



Hoopa Valley Tribal TANF Program

2017 – Rights, Responsibilities, and Expectations of the Family Unit

This informs participants of the responsibilities and expectations of the Family Unit. It also informs you the responsibilities and expectations of the Hoopa Valley Tribal TANF Program staff.

1. _____ Provide the true, complete, and accurate information that is required to determine eligibility, continuing eligibility and verify information, to the extent permitted by your physical and mental conditions, or authorize the Hoopa Valley Tribal TANF Program to obtain verification. If any member of the family unit fails to provide accurate information, the family unit will be assessed for potential fraud and will be suspended until the matter has been addressed/corrected. Any changes to the household, you are required to report within 10 days.

2. _____ HVTTP can only provide assistance for no more than 60 months. Each month you will receive a notice on your 60 month time clock status. If you or your spouse/significant other received any assistance with another program and that specific program deems your months are countable, those months all count in the total. As a reminder, it is very important, you determine how you want to use to your 60 months or whatever months you have available to assist your family to become self sufficient Remember HVTTP is a TEMPORARY program which provides services to eligible TANF (Temporary Aid to Needy Families) participants.

3. _____ Cash Aid Distribution Dates for 2017:

January 2017 – Friday, December 30, 2016	July 2017 – Friday, June 30, 2017
February 2017 – Wednesday, February 1, 2017	August 2017 – Tuesday, August 1, 2017
March 2017 – Wednesday, March 1, 2017	September 2017 – Friday, September 1, 2017
April 2017 – Friday, March 31, 2017	October 2017 – Monday, October 2, 2017
May 2017 – Monday, May 1, 2017	November 2017–Wednesday, November 1, 2017
June 2017 – Thursday, June 1, 2017	December 2017 – Friday, December 1, 2017

4. _____ Any requests such as: benefit summaries, copies of forms, identification cards, etc., you are required to complete the TANF Request Form. Your Case Worker will have two days to complete the request. Case Workers and Case Aide will be unavailable each Friday from 8am to 5pm for data entry, filing, etc., if you call or come to the TANF Office during those days/times you will be required to schedule an appointment with your Case Worker or Case Aide. No walk-in appointments on Friday.

5. _____ If you are more than 15 minutes late to a scheduled appointment, you will be considered "no show". You will be required to reschedule your appointment.
6. _____ Comply with the eligibility requirements of the program for which you are requesting and/or receiving benefits.
7. _____ All income must be reported by the 1st of every month for all household members. Your Case Worker will determine if the income is countable or not countable. If you do not report all household income it will be determined unreported income and considered fraud. Proof of all household income is required every month. The first \$75.00 of Child Support will be disregarded and the remaining amount will be counted against the monthly cash aid. Prior to picking up your monthly cash aid check, you must complete the Monthly Eligibility Report (MER), submit completed time sheet with 3rd party signature(s) or verification of completed hours attached, and provide all monthly household income. All of these documents are required by the 1st of each month, if submitted late, your next available cash aid will be late. Please see your Late Cash Aid Notice for dates.
8. _____ You are required to complete mandatory work participation hours:

Single Parent Families: 30 hours per week-Fiscal Year 2017

Two-Parent Families: 35 hours per week-Fiscal Year 2017

HVTTP will exempt single parent families who are in their third trimester of pregnancy or have a high risk pregnancy (must be verified by a licensed physician) from work participation hours.

For Two Parent Families, HVTTP will allow either one of the adult family members to fulfill the minimum number of work hours required, and/or both parents to participate in a work activity and combine the work hours of both parents to meet the minimum requirements. If your spouse/significant other fails to assist in providing the mandatory work participation hours or comply with their self-sufficiency plan etc., it will affect your case status. Families having newborn(s) will be exempt from the required work participation hours for up to 12 weeks.

Reminder: Family Maintenance/Family Preservation hereafter (FM/FP) hours are no longer acceptable solely. It is your responsibility to create a self-sufficiency plan with your Case Worker for your family; Case Workers are here to assist/guide you in creating a plan with you. FM/FP are limited as of 10/2016: Single parent families a maximum total of 6 hours per week and two parent families a maximum total of 7 hours per week.

9. _____ Report within ten (10) business days any changes affecting your eligibility for benefits i.e. monthly household income, members moving in/out of home, etc. Any additional vehicles or purchases (vehicles, RV, motorcycle, etc.); you will need to immediately discuss it with your Case Worker.
10. _____ Any large sums of monies your household receives i.e. tax refund, financial aid, educational stipends, tribal per capita payments, loans, etc. will be required to complete a spend down (turn in all receipts related to your spend down) to show how the money has assisted your family. Exceptions are granted as per the procedures. Your spend down must be completed within 30 business days from the date you receive the large sum of money. Remember to keep all your receipts and budget for your family's needs. Proof of the amount of money you or your household members receive must be turned in i.e., copies of your complete tax refund paperwork, copy of any checks received, etc. Any additional money can potentially be counted against your cash aid, so budget two months ahead when you receive any money beyond your normal cash aid. Hand written receipts must be notarized.
11. _____ Participate in activities provided/sponsored by HVTTTP or outside agencies that are court ordered or related to your case.
12. _____ Cooperate with annual recertification of your case by providing requested information and verification(s) as needed. To maintain eligibility, the family unit must complete a recertification process annually. All updated documentation requested must be submitted to complete the recertification process within the timeframe, 30 days.
13. _____ Complete the application process or inform HVTTTP of their decision to withdraw the application for program benefits in a timely matter.
14. _____ It is mandatory all your school aged children attend school on a regular basis. It is required to submit all your children's reports cards, progress reports, HEX reports, attendance reports, etc. to your Case Worker as you receive them. If your child does not attend school on a regular basis, your child will not be eligible to receive the school clothing stipend or good grade incentive. Your child(ren) cannot miss more than 14 days for the entire school year. Your cash aid will be sanctioned if your child(ren) are not attending school on a regular basis.
15. _____ Drug testing: Drug tests will be administered by certified HVTTTP staff i.e. random, for cause, intake, recertification, child care, protective payee, subsidized employment, etc. If requested, a drug test MUST be completed. The family member will not be allowed to leave the building and be unsupervised until the test is completed. No CHILDREN shall be permitted to accompany the family unit member to the restroom during the testing. Failure to comply with the requested drug test, you will automatically be considered a

positive test. If you have a positive drug tests, you will be required to see the TANF Substance Abuse Counselor and may be referred to complete Substance Abuse Services (SAS) with the Kimaw Medical Center Behavioral Health Division. All positive tests will be sent to Redwood Toxicology for confirmation. Protective payees are required to complete all requirements prior to re-processing cash aid.

16. _____ Substance Abuse Services (SAS) participants **DO NOT** qualify for the Hoopa Valley Tribal TANF Employment and Training Subsidized Work Program. If a subsidized employee provides a positive drug test, they will immediately be removed from their subsidized placement and will be required to complete the SAS requirements. Family unit members who do not attend SAS, the case will be sanctioned according to the HVTTP sanctioning process.
17. _____ Self-Sufficiency Plans hereafter (SSP) are required for each adult Family Unit member. Create a self-sufficiency plan that will appropriately meet the needs and goals of the family unit and lead to self-sufficiency. It is required to meet with your Case Worker at least once a month to review your progress of your self-sufficiency plan and complete a monthly SSP form.
18. _____ You must seek and exhaust outside resources before requesting supportive services from HVTTP. All supportive services must to be directly related to your current self-sufficiency plan. Must provide proof of all denials from other resources prior to your request being reviewed for consideration.
19. _____ Complete all mandatory classes i.e. Positive Indian Parenting, Motherhood and Fatherhood is Sacred, budgeting, etc. that are mandated by HVTTP. If you are not completing all required weekly hours, you will be required to attend and complete mandatory classes to fulfill hours to keep your case in compliance.
20. _____ Schedule/request transportation from HVTTP Case Worker two (2) days in advance. Please schedule transportation with other outside agencies if transportation is provided. You are not permitted to contact the Case Aide directly to schedule any transportation needs. Your transportation needs must be directly related to your SSP. HVTTP can only transport eligible active TANF Family Unit members.

Transportation will be provided for necessary appointments only. Only designated appointments will be approved. Transportation is very limited. At times, transportation will not be available. It is very important to seek alternative transportation for medical appointments, any other schedule appointments, etc. Transportation is only available as HVTTP staff's schedules permit and can change same day.

Transportation is only available for families who do not have their own transportation. If you have your own reliable transportation you will be expected to use your own vehicle.

21. _____ Guardianship Court Documents: Non needy/Relative caretaker are required to provide guardianship paperwork 90 days from the date of the intake approval date. Designation

of Indian Custodian form will be accepted for a designated timeframe no more than 6 months for the initial case process and proof of filing must be provided each month regarding progress.

22. _____ Regular home visits are mandatory; initial, recertification, and random home visits, etc. will be completed.
23. _____ Supportive Services are not a guarantee for your family. Supportive services must be directly related to your self-sufficiency plan.
24. _____ There will be no “emergencies” in regards to supportive services requests. All bills should be paid on a regular basis. For example, PG&E shut off will not be considered an emergency; it is a bill which should be paid each month. If for some extraordinary circumstance, your bill did not get paid, you should immediately notify your Case Worker to create a plan. Participants must exhaust all other resources possible before HVTTP will consider request, proof of exhausting all other resources will be required.
25. _____ Supportive services request require you to physically come into the office, no over the telephone requests will be considered. The request process is you meet with your Case Worker to complete all requirements, if the Case Worker reviews the process and the request is allowable, the request will be forwarded to the Family Services Program Manager for approval. If further approval is necessary at that time, it will be forwarded to the Executive Director.
26. _____ Supportive Service process is the following:
 1. Completely fill out the supportive service form and budget form.
 2. Any dollar amounts indicated on the form must have a receipt or valid verification of the amount submitted.
 3. Verification of the request i.e. gas voucher for a medical appointment (verification of the appointment must be submitted).
 4. It is mandatory to complete an appointment to review your Supportive Service forms with your Case Worker and/or Employment and Training Coordinator.
27. _____ Any amount on the HVTTP SSR/Budget form beyond food, clothing, and shelter will not be counted. Receiving cash aid services; you receive a monthly amount to budget for all your family’s needs.) It is very important to budget and prioritize the needs of your family each month. Subsidized Employment income is considered to be cash aid. This income should be used for basic needs of your family.
28. _____ Supportive services are not a same day service. You are required to meet with your Case Worker to review your needs & complete the supportive service process. TANF will review and if approved will process your request. A check to be returned to our office. This process can take up to 30 business days.

29. _____ HVTTTP does not allow for duplication of services, if you received a service once, you will not be eligible for the same service within the same calendar year. Your entire case must be in full compliance to be eligible for any supportive services.
30. _____ All household income will be counted towards any/all supportive services requests i.e. social security income, tribal per capita, educational stipends, tax refunds, child support, unemployment, state disability income, workers compensation, etc. Some types of the income will not be counted against cash aid, but all income is considered available income for supportive services.
31. _____ Non-Needy families are not eligible for the same services as regular cash aid cases. All non-needy supportive service requests must be directly related to the child(ren) on the grant. HVTTTP will only pay a portion of the approved request; the child(ren)'s portion. As per ACF if you take on care/control of a child, you are stating, you have the ability of all care/control, limited SSR will be approved.
32. _____ If for any reason your case is out of compliance, you are entitled to receive a notice to correct your compliance issue. If your case for whatever reason continues to be out of compliance, your case is subjected to the sanctioning process. The following is the sanctioning process:

1st sanction: verbal warning, 2nd sanction: \$50 monetary reduction from your cash aid, 3rd sanction: \$100 monetary reduction from your cash aid and 4th and final sanction is termination of grant or Safety Net Program option. You will be notified by a notice of your sanctioning status by letter of notification.

Safety Net Program: Safety Net Program eligibility will be determined on a case by case basis which will involve the Case Worker, Family Services Manager and TANF Administration. A recommendation shall be made by the team to the Executive Director or designee. Parents(s) may be eligible for the Safety Net Program once in a lifetime. The intent of the Safety Net Program is to provide a protected grant and services only to children on the grant. HVTTTP may provide a Child Only grant for up to 6 months to children of families who have been sanctioned off the TANF Program. During the initial 6 months the adults must provide proof of the progress made. The parent's income and resources are used to determine eligibility for cash assistance. Adults in the Safety Net Program case shall comply with work participation and all other program requirements. Adults in the Safety Net Program may not receive direct support services or incentives. After six months, the staff shall either reopen the case as a one or two parent family if the parents are in compliance with the Program or close the case for a period of no less than 1 month. If reopened, the case shall have a Protective Payee and re-determine monthly. Clients who have met the 60 month time limit are not eligible for the Safety Net Program.

33. _____ Agree to follow the HVTTTP appeal process when appealing or grieving the decisions of the HVTTTP. Any member of the household that goes directly to the Hoopa Valley Tribal Chairman or Hoopa Valley Tribal Council at any time during the appeal process will automatically forfeit the household's rights to appeal. The HVTTTP appeal process is as follows:

1. *Right to Appeal- The HVTTP assures that the participant will be treated equally without regard to race, color, national origin, religion, political affiliation, marital status, sex, sexual orientation, disability or age. all participants have the right to appeal decisions made by the HVTTP that affect services or assistance provided. TANF Grievance board shall hear all grievances prior to participants going to the Hoopa Valley Tribal Council.*
2. *Appeal of Notice of Action- HVTTP will provide a Notice of Action (NOA) of all decisions that affect services or assistance provided. The NOA will identify the reason for the action and it will include an effective date. HVTTP will mail the NOA to the current address on file 10 business days prior to the date of action. The NOA shall inform the individual of nature of the decision, reason for the decision and the participant's right to appeal the decision. A description of the appeal process will be included with the NOA.*

34. _____ Brochure of the full HVTTP Administrative Appeal Process has been provided to me.

35. _____ The HVTTP no longer prints its own check(s) on site. Checks will be processed according to the Hoopa Valley Tribe's Fiscal process and time line. HVTTP family unit members will not be permitted to contact the HVTTP Accountant, Tribal Chairperson or Council Members, or the Hoopa Valley Tribe's Fiscal Department directly for any reason. Please be sure to contact your Case Worker in regards to any checks.

Hoopa Valley Tribal TANF Program agrees to comply with the following rights for your case:

1. To provide you with a determination of eligibility within 30 business days after you complete your intake process.
2. To provide you with a determination within 10 business days of an application for supportive service.
3. To provide you the maximum cash benefits determined by the household size and income eligibility.
4. To provide you guidance regarding employment and training services.
5. To provide you referrals to partnering agencies for assistance not provided by HVTTP.
6. To keep your confidential information safeguarded and confidential.
7. To inform you of your right to appeal an adverse decision or sanction.
8. To assist you in requesting a Fair Hearing within 10 business days to appeal an adverse decision regarding your case status.

I understand it is my responsibility to carefully read and initial the Hoopa Valley Tribal TANF Program's 2017 Responsibilities of the Family Unit. I agree to uphold my responsibilities and fully cooperate with the HVTTP to obtain services to help my family unit become self-sufficient. If I do not understand any portion of these responsibilities, I will schedule an appointment with my current Case Worker. I understand failure to follow the responsibilities will affect the status of my case. By signing below, I understand or HVTTP staff has clarified any questions regarding this form that I have.

Client Signature: _____

Date: _____

HVTTP Staff: _____

Date: _____