



Tribal Council

**5318 Chief Brown Lane
Darrington, Washington 98241-9420**

**(360) 436-0131
Fax (360) 436-1511**

RESOLUTION #: 11/31/12

Native Employment Works Program (NEW) Application, Policies and Procedures

BE IT RESOLVED BY THE TRIBAL COUNCIL OF THE SAUK-SUIATTLE INDIAN TRIBE OF WASHINGTON STATE

WHEREAS, the Sauk-Suiattle Tribal Council (the "Tribal Council") is the governing body of the Sauk-Suiattle Indian Tribe (the "Tribe") of authority of the Constitution and By-Laws as approved by the Secretary of the Interior on September 17, 1975 and in accordance with the Indian Reorganization Act of June 18, 1934; and

WHEREAS, the Tribal Council is the governing body of the Tribe; and

WHEREAS, the Tribal Council is charged with the responsibility for the protection of the health, welfare and safety of the members of the Sauk-Suiattle Indian Tribe; and

WHEREAS, the Health and Social Services Director amended the N.E.W. Application, Policies and Procedures to comply with Federal Requirements; and

WHEREAS, the Tribal Council retained its authority to approve all Ordinances, Policies and Standard Operating Procedures; and

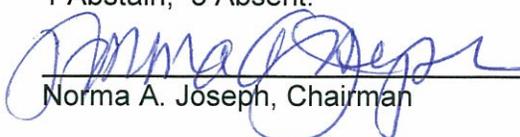
NOW THEREFORE BE IT RESOLVED, the Tribal Council hereby enacts the attached: 1) Native Employment Works Program announcement; 2) NEW Application; 3) NEW Individual Responsibility Plan; New Program Guidelines; NEW Work Plan; now,

BE IT FURTHER RESOLVED, that the Sauk-Suiattle Tribal Council does not waive, alter, or otherwise diminish its sovereign immunity, whether express or implied, by virtue of the enactment of this resolution or any administrative or legal action which may arise directly or indirectly from the same, nor does the Sauk-Suiattle Tribal Council waive, alter, or otherwise diminish any rights, privileges, remedies, or services guaranteed by the Point Elliot Treaty; now

BE IT FINALLY RESOLVED, that the Sauk-Suiattle Tribal Council authorizes the Tribal Council Chairman to sign all documents on behalf of the Sauk-Suiattle Tribe and in his absence, the Vice-Chairperson of the Sauk-Suiattle Tribal Council is authorized to sign all documents.

CERTIFICATION

The above resolution was duly approved by the Sauk-Suiattle Tribal Council at a meeting held on November 1, 2012 at which time a quorum was present by a vote of: 3 For; 0 Against; 1 Abstain; 3 Absent.


Norma A. Joseph, Chairman

ATTEST:


Kevin Lenon, Secretary



Sauk-Suiattle Indian Tribe
Health and Social Service Department
5318 Chief Brown Lane
Darrington, Washington 98241-9420

(360) 436-2837
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NEW PROGRAM GUIDELINES

1 INTRODUCTION

- 1.1 The United States Department of Health and Human Services, Administration for Children and Families has provided an annual allocation to Sauk-Suiattle Indian Tribe for the Native Employment Works (NEW) Program pursuant to Part A, Title IV, Section 412(a)(2) of the Social Security Act. The award provides funds to the Sauk-Suiattle Indian Tribe for the purpose of establishing and operating a program to make work activities and services available to needy clients subject to 45 C.F.R. §287.

2 DEFINITIONS

- 2.1 Application Application for Native Employment Work Benefits
- 2.2 Needy Client An individual who is 18 years or older and who is unemployed and receives Temporary Assistance for Needy Families (TANF) or an individual who is unemployed/underemployed with an income below the Low Income Limit set by HUD (80% of median income) 2012.
- 2.3 Program The Native Employment Works Program (NEW Program).
- 2.4 Service Area The geographic area to be served by this program is Skagit and Snohomish Counties as set by the Bureau of Indian Affairs
- 2.5 The Tribe The Sauk-Suiattle Indian Tribe, a federally recognized Indian tribe.
- 2.6 New Employment Means employment with a new employer obtained within 90 days of the NEW application.
- 2.7 Training Means vocational training/retraining/on-the-job training required to retain employment or vocational training/retraining to obtain employment including basic education/GED/basic job skills.

- 2.8 Assistance Means payment made to a third party. e.g. assistance with rent will be in the form of payment directly to the landlord; assistance with utilities will be in the form of payment directly to the service provider. Direct payment to the applicant will be made only in extenuating circumstances.

3 POLICY

- 3.1 The Tribe has established this Program in order to provide assistances to Needy Clients. The program shall be administered by the Program Coordinator, or designee, whose responsibilities will include the following:
- 3.1.1 Coordinate with state, local and other tribal organizations operating employment, training, placement, education, child care and social programs.
- 3.1.2 Develop performance standards and measures to ensure accountability for Program results. Identify planned Program outcomes and the measures to be used to determine them.
- 3.1.3 Implement the Program in accordance with these Policies and Procedures.

4 ELIGIBILITY CRITERIA

- 4.1 In order to participate in and/or receive benefits from the Program, an individual must meet the following eligibility requirements:
- 4.1.1 Be a Needy Client and
- 4.1.2 An enrolled member of a federally recognized Indian tribe, who resides in the Service Area and
- 4.1.3 Not have collected benefits under the program within 12 months of the date of the current application.

5 PRIORITY

- 5.1 Of the eligible Applicants, priority for services will be in the following order:
- 5.1.1 Persons who lack basic education and job skills and/or GED and need assistance with supportive services while receiving help with education, job skills or GED from another program.
- 5.1.2 Persons who are in need of clothing to maintain new employment, or persons at risk of losing housing or utilities while training for job related skills at a new employment.

- 5.1.3 Persons who need assistance with supportive services in starting a small business.
- 5.1.4 Persons that are engaged in Treaty fishing, hunting and gathering activities as a means of seasonal traditional income and such activities are their only source of income.

6 PROCEDURES

- 6.1 **Application Form:** An applicant for benefits must complete the Application for Native Employment Work Benefits including the Individual Responsibility Plan (IRP) and submit both forms to the Program Coordinator for review.
- 6.2 **Review and Determination:** The Program Coordinator, or designee, shall review the information provided by the applicant and determine eligibility to receive services in accordance with this Policy. The Program Coordinator, or designee, shall approve or disapprove the Application.
- 6.3 **Disbursement of Funds or Purchase of Supplies:** If benefits are awarded and/or purchase of supplies is approved by the Program Coordinator, or designee, he or she shall send a purchase order to the Finance Department to prepare the check and/or procure the supplies needed by the Applicant in accordance with Tribe's procurement policies and procedures.
- 6.4 **Appeals:** If the Application for benefits is rejected, the Applicant shall be notified. The Applicant may appeal the decision. In order to appeal the decision, an Applicant must write a letter to the Chief Executive Officer explaining why the decision will cause undue financial hardship to his/her family. The Chief Executive Officer shall decide on the appeal in writing within two (2) weeks of the receipt of the appeal. The General Manager's decision is final.

SAUK-SUIATTLE INDIAN TRIBE NATIVE EMPLOYMENT WORKS PLAN
July 2012 – June 2013

PART 1 - PROGRAM ADMINISTRATION

Sauk-Suiattle Indian Tribe, 5318 Chief Brown Lane Darrington, WA 98241
Contact persons: Health and Social Service Director
Telephone: 360 436 2837
Telephone: 360 436 0131 x 223
email: Laverne@sauk-suiattle.com

PART 2 - SERVICE AREA AND SERVICE POPULATION/ELIGIBILITY

The geographical service area is the entire Snohomish and Skagit counties established by the BIA as the Sauk-Suiattle service area.

The service population eligible for NEW program services and benefits includes members from a federally recognized tribe 18 years and older, who live within the Sauk-Suiattle service area, and who are:

1. Unemployed persons that receive Temporary Assistance for Needy Families.
or
2. Unemployed/underemployed persons with income that is 80% or less of median income established by HUD for 2012
and
3. Have not received benefits under the NEW program within 12 months preceding their current application.

Of the above mentioned people, priority for services will be in the following order:

1. Persons who lack basic education and job skills and/or GED, and need assistance with supportive services while receiving help with education, job skills or GED from another program.
2. Persons who are in need of clothing for employment, or at risk of losing housing or utilities while training or in new employment.
3. Persons who need assistance with supportive services in starting a small business.
4. Persons that are engaged in Treaty fishing, hunting and gathering activities as a means of seasonal traditional income

PART 3 - ACTIVITIES AND SERVICES TO BE PROVIDED BY THE NEW PROGRAM

The following supportive and job retention services provided/available to NEW program applicants. They are based on the clients' needs, and availability of funds.

1. Transportation assistance with bus passes, car repair, tires, car insurance, drivers' license fees, and payments for gasoline purchase for training/employment as needed.
2. Clothing assistance with uniforms and clothing, shoes/boots, and jackets for training/employment as needed.
3. Tools and equipment assistance for training/employment as needed.
4. Basic needs assistance: basic phone service, power, heat, water, rent and child care
5. Assistance with Treaty fishing/hunting/gathering activities which are a sole source of income
6. Assistance with supportive services in starting a small business

PART 4 - PROGRAM COORDINATION

The Sauk-Suiattle Tribe will coordinate activities with employers, tribal and state TANF programs/agencies; North Inter-tribal Vocational Rehabilitation Program (NIVRP); state vocational rehabilitation services.

The Sauk-Suiattle Tribe will provide referrals as needed; exchange information on clients served as well as coordinating activities as needed.

Other Tribal and State programs will provide training, employment activities; job placement; education; job skills training and job readiness training. The NEW Program will fill gaps by providing needed supportive and job retention services.

PART 5 - PROGRAM OUTCOMES

Our Goals/outcomes:

The tribe will provide training, education, and work experience that will prepare clients for work. Clients will receive supportive and job retention services that enable clients to prepare for, obtain, and retain employment.

Our Performance Standards: 45% of the participants will successfully complete work experience, vocational training programs, and job skills and job readiness training due in part to the supportive and job retentive services provided by the NEW Program. 35% of the participants will be gainfully employed.