITIES

DPSS will:

- A. Inform in writing all TANF/CalWORKs applicants of potential eligibility to the TMTT program as specified in the most recently issued DPSS Form RVSD3218 attached hereto as **Exhibit A** and incorporated herein by this reference.
- B. Provide TANF/CalWORKs assistance or services to Tribal members not served by the Tribe and those in the Tribe service population who choose to receive assistance with DPSS as allowed by law.
- C. Assign a liaison to the Tribe to assist in the resolution of issues that may arise during administration of the TMTT program. The liaison shall be available on Riverside County workdays from 8:00 a.m. through 5:00 p.m., excluding County holidays.
- D. Assign 1 (one) F.T.E. Eligibility Technician III (ET III) to be out-stationed in the tribal offices. If ET III is out on extended leave or vacation, a replacement will be arranged. Eligibility Technician III shall report to a DPSS officer or designee for all personnel, administrative and job related functions.
- E. Provide to TMTT time sheets for documentation of ET III time, payroll registers and salary and benefit distribution report.
- F. Provide a referral process for customers who return to Riverside DPSS after they are timed out from TMTT program benefits as allowed by law.

- G. Process County clearance and eligibility requests to the requesting Tribe within 10 calendar days, (a verbal clearance may first be provided, which shall be followed up with written documentation within the 30 day period) as specified in the most recently issued DPSS Department Policy 44-301, attached hereto as Exhibit B and incorporated herein by this reference.
- H. In addition to the County clearance, provide information regarding IPV (Intentional Program Violator), Positive Fraud findings, Felonies, Payments or benefits from Disability, EDD, SSL, SSA and Child Support on requested individuals.
- I. Provide education & training to the TMTT Program as requested.
- J. Accept TMTT clients reported months and enter into the County system.

TRIBE RESPONSIBILITIES

The Tribe shall:

- A. Provide TMTT program services to the service population who apply to and are eligible for the TMTT program.
- B. Obtain a written acknowledgement from families participating in the TMTT program that they are not eligible to receive TANF/CalWORKs assistance and services from DPSS while being served by the Tribe.
- C. Inform all applicants and recipients of their right to apply for the Food Stamp and Medi-Cal programs with DPSS. Provide all necessary verification, as requested by DPSS eligibility staff, to establish eligibility and benefit levels for the Food Stamp and Medi-Cal programs.
- D. Assign a liaison to DPSS to assist in the resolution of issues that may arise during administration of the TMTT program. The liaison shall be available on Torres-Martinez business hours from 8:00 a.m. through 5:00 p.m.
- E. Provide outreach, education, and training to DPSS social workers as needed.
- F. Provide information feedback on clients that were deemed eligible and were approved by the TMTT Program to receive benefits.
- G. Provide a DPSS Employee Certification Form (**Exhibit C**) as verification of ET's time.

JOINT RESPONSIBILITIES

Both parties shall:

- A. Cooperate and share information in a manner that best serves Native American families and is in accordance with Section V, "Confidentiality."
- B. Provide mutual assistance through the identification of issues and solutions.
- C. Meet on an as-needed basis, but no less than annually, at a date and time mutually agreeable to both parties.
- D. Take all reasonable steps to avoid duplication of assistance or services as specified in the most recently issued DPSS Department Policy 44-301 (**Exhibit B**).
- E. Take all reasonable steps to identify overpayment and duplication of services as specified in the most recently issued DPSS Department Policy 44-301, Section 4. 60 month TANF Clock (**Exhibit B**).

- F. Create and maintain a referral process between the TANF/CalWORKs and TMTT programs as specified in the most recently issued DPSS Department Policy 44-301 (**Exhibit B**).
- G. Verify the number of months on aid between the TANF/CalWORKs and TMTT programs as specified in the most recently issued DPSS Department Policy 44-301 (**Exhibit B**).

CONFIDENTIALITY

- A. Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.
- B. The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with all applicable State and Federal laws and regulations.

FISCAL

- A. The TMTT program is to be funded directly from federal and state sources for the provision of a Tribal TANF family assistance program by the California Department of Social Services (CDSS).
- B. Tribe shall reimburse DPSS for the actual salary and benefit cost of the Eligibility Technician III. Estimated total cost attached hereto and incorporated herein by this reference as **Exhibit D**. Reimbursable items include: regular time, benefits, sick time, vacations time, holidays and any other paid leave.
- C. DPSS shall incur no fiscal obligation for any assistance or services under the TMTT program.
- D. DPSS will provide a copy of individual monthly time study sheets, individual payroll register, and a summarized salary and benefits register showing pay period, and paid dollar amounts.
- E. All claims must be submitted to Tribe on a quarterly basis, no later than 20 days after the end of the quarter in which services were provided. All completed claims submitted in a timely manner shall be processed within (15) working days of receipt by Tribe.

SANCTIONS AND PENALTIES

- A. Both parties agree that Welfare to Work and Child Support Services sanctions are not transferable from TANF/CalWORKs to the TMTT program, or conversely.
- B. Both parties agree that school attendance, immunization, Child Support Services, Intentional Program Violation, and fraud penalties will be identified to the other party, but are not transferable from TANF/CalWORKs to the TMTT program, or conversely.

INDEPENDENT CAPACITY

- A. It is understood that the Tribe is an independent agency and that no employer-employee relationship exists between the parties hereto.
- B. The Tribe assumes exclusively the responsibility for its acts and the acts of its employees, agents, or subcontractors as they relate to services to be provided during the course and scope of this Agreement.

- C. DPSS assumes exclusively the responsibility for its acts and the acts of its employees, agents, or subcontractors as they relate to services to be provided during the course and scope of this Agreement.

DISPUTES

If a dispute arises from this Agreement involving interpretation of this Agreement, administration, or conflict of policy or procedures, the parties shall meet to resolve the problem within applicable state, and federal law. Both parties shall ensure that any dispute will not disrupt the delivery of services or assistance payments to Native American families.

MODIFICATION OF TERMS

No addition to or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties. This Agreement is subject to amendment, as necessary, in accordance with requirements contained in any future federal, or state statute, regulation, or policy.

TERM

- A. This Agreement shall remain in effect unless amended or terminated. Review of this Agreement shall, at a minimum, occur every year (1), starting from the date of execution of this Agreement.
- B. This Agreement may be terminated unilaterally by either party upon written notice one hundred twenty (120) days in advance of the date of its termination. Either party considering termination shall explore alternatives with the other party before taking such action and ensure that there is no disruption or break in service or assistance to Native American families.
- C. In the event of retrocession, the Tribe shall notify DPSS and CDSS one hundred twenty (120) days prior to the effective date of retrocession.

NOTICE

Any notification required by paragraphs B and C of Section XI shall be addressed as follows:

If to DPSS:
County of Riverside
Department of Public Social Services
P.O. Box 7789
Riverside, CA 92513

If to CDSS:
Director
California Department of Social Services
744 P Street, M.S. 17-11
Sacramento, CA 95814

If to the Tribe:
P.O. Box 1160
66-725 Martinez Road
Thermal, CA 92274

And copies sent simultaneously to:
Administration of Children and Families
50 United Nations Plaza, Room 450
San Francisco, CA 94102
Attention: HUB Director

and:
California Department of Social Services
CalWORKs Eligibility Bureau
744 P Street, M.S. 17-08
Sacramento, CA 95814
Attention: Tribal Coordinator

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein. This Agreement is not intended to, and shall not be construed, to create the relationship of agent, officer, employee, partnership, joint venture, or association between DPSS and the Tribe. No verbal commitment or conversation with any officer, agent, or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

Exhibit A

IMPORTANT INFORMATION FOR NATIVE AMERICAN INDIANS

Are you or is anyone in your household (adult or child) a Native American Indian? Three Tribal Temporary Assistance to Needy Family (TANF) programs in Riverside County provide welfare services to needy Indian families in a similar manner as Riverside County's Department of Public Social Services (DPSS) including but not limited to job-readiness training, assistance in finding a job, and supportive services to enable Native American Indians to leave the program and become self-sufficient.

The Tribal TANF Programs are:

Tribe	Name of Program	Serving Native American Indian Families
Torres-Martinez Desert Cahuilla Indians	Torres-Martinez Tribal TANF (TMTT) Contact: Celeste Risvaloso (760) 262-1400 x 1137	in Riverside County, excluding residents of the: <ul style="list-style-type: none"> • City of Riverside • Morongo Reservation, and • Soboba Reservation.
Morongo Band of Mission Indians	Morongo Tribal TANF Contact: (951) 755-5178	<ul style="list-style-type: none"> • who reside on the Morongo Reservation, and • who are direct lineal descendants (by blood or marriage) to a Morongo tribal member who reside throughout Riverside County excluding the City of Riverside.
Soboba Band of Luiseno Indians	Soboba Tribal TANF Contact: 1-800-914-1282 or (951) 300-1040	<ul style="list-style-type: none"> • who reside on the Soboba Reservation • who reside in the City of Riverside, or • who are Soboba descendents who reside in Riverside County, excluding the Morongo Reservation and reservation lands served by TMTT.

If you think you qualify and have verifying documents, you have the right to choose the agency from which to receive your cash benefits and employment services.

If you choose to receive your cash benefits and employment services from one of the three Tribal TANF programs, your application for benefits will first be processed by Riverside County DPSS and then transferred to the Tribal TANF program.

If your family is Native American and you wish to have your application processed by Riverside County DPSS you don't need to do anything.

My family is Native American and I choose to:

- Receive cash benefits and employment services with TMTT.
- Receive cash benefits and employment services with the Morongo Tribal TANF.
- Receive cash benefits and employment services with the Soboba Tribal TANF.
- I only want more information about Tribal TANF.

I authorize the Riverside County DPSS within one (1) year of this dated document to receive and disclose information from and/or to Tribal TANF representatives for the purpose of determining eligibility for services from either DPSS or Tribal TANF. I understand that the information on my application will be kept confidential.

NAME	TELEPHONE NO.
X	DATE
SIGNATURE	RESERVATION OF RESIDENCE (If applicable)
TRIBAL AFFILIATION	

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Tribal TANF

Overview

Introduction This Department Policy (DP) provides information regarding Tribal Temporary Assistance to Needy Families (TANF) programs within Riverside County.

CalWORKs (CW) recipients who meet the Tribal TANF service population definition may choose at any time to discontinue their CW and receive Tribal TANF.

In this policy This policy contains the following topics:

Topic	Page
1. Introduction	2 – 4
2. CalWORKs Benefits	5 – 7
3. Other Programs	8
4. 60-Month TANF Clock	9 – 10
5. County Clearance	11

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1. Introduction

What is Tribal TANF?

The federal government grants authority to federally recognized Native American tribes wishing to administer their own TANF program. Tribal TANF replaces CW assistance as the temporary cash assistance program for eligible tribal member applicants or recipients.

Tribes define the:

- service area and population
- benefits and services
- eligibility criteria, and
- work activities.

Tribal TANF programs structure program activities according to the needs of the customers and their heritage so as to preserve, strengthen and protect Native American communities and cultures.

California state regulations do not apply to Tribal TANF programs since Tribal TANF programs operate under federal regulation. For example, because Homeless Assistance (HA) once-in-a-lifetime rules are state mandated, Tribal TANF programs are not required to follow the same regulations and may provide their own version of HA, even if the customer received HA from Riverside County Department of Public Social Services (DPSS).

Other services/benefits

Customers receiving temporary cash assistance through a Tribal TANF program receive the following services from the designated providers below:

Service/Benefit	Provider
Employment Services	Tribal TANF program
Child Care Services	Tribal TANF program or DPSS (see page 8)
Food Stamp Benefits	DPSS
Medi-Cal Benefits	DPSS

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1. Introduction, Continued

Riverside County Tribal TANF

The federal government approved Tribal TANF programs for:

- Torres-Martinez Consortium, consisting of:
 - Torres-Martinez Desert Cahuilla Indians
 - Pechanga Band of Luiseño Indians
 - Santa Rosa Band of Mission Indians
 - Cahuilla Band of Mission Indians
 - Ramona Band of Mission Indians, and
 - Augustine Band of Indians.
- Morongo Band of Mission Indians (MBMI), and
- Soboba Band of Luiseño Indians (SBLI).

Members of these tribes may choose to receive Tribal TANF services.

The following tribes chose **not** to participate in Tribal TANF:

- Agua Caliente Band of Cahuilla Indians
- 29 Palms Band of Indians, and
- Cabazon Band of Mission Indians.

As otherwise eligible, members of these tribes receive all benefits from Riverside County DPSS.

TMTT service population

The Torres-Martinez Consortium defines the service populations eligible for Torres-Martinez Tribal TANF (TMTT) as members, their families, individuals on the California Judgment Roll, or descendants of any federally recognized tribe residing either on reservation lands served by the Consortium or anywhere in Riverside County who choose to apply for assistance through the TMTT program. The exceptions are Native Americans:

- residing in the city limits of Riverside
- residing on the Reservations of the Agua Caliente, Morongo and Soboba tribes, or
- descendants and members of the Agua Caliente and Morongo tribes.

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1. Introduction, Continued

MBMI service population

MBMI defines their service population to mean eligible needy:

- Morongo Tribal members, their children and descendents, including those who reside in the off reservation areas of Riverside County, **excluding** the City of Riverside which is the approved service area of the Soboba Tribe
- Indian families who are members of a federally recognized Tribe, their child(ren) and descendants, and
- individuals identified on the California Judgment Roll and their descendants who reside on the Morongo reservation.

Soboba service population

SBLI's "service area" refers to the Soboba reservation, the city limits of the City of Riverside, and all Soboba tribal members and their descendants residing in Riverside County, excluding the Morongo reservation and reservation lands served by the Torres-Martinez Desert Cahuilla Indians.

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2. CalWORKs Benefits

Choice of provider Persons meeting the definition of one of the service populations for a Riverside County Tribal TANF program retain the right to choose whether they receive benefits from a Tribal TANF program or from DPSS.

CW applicants All new applicants for CW benefits, even if no tribal affiliation is indicated, must receive the DPSS 3218, *Important Information for Native American Indians*, with their SAWS 1, *Application for Cash Aid*.

Application processing Riverside County DPSS processes CW applications for applicants choosing to receive cash assistance through Tribal TANF prior to transferring the customer to the appropriate Tribal TANF organization. This ensures the applicant's needs are met during the transfer process. Food Stamps (FS) and Medi-Cal (MC) are processed along with CW.

Denied CW applications Follow the steps below to refer a denied CW application to the appropriate Tribal TANF organization:

Step	Action
1	Eligibility Technicians (ET) e-mail referrals to the Tribal TANF liaison at tribalTANF@riversidedpss.org . Include all of the following: <ul style="list-style-type: none">• case number• case name• social security number(s)• reason for denial, and• tribal affiliation and documentation (if available).
2	The Tribal TANF liaison reviews and prints imaged documents and faxes the information to the appropriate Tribal TANF organization.
3	ETs journal the recipient's: <ul style="list-style-type: none">• tribal affiliation• denial reason, and• referral actions.
4	ETs transfer the FS and MC programs per district procedures.

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2. CalWORKs Benefits, Continued

Transferring
CW recipients

Transfer an active CW case to Tribal TANF by following the steps below:

Step	Action
1	ETs e-mail transfer requests to the Tribal TANF liaison at tribalTANF@riversidedpss.org . Include all of the following: <ul style="list-style-type: none">• case number• case name• social security number(s), and• tribal affiliation and documentation (if available). <p>Note: The case must be imaged prior to transfer.</p>
2	The Tribal TANF liaison reviews and prints imaged documents and faxes the information to the appropriate Tribal TANF organization.
3	<ul style="list-style-type: none">• The Tribal TANF Organization notifies the Tribal TANF liaison of the Tribal TANF eligibility determination and beginning date of aid, if applicable.• The Tribal TANF liaison forwards the information to the ET.
4	The ET discontinues the CW program in C-IV as a county-initiated action with 10-day notice. <p>Note: Do not discontinue the CW program until notified by the Tribal TANF liaison.</p>
5	Transfer the Food Stamp program to the appropriate ET per district procedures.
6	Follow existing <u>Edwards v. Kizer</u> continuing Medi-Cal procedures for all discontinued cash aid families. See DP 40-184A, <i>Terminated CalWORKs and Kin-Gap Recipients – Reassigned to Medi-Cal</i> , for more information.
7	Journal the recipient's: <ul style="list-style-type: none">• tribal affiliation• verification used• termination action, and• transfer.

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Exhibit B

2. CalWORKs Benefits, Continued

Welfare to Work (WTW) sanctions

WTW sanctions do not transfer between CW and Tribal TANF programs. Requirements for imposing WTW sanctions, contained in Manual of Policies and Procedures (MPP) 42-721, do not apply to the Tribal TANF program.

Any pre-existing WTW sanctions for customers returning from Tribal TANF continue until cured by the customer. Refer to DP 42-722, *Curing or Rescinding WTW Sanctions*.

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3. Other Programs

Food Stamps If all household members receive cash aid through Tribal TANF, the household is considered Categorically Eligible (CE) as a Public Assistance household for FS benefits under MPP 64-301.7.

Because Tribal TANF is public assistance, cases discontinued from Tribal TANF are eligible to Transitional Food Stamp (TFS) benefits as otherwise eligible.

Medi-Cal Section 1931 (b) rules apply to families discontinued from CW for Tribal TANF. As a result, families who received CW cash assistance, not Tribal TANF, for 3 of the 6 months prior to discontinuance are recipient eligible. If the family is not recipient eligible, process under applicant rules.

Welfare to Work Deregister any WTW participants transferring to Tribal TANF programs by taking the following actions:

Step	Action
1	Discontinue supportive services and send the appropriate notices.
2	End non-compliance actions.
3	Journal the reason for deregistration.

Child Care Some Tribal TANF programs pay for Child Care services. If Child Care is not paid by Tribal TANF, treat the customer as a former recipient, provided the customer previously received CW. Follow instructions in DP 47-310, *CalWORKs Child Care Stage One to Stage Two Transfers*.

Child Care discontinues when the customer receives Child Care through Tribal TANF. The Child Care Services Worker (CCSW) closes/denies the Child Care program and provides timely and adequate notice when notified of the parent/caretaker's discontinuance from CW.

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4. 60-Month TANF Clock

60-month timed out Tribal TANF benefits count toward the 60-month Federal and State time clocks. Currently no safety net exists for Tribal TANF programs when 60-months of federal aid is reached. Tribal TANF refers these cases back to DPSS to process as a Safety Net child-only case using the DPSS 3655, 60-Month Expiration of Tribal TANF. The form lists the referred customer's:

- name
- months TANF assistance received
- Tribal TANF worker and telephone number
- list of verifications attached, and
- other information in the comments section pertinent to the family's case.

DPSS staff fax the DPSS 3655 to the Tribal TANF liaison at 951-358-6649 for processing.

Processing TANF timed-out referrals

Designated TAM staff take the following actions when a TANF timed-out customer makes an application:

Step	Action
1	schedule CW Intake appointment
2	receive the customer's referral packet
3	determine CW eligibility for the children only
4	determine FS eligibility for the household
5	add the number of TANF months the customer received Tribal TANF to the TANF time clock in C-IV, and
6	refer timed-out adults to MC, as appropriate, according to district office procedures.

MFG rules

Because Maximum Family Grant (MFG) is a state regulation, MFG rules do not apply to Tribal TANF recipients. However, MFG rules do apply once a family begins receiving CW benefits. The designated ET gives the CW 2102, *Maximum Family Grant*, to the Timed-Out customer, acquires the customer's signature, and images the form into C-IV.

For example, if a family receives Tribal TANF and adds a child to their Tribal TANF assistance unit, MFG rules do not apply. If the family then applies for CW, the ET gives the applicant a CW 2102 at application and any additional children fall under MFG rules for CW benefits.

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4. 60-Month TANF Clock, Continued

Verification Tribal TANF workers provide verifications for referred customers to the Tribal TANF liaison. The Tribal TANF liaison contacts the referring Tribal TANF worker when the referral packet lacks verification that is not already in the county's possession.

Other services Do not refer timed-out customers to the WTW program as they are not eligible to services.

Refer customers that received CW within the last 24 months to the Child Care program by following DP 40-002A/42-775/47-120, *Notification of CalWORKs Child Care Services and Request*. If there is no linkage to CW within the last 24 months, refer the customer to the Riverside County Office of Education (RCOE) at 1-800-442-4927.

Department Policy

Exhibit B

44-301
63-505.2
Medi-Cal 108
Page 11 of 11

5. County Clearance

What is county clearance? County clearance is a request made by Tribal TANF organizations to verify:

- TANF time on aid
- current eligibility status, and
- non-duplication of services and benefits.

Tribal TANF liaison responsibilities

The Tribal TANF liaison completes the following:

- all county clearance requests, and
- is the contact for transfers and related information between CW and Tribal TANF.

Eligibility staff contact the Tribal TANF liaison at 951-358-3217.

County clearance requests

Tribal TANF organizations send county clearance requests to the liaison at tribalTANF@riversidedpss.org.

The Tribal TANF liaison provides the requested information by fax to the requesting Tribal TANF Organization within ten (10) business days. Urgent requests are completed within two (2) business days.

The information provided to Tribal TANF organizations consists of the following applicable information for active or pending cases:

- case number
- worker information
- assistance unit/household members
- aliases, and
- correct social security number (if available)
- sanctions/penalties, fraudulent situations, or any other discrepancies, and
- TANF months used including time limit periods and any exemptions.

References

All County Information Notice (ACIN) I-01-07 and I-54-02

KR: kr



Department of Public Social Services

Administrative Office: 4060 County Circle Drive, Riverside, CA 92503

(951) 358-3000 FAX: (951) 358-3036

Susan Loew, Director

Employee Certification

I, (A) _____, assure that I am devoting 100% of my work time to the Tribal TANF program and have reported to (B) _____ for the period beginning (C) _____ and ending (D) _____.

Employee Signature

Date

Printed Name

Position

Signature of Tribal Representative

Date

Printed Name

Position

PURPOSE OF THIS FORM: This form is to be completed by the employee dedicated full time (100%) to CW-01275 Torres Martinez Desert Cahuilla MOU and is to be verified by a Tribal Representative.

DIRECTIONS FOR COMPLETION:

- Blank A- Print DPSS Employee's Name
- Blank B- Print Office Location
- Blank C and D- Pay Period Dates Worked

ET III Budget Estimate

FY 10/11

Job Code	13603
Average Hourly Rate	\$22.96
Hours	2088
DPSS Benefit Ratio	49.65%
Total Salary & Benefits	\$71,366.05*

*Figure is provided as an estimate of the total cost for an ET III. Tribe agrees to reimburse DPSS for the actual cost of employing an ET III for the TMTT Program pursuant to Section VI. Fiscal, of this Agreement.