

**County of Orange Social Services Agency
Family Self-Sufficiency**

Program/Area: CalWORKs/Welfare-To-Work

Title: Tribal Temporary Assistance for Needy Families

Number: 100-I5

Status: Signature on file

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Approved:

PURPOSE

The purpose of this policy is to provide information regarding Tribal Temporary Assistance for Needy Families (TANF) programs within Orange County.

BACKGROUND

As of June 1, 2017, the California Department of Social Services (CDSS) has approved the Pechanga Band of Luiseño Mission Indians (PBLMI) to administer TANF assistance and services to eligible members of the PBLMI who reside in the off-reservation areas of Orange County, California. As of October 1, 2019, the Southern California Tribal Chairmen's Association (SCTCA) has also been approved to administer TANF assistance and services to eligible members of the SCTCA.

WHAT IS TRIBAL TANF?

The federal government grants authority to federally-recognized Native American tribes to administer their own TANF program. Tribal TANF replaces CalWORKs (CW) assistance for eligible tribal member applicants and recipients.

Tribal TANF structures their program activities according to the needs and heritage of the clients to preserve, strengthen, and protect Native American communities and cultures.

Tribes define the service area, service population, benefits, services, eligibility criteria, and work activities.

POLICY

CW recipients who are eligible to Tribal TANF may choose at any time to discontinue their CW benefits and services and receive Tribal TANF benefits and/or services.

PBLMI/SCTCA and County of Orange are mandated to prevent duplication of aid or services.

Note: CW Assistance Units are not to be combined when there is one caretaker relative in the home receiving/requesting aid for him/herself and his/her children and is a caretaker relative to a child/children receiving/requesting Tribal TANF.

Tribal TANF benefits count toward the 60-month TANF time limit and the CalWORKs 48-month time limit.

Currently, the Tribal TANF program does not serve child-only cases once the parent/caretaker relative(s) have exhausted their 60-month TANF time limit.

Categorically Eligible in the CalFresh and Medi-Cal Programs: If *everyone* in the household is getting cash welfare assistance (public assistance) — e.g., CalWORKs (Tribal TANF) or General Relief (GR) — the household is “categorically eligible,” i.e., automatically qualified for CalFresh benefits. A few basic CalFresh rules still apply to people who are categorically eligible.

CalFresh (CF): If all household members receive cash aid through Tribal TANF, the household is considered a Public Assistance household for CF benefits. Tribal TANF is considered public assistance and cases discontinued from Tribal TANF are eligible for five (5) months of Transitional CalFresh (TCF) benefits if TCF eligibility requirements are met. (63-504.13)

Discontinued CW cases due to a request to receive Tribal TANF **are not** eligible for Transitional CalFresh.

Medi-Cal: The Tribal TANF cash aid should be treated the same as CW cash aid in determining Medi-Cal categorical eligibility.

Supportive Services: The Tribal TANF program will pay for child care and transportation services for eligible clients. If child care is **not paid** by Tribal TANF, evaluate the client as a former recipient, provided the client received CW in the previous 24 months.

Child care is to be discontinued when the client receives child care through Tribal TANF. The CW worker will discontinue/deny the child care and provide timely and adequate Notice of Action (NOA) when notified of the parent/caretaker’s discontinuance from CW Supportive Services.

TRIBAL TANF SERVICES/BENEFITS

In addition to cash assistance, the Tribal TANF program can provide its recipients with a wide variety of supportive services. Services may include:

- Community economic and job development
- Domestic violence services
- Culturally relevant support services
- Child care and transportation
- Teen pregnancy, education, and juvenile justice services
- Medical and non-medical substance abuse services
- Mental health services
- Child welfare services

**ORANGE COUNTY
TRIBAL TANF
LIAISON ROLE AND
RESPONSIBILITIES**

The Tribal TANF liaison for Orange County (OC) is responsible for the following tasks:

- The County will provide within five (5) business days from the date of request by the PBLMI/SCTCA Tribal TANF staff the following, which includes but is not limited to:
 - Current CW eligibility status (CW case number, client's Social Security Number, household members, sanctions/penalties information, fraudulent situations, any discrepancies and CW worker information),
 - TANF time limits (including TANF months used and exemptions),
 - Ongoing supportive services
 - Ongoing Child Support
- For **all not met cases**, CMs will be required to complete all monthly contact entries in CES and virtually print the Monthly Contact Checklist from the CES into OnBase.
 - Once a monthly contact is initiated, County CMs will update the Task Status/Outcome in CES to "In Progress" if follow-up is needed or verification is pending.
 - When verifications/follow-up items are received and all actions for a monthly contact are completed, County CMs will update the Task Status/Outcome to "Completed" by the end of the month.
 - CM is unable to obtain verification or make adequate follow-up action to complete the monthly contact, the Task Status/Outcome will remain as "In Progress" and this will indicate that an attempt was made to complete the monthly contact. At the end of the month, in addition, CM will update the Task Status/Outcome to "Unsuccessful" in the "Participation Info" tab and virtually print the form into On Base if required.

For **met** cases, CMs will only be required to disposition the met cases as "Completed" in CES without completing other monthly contact entries. CMs will continue to complete Case Comments in CalWIN.

- Receive reverse referrals from PBLMI/SCTCA Tribal TANF staff and forward to the appropriate CW regional office via chain of command
- Transfer CW cases when a client requests PBLMI/SCTCA Tribal TANF assistance

- Facilitate communication between CW and PBLMI/SCTCA Tribal TANF staff
- Process monthly client lists provided by PBLMI/SCTCA Tribal TANF staff
- Create, monitor and update the self-identified tribe member log
- Provide the PBLMI/SCTCA Tribal TANF staff with a list of clients who have self-identified themselves as PBLMI/SCTCA tribe members on a monthly basis (as needed)

APPLICATIONS

Effective December 1, 2017, all new applicants for CW benefits, even if no Tribal affiliation is indicated, must receive the [F063-30-433 - Important Information For Native American Indians](#) with their SAWS 1- *Application for Cash Aid*. This form is also included in the Redetermination/Recertification packets. If a client completes the F063-30-433 form and self-identifies on the form that he/she and/or another family member applying for aid is a member of the PBLMI, the CW worker will image the form along with the SAWS 1 into OnBase **and** notify the Tribal TANF liaison via email.

If a client indicated on the F063-30-433 that he/she does not wish to receive Tribal TANF, process CW according to the current procedures.

If a client indicated on the F063-30-433 that he/she chooses to receive his/her cash assistance through Tribal TANF, OC **must** complete CW eligibility determination for the family, **prior** to transferring a case to the PBLMI/SCTCA Tribal TANF. If eligible for CW, the approval ensures the applicant's needs are met by CW during the transfer process. CF and Medi-Cal are to be processed along with CW application. Follow the instructions in the Transferring CW Recipients to Tribal TANF section to initiate the transfer process.

To refer a denied CW application (client completed the F063-30-433 form and self-identified on the form that he/she and/or another family member applying for aid is a member of the PBLMI/SCTCA) to the PBLMI/SCTCA Tribal TANF staff, the CW worker must:

- Initiate a referral by completing the *F063-30-959 - Referral to Tribal TANF* form,
- Complete TANF time limit information
- Email the referral with all applicable documents attached (if available), and the F063-30-433 form to the Tribal TANF liaison, and
- Follow current procedures to transfer CF and Medi-Cal

Note: All denied CW applications in which the client completed the F063-30-433 form and self-identified on the form that he/she and/or another family member applying for aid is a member of the PBLMI/SCTCA must be referred to the PBLMI/SCTCA Tribal TANF whether clients indicated on the form that they choose to receive CW or Tribal TANF.

The OC Tribal TANF liaison will review, print imaged documents, and fax the referral and the attached documents to the PBLMI/SCTCA Tribal TANF designee.

**TRANSFERRING
CW RECIPIENTS TO
TRIBAL TANF**

To transfer the CW recipient to PBLMI/SCTCA Tribal TANF, the CW worker will:

- Initiate a transfer request for an active CW case by completing the F063-30-959 form,
- Complete TANF time limit information, and
- Email the referral with all applicable documents attached (if available), and the F063-30-433 form to the Tribal TANF liaison.

The OC Tribal TANF liaison will review the referral, print imaged documents, and fax the referral and documents to the PBLMI/SCTCA Tribal TANF designee.

After receiving confirmation from the PBLMI/SCTCA Tribal TANF staff that Tribal TANF has been approved, including the beginning date of aid, the OC Tribal TANF liaison will forward the information to the CW worker via email with a copy to the worker's supervisor.

The CW worker will take the following actions once information from the OC Tribal TANF liaison has been received:

- Discontinue the CW program (County initiated action) in CalWIN, ensuring there is no break in aid, and issue a 10-day NOA – Request for discontinuance of benefits
- Follow the current procedures to transfer out CalFresh and Medi-Cal
- Notify Welfare-to-Work Case Manager (WTW CM) of the discontinuance (if applicable)
- Discontinue supportive services and send the appropriate discontinuance NOA

Note: CW is not to be discontinued until the OC Tribal TANF liaison notifies the CW worker that Tribal TANF has been approved.

WTW CM will take appropriate action to discontinue the Welfare-to-Work (WTW) program for participants who are transferring to Tribal TANF programs.

**WTW SANCTIONED
/ REMOVED FROM
AID (FOR
INDIVIDUALS WHO**

A WTW sanction/removal from aid will not transfer between CW and Tribal TANF programs. Requirements for imposing a WTW sanctions/removal from aid do not apply to the Tribal TANF program. Tribal TANF programs are not required to continue CalWORKs sanctions or participate in recouping CalWORKs overpayments.

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A pre-existing WTW sanction/removal from aid for clients returning from Tribal TANF will continue until cured. Refer to [CW Policy 240 – Good Cause/Compliance/Sanction](#) for requirements to stop/cure a WTW sanction/removal from aid.

Note: If the individual receives cash aid from the Tribal TANF program, he or she will not be subject to the WTW requirements, and will not be counted in the State or County work participation rate. If the individual receives CW cash aid, he or she will be required to participate in WTW (unless exempt), will be included in the State and County work participation rate, and the County must include the individual in all appropriate CW data reports.

REVERSE REFERRAL

A reverse referral occurs when:

- Tribal TANF recipient requests that Tribal TANF cash aid be discontinued in order to receive CalWORKs cash aid
- Tribal TANF recipient exhausts the 60-month TANF time limit

REFERRALS TO CW FROM TRIBAL TANF

The Tribal TANF program coordinator/staff will refer TANF timed-out individuals and/or Tribal TANF cash aid discontinuances (due to request to receive CW cash aid) to the Orange County Social Services Agency (OC SSA) utilizing the F063-30-958 *Referral to Orange County – Tribal TANF Discontinuance of Services* form, completing all applicable fields and TANF time limit information, and emailing the referral to the OC Tribal TANF liaison.

The OC Tribal TANF liaison will send the reverse referral along with all attached documents to the CW regional office that serves the city the client resides.

The assigned CW worker will:

- Review the referral, information provided, and attached documents
- Schedule CW intake appointment
- Determine CW, CalFresh, and Medi-Cal eligibility
- Add the number of TANF months client received Tribal TANF to the TANF time clock in CalWIN and ensure that TRAC is properly updated

Note: Any month in which an individual has lived in an Indian Reservation, as defined by federal law or an Alaskan native village and at least 50 percent of the adults living in the Reservation or in the village are not employed, both his/her CalWORKs 48-month and TANF 60-month time limits **will not be counted**.

- Refer TANF timed-out adults to Medi-Cal, as appropriate, according to the current procedures

References

MPP 64-301.7, 42-302.1, 42-302.21(i), 63-504.13
ACIN I-54-02, ACIN I-05-04, ACIN I-01-07, and ACL 10-41

Attachments

[F063-30-433 - Important Information For Native American Indians](#)
[F063-30-959 - Referral to Tribal TANF](#)
[F063-30-958 - Referral to Orange County SSA - Tribal TANF](#)
[Discontinuance of Services](#)
[Tribal TANF CalWIN Entries](#)

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