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PORT GAMBLE S'KLALLAM TRIBE

Family Assistance Plan

Temporary Assistance for Needy Families

October 1, 2025 – September 30, 2028

**The Port Gamble S’Klallam Tribe
Family Assistance Plan
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Statutory Authority: The 1996 Personal Responsibility and Work Opportunity Reconciliation Act, Section 412, authorizes Indian Tribes to operate a Tribal Family Assistance Program. The Port Gamble S’Klallam Tribe, in accordance with such granted authority, intends to continue its Tribal Family Assistance program effective October 1, 2025. The following sections describe the essential features of the program, hereafter referred to as the Port Gamble S’Klallam TANF program. This document constitutes the Port Gamble S’Klallam TANF plan, a three (3) year plan ending September 30, 2028 and is submitted to the Administration for Children and Families, U.S. Department of Health and Human Services for their review and approval.

The Port Gamble S’Klallam Tribe is a federally recognized Tribal government organized under the Indian Reorganization Act of 1934. The Tribe is a signatory to the Point No Point Treaty of 1855 and retains all rights and governmental authority not expressly ceded in that treaty. The Tribe is governed by a Constitution and By-Laws and a comprehensive code of laws including, criminal violations, family protection, housing, fishing, hunting, land use and civil matters.

The Port Gamble S’Klallam Tribe is one of the first 15 Self Governance Tribes, fully exercising control over their resources and leading their people into the future.

There are over 1400 enrolled Tribal members with 700 currently living on the reservation. The majority of the off-reservation population lives in the surrounding Kitsap County. Major employers for tribal members are tribal government, individual treaty fishing enterprises, tribal gaming and local area businesses.

Goal

The goal of the Tribal TANF Program is to promote and support tribal children and their families in reaching their full potential, becoming healthy, productive and self-sufficient. As much as possible, the Tribal TANF program will be offered in a way that:

- Protects and benefits Tribal Children;
- Respects and preserves the culture, values and traditions of the Port Gamble S’Klallam Tribe; and
- Gives families access as well as input into the full range of programs and services they need.

As a means for measuring progress towards these goals, the Family Assistance Program will measure and review on a quarterly basis the number of clients that leave TANF due to employment and/or earnings, as well as the number of cases engaged in WEX, OJT & Educational programs.

Program Administration

The Tribal Council of the Port Gamble S’Klallam Tribe will have overall administrative authority for the Port Gamble S’Klallam TANF Plan. Program management will be delegated to the Tribal Services Administration, Children and Family Services Department, with oversight from the Children and Family Services Advisory Committee.

The Port Gamble S’Klallam TANF Plan was developed with assistance of tribal department heads and Tribal Members. The Children and Families advisory committee reviewed the Plan. A copy of the plan will be made available to the community for a 45-day public comment period.

Our TANF program will be administered using a family assistance model. Each eligible adult or minor head-of-household in the family unit will be assessed by the case manager for employment skills and barriers to self-sufficiency. Our program will assist families obtain needed services such as but not limited to: education, both basic adult and GED completion, vocational training, job readiness training, work experience and on the job training, child support collection assistance, chemical dependency treatment, child care and mental health counseling, and other identified resources to be successful.

Families will be determined needy if they meet Port Gamble S’Klallam Tribal TANF income and asset guidelines and are part of the Port Gamble S’Klallam Tribe TANF service area. Income guidelines will be based on 60% of the State Median Income (SMI) Guidelines. Income eligibility determination will be calculated as outlined in the Port Gamble S’Klallam Tribe Family Assistance Policies and Procedures Manual.

Financially eligible families will be limited to a resource limit of \$15,000 for the entire family unit. Resources exempted from this limit will be the house the family resides in, and one vehicle and other equipment needed to maintain or obtain employment and/or treaty harvesting equipment. Cash assistance will be provided at the benefit levels outlined in the Port Gamble S’Klallam Tribe Family Assistance Policies and Procedures Manual.

Cash assistance will be paid twice a month. Vouchers may be considered for Tribal housing and utilities, and other necessities.

Basic Adult Education, High School completion, college, and vocational training will continue to be coordinated by the Tribe’s Career and Education program that places eligible students in local college and vocational programs, provides employment assistance and administers the Tribal Work Force Investment Act through a tribal consortium. The State of Washington will continue to administer the Medicaid and SNAP programs. Agreements with the State ensure that all eligible families are receiving these services.

The Tribe will provide these services but it is not the exclusive provider of these or other related services. The right of tribal families to equitable access to non-TANF Federal and State services is not waived.

The Port Gamble S’Klallam Tribe supports the goals of the TANF program as stated:

States and Tribes may use both Federal TANF funds and State MOE funds in “any manner that is reasonably calculated” to accomplish one or more of the TANF purposes:

- 1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;*
- 2. To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage;*
- 3. To prevent and reduce out-of-wedlock pregnancies; and*
- 4. To encourage the formation and maintenance of two-parent families.*

Federal and Washington State MOE funds will be used for one or more of the TANF purposes.

Eligibility for TANF assistance and services is as established in the Tribe’s approved TANF plan.

Only needy families, as defined in the TANF plan, may receive: (a) any form of Federally or State MOE funded “assistance” (as defined in 45 CFR 286.10); or (b) any benefits or services pursuant to TANF purposes 1 or 2. “Needy” means financially deprived, according to income and resource (if applicable) criteria established in the TANF plan by the Tribe to receive the particular “assistance,” benefit or service.

The Tribe may use segregated Federal TANF funds to provide services and related activities that do not constitute “assistance” (as defined in 45 CFR 286.10) to individuals and family members who are not financially deprived but who need the kind of services that meet TANF purposes 3 or 4. Objective criteria will be established for participation in these programs.

Unless the State instructs otherwise, the Tribe may also use MOE funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need.

The Tribe has signed the Intergovernmental Agreement, Temporary Assistance for Needy Families with the State of Washington, Department of Social and Health Services. This is a government-to-government agreement to transfer State Maintenance of Effort funds and work in partnership to coordinate state and tribal benefits and services. This agreement outlines pro-family activities. The agreement defines the use of State MOE funds for any of the four purposes. This agreement will be used to as part of our overall Family Assistance Program.

Administrative Costs

The Port Gamble S’Klallam Tribe will limit the administrative costs of our Family Assistance program to no more than 25%.

Service Area and Population

Our Service Area and Population are defined as American Indian families living on the Port Gamble S’Klallam Reservation or Trust Lands and enrolled Port Gamble S’Klallam Tribal members residing in Kitsap County.

Eligibility

To be eligible to receive services under this plan:

1. A family must include a dependent child under the age of 18 or a woman in the last trimester of pregnancy.
2. The family must reside on the Port Gamble S’Klallam Reservation or Trust Lands and include a member of a federally recognized Indian Tribe or the family must reside in Kitsap County and include a member of the Port Gamble S’Klallam Tribe.
3. A dependent child 16, 17 or 18 years old must be in school full time for that child to be eligible for the family cash assistance. A child who has turned 18 while on Tribal TANF is eligible until the child completes high school or turns 19.
4. A dependent individual under the age of 19 and still in high school, who is the legal custodian of a dependent child may be counted as the head-of-household of a family.
5. Minor head-of-households must be living in a tribally accepted home, pursuant to Title 16 of the Port Gamble S’Klallam Law and Order Code.
6. Child-only relative placements must be in a tribally approved home.
7. A family must cooperate with the Port Gamble S’Klallam Tribe Child Support Program. Port Gamble S’Klallam Tribal Code and Child Support Policies outline requirements including but not limited to good cause for non-cooperation. By asking for and receiving financial benefits, head-of-households assign all rights to any support including child support to the Port Gamble S’Klallam Tribe. To ensure that the Tribe does not retain any support collected in excess of the amount of Tribal

TANF assistance paid, the Port Gamble S'Klallam Child Support Program will be notified at the time a TANF case closes to include: grant amounts and dates that a grant was received, and for which household members the grant was received. The Child Support Program, once notified of closure details, will calculate the total amount of child support paid versus the total TANF grant paid and disburse any excess funds appropriately per Port Gamble S'Klallam Tribal policy. Child support collections retained by the Tribe must be used for one of the four purposes of TANF.

Family for purposes of this Plan means persons living in a household including all natural children, step-children, adopted children or relative child under the age of 18, for which one of the adults is the legal guardian. One member of the assistance unit must be an enrolled PGST member, or must be an enrolled Tribal member of another Tribe if they reside on the reservation. Non-citizens and illegal aliens are not counted as part of the assistance unit.

Time Limits

The intent of the Port Gamble S'Klallam Tribal TANF is to assist families in obtaining and maintaining self-sufficiency. There shall be a lifetime limit on benefits under this plan of 60 months. The 60-month period begins the first day that a TANF family receives cash assistance.

The Tribe will not count towards the time limit any month of receipt of assistance by an adult during which the adult lived in Indian country or in an Alaskan Native Village in which at least 50 percent of the adults were not employed.

The Tribe will count prior months of TANF assistance funded with federal TANF block grant funds by any State or Tribe, except for any month that was exempt or disregarded by statute, regulation or under any experimental, pilot or demonstration project approved under Section 115 of the Social Security Act.

Receipt of child-only assistance will not count towards the lifetime 60-month time limit.

Hardship Exemption

The Port Gamble S'Klallam Tribal TANF program will allow families who would suffer an extreme hardship and families in which members have been battered or subjected to extreme cruelty to exceed the 60-month lifetime benefit. The Port Gamble S'Klallam Tribe will limit the number of over limit hardships to 20%.

Income Assistance

All income, both earned and unearned, is counted as monthly income. Earned income is defined as any legal income that is taxable under the United States Tax or income that is non-taxable under treaty, unless exempt by federal statute and regulation.

To encourage adult and minor head-of-household family members to work and earn income and improve the lives of their children, we will not count the first \$200 of earned income each month. After deducting the first \$200 of the family's earned income, 50% of the remaining earned income is subtracted from the grant amount. The balance in the family income will be counted toward the family assistance limit except income exempted by federal or Tribal law.

To encourage families to utilize child support services to improve the lives of their children, the Tribe will, by regulation, authorize a limited pass-through of current child support payments depending on the actual child support payment received, which will not count as income.

Financially eligible families will be limited to a resource limit of \$15,000 for the entire family unit. Resources exempted from this limit will be the house the family resides in, and vehicle and equipment needed to maintain or obtain employment and/or treaty harvesting equipment.

Other Services Income Limit

Needy families whose income is within TANF policy level may be eligible for other services as funding permits. The Tribal Family Assistance Program may assist families with the purchase of items or services that further enable adults and minor head-of-households to seek and secure employment. These services may include, but are not limited to, the purchase of childcare, school supplies, incentives or other services which promote and support employment. Services available to clients on TANF are included in the Family Assistance Policies and Procedures Manual.

Additional Support Services

As funding permits, (budgeted annually and assessed quarterly) services will be provided to low-income families who do not receive cash assistance services because they have sufficient income (both earned and unearned). These services will be offered to eligible families who need self-sufficiency support to continue supporting their family and may include case management, crisis support, job training, employment services, job support, and childcare. Eligibility for such services will be determined based on the Self Sufficiency Support policy for families whose income is within 60% of the state median income and who have not been TANF recipients within the last 6 months. If the family is found eligible for cash assistance benefits from TANF within 180 days and becomes an active client, at least 10% will be deducted per month from a subsequent check for every month the family is on the program until the amount is reimbursed.

Work Responsibilities

The Port Gamble S'Klallam Tribe is committed to helping families obtain self-sufficiency. To that end we expect that all adult and minor head-of-household family members, with few exceptions, will be in a work program while participating in the TANF program. Single parent, TANF members will be required to work a minimum of 20 hours a week, unless a waiver is granted from the TFAP program. In two-parent households where both parents are required to participate, the total family participation will be 30 hours, and these hours may be shared. The number of shared hours must be agreed upon by each parent and stated in each person's Individual Responsibility Plan. Eligible teen parents who do not have a GED or high school diploma will be required to attend school as their work participation.

Because of the lack of employment opportunities on the reservation and in the surrounding area improving education and employment skills will be the primary focus. All clients applying for cash assistance who are required to participate will be assessed for education and employability. Clients who do not have a GED or high school diploma will be required to attend GED or high school classes.

The Port Gamble S'Klallam Tribe supports transportation as necessary to promote job preparation and work and will count transportation time in work participation hours. Transportation is a legitimate barrier for community members. There are limited employment opportunities on the reservation and in the surrounding area, and no public transportation to and from the reservation. Length of time will be verified by checking public transportation route schedules and/or Tribal transport personnel. Reasonable transportation time will be included in an adult's weekly hours in accordance with CFR 286.80.

"Reasonable" is defined as the realistic length of time that it would take an individual to travel from their home to their work site, including any necessary stops along the way (i.e. childcare). Travel times will vary on a case-by-case basis. A client who takes the bus will have a considerably different travel time in comparison to an individual who owns a car.

The Port Gamble S'Klallam Reservation is 20 minutes from Poulsbo and 45 minutes from Bremerton. Individuals in the Kingston area and on reservation can live as many as 75 miles round trip from

Bremerton. To ride the transit bus from Kingston to Bremerton and home again is an 8-hour day. In considering the length of time and cost of gasoline, it is reasonable to credit clients who have the motivation to overcome the hurdle of travel time. Experiencing and enduring a commute is a large step towards understanding what a job will be like and becoming self-sufficient.

Activities counted as work toward the work requirement include:

1. Subsidized Tribal employment
2. Employment
3. Subsidized work in private sector
4. Non paid tribally approved work experience activities
5. On the job training
6. Job search activities
7. Participation in a job readiness program
8. Traditional self-employment such as fishing and gathering
9. Traditional subsistence gathering
10. Vocational training
11. Job skills training
12. Education related to employment with successful milestones
13. GED completion training
14. High school course work (if minor head-of-household)
15. Providing childcare for another TANF recipient engaged in work requirements
16. Cultural activities
17. Internships
18. Employment barrier removal activities, such as counseling, chemical dependency treatment
19. Volunteering time at child's school or daycare

All adult or minor head-of-household family TANF members receiving Tribal TANF income assistance will be required to participate in work requirements and/or employment barrier removal activities unless appropriate activities are unavailable or such persons are exempted by the criteria in the exemption section.

Economic Development and Opportunities

The Port Gamble S'Klallam Reservation is home to the Port Gamble S'Klallam people. The reservation is located in the extreme north end of Kitsap County. The principal employer for 140 years, the Port Gamble Mill, was permanently closed and dismantled in 1995. The Tribe is the current chief employment opportunity. Many of the Tribal adults living on the reservation make some of their income from Tribal shellfish and fish harvests. These harvests have been increasingly diminished due to pollution and naturally occurring plankton that causes paralytic shellfish poisoning.

The Port Gamble S'Klallam Reservation has not shared in the economic boom of the State of Washington. Currently the principal employer for the tribal families is the Tribe. Other major employment is self-employment through natural resources activities and tribal arts. In the surrounding area there are service industry jobs. Major employers in Kitsap County include government, school districts and the United States Navy. Navy employment has been decreasing and is expected to continue to decline.

The closest town, Poulsbo (population 9300) is 15 miles from the reservation, with nursing home and service jobs. There is no public transportation in the area. This lack of available job opportunities results in a high unemployment rate on the reservation. The key to enhance employment opportunities is to provide training, education and work experience to help tribal members compete for the economic

opportunities available. The Port Gamble S’Klallam Tribe offers programs, services and activities to its members and clients that enhance employment opportunities. This may include, but is not limited to, operating a PL. 102-477 program where services can be accessed in a “one stop shop” setting; offering opportunities for work experience (WEX, whether paid or unpaid) through different funding sources; and job training through the Re-Entry program, in collaboration with TANF and Job Fairs and Resume Assistance offered on and near the reservation. Port Gamble S’Klallam Tribe has also purchased and developed additional business entities that can provide employment opportunities.

School Participation

The Port Gamble S’Klallam Tribe has identified education as one of its highest priorities. The Tribe believes that educated people can better withstand the challenges they will face and better protect the future of the Tribe. To that end all children 6 years to 18 years who are in a family receiving cash income assistance will be required to attend school during the public-school year. Failure of parents or non needy relative caretakers to send children to school or failure of children to attend school contrary to applicable law will result in sanctions being applied.

Work Participation Rates

The Port Gamble S’Klallam Tribe has had a long history of high unemployment and under employment. We feel the following participation rate represents realistic and appropriate standards.

All Family Participation Rates

Federal Fiscal Year	Minimum Participation Rate
FY2026	25%
FY2027	25%
FY2028	25%

Exemption from Work Responsibilities

The Port Gamble S’Klallam TANF program requires the majority of all adults and minor head-of-households in the TANF family to participate in work responsibilities. There may be times when this requirement would provide a hardship to the family.

1. Post-partum women for 180 days
2. Family leave for a two-parent household 60 days after the birth of their child
3. Temporary health disability
4. Persons over the age of 55
5. Special circumstances (May include, but not limited to e.g. temporary care for a disabled child or elder, death in the family or court action)
6. Lack of available, affordable and appropriate childcare within a reasonable distance of the home or work site for children under the age of 12 (single head-of-household only).

Parents must submit a written request for exemption to their case manager. The request will be staffed with the TFAP Manager to determine if it meets the criteria for work participation exemption.

Penalties for Failure to Participate

The Port Gamble S’Klallam TANF program is designed to assist families and not to cause undue harm. However, there may be an occasion where an adult or minor head-of-household refuses to participate in the work responsibilities. Sanctions are intended to force cooperation with the program requirements on the part of those individuals who would not cooperate without such sanctions. All TANF recipients who receive cash assistance are required to meet the requirements of this program.

Failure to comply with the requirements will result in an initial written warning sent to the family, unless the failure to comply was due to a work participation exemption. This warning documents non-compliance issues and corrective actions the adult or minor head-of-household family member must take. The adult or minor head-of-household family member has 30 days to complete the corrective actions. Participating adults or minor head-of-household will have only one written warning within a six-month period. Any failure to comply within that six-month period after that warning will immediately result in the adult or minor head-of-household's share being withheld.

Failure to complete a 30-day corrective action will result in the adult or minor head-of-household's share of the cash assistance being withheld for 30 days. All corrective actions must be completed before cash assistance will be restored to the original amount.

Failure to complete the corrective action plan after the 30-day reduction in adult or minor head-of-household's benefit will result in a 60-day suspension from the program. All corrective actions must be completed before the TANF assistance can be restored. During a suspension, families are expected to reach out to other Tribal, private and State resources to meet the needs of the family. Referrals will be made to other service providers as needed by the TANF case manager.

Failure of the adult or minor head-of-household to adequately meet the needs of the children shall be reported by the TANF case manager to the Indian Child Welfare Investigator in the Port Gamble S'Klallam Tribe Children & Family Services Department, as required under Port Gamble S'Klallam law.

Termination Due to Fraud

The Port Gamble S'Klallam Tribal TANF Program will terminate a family due to fraud, such as collecting TANF benefits from multiple sources, providing false income information or failure to report all income. The adult or minor head-of-household participants can be declared ineligible for a period up to one year. The sanctions under this section can be imposed in addition to any criminal penalties under applicable law.

Rights and Due Process

Written notice of all actions will be delivered to all clients and applicants within 10 working days. If benefits are denied or reduced, a claimant can file a written appeal with the Program Director. A claimant has the right to a hearing on a decision no later than 20 days after the appeal is filed.

A disputed appeal can be heard by a Tribal Court Magistrate for their final decision, unless the Business Committee adopts another appeal process.

Procedure for Complaints Due to Displacement

If an individual wishes to file a displacement complaint, the complaint can be filed on the Port Gamble S'Klallam Tribe Suggestions and Complaint form.

The Suggestions and Complaint form can be turned in to the Human Resources Director, Administrative Director, or the Children and Family Services Director (Director) or the Family Assistance Program Manager (TFAP Manager).

The person filing the complaint due to displacement will receive a response in writing, if requested on the form. The person may appeal the response as provided in the form. The Director or TFAP Manager will advise the person in writing of the name of the person with whom an appeal must be filed. The chain of command for appeals is the same as that for employees, with the Tribal Council having the final decision authority.

The Children and Family Services Department, inclusive of the Tribal Family Assistance Program, will work with Port Gamble S'Klallam Tribe Human Resources Department as necessary to comply with Tribal HR policies and with any other human resources representative or employee of any partnering agency involved to ensure compliance with the complaint due to displacement process.

The public can request a Suggestion and Complaint form from any Tribal employee or the main reception desk located at the Tribal Center building. This policy is available to the public through the main Tribal Center Reception Desk as well as posted on the Tribe's website.

Confidentiality

Port Gamble S'Klallam Tribal TANF recipient information is confidential. The Tribal TANF program will restrict the use and disclosure of information about individual families receiving services. The Tribal TANF program will not release individual family information except as specifically authorized by Tribal law, administrative rule, or as ordered by a court of competent jurisdiction.

Confidential information includes all data that can identify a specific recipient's information.

Duplication of Services and Medicaid and Food Stamp Linkage

To prevent client participation in more than one TANF program, the Port Gamble S'Klallam Tribe has an agreement for the exchange of client information with the State of Washington and other Tribal TANF programs. The Port Gamble S'Klallam Tribe TANF program has read only access to the State TANF program computer. (ACES Automated Client Eligibility System)

To assure eligible TANF recipients receive Food Stamps, client information will be added to the State of Washington Automated Client Eligibility System (ACES) for that service. The Port Gamble S'Klallam Tribe is piloting a project that allows Washington State TANF Tribes to determine eligibility for federal Supplemental Nutrition Assistance Program (SNAP) benefits.

Data Collection and Reporting

The Port Gamble S'Klallam Tribe will consolidate this plan in the Tribe's PL 102-477 Plan. The Tribe will comply with all statutory and regulatory requirements relating to the Tribal TANF program.

Fiscal Accountability

For each fiscal year during which the Port Gamble S'Klallam Tribe receives or expends funds pursuant to a block grant under Section 412 of Title IV-A Block Grants for Temporary Assistance for Needy Families, the fiscal accountability provisions of Section 5(f)(1) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450c(f)(1)), relating to the submission of a single-agency audit report required by chapter 75 of title 31, United States Code, applies.

Retrocession

If the Tribe deems it necessary to retrocede the TANF program, it shall do so in accordance with applicable Federal regulations.

Assurances

Certifications for non- constructions, tobacco free, drug free and debarment are on file with the Administration of Children and Families and which remain in effect with this plan.