

Notice of Public Hearing

SPIPA P.L. 102-477
Fiscal Year beginning
October 1, 2026 to September 30, 2029

April 17, 2026

A public hearing will be held Monday, June 8, 2026, from 1:00 pm to 3:00 pm to provide Tribes and Tribal Members an opportunity to comment and provide input on South Puget Intertribal Planning Agency (SPIPA) Draft October 1, 2026, to September 30, 2029, 477 Plan. The 477 Plan describes the overall services and activities of the following programs: TANF, Adult and Youth Employment & Training, Child Care Development Fund (CCDF), Workforce Innovation Opportunity Act (WIOA), and Native Employment Works (NEW).

A copy of the draft plan may be obtained at www.spipa.org and the following locations:

South Puget Intertribal
Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584

Chehalis Child Care/
Education Department
420 Howanut Road
Oakville, WA 98568

Skokomish WFD
93 N Reservation Rd
Shelton, WA 98584

South Puget Intertribal
Planning Agency
4301 South Pine St, Ste. 400
Tacoma, WA 98409

Nisqually TANF/WFD
4820 She Hah Num Dr
Olympia, WA 98513

South Puget Intertribal
Planning Agency
9226 Bayshore Dr NW, Ste 230
Silverdale, WA 98383

Shoalwater Bay Social Services
2373 Tokeland Rd
Tokeland, WA 98590

Squaxin Island Family Services
2750 SE Old Olympic Hwy
Shelton, WA 98584

The plan may also be obtained via email. Please send your request for an email copy to wfdprograms@spipa.org.

Written comments on the full plan will be accepted until June 8th, 2026. Comments may be submitted via:

- Email: wfdprograms@spipa.org
- Mail: South Puget Intertribal Planning Agency
Attn: Public Comment
3104 SE Old Olympic Hwy
Shelton, WA 98584

Public Hearing to take place June 8, 2026, at the SPIPA office from 1:00 pm to 3:00 pm, with a simultaneous Virtual option also available. * Please Note- Virtual option will be recorded. *

Office Location:
3104 SE Old Olympic Hwy
Shelton, WA 98584

To join Virtually please use QR Code below:



Questions or Accessibility Requests may be directed to:

- Email: wfdprograms@spipa.org or
- Jeremiah Szepanski, WFD Program Manager, at 360.462.3245

**South Puget Intertribal Planning Agency (SPIPA)
Workforce Development Program
PL 102-477
Three-Year Plan**



**Adopted by the South Puget Intertribal Planning Agency (SPIPA)
SPIPA Resolution # 2026-
October 1, 2026 to September 30, 2029**

Submission Date:

**SPIPA Workforce Development Program
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AGENCY NARRATIVE

HISTORY

The birth of the South Puget Intertribal Planning Agency (SPIPA) came from the remarkable vision of the founders: Mel Youckton (Chehalis), Zelma McCloud (Nisqually 1929-2018), Bill Smith (Skokomish) and Cal Peters (Squaxin Island 1927-2011). Their mission was to study, prepare and recommend comprehensive Tribal Plans; to aid in providing financial and technical assistance to participating Tribal communities, and to otherwise assist in such planning and development as may seem appropriate to promote the general welfare of participating Tribes.

SPIPA's formation dates to 1975 when the four tribes, Chehalis, Nisqually, Skokomish and Squaxin Island withdrew their membership from the Small Tribes of Western Washington (STOWW) organization. The four founding Tribes, together, signed a compact forming the Southern Puget Inter-Tribal Planning Agency (SPIPA) in 1976. SPIPA's early years reflected both determination and resourcefulness. The Agency's first office operated from the attic of the old Squaxin Island Tribal Center. Shortly thereafter, the Chehalis Tribe provided office space in a repurposed dental trailer located on the current site of the Little Creek Casino Resort. In 1978, SPIPA was officially recognized as a 501(c)(3) organization and tribally chartered intergovernmental agency, wholly owned by the Consortium Tribes.

SPIPA's first federal award was an Overall Economic Development Program (OEDP) grant, followed by Housing and Urban Development (HUD) and Food Distribution programs. Throughout the 1980s and early 1990s, the Agency expanded its program portfolio and administrative capacity in response to the needs of the Consortium Tribes. By the early 1990s, SPIPA had established itself as a stable and growing intertribal organization.

In 1992, the Consortium Tribes welcomed the Shoalwater Bay Tribe into the organization, expanding the regional partnership and strengthening intertribal collaboration. During this period, the SPIPA Board of Directors identified economic development as a major community priority, reinforcing the Agency's role in coordinated planning and resource development.

In 2001, SPIPA began negotiations with the State of Washington to assume administration of Tribal Temporary Assistance for Needy Families (TANF), marking a significant step toward expanded Tribal control of human services. The TANF program launched in 2004 and required expanded staffing, infrastructure, and compliance systems.

In 2014, SPIPA undertook organizational restructuring and strategic planning to strengthen long-term sustainability and governance consistency. Following this restructuring, the SPIPA Board adopted a strategic plan (2016–2020) to strengthen funding consistency, clarify agency priorities, and align programs with the evolving needs of the Consortium Tribes. SPIPA's continuity of leadership and institutional knowledge has contributed to sustained governance stability and program integrity.

Today, the consortium is comprised of five (5) western Washington Tribes: The Confederated Tribes of the Chehalis Reservation, Nisqually Indian Tribe, Shoalwater Bay Indian Tribe, Skokomish Indian Tribe, and Squaxin Island Tribe. SPIPA continues today with the vision and spirit of their early founders and past and present Tribal leaders.

The SPIPA Board meets once a month to set policies and goals for SPIPA. Each Board member of SPIPA is appointed by their respective Tribal Councils and given the duty of keeping their Councils informed on SPIPA activities and intertribal project opportunities.

MISSION, VISION, AND CORE VALUES

The Mission of the Agency: Serve the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes through planning, technical assistance and program management in response to the directives of the Consortium Tribes.

The Agency Vision: To assist and support the Consortium Tribes as they promote and enhance their communities.

The Agency's Core Values:

Accountability
Collaborative Leadership
Community
Cooperation
Cultural Sensitivity
Empowerment
Fairness
Proficiency
Trust
Vested Interest

FINANCIAL ACCOUNTABILITY

The Fiscal Department (hereafter "Fiscal") of SPIPA provides oversight for the twenty (20) programs and services that SPIPA provides to the Consortium Tribes. Additionally, it is responsible for the management of the financial resources and investments that SPIPA has. Fiscal provides each department with customized financial services, including accounts payable processing, cash management, grant reporting, financial statement preparation, budget oversight, accounts receivable billings and collections and other services. With Fiscal providing a sound financial management infrastructure, the departments are assured of reliable accounting and are therefore better equipped to concentrate on delivering essential community programs and services.

Fiscal is dedicated to protecting SPIPA's assets, ensuring accurate and precise reporting of SPIPA's finances and committed to providing the highest level of service to SPIPA employees as well as financial reports to State and Federal funding agencies.

TRIBAL INFORMATION

SPIPA represents a unique and diverse weave of cultures from each of the consortium Tribes and their historical ways that they carry on through the present day. The following is a snapshot of each Tribe and the cultural richness they enjoy.

Chehalis Indian Tribe

In the old days we gathered sacred roots and berries. We fished the Chehalis, Black, Cowlitz Satsop, Wynoochee, Elk, Johns, Skookumchuck, and Newaukum rivers. Our people fished and hunted from the mountains, across the prairies, to Grays Harbor and in the lower Puget Sound. In the old days the baskets carried and stored our foods. We relied upon the baskets, the rivers, the lands, the roots, the

berries, the fish and the animals. Our lives were tied together by the creator.

- Liichaat, "Just these Few Words" (<https://www.chehalistribe.org/our-story/people-of-the-sands/>)

Squaxin Island Tribe

The Squaxin Island people are descendants of the maritime people who lived along the shores and watersheds of the seven southernmost inlets of Puget Sound for many thousands of years. Our culture is still very much connected to this aquatic environment. Although there are no year-round residents on Squaxin Island today, it is looked upon by our people as the bond that unites our past, present, and future generations. Squaxin Island is used for fishing, hunting, shellfish gathering, camping, and other activities. Only Tribal members are allowed on the island, but permits can be obtained through the Tribe's Natural Resources Department for tribal members to take friends on to the island with them. (<https://squaxinland.org/government/who-we-are/>)

Shoalwater Bay Tribe

The Shoalwater Bay Indian Reservation was created by Executive Presidential order on September 22, 1866. A 335-acre piece of land was set aside by the order for "Miscellaneous Indian purposes." The reservation was set aside with the intent that these last holdouts would have their own reserved lands for fishing, shellfish harvesting, and hunting. Today, the descendants of these people make up the enrolled members of the Shoalwater Bay Indian Tribe. (<https://www.shoalwaterbay-nsn.gov/home/about-the-tribe/>)

Nisqually Indian Tribe

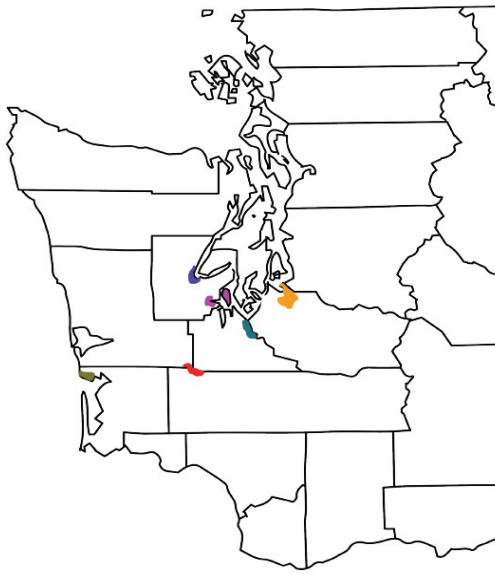
The Nisqually Indian people lived in the south Puget Sound watershed long before 1833, when Fort Nisqually was established as the first white settlement on Puget Sound. The Nisqually people came north from the Great Basin, across the Cascade Mountains to settle near the Mashel River. The Nisqually people were a fishing people living off of the rich bounty of the river and sustaining life for their homes and the environment. The Nisqually Reservation as it is known today, was established by the Medicine Creek Treaty of December 26, 1854, although there is acknowledgement that the Great Nisqually Chief Leschi's agreement to the treaty is heavily disputed. Still, the Nisqually people were reestablished on a reservation consisting of 1,280 acres in what is now Thurston County. On January 20, 1856, an Executive Order enlarged the territory to 4,717 acres on both sides of the Nisqually River. On September 30, 1884, acreage was set aside and divided into 30 family allotments on both sides of the Nisqually River and into Pierce County. The acreage didn't include the river. The people lived in peace for a while, harvesting fish from the river and shellfish, crabs, oysters, and other seafood from Puget Sound. In the winter of 1917, the U.S. Army moved onto the Nisqually lands and ordered them from their homes without warning. Later, Pierce County condemned 3,353 acres of Nisqually land and transferred it to the Army to expand the Fort Lewis Military Base. (<http://www.nisqually-nsn.gov/index.php/heritage/>)

Skokomish Indian Tribe

The early origins of the Skokomish Indian Tribe link them to the Twana Indians, a Salishan people whose aboriginal territory encompassed the Hood Canal drainage basin in Western Washington State. The Tribe's first recorded direct contact with European culture came in 1792 and resulted in devastating smallpox epidemic that took many lives. There were nine (9) Twana communities, the largest being known as the Skokomish, or "big river people." The Twana subsisted on hunting, fishing and gathering activities, practicing a nomadic lifestyle during warmer weather and resettling at permanent sites during the winter. Twana descendants live on the Skokomish Reservation, and all have become known as the Skokomish Tribe. (<http://www.skokomish.org/culture-and-history/>)

Geographically, the five (5) Consortium Tribes are located around South Puget Sound. Their reservation area of each Tribe is as follows:

Reservation Areas of Tribes



This map encompasses the service areas of reservations of the five Consortium Tribes and the Puyallup Tribe.

Confederated Tribes of the Chehalis Reservation



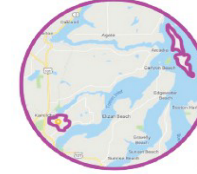
Skokomish Indian Tribe



Nisqually Indian Tribe



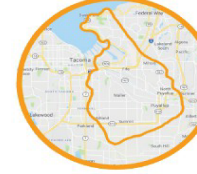
Squaxin Island Tribe



Shoalwater Bay Indian Tribe



Puyallup Tribe of Indians



Total SPIPA Consortium Tribal members in age group

Age Group	Chehalis	Nisqually	Shoalwater Bay	Skokomish	Squaxin Island
0-1 years old	14	15	4	1	18
2-5 years old	40	38	23	16	53
6-11 years old	105	76	54	54	102
12-14 years old	71	40	33	32	49
15-18 years old	82	52	25	36	62
19-24 years old	103	74	50	66	107
25-34 years old	156	140	82	105	170
35-44 years old	155	120	78	114	155
45-54 years old	104	118	43	103	128
55-64 years old	128	92	36	115	106
65 & older	92	99	61	111	105
Total Tribal membership population	1050	864	489	753	1055
	*as of 2026	*as of 2026	*as of 2026	*as of 2026	*as of 2026

Source: Tribal Enrollment Offices and Planning Departments

This chart provides a breakdown of various age groups and is for informational purposes only; it does **not** indicate SPIPA’s CCDF Child Care Count.

Tribal Vision Statement for the SPIPA 477 Plan and Program

The five Consortium Tribes that are party to this 477 Plan chose to participate in SPIPA’s 477 Program to enhance their ability to provide comprehensive and targeted employment, education, training, and related services to their community members in the most efficient, effective, and impactful manner possible. By participating in 477, the Consortium Tribes create opportunities for community members to build meaningful careers, strengthen self-esteem, and achieve self-sufficiency for themselves, their families, and their communities.

SPIPA’s Role: The role of designated WFD/477 staff members is to support the Consortium Tribes in their administration of 477 services in accordance with the Tribes’ respective employment, education, training, and related priorities and the distinct needs of their 477 clients. The support that SPIPA provides includes:

1. Advocating on behalf of the Tribes with the federal government to ensure that the Tribes’ self-determined efforts to adapt and innovate the ways they deliver 477 Program services to best serve 477 clients are protected and strengthened in accordance with the spirit and letter of Public Law 102-477, as amended.
2. Assisting Consortium Tribes with solving problems related to their provision of 477 Program services.
3. Supporting the Tribes in devising and implementing solutions that maximize the inclusivity, flexibility, and adaptability of those services.

SECTION ONE: GENERAL PROVISIONS AND PROGRAMS TO BE INTEGRATED

Statutory Authority

Public Law 102-477 is the Indian Employment, Training, and Related Services Demonstration Act of 1992, as amended by Public Law 106-568, the Omnibus Indian Advancement Act of 2000, and Public Law 115-93 (2017). Public Law 102-477 is unique among Federal legislation in that it allows Federally recognized Tribes and Alaska Native entities to combine formula-funded Federal grants funds that support employment, training, and related services into a single plan with a single budget and a single reporting system.

SPIPA's three (3)-year plan beginning in FY 2027 is authorized by SPIPA Board Resolution to implement an integrated program using a single plan, single budget, and single report for five (5) Federal Programs with two (2) Federal Agencies. The Board and Tribal Councils of all five Consortium Tribes support and have approved the submission and operation of the Workforce Development/477 Plan (see attached Tribal Resolutions).

As authorized by the Indian Employment, Training, and Related Services Consolidation Act of 2017, Public Law 115-93, SPIPA has identified and proposed that the following Federal Programs be integrated:

U.S. Department of Health and Human Services (HHS) – Administration of Children and Families (ACF)
Child Care and Development Fund (CCDF)
Temporary Assistance to Needy Families (TANF)
Native Employment Works (NEW)

U.S. Department of Labor (DOL) – Employment and Training Administration
Workforce Innovation Opportunity Act (WIOA)
Adult Comprehensive and Supplemental Youth

This plan will be effective from October 1, 2027, through September 30, 2029.

Consistency with the Act

The purpose of the SPIPA WFD/477 Program is advanced through its strategic consolidation of the employment, education, training, and related services it has included in its 477 Plan. This 477 Plan delineates how SPIPA will support the five participating tribes in integrating program activities and services to improve their efficiency and effectiveness, expand and deepen their impact, reduce unemployment, enhance career advancement, and empower their pursuit of self-sufficiency.

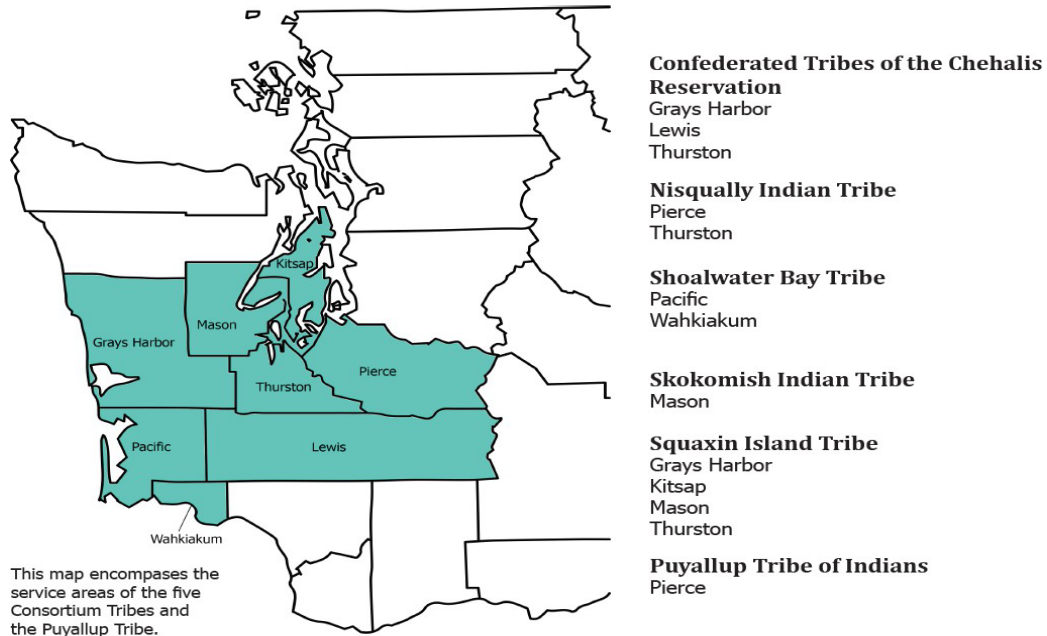
Our mission is consistent with the Statement of Purpose of Public Law 102-477. The 477 Act provides tribes the opportunity to tailor employment, educational, training, and related services to holistically meet the distinct needs of 477 Program participants and advance self-determined tribal priorities. The SPIPA 477 Program will ensure services are provided in a respectful and culturally sensitive manner. The SPIPA 477 Program will be administered consistent with these overall goals and the specific goals featured in the "Goals" section below.

Program Service Area

477 Base Employment, Training, and Related Service Area

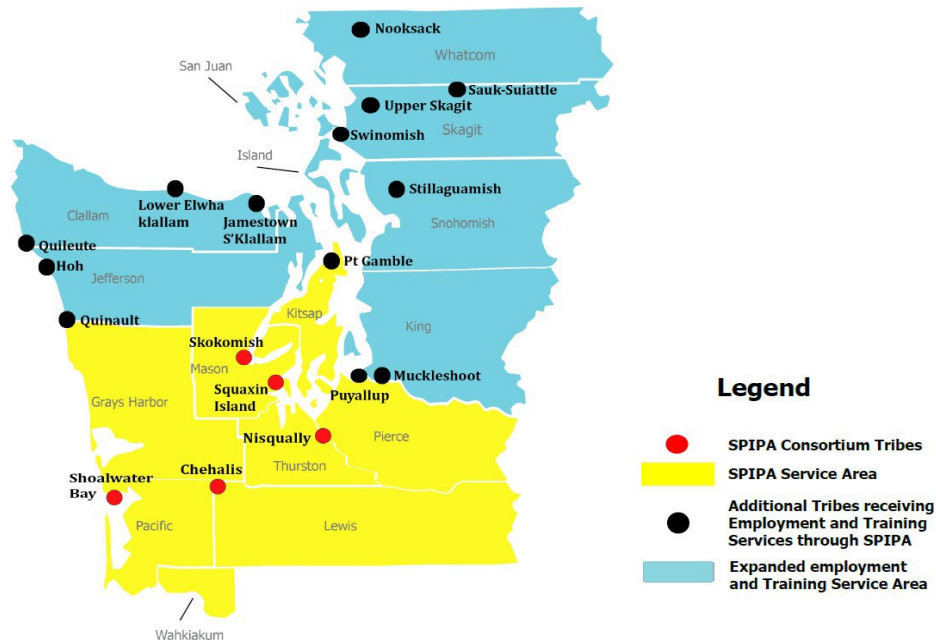
SPIPA's (WFD)/477 Program service area will include, the following areas:

County Service Areas of Tribes



477 Expanded Employment, Training, and Related Service Area (WIOA 166 only)

For the purposes of Employment and Training Services (Adult and Youth WIOA funding) only, the SPIPA Workforce Development Program will also provide services to the following service area previously established and provided under the formally approved Western Washington Indian Employment and Training Program (WWIETP):



Data Collection and Reporting

The South Puget Intertribal Planning Agency (SPIPA) will meet all statutory and regulatory data collection and reporting requirements pertaining to the integrated PL 102-477 funding for the program.

Fiscal Accountability

The year in which SPIPA receives and/or expends funds it will comply with the accountability provision 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 audit report required by Chapter 75 of Title 31 of the United States Code. It is the intent of the Workforce Development Program to continue to follow the Federal regulations regarding the monies received by all Federal funding agencies and to follow all Federal and State regulations as required in administering the integrated plan of PL 102-477.

SECTION TWO: GOALS OF THE WORKFORCE DEVELOPMENT PROGRAM

SPIPA adopts the following goals for its Workforce WFD/477 Program. Each of these goals is consistent with the purposes of PL 102-477. SPIPA reserves the right to add or change its 477 Program goals as the priorities and needs of its Consortium Tribes evolve:

- Integrate employment, education, training, cash assistance, childcare, and related services to improve the effectiveness of those services (see "Support Services" section below.)

- Provide education, employment, training, and related services to eligible community members that will lead to self-sufficiency.
- Operate a “one-stop” center that provides coordinated employment, education, training, and related services to support client self-sufficiency.
- Reduce unemployment and improve the wellbeing and economic stability among Consortium Tribal members and other federally recognized Tribal members residing in the service area.
- Provide and expand services that support safe and healthy environments for children.
- Provide services to children that enable parents and guardians to seek and secure gainful employment, obtain educational goals, and provide them with a comprehensive family support system.
- Provide assistance to needy families so children may be cared for in their own homes.
- End dependency of needy parents on government benefits by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
- Encourage the formation and maintenance of two-parent families.
- Provide comprehensive youth mentoring, leadership, and culture/language fluency activities
- Serve tribally determined goals consistent with the policy of self-determination and self-governance.

SPIPA has designed the program to assist individuals at the Consortium Tribes and communities become economically self-sufficient. The Workforce Development Program will provide intensive case management, employment, training, and related services that are designed to assist individuals:

- Identify and resolve barriers to employment.
- Further their education.
- Receive vocational training.
- Gain work experience.
- Obtain and retain full-time paid employment.
- Advance in the workforce.
- Make a steady forward movement to achieve unsubsidized employment; and
- Build stronger, more resilient, more equitable economies through entrepreneurship.

The Agency will combine Tribal, Federal, State, and other resources to support individuals and provide access to services that will help participants to pursue family and individual

self-sufficiency. The WFD/477 Program will offer financial assistance to participants in need of job training and higher education. The combination of these programs will allow for creativity, flexibility, effectiveness, and success with the services available.

Internally, the collaboration of SPIPA programs and services under the WFD/477 Program umbrella will create a streamlined process that ensures all Tribal members are provided with the services they require. SPIPA Consortium Tribal members and members of other federally recognized tribes will engage in a single intake system where they will learn about and utilize the services they need. This combination of employment, training, and related programs will be cost-effective and will assist in the non-duplication of services, as well as the non-duplication of program and agency functions and goals.

SECTION THREE: COMPREHENSIVE STRATEGY

Under PL 102-477, as amended, SPIPA has coordinated educational services and employment and training assistance for adults and youth by integrating the Childcare Development Fund (CCDF), Temporary Assistance for Needy Families (TANF), Native Employment Works (NEW), and Workforce Innovation Opportunity Act (WIOA) into one Plan. This integration was done to improve the effectiveness of such services and increase or improve employment, self-employment, and economic self-sufficiency. Through the combining of these services, clients benefit in many ways. Staff members can identify needs and provide the resources needed through the program or by referral. The ability to provide these wrap-around services, as well as collaboration with other programs, helps our program in reducing the amount of paperwork and the duplication of services that would otherwise occur.

Based on the U.S. Census Bureau of Census figures (2024 American Community Survey 5-Year Estimates); the average unemployment rate for the Confederated Tribes of the Chehalis, Nisqually Indian Tribe, Puyallup Tribe of Indians, Shoalwater Bay Tribe, Skokomish Indian Tribe and Squaxin Island Tribe Reservations is 10.9% for adults and 20.5% for youth compared to an average unemployment rate of 6.3% for the SPIPA service areas: Grays Harbor, Kitsap, Lewis, Pacific, Pierce, Mason, Thurston, and Wahkiakum Counties. Due to accounting methods used by the Census Bureau, unemployment can be under reported in the areas of chronic unemployment, such as Indian reservations, where those individuals who have ceased looking for work are not counted in the labor pool.

While economic progress has been made, poverty and unemployment continue to be a hurdle on the SPIPA Consortium Tribes' reservations. Many of the residents' needs are tied directly to failure of individuals to complete their education or access employment and training programs. This failure prevents residents from obtaining the skills, knowledge, and abilities needed to compete within the area or apply for jobs with the Tribes. Tribal jobs promote Tribal and Indian preference, but many Tribal applicants are not qualified or trained for the positions.

Although there are some that are willing and able to fill any job, it's important that programs continue to work closely with community members that face other barriers and

who wish to advance their careers and obtain higher education. The WFD/477 Program works in partnership with Tribal education and training staff as well as local community colleges and universities to help coordinate services for applicants who want to further their education and obtain a degree or certification. The Program helps participants with assistance, such as *but not limited to*: childcare, tuition, stipends, travel reimbursements, and educational fees to help participants attend school or trainings for various degrees or certifications. The WFD/477 Program continues to encourage and assist students to participate in post-secondary education, vocational, and apprenticeship programs.

The inclusion of childcare services within the 477 Plan helps remove barriers that often prevent parents and families from participating in employment, education, and training opportunities. By supporting families with childcare services, the program expands access to workforce development activities and helps participants pursue employment, education, and entrepreneurial opportunities that contribute to long-term economic self-sufficiency.

Through networking and partnerships with public service organizations, educational institutions, employers, training organizations and state agencies, the WFD/477 Program has developed working relationships that will continue to serve as a vehicle for maximizing the impact of the education, employment, training, and related services it provides. SPIPA and the Tribes remain dedicated to seeking ways to reduce or eliminate barriers to success under its goal of economic self-sufficiency. The WFD/477 Program will continue to work with local resources and Tribal governments and entities, such as Tribal enterprise organizations, to take advantage of employment and entrepreneurial opportunities for members and residents. Education and training will be increased to target employment opportunities. The WFD/477 Program will also participate in economic development as directed by the SPIPA Board.

Through professional development and experience of operating the WFD/477 Program, staff members are trained to identify needs and barriers for members and families. These needs and barriers often include both environmental and personal factors. For example, poverty plays a key role in the circumstances of many of our families. Many of our current or potential clients are unable to meet living expenses let alone work-related expenses such as but not limited to: transportation, shelter, utilities, education/training, employment, and legal or medical costs. Families often lack reliable transportation, dependable childcare, a high school education, post-secondary education and training, work experience, or strong prior job performance. Some have learning disabilities while others come with histories of trauma including but not limited to substance abuse, mental health, and domestic violence. It is for these reasons that our staff will provide intensive case management for clients who need more support to take the steps to become self-sufficient.

Intensive case management involves the planning, development, and management of customized employment, training, and related services for each client. These services may include those available through the WFD/477 Program, other SPIPA programs, complementary Tribal Programs, and other public and private agencies in the area. The WFD/477 Program staff will determine if a client needs intensive case management and will assign a designated staff member for that client. Clients identified as needing intensive case management may require assistance for a longer period. There is no time limit for

these clients if the client is making satisfactory progress toward the completion of the goals and objectives listed in their Individual Service Plan (ISP). WFD/477 Program staff will seek to identify the barriers that might prevent the client from successfully completing the program of service and becoming productively employed. WFD/477 Program staff will coordinate available resources to assist the client in overcoming those barriers.

SECTION FOUR: SERVICES TO BE PROVIDED AND RESULTS EXPECTED

The services covered by this 477 Plan will be fully integrated at all stages. There will no longer be a distinction in how applicants are treated based on the source of funding for their services. All those in similar situations will receive the same access to the same services on the same terms.

As stated above, the goal for implementing the WFD/477 Program is to create a service delivery system that will identify and address barriers that prevent tribal members from achieving self-sufficiency.

Program Eligibility

The basic requirements for someone to be eligible to become a client of the WFD/477 Program include, but are not limited to, the following:

Application (signed and dated)

- Residency within 477 Program Service Area
- Tribal enrollment, or affiliation, or a descendant Tribe, or BIA Certificate of Degree of Indian or Alaska Native Blood (CDIB)
- Selected Services registration, if applicable. A waiver may be requested.

Participants must meet income and resource requirements to receive certain WFD/477 services, as defined in the SPIPA WFD/477 Policy and Procedures Manual.

Meet at least one at-risk criteria, such as, but not limited to, if otherwise unserved:

Low-income	Homelessness
Underemployed Unemployed Youth	At risk of homelessness Crisis prevention Veteran
At-risk youth Elder	Disability Re-entry
In need of skills enhancement	In need of childcare
Transition	Other At-risk criteria

Eligibility will be determined based upon a signed and completed application form which attests the information on the application is true to the best of the applicant's knowledge. The application also acknowledges that such information is subject to verification and that falsification of any information will be grounds for denial of services, participant

termination, or may lead to a fraud investigation as outlined in the SPIPA WFD/477 Program Policy and Procedures Manual.

Application Process

An applicant who is determined eligible for services will be referred to the appropriate staff for assistance and service referral(s).

SPIPA will maintain eligibility requirements for all tribal members and members of other federally recognized tribes who access services through the SPIPA WFD/477 Program.

The client services process will include the following but is not limited to:

- Intake Application
- Eligibility Determination
- Assessment
- Case Management and Development of an ISP

Intake Application

The SPIPA WFD/477 Program has developed and administers a single intake system for all clients who apply for services integrated under this WFD Program plan. The intake application is used to establish eligibility for services offered through the WFD/477 Program. The intake application and process address barriers to employment, education, training, and other goals. The intake process involves the collection of personal information about the individual or family's needs, their educational background and work experience.

WFD/477 Program client information is confidential. Confidential information includes any and all data that identifies an applicant, client, or service. The WFD/477 Program does not release individual or family information except as specifically authorized in writing by the recipient or as required by law.

In the event the applicant appears to require intensive case management to include financial assistance, they will be screened for such eligibility which may require additional documentation. A client's file is initially created based on information collected at intake. The applicant signs a certification that all information furnished is true to the best of the participant's knowledge.

The participant's file is then expanded over time to include information that tracks the client's individualized plan services from the initial determination of goals through and including the outcomes at the conclusion of the client's time with the Program. The information in the file will contain all the information required by the WFD/477 Program reporting system or other relevant reporting requirements. Standards of confidentiality of client information, client requirements/responsibilities, and the appeal process are defined in SPIPA's Policy and Procedures Manual.

The application must be signed and dated. Applicants have the option to apply for services if he or she believes they are eligible. WFD/477 Program staff are responsible for making sure that the client's intake application is complete, client information is entered into our client database and all required eligibility documents, as applicable, are attached.

The program provides a written notice to the applicant for approval or denial within 30 days of the date of application. Services are rendered based on the date of a completed application.

Assessment

Clients may be assessed to accurately determine their employment, education, training, and related needs to achieve self-sufficiency.

Assessment tools to determine aptitude and interest may be used prior to referring participants to occupational placement or training. Standardized tests will be used to determine academic achievement. All testing will be administered by qualified personnel, either through tribal staff or through approved educational facilities. At the WFD/477 Program staff's discretion, the type and use of assessment tools may vary and/or be waived if warranted.

Assessments concerning trauma, substance abuse, or mental health may be utilized. When a Case Manager makes a recommendation and the client agrees.

Based on the information gathered at intake and assessment, the case manager will assist in identifying challenges that might prevent a client from achieving their goal of self-sufficiency. All information gathered from intake and assessment will be a basis for the development of an ISP.

Case Management and Development of an ISP

Case management includes the planning, development, and coordination of support services to address barriers – such as those related to education, training, childcare, and transportation – that stand in the way of a client's ability to prepare for, gain, and sustain employment. A case manager is assigned to each participant at the time of eligibility determination and enrollment into the WFD/477 Program. That case manager works with the participant to develop their ISP and will guide the client through various stages of their ISP, including job retention and post-employment services. Job retention and post-employment services consist of activities such as but not limited to providing eligible clients with supportive services to maintain their employment, obtaining an industry-specific credential for advancement, and other training that support wage progression.

Employment can be defined as a client being engaged in paid employment, self-employment, or other work activities identified in the client's ISP. Other work activities covered include traditional hunting and gathering activities including but are not limited to preparation for hunting/harvesting, processing, and storing of fish, shellfish, wild game and other traditional foods. Other activities include the creation, development, and marketing of arts and crafts that are made to sell to provide income.

Job Training can be defined as activities that include technical or vocational courses leading to an occupation or employment.

Educational Training can be defined as an accredited program, which leads to an academic diploma, degree, or certificate.

Dual Credit can be defined as Running Start, CTE (Career Technical Education) Dual Credit, College in High School, Advanced Placement, International Baccalaureate, and Cambridge International. Students can enroll in more than one type of Dual Credit course in 16 national career clusters: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communications; Business, Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics.

Before support services can be provided under the WFD/477 Program, an ISP must be developed and included in the participant's file. The ISP is used to record the participant's assessment outcomes, and identify the participant's interests and needs, employment experiences and educational levels or achievements, and strengths and weaknesses. The information gathered and recorded in the ISP is used by the participant and the case manager to make decisions about appropriate participation and services. The ISP is also used to measure the participant's progress through the Program.

The ISP will be developed with the participant and will outline the participant's individual responsibilities and commitment as well as the services to be provided. The ISP identifies the steps that will be taken and who is responsible for completing them. The services may be of a financial or non-financial nature. This joint understanding of the requirements for the Program provides direction to the participant and establishes benchmarks and goals to measure success in the Program.

In developing the ISP, the case manager will identify the services available from the WFD/477 Program or from any other services available in the area. Relevant resources will be identified that may assist the participant in overcoming challenges. Services deemed beneficial or necessary, regardless of the providing source, may be linked to the client's ISP to maximize assistance available. The case manager will assist the participant in identifying barriers that may prevent the participant from becoming self-sufficient. The participant will be guided through the process of removing or overcoming the challenges.

The Plan will include long-term goals for the client as well as short-term or interim benchmarks to achieve and measure progress. Participants who do not fulfill their responsibilities or commitments will be carefully assessed prior to being approved for any additional assistance. Participants who meet or exceed ISP goals may receive an incentive bonus or recognition for their achievements. For those clients who are receiving cash assistance services, allowable activities are intended to promote and support economic self-sufficiency, and they contribute towards meeting the four purposes of TANF. Allowable activities are also intended to increase and enhance useful soft- and hard-skills for job search, acquisition, and retention. Examples of skills gained through allowable

activities include: adhering to attendance expectations and timeliness, following instructions, wearing appropriate work attire, exhibiting appropriate behavior, and other soft- and hard-skill building enhancements.

Examples of allowable WFD/477 Program employment-, training-, cash assistance-related, and other related activities for the ISP will include, but are not limited to, the following:

- Paid employment
- Subsidized work in private sector
- Subsidized Tribal employment
- Work experience
- On-the-job training
- Workshops and activities that support and lead to entrepreneurship
- Work search and job readiness assistance
- Vocational training and education
- Job skills (employment-related training)
- Education related to employment
- Life skills training in preparation for job skills training
- Attending high school, obtaining a high school diploma, or completing a GED
- Post-secondary education
- Volunteer-based employment and training
- Approved community service
- Cultural and traditional activities that would reasonably lead to self-sufficiency
- Substance use disorder counseling

When people participate in cultural and traditional activities, they are better equipped to be grounded in healthy social and work circles, and in the cultural values of hard work, respect, and communal responsibility. This connection and the opportunities we foster through the WFD/477 Program create meaningful opportunities for Tribal people to strengthen healthy living, build positive peer networks, support the intergenerational transmission of cultural knowledge, and develop workforce skills that lead to long-term self-sufficiency. The alternative to poverty is not just a job, but lasting financial independence that includes employment but also financial literacy, workplace relationship building, and supportive community networks. Culture and tradition are not stand-alone activities but part of SPIPA's broader approach to strengthening families and communities, including children being cared for in homes, reducing dependency, preventing out-of-wedlock pregnancies, and supporting the formation of two-parent families.

Our Tribal community members benefit from the sustained company of academics and professionals who not only engage in cultural revitalization work but also live financially and culturally healthy lives and serve as important role models for others at risk. People

are often influenced by the company they keep and reconnecting our younger members to their elders, our elders to our youth, and all of us to good examples of people living healthy successful lives supports the goals of the WFD/477 Program. This is how we will work to disrupt and reduce cycles of poverty and intergenerational trauma.

A diversity in approaches has long been the hallmark of 477 programs, and we have adapted our 477 Plan to create a diverse range of job opportunities that fit the Consortium Tribes' cultures, employment opportunities, and the aspirations of their Tribal members.

Although some activities will be conducted directly by the WFD/477 Program, others will be delivered through contracts with local service providers. Program experience, especially an increased familiarity with participants' needs, is likely to the kind of employment, training, and related activities available through the WFD/477 Program.

WFD/477 Program staff will utilize client reports, case notes, and other relevant information as addenda to the ISP.

Non-Financial Services

A variety of non-financial services may be provided to all youth and adults. Our focus is helping our participants achieve economic self-sufficiency, so they do not have to rely on public assistance. These services do not have income guidelines but may have other requirements depending on the services provided. These non-financial services may include but are not limited to:

- Basic literacy
- Financial literacy
- GED preparation and High School 21
- Job readiness training, which includes but is not limited to: employer expectations, acceptable work behavior, personal motivation, life skills, communication skills, resume and job application preparation, interviewing techniques, employee rights and responsibilities, salary and fringe benefits awareness, consumer education (budgeting, credit, banking, etc.), and labor market information
- Access to mentorship and subject matter experts to support small business development
- Develop the skills and support needed to become a successful entrepreneur/small business owner
- Entrepreneurial/small business classes
- Business plan assistance
- Networking and small business roundtable opportunities
- Resume building
- Capacity building
- Interviewing techniques

- Job Club
- Job boards
- Job application assistance
- Remedial education services
- Vocational training will provide eligible program participants with the technical skills, and information required to perform a specific occupation or group of jobs. This activity will only be provided to those individuals who do not have a marketable skill and will only be authorized for those occupations for which there is a current demand.
- Vocational Rehabilitation
- Job retention assistance

WFD/477 staff will assist participants with access to unsubsidized job openings.

The WFD/477 Program will refer clients to apprenticeship programs within the surrounding area, such as Iron Workers, Carpenters, Cement Finishers, Mill Wright, Painters, and truck drivers. The program will work closely with relevant Tribal Employment Right Offices (TERO), which offer vocational training and employment placement in select fields.

The vision for economic development within the Tribal Communities is increasingly geared toward the fields of Science, Technology, Engineering, Arts, and Mathematics (STEM/STEAM). The WFD/477 Program will coordinate with local community colleges to provide individuals with rigorous academic content, and relevant technical knowledge and skills needed for further education and careers. These may include high-skill, high-wage, or in-demand industry sectors or occupations, which, at the secondary level, are aligned with State academic standards. The WFD/477 Program will provide supportive services to adult and secondary students to ensure their educational success. Middle school students will be introduced to STEM/STEAM careers and CTE opportunities, which will help them achieve academic success and prepare for in-demand careers. The WFD/477 Program will provide adult learners, dislocated workers, and secondary students with opportunities to receive postsecondary credentials and to become employed in high-skill, high-wage, and in-demand industry sectors.

For participants who are unable to participate in the programs offered under the WFD/477 Program due to disability, a referral will be made to the Tribal Vocational Rehabilitation Program and/or the Washington State Division of Vocational Rehabilitation (DVR) Offices.

The services described above covering the development of an ISP and non-financial services are intended primarily for participants for whom an employment and/or educational goal is established during the assessment process.

Some applicants to the WFD/477 Program may be considered “unemployable individuals” due to multiple barriers that have impacted their ability to maintain employment or complete a training program.

If the client is unlikely to return to work or complete a training program, assistance and referrals to pursue eligibility under the Social Security Disability Program will be required. The WFD Program is dedicated to helping clients access the services that meet their needs, including but not limited to advocacy and referrals to apply for Social Security Disability Insurance benefits.

The WFD/477 Program may allocate up to 25% of allowable plan funds as permitted for economic development and job creation activities as provided for in Title XI of the Omnibus Indian Advancement Act of 2000 (P.L. 106-568). The Program may partner and/or collaborate with Consortium Tribal administrations and economic development divisions for research, due diligence activities, and determination of appropriate fund expenditures.

These funds may be used to offer special services similar to, but not limited to, the following to stimulate economic development and job creation:

- Surveys and research to determine feasibility of new economic ventures for the Consortium Tribes
- Special labor force surveys to inform employers considering an investment on the reservation that would help to utilize the available workforce
- Recruitment of potential employees from the Tribe's labor pool for one or more employers
- Training customized to an employer's individual needs including pre-employment, skill enhancement training, Work Experience, and potential wage subsidies to encourage hiring long-term public assistance recipients with barriers to employment.
- Managerial support training for eligible participants preparing for management roles and for current enterprise managers on effectively utilizing the reservation workforce.
- Small business management
- And others as determined appropriate and beneficial by the Consortium Tribes

Support Services

As part of the case management process, the WFD/477 Program case manager identifies challenges and barriers to education, training, and employment that clients face and assists them in addressing those barriers through a variety of support services tailored to each client's needs.

Program staff may include support services at any time to assist client in overcoming barriers, but support services are not an entitlement. Where possible, costs of the support service will be shared with the client. The need must be specific, identified in the ISP, and directly related to an approved work activity, education, or employment goal. All support service amounts will be determined based on funding and as set forth in the WFD/477 Policy and Procedures Manual. Restrictions apply on the type of support services clients can receive and will be detailed in the WFD/477 Policy and Procedures Manual. Requests

for support services may require additional documentation as outlined in Policy.

It is assumed that the kind and level of support services will vary with participants but that every participant will likely need some form of supportive service. Program staff will determine and verify what support services and program activities are necessary to enable participants to be successful.

The WFD Program will provide support services that may include, but are not limited to, the following. Additional eligibility and documentation may be required as outlined in the Policy and Procedures Manual:

- Transportation
- Childcare
- Employment
- Housing
- Clothing/job uniforms
- Household needs/groceries
- Substance abuse and mental health services, and other medical support that address a barrier to employment
- Transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support
- Educational activities designed to increase self-sufficiency, job training, and work
- Job-related or educational costs
- Entrepreneurial/small business assistance
- Removal of barriers to employment
- Community economic and job development
- Domestic violence services and activities
- Culturally relevant employment- and training-related support services
- Teen pregnancy prevention and education
- Emergency support services as defined in Policy
- Other support services determined to be reasonable and beneficial may be approved by the WFD/477 Programs Manager

Diversion Services

Diversion services are for families that have employment income and are going through a hardship. The provision of diversion services will require documentation regarding the need for services and a plan for future months. Case notes and a completed application/statement of need will suffice as a plan for these types of cases. These services assist families with necessities to maintain current employment or obtain a

promotion or higher paying job.

Transitional Services

Some clients may face barriers after obtaining employment. For this reason, transitional services are provided to help them transition into and remain in employment. These services may assist the client in maintaining or advancing employment for up to two years after initially obtaining employment.

Program staff will determine and verify what transitional services are necessary to enable individuals to be successful in their employment. The completed application and corresponding case notes may suffice as verification of need for transitional services as part of the ISP.

Incentives

Incentives may be offered as long as funds are available. Incentives will be: (1) tied to the goals of the WFD Program, (2) reasonable, and (3) have established, objective criteria. Policies, eligibility requirements, and monetary standards for incentives are outlined in the WFD/477 Policy and Procedures Manual and are dependent upon program funding.

Subsidized Employment

Subsidized employment provides clients with a training period to gain and/or improve the knowledge and skills necessary to perform work requirements. Policies, requirements, and monetary standards for Subsidized Employment are contained in the WFD/477 Policy and Procedures Manual.

Work Experience (WEX)

WEX will be utilized to enhance employer recruitment and job placement services for eligible participants entering employment. A participant may be placed at a job opening for a maximum of six months to get the proper skills and training they need to enhance themselves and become employable. They will be provided with participant support funding, based on funding availability, at the discretion of the WFD/477 Program Director and Programs Manager.

Youth Employment

Youth employment services may provide subsidized employment or WEX opportunities for youth between the ages of 14 and 21 when program funds are available, as determined annually.

Policies, eligibility requirements, and monetary standards for Youth Employment Programs are contained in the WFD/477 Policy and Procedures Manual.

Cultural, Training, Education, and Other Activities

The WFD/477 Program will provide a variety of cultural activities, training and education

services, and other activities to eligible participants. These activities/services are allowable and are considered an integral part of the ISP. Cultural activities, trainings, and education services will be: (1) tied to the goals of the WFD/477 Program, (2) reasonable, and (3) have established objective criteria.

Youth Services

In general, youth services are those intended for school-aged youth who are in school and actively participating in their education. Older youth or youth who are working on their GED or High School21 completion will also be eligible for services.

To be eligible for youth services, an individual must be:

- Enrolled and attending school (unless pre-K) or working on their GED/High School 21 completion
- An enrolled member or descendant of a federally recognized tribe, or a sibling, youth relative, or foster child living in the same household
- Living in a Consortium Tribe service area
- Have an identifiable risk factor to include, but not be limited to, the following:
 - Low-income (as defined by SPIPA in the Childcare Services section on pages _____ below)
 - High school dropout
 - Basic skills deficient
 - Soft skills deficient
 - Homeless, runaway, or foster child
 - Pregnant or parenting teen
 - Youth offender
 - Other risk factors as identified by SPIPA

As part of the intake process, the WFD/477 Program may conduct a Youth Assessment to identify current and potential challenges and/or needs. An ISP will be developed to provide services that will help ensure their success. The assessment will include but not be limited to the following:

- Attendance and grades
- Career development
- Employment
- Financial literacy
- Mental health
- Treatment

Youth services available under the Program may include but are not limited to the following:

- Educational services
- Tutoring services
- Summer employment
- Work experience
- School internships
- Career exploration
- Entrepreneurship/small business development
- Cultural education
- Counseling referral
- Support services designed to increase the participation of high school aged youth in CTE or STEM/STEAM education programs within high school
- CTE- and STEM/STEAM-focused mentorships for high school aged youth
- CTE- and STEM/STEAM-focused summer internships
- Support services designed to increase the participation of Native youth in programs such as Running Start or other postsecondary linked CTE programs
- CTE- and STEM/STEAM-focused learning programs geared toward middle school-aged children that will introduce the program to youth, teach youth the benefits of CTE or STEM/STEAM education, and provide information on CTE- and STEM/STEAM-focused careers

One of the primary goals of the WFD/477 Program is education. Without motivation and guidance to remain in school, many of our youth drop out of the system. The WFD/477 Program works to increase the number of AI/AN students who participate in career and technical education (CTE) options, secondary school, or through postsecondary education-linked programs such as Running Start or other CTE or STEM/STEAM focused programs. This will increase high school graduation rates and increase the percentage of high school students who graduate high school with postsecondary credits, postsecondary credential, work-based learning.

Educational or tutoring services may be available during the school year and during the summer school period. Services may include workshops or other training on such subjects as teen pregnancy prevention, substance abuse, suicide prevention, and dropout prevention. All instructional services will emphasize the importance of traditional Tribal values and cultural practices as a foundation to strengthen success while becoming an adult and productive member in the tribal community.

Some youth services are designed to provide youth residing in the service areas with a chance to compete for jobs and volunteer opportunities. The Program will work with Tribal departments and employers, community partners, and other organizations/agencies to

assist in the process of having youth employed within the community.

One goal for youth services is the completion of a work experience activity, which will improve a youth participant's employability skills, and/or the upgrading of their academic level. The purpose of tribal Summer Youth Programs is to enhance youth work skills through work experience and provide academic enrichment through Tribal after-school programs.

Supported work services may be provided and consist of assignment to a worksite and payment for time spent on that worksite. The youth participants are given a choice of employment sites according to their interests. The program focuses on placing youth participants in a job they are interested in as a career. Such supported work may be combined with educational and youth leadership services.

All payments for supported work services will be at no less than the applicable federal and state minimum wage. At its discretion, the WFD/477 Program may implement a system of bonus payments for educational services. Such bonus payments may be combined with the payment for time spent at a worksite.

The youth employment and volunteer program will require youth to attend several different trainings and workshops, so they become familiar with the Tribal organization and gain a better understanding of all of the services the Tribe offers. These will include but not be limited to program orientation, a tribal organization orientation, and educational workshops or trainings.

The youth participant may be required to attend special workshops, which will include but not be limited to the following topics:

- Traditional and cultural education
- Financial literacy
- Job readiness and Employer expectations
- Business readiness, business law, steps for acquiring licenses, operating a business on Tribal land, taxes, marketing, and OSHA standards
- Dangers and effects of alcohol and drug use and abuse
- Importance of abstinence and teen pregnancy prevention
- Suicide prevention
- Bullying prevention and awareness
- Healthy relationships
- Professionalism in the workplace
- Ethics
- Career choices
- Higher education

Each of these workshops will be facilitated by WFD/477 Program staff, tribal department staff, and/or local community members. The goal of this service is to teach youth the

importance of work ethics and give them the skills to compete in today's job market.

Emergency/Disaster/Public Health crisis Response

In the event the Federal or State government or any of the five Consortium Tribes declare a state of emergency, the WFD/477 Program will respond as necessary. Emergency situations can significantly affect the welfare and safety of tribal and community members and Program clients. Such situations may also create barriers to a client's efforts toward self-sufficiency, job training, skill development, educational activities, and economic development. A comprehensive, effective, and efficient response will help the WFD/477 Program and its clients restore continuity of services and a sense of normalcy during and following an emergency, disaster, or public health crisis.

The WFD/477 Program Emergency Disaster Response expenditures will be consistent with the PL 102- 477 law (25 U.S.C. § 3401 et. seq) and all applicable statutes and regulations.

In the event an emergency/disaster/public health crisis occurs, the efforts to lessen stress on WFD/477 participants may include, but will not be limited to, the following:

- Identifying, locating, and providing services to help affected participant households
- Responding to new cases created by the emergency/disaster/public health crisis
- Assisting in communication with caseworkers and other essential personnel who are displaced because of the emergency/disaster/public health crisis
- Preserving essential records
- Coordinating services and sharing information with other services agencies as appropriate
- Assisting in the manpower response to the emergency/disaster/public health crisis
- Improving preparedness and resilience to protect against future emergencies/disasters/public health crisis
- Utility bills assistance
- Rental assistance
- Vehicle repair assistance
- Grocery assistance
- Household supplies
- Financial and credit counseling

Non-Duplication of Services

Any individual who accesses financial and/or support services through the SPIPA WFD/477 Program may not receive assistance from another program for the same identified need. Assistance from any other source may be used to supplement, but not duplicate, the

service provided through the WFD/477 Program.

To prevent clients from receiving duplicative assistance from more than one source, the WFD/477 Program will enter into agreements with the State of Washington and collaborate with other tribal programs for the exchange of client information. Enrollment in the WFD/477 Program does not waive the individual's right to access other non-duplicative services they may be eligible for throughout the state of Washington.

Childcare Services

SPIPA is a medium allocation grantee based on FY 2025 CCDF funding. The purpose and goal of childcare services is to provide high quality, culturally appropriate, childcare to all eligible families. Reliable childcare is a major barrier in the communities we serve, particularly single-parent households. Most of our families rely on relatives to provide care for their children while they are working. Providing childcare services through the WFD/477 Program helps participants address this barrier and place their children in a safe and supportive environment.

The WFD/477 Program will provide childcare services to families for parents or caretakers with either an employment or education goal. Participants must follow WFD program requirements as outlined in *Section Four: Services to be Provided and Results Expected* including the requirement for the development of an ISP with goals tied to employment and/or education.

The WFD/477 Program will provide childcare services to families for a parent or caretaker/relative who is eligible for services. Childcare services are for children through 12 years old.

Childcare services will be provided to any child through the age of 18 having a verified physical, mental, emotional, or behavioral condition that requires a higher level of care compared to other children of the same age and will also be provided to any child through the age of 18 who is a dependent of the courts and that requires adult supervision.

TEMPORARY CHANGES IN ACTIVITY

Temporary Changes in activity are defined as changes to work, job training or education activities that are assumed by all parties to not be permanent such as closures due to weather, natural disaster, or other unforeseen circumstances, which are not predictable, and requires time to deal with.

For the purposes of providing childcare services, the service areas and definition of Indian Child for the participating Tribes are as follows:

- The service area for the Chehalis Tribe childcare funding includes the western half of Thurston County, the northern half of Lewis County, and the eastern quarter of Grays Harbor County.
 - The Tribe defines Indian Child as all children who are enrolled members of the

Chehalis Tribe; who have an enrollment application pending with the Chehalis Tribe; have a parent enrolled in a federally recognized tribe; or are enrolled in a federally recognized tribe.

- The service area for the Nisqually Tribe childcare funding includes the Nisqually reservation and Thurston and Pierce Counties, as per the Tribe BIA approved service area as published in the federal register. In Pierce County, the Tribe provides services to areas like Roy and Lakewood where there are concentrations of Tribal members in need of services.
 - The Tribe defines Indian Child as all children who are enrolled in the Nisqually Tribe, or who are eligible for enrollment in the Nisqually Tribe or are a descendant of an enrolled Nisqually member, and all children who are enrolled in or a descendant of a federally recognized Tribe.
- The service area for the Squaxin Island Tribe childcare funding includes parts of Mason, Grays Harbor and Thurston Counties and excludes families within those counties who are served by the other tribes.
 - The Tribe defines Indian Child as any child under 13 who is either a Squaxin Island Tribal member, or a direct descendant of a Squaxin Island Tribal member, or another tribal member of a federally recognized Indian Tribe who lives in the service area and whose family is not served by other tribes' childcare services.
- The service area for the Shoalwater Bay Indian Tribe childcare funding includes all of Pacific County as well as the Ocosta School District, service area map attached with Child Count Declaration/Indian Reservation of Service Area.
 - The Tribe defines Indian Child as any child who is enrolled or eligible for enrollment in a federally recognized Tribe, or a child or grandchild of any parent/guardians who are enrolled in a federally recognized Tribe who is residing in the Shoalwater Bay Tribe's service area.

Note: See Attached SPIPA Child Count Declaration and Indian Reservation and Service Area. At the time of application to the WFD/477 Program, if childcare is requested, the parent is provided information regarding childcare services, program and parent responsibilities, a consumer statement, and a list of registered providers if the applicant does not have a provider.

Categorical Eligibility

The SPIPA WFD/477 Program uses Washington State Economic Services Administration 2026 Data to establish Washington State Median Income for a family of four. Tribal Median Income Data is derived from the US Census Bureau, 2022-2026 The American Community Survey 5 Year Estimates, to average the income of residents in the census tracts within the established service area of each Tribe. SPIPA program staff averaged those averages to establish the single Tribal Median Income for a family size of four as follows:

85% of State Median Income (SMI): \$8,282/mo (WA DSHS ESA, State Median Income

Chart 2025)

100% of Tribal Median Income (TMI): \$4,819/month (2024 The American Community Survey)

SPIPA will prioritize providing childcare services to lower-income families, homeless families, foster care families, children under protective services, and children with special needs. A child involved in protective services is one who falls under the legal responsibility of the tribal court, Tribal Agency, or State Agency or who is party to an arrangement with the tribal courts to avoid the child becoming a dependent of the court.

The Tribal Childcare Coordinators utilize a priority system to ensure that the most vulnerable and needy families are given preference to receive services. The priority system established includes homelessness, lower income families, and foster care families, children under protective services and children with special needs as a service priority. The Tribal Childcare Coordinators review the definition of "household" with each family to ensure that the definition does not become an unintentional barrier to homeless families seeking services. If the childcare sites are not located near where a homeless family needs services, the Tribal Childcare Coordinator will navigate the family to the Child Care Aware website for additional childcare resources.

Tribal Childcare Coordinators conduct outreach to community members at various community events such as Health Fairs, Family Resource Nights, and other events. Additionally, Tribal Childcare Coordinators provide education on the childcare program to other Tribal departments and staff members to ensure that they know that childcare services are available to all families, including families who may be identified as higher priority.

During the initial outreach and application process, the WFD/477 Program staff will make an effort to recruit families who have children through the age of 18 who are physically and/or mentally incapable of self-care, as documented by a licensed physician. Additionally, the application form used for the program includes a section to identify children with special needs.

The SPIPA WFD/477 Program provides greater access to quality childcare services for children living in underserved areas. With the exception of Pierce County, all of the counties served by the SPIPA WFD/477 Program are defined as "underserved areas." This includes the area of Thurston County in which the Nisqually Reservation is located. These areas experience a shortage of licensed childcare providers. This shortage may have a significant impact on children by limiting school readiness, long-term resiliency, and social-emotional development. Parents may be forced to make decisions about care that result in less adequate childcare arrangements. The SPIPA WFD/477 Program helps to ensure that there is adequate, reliable, licensed, and regulated childcare available in the areas it serves. Without this program, many children would not have access to high-quality care. SPIPA encourages all of the Tribal Childcare Centers to participate in Early Achievers, which helps improve the quality of available childcare services.

The SPIPA WFD Program will pay an additional 5% to childcare providers for the following categories – those:

- who participate in the Early Achievers program through Washington State; and
- who provide services during non-traditional hours, such as but not limited to 24-hour care, weekend care, and evening and overnight care.

The Program will pay up to a total of an additional 10% for any combination of the above categories.

SPIPA will continue to work with the Tribes to sample regional availability of childcare services and will assist with the further development of existing providers to increase access to quality childcare services available to children who are typically underserved.

The Tribal Median Income (TMI) is below 85% of the State Median Income (SMI), therefore SPIPA has chosen to implement categorical eligibility for childcare services. The WFD/477 Program will authorize 12 months of eligibility for childcare services. At the time of application for services, parents/guardians are asked to provide proof of all gross earned and unearned income for the family (pay stubs, letter from employer, award letter, or other proof of income) to determine the family co-payment only.

Each Child Care assistance case is reviewed every twelve (12) months. If a family moves outside the service area within their 12-month eligibility period and if the new provider meets all the health and safety requirements as described in the plan, childcare assistance will continue to be provided.

At annual recertification families will provide:

- Proof of residency,
- Proof of income, and
- Proof of protective services/special needs

Consumer Education/Outreach

Questions about childcare services provided by the WFD/477 Program can be directed to Tribal Childcare staff or the WFD/477 Programs Manager at SPIPA via phone, email, or website. Program staff provide parents with information on their rights, quality childcare programs, how to select appropriate childcare providers, and other consumer education materials. Parents will be informed of childcare services through notices in the tribal newspaper and through outreach activities of program staff. Outreach activities include, but are not limited to, attending community meetings, sharing program info at community outreach events, information boards posted at each Tribal Center, and personal contact with major employers and other service providers. SPIPA maintains various social media outlets (SPIPA website, Facebook, and Twitter), which highlight and promote a variety of program services that are available to Tribal and community members. WFD/477 Program brochures and handouts are available at all the Tribal facilities which highlight services available such as childcare, other early learning services, cash assistance and other

community resources.

The SPIPA WFD/477 Program Uniform Policy and Procedures Manual requires that all parental complaints about tribally certified providers be kept in a single record at the Tribal Child Care site which includes written documentation of such complaints. Only complaints made in writing to SPIPA or the Tribe will be recorded in the official record. Parental complaints will be made available to the public, including the SPIPA Board of Directors, upon request. All names (or other confidential information) of parents/guardians or children will be omitted from the report forwarded to the requesting party. A report of all substantiated parental complaints will be forwarded to the SPIPA WFD/477 Program Manager.

If a parental complaint requires investigation (i.e., concerning a provider), a report will be given to SPIPA staff and to the Tribal ICW Department to investigate the complaint. Complaints regarding state-licensed facilities will be reported to the DCYF Licensing Unit, and if an investigation is deemed necessary, the complaint will be jointly investigated by SPIPA, the associated Tribe, and DCYF.

The SPIPA WFD/477 Program maintains data on tribally certified childcare providers only to provide information when requested to parents, guardians, and the general public on childcare monitoring and inspection reports, quality provider information, aggregate data on deaths, serious injuries, and the number of substantiated cases of child abuse/neglect.

Voucher-Based Compensation and Center-Based Compensation

Parents are able to utilize a variety of childcare methods/classifications including center-based, in-home childcare, and family home childcare. Family home childcare may be provided by a relative or a non-relative. If a provider is a non-relative, the provider is subject to all health and safety standards, background checks, monitoring, etc. In-home childcare is provided by a relative only as defined by the following: grandparents, great-grandparents, siblings (if living in a separate residence), aunts, and uncles, great-aunts, and great-uncles. The WFD/477 Program does not recognize or pay for in-home childcare provided by a non-relative.

SPIPA childcare payments to providers are based on child enrollment and/or attendance as determined by the tribal sites. The current rate schedule is attached to the Plan at the beginning of each Plan cycle and is applicable to and effective in all defined service areas. The SPIPA WFD/477 Program uses the Washington State Market Rate Survey.

The WFD/477 Program uses a sliding fee scale effective in all service areas which is used to determine co-pays only. Family co-pays are per family, based on income, and never exceed 4% of family income.

Note: See Attached SPIPA Childcare Subsidy Payment Rate.

The WFD/477 Program waives co-payments for families with an income at or below 100% of the federal poverty level. The WFD/477 Program also waives co-payments for homeless

families, foster care families, children with special needs, and families who are receiving or needing to receive protective services, as determined by the Program for purposes of childcare services eligibility.

Compensation to tribally operated centers is based on child counts and the cost allocation plan developed by each tribe and provided to SPIPA at the beginning of each fiscal year. Provider payments will be processed within 10 working days of receipt of the invoice and all required supporting documentation by the SPIPA Fiscal.

Activities and Services to Improve the Quality of Childcare

The WFD/477 Program recognizes that we need to meet the annual requirements for childcare quality activity spending:

Quality Spending	FY2027	FY2028	FY2029
Quality Set-Aside	9%	9%	9%
Infant-Toddler	3%	3%	3%
Total Quality	12%	12%	12%

SPIPA coordinates annual community surveys distributed to each participating Tribe to gather input from parents, providers, and tribal leaders to inform quality improvement needs for childcare services. Responses from the most recent childcare needs assessment were collected from participating Tribes by the SPIPA WFD/477 Programs Manager, the Family Support Programs Manager, and the Planning and Development Manager prior to and during development of the WFD/477 Program Plan. The data was used to determine current childcare availability, training and technical assistance needs, and quality improvement activities offered by providers. This information was used to inform the development of the childcare Quality Improvement Plan for SPIPA and participating Tribes. At the first quarter WFD/477 Program meeting, generally held in November of each program year, a plan for quality improvement activities is developed to support each Tribe's childcare quality improvement goals for the coming year. Progress toward those goals and evaluation of activity effectiveness are reported and discussed at subsequent quarterly meetings.

SPIPA's Quality Improvement goal is to serve infants, toddlers, and children in both a culturally and developmentally appropriate manner while enhancing the health and wellbeing of the children, their families, and the community. Focus areas to help facilitate this goal will include, but not be limited to, activities such as:

- ongoing provider and staff training to improve quality of childcare provided particularly in curriculum development and instruction;
- increased exposure to and provision of traditional and cultural activities such as language learning;
- increased exposure to indigenous and traditional foods identification, preparation, and consumption;
- required health and safety training topics;
- access to physical activity;

- promotion of child development;
- language and literacy;
- developing and providing trainings to providers about local indigenous nations and community;
- caring for children with special health or developmental needs;
- fiscal management and administration and program management for providers;
- childcare as a business;
- supporting career development pathways of the childcare workforce;
- assisting with the cost of background checks;
- providing mini quality grants to providers during an emergency or pandemic; and
- family engagement within the childcare setting that enhances children’s sense of self-worth, belonging, and bonding to their community.

SPIPA’s Quality Improvement goal is to also improve the supply and quality of childcare services for infants and toddlers. Focus areas to help facilitate this goal will include but not be limited to activities such as:

- offering non-traditional hours;
- coordinating with Early Head Start or Early Head Start-Child Care Partnerships;
- coordinating with home visiting;
- providing training and professional development to enhance childcare providers’ abilities to provide developmentally appropriate services for infants and toddlers;
- developing infant and toddler components within the early learning and developmental guidelines/standards, etc.;
- improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddlers care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development; and
- Indigenous language and culturally responsive practices for infants and toddlers.

Public Hearing

A notice of a virtual public hearing was published on the SPIPA website at www.spipa.org, the SPIPA Facebook page, and was displayed on Tribal and SPIPA bulletin boards on April 17, 2026. A copy of the Plan was posted and available for review and community members were encouraged to submit recommendations and comments on the plan in writing via a form available through the website or by calling SPIPA staff. The virtual public hearing was held on June 8, 2026. No public comments were received.

Health and Safety Requirements

The WFD/477 Program will require childcare providers to fulfill health and safety

requirements pursuant to tribal, state, and federal law. The WFD/477 Program will follow all established requirements for background screenings.

Health and Safety Standards Used by the Tribal Lead Agency

Provider Categories	Tribal Standards	State Standards	Head Start/Early HS Standards	Other Standards or Combination of Standards (e.g., Tribal standards and State standards)
Center-based Care (e.g., Tribally operated centers)	X	X	X	The Chehalis Tribe follows Washington State standards and also operates a Head Start Program. The Nisqually, Squaxin Island and Shoalwater Bay Tribes all follow Washington State standards.
Family Home Childcare	X	X		Non-relative family home care follows state standards. Tribal standards apply to relative providers when all the children in care are relatives.
In-home Childcare (in the child's home)	X			In home care is defined as in the child's home and provided by a relative as defined by the WFD/477 Program.

The WFD/477 Program has developed childcare service standards to meet health and safety, and quality care standards for both the home providers and the centers to ensure the family and children's needs are met and are under final development and pending approval by resolution. These standards include the prevention and control of infectious diseases (including immunizations), building and physical premises safety, and minimum health and safety training appropriate to the setting.

The WFD/477 Program and participating Tribes utilize a combination of State and locally determined health and safety standards to ensure that all children participating in the program are safe and supported in a healthy environment. These standards cover staff-to-child ratios, immunizations, bloodborne pathogen response, storage of hazardous materials, and other health and safety requirements.

SPIPA follows the DCYF Health and Safety Standards for childcare. Center-based Care and Family Home Care settings are subject to State standards unless the Family Home Provider is a relative to all children in care. When providers are located on Reservation/Tribal Land, those providers will be Tribally Certified and may also be State-Certified if invited in by the Tribe.

Each Tribe has a health clinic, education department, and other programs that are available to meet the needs of community members, which includes pre-school age

children. The WFD/477 Program staff in conjunction with Tribal childcare related staff will coordinate with Tribal program staff in those areas as part of the case management process through referrals and coordinated case staffing to provide wraparound and holistic services. Tribal health staff can be provided access to immunization records as needed, dental screenings and dental information for parents. Tribal education staff can provide access to education information and enrollment and attendance when authorized by the parent and beneficial to coordination of childcare services.

SPIPA follows the DCYF Health and Safety Standards for childcare providers except additions, exemptions, and/or variances for relative childcare are outlined below.

Note: See attached Washington State Department of Children, Youth & Families Health and Safety Requirements.

Health and Safety Requirements	
Standard	
a. Prevention (including immunizations) and control of infectious diseases	Licensed center-based and family home childcare: immunization records are required for all children enrolled. Centers must have a health plan approved by a medical professional that addresses what infectious and contagious diseases are. Relative providers are Exempt from immunization requirements.
b. Prevention of sudden infant death syndrome and the use of safe sleep practices	For all providers, safe sleep practices must be followed when infants are napping or sleeping. These practices include placing infants on their back; use of appropriate equipment; not allowing blankets, toys, etc.; not covering an infant's head or face; ensuring the correct body temperature; and ensuring arms are free for movement.
c. Administration of medication, consistent with standards for parental control	All providers will administer prescription and non-prescription medication, with written and signed parental consent. All medications will be stored at the temperature required in an area out of reach of children. Center-based providers will follow their program policies when administering medication. Home Based Providers will administer only the medications that are specified by the parent's consent. All prescribed medications must have the child's full name and the directions provided by their medical provider in the original container.
d. Prevention of and response to emergencies due to food and allergic reactions	Chronic health conditions such as food and allergic reactions require an individual plan of care for the child's needs. Written directions from healthcare providers must be provided for children with food allergies. Center-based providers will inform all staff of and post child's food allergy restrictions in all places where food is prepared. In the event of an emergency the parent /guardian will be contacted and if needed, 911 will be called. Center-based providers are also required to have a list of children's allergies during off-site activities, if applicable. If the program has animals, the provider must notify the parents or guardians of their presence and about any risk of allergies. Relative providers are exempt from these requirements, although they are encouraged to ensure that they know how to prevent and respond to an emergency due to food or other allergic reaction of any child in their care. However, caregivers shall have lockable storage for all medication and shall use the medication log form.

<p>e. Safety of Building and physical premises, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic</p>	<p>SPIPA requires both center and licensed family home providers to maintain the safety of childcare buildings and premises through proper construction or remodeling and regular inspections. Providers must maintain a safe environment by identifying areas or objects that present such dangers as burns, drowning, choking, cuts, entrapment, falls, firearms, hearing loss, falling objects, pinching, poisons, punctures, crushing, electric shock, and tripping. Providers are required to eliminate or make inaccessible such hazards. Relative providers must visually inspect all childcare areas for potentially hazardous items and circumstances. When a hazard is identified, relative providers are required to either correct, or to make the potentially hazardous item or area inaccessible to children. This includes proper handling and storage of hazardous materials, identifying and protecting children from potential hazards such as bodies of water and vehicle traffic.</p>
<p>f. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment</p>	<p>SPIPA requires all providers to prohibit anyone from shaking or abusing children in their care. Providers are required to report suspected child shaking or abuse to the proper authorities immediately and to inform SPIPA that such a report has been made. Training on shaken baby syndrome is required for all providers. Training on mandatory reporting of child abuse is also required of all childcare providers.</p>
<p>g. Emergency preparedness and response planning resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1-2) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1-2)).</p>	<p>Relative providers are exempt from these requirements, although encouraged to promote emergency preparedness and response planning and communicate the plan with their families. Center-based and licensed family home providers are required to adhere to their tribal emergency and disaster plans in the event of an emergency. Emergency and evacuation drills are conducted throughout the year.</p>
<p>h. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants</p>	<p>All providers are required to store hazardous materials in a way that is inaccessible to children. SPIPA also requires safe labeling, handling, use, storage, and disposal of all hazardous and potentially hazardous materials, including bio-contaminants. Childcare staff are required to participate in training particularly around health and safety, including the proper handling and storage of hazardous materials, and the appropriate disposal of bio-contaminants. All providers are required to store all medications, poisonous chemicals and cleaning materials in locked storage, inaccessible to children. All providers are required to have child proof locking mechanisms in place for the safe storage of medicines, including both prescription and over the counter medications and other associated items, and hazardous materials which include home cleaning products, laundry products, and/or pet medications or products that could be harmful to children.</p>
<p>i. Precautions in transporting children (if applicable)</p>	<p>SPIPA and Washington State requires licensed childcare centers and licensed family homes to have appropriate licensing, registration, and current maintenance to operate a vehicle to transport children. Drivers and providers must carry proper identification, first aid and CPR supplies and must maintain staff-to-child ratios while transporting children. Drivers and providers are not allowed to smoke, vape, or engage in similar activities in</p>

	<p>a vehicle used to transport children. Additionally, drivers and providers are required to have first aid supplies and emergency medicine and supplies in vehicles when transporting children. All providers are required to comply with applicable laws concerning child restraint and car seats, driver's licensing, car insurance and never leaving children unattended in the vehicle. All providers must count each child when exiting or entering the vehicle. Providers are required to have written permission from a child's parent or guardian to provide transportation for care, activities, and school when applicable. Relative providers are required to comply with applicable laws concerning child restraint and car seats, driver's licensing, car insurance and never leaving children unattended in the vehicle.</p>
<p>j. Pediatric first aid and cardiopulmonary (CPR) certification</p>	<p>Center and licensed family home providers responsible for a group of children are required to have current pediatric CPR/First Aid training for infants, children and adults certified by the American Red Cross, American Safety and Health Institute, or another nationally recognized organization. These certifications must be kept in the record of each staff member file and reviewed periodically by Tribal or SPIPA staff for compliance review purposes. Relative providers are required to have a current pediatric CPR/First Aid certification prior to providing services. A copy of the certification must be provided to the Tribal Childcare staff member and maintained in the provider file.</p>
<p>k. Recognition and reporting of child abuse and neglect</p>	<p>SPIPA requires all providers to prohibit anyone from abusing children in their care. Providers are required to report suspected child abuse to the proper authorities and to inform SPIPA that such a report has been made. All licensed childcare providers are considered mandatory reporters for child abuse and neglect. All licensed childcare providers must have mandatory reporting of child abuse training on an annual basis which must be documented in the provider file. Relative providers are not exempt from this requirement. Relative providers can participate in SPIPA and Tribal site sponsored mandatory reporting training, or they can seek out other training. However, a training certificate of completion or another document certifying that the individual has completed this training must be submitted to Tribal site and SPIPA staff for inclusion in the provider file on an annual basis.</p>

Health and Safety Training: SPIPA follows the DCYF Health and Safety Standards for childcare providers for Health and Safety Training, Preservice/Orientation Training, Ongoing Training, and Monitoring and Enforcement for the State of Washington. Additions, exemptions, and/or variances for relative childcare are outlined below.

Note: See attached Washington State Department of Children, Youth & Families Health and Safety Requirements.

Preservice/Orientation Training:

<i>Center-based Child Care</i>	30 hours of training is required for all center based childcare staff prior to working with children.
<i>Licensed Family Child Care</i>	30 hours of training is required for all licensed family childcare providers. New providers are required to complete an online orientation packet. This packet includes an overview of all health and safety requirements and specific trainings on the health and safety topics.
<i>Relative Providers</i>	Relative providers are required to complete 10 hours of pre-service training in health and safety topics. Relative providers must obtain a pediatric first aid/CPR certification, safe sleep and must attend a training session on recognizing and reporting child abuse.

Ongoing Training:

<i>Center-based Child Care</i>	Childcare center staff are required to take 15 hours of ongoing approved training annually.
<i>Licensed Family Child Care</i>	Providers are required to take 15 hours of ongoing approved training annually.
<i>Relative Provider Child Care</i>	Relative providers are exempt from this requirement. Relative providers are encouraged to receive continuing training in health and safety topics each year.

Monitoring and Enforcement: SPIPA follows the DCYF Health and Safety Standards for childcare providers for Health and Safety Training, Preservice/Orientation Training, Ongoing Training, and Monitoring and Enforcement for the State of Washington. Additions, exemptions, and/or variances for relatives are outlined below.

Note: See attached Washington State Department of Children, Youth & Families Health and Safety Requirements.

In conjunction with the State of Washington, the SPIPA Staff and/or Tribal Staff will conduct on-site monitoring and ensure that each provider and the participating Tribe is in compliance with the guidelines established in both the 477 Plan and the WFD/477 Uniform Policies and Procedures Manual, including training requirements, health and safety requirements, and operations requirements.

The SPIPA WFD/477 Program works with the State of Washington to ensure compliance with inspections. The SPIPA WFD/477 Program requires that State licensed providers submit copies of the most recent state inspection report to the SPIPA WFD Programs Manager within 30 days of the inspection and within 30 days of any corrective action or follow-up inspection. Appropriate WFD/477 Program staff may make visits to state licensed and tribally certified childcare providers to ensure compliance with health and safety standards established by the Program and the State. Relative providers are not exempt from monitoring and inspections which are performed by SPIPA.

SPIPA will make one announced monitoring visit annually to each provider. Additionally, at least one unannounced monitoring/inspection is performed annually and additional visits may be performed as deemed necessary or appropriate.

Inspector Qualifications: State Licensors required qualifications are listed in the attached *Washington State Department of Children, Youth & Families Health and Safety Requirements*. SPIPA Childcare staff can access Washington State Childcare Aware and DCYF State Inspection Reports.

Inspectors who are monitoring center based and relative providers are required to obtain at least one of the following trainings: Infant and Toddler Environmental Rating Scale, Department of Children, Youth and Families childcare health and safety topics, Early Childhood Environmental Rating Scale, requirements contained in the inspection form or developmentally appropriate practice. Training must be completed within 6 months of hire.

Ratio of Inspectors to Facilities: State Licensor Ratio requirements are listed in the attached *Washington State Department of Children, Youth & Families Health and Safety Requirements*.

The SPIPA WFD/477 Program ratios of inspectors are one inspector to 40 providers for all providers and programs.

Relative Exemption for inspection requirements: Relative providers, (both in-home and family home childcare relative providers), receive a home visit from SPIPA and Tribal staff for basic health and safety inspection to ensure the safety of all children in their care. Monitoring and inspection requirements for relative providers – defined as grandparents, great-grandparents, siblings (if living in a separate residence), aunts, and uncles, great-aunts and great-uncles. Each home is inspected on an annual basis.

Standards on Ratios, Group Sizes, and Qualifications for Childcare Providers: For Center-based Childcare and Family Home Childcare, SPIPA follows Washington State DCYF requirements for the Child Ratios and Age Range definitions.

Center-Based Childcare Providers

Infant

SPIPA defines "infant" as a child aged one month through 11 months.

Staff to Child Ratio: 1 adult to 4 infants

Maximum Group Size: 8 children

Toddler

SPIPA defines "toddler" as a child aged 12 months through 29 months.

Staff to Child ratio: 1 adult to 7 toddlers

Maximum Group Size: 14 children

Preschool

SPIPA defines "pre-school" as a child aged 30 months through 6 years of age and not attending kindergarten or elementary school.

Staff to Child Ratio: 1 adult to 10 children

Maximum Group Size: 20 children

School-age

SPIPA defines "school-age" as not less than age 5 years through 12 years of age and attending kindergarten or elementary school.

Staff to Child ratio: 1 adult to 15 children

Maximum Group Size: 20 children

Staff Qualifications for All Center-based age groups

For children of all ages, lead teachers must be 18 years of age, have a high school diploma or

equivalent, and have documented child development education and/or experience and enrolled in 30-hour state required health and safety basic training. Assistant teachers must be 18 years of age and be directly supervised by lead teachers. All staff must have background clearance, a negative tuberculosis test, Bloodborne Pathogens training, and pediatric CPR/First Aid training if responsible for a group of children.

Licensed Family Childcare Providers

Infant

SPIPA defines "infant" as a child aged one month through 11 months.

Adult to Child Ratio: 1 adult to 2 infants

Maximum Group Size: 4 infants

Toddler

SPIPA defines "toddler" as a child aged 12 months through 30 months.

Adult to Child ratio: 1 adult to 4 toddlers

Maximum Group Size: 8 children

Preschool

SPIPA "pre-school" as a child aged 30 months through 6 years of age and not attending kindergarten or elementary school.

Adult to Child ratio: 1 adult to 10 children

Maximum Group Size: 12

School-age

SPIPA defines "school-age" as not less than age 5 years through 12 years and attending kindergarten or elementary school.

Adult to Child Ratio: 1 adult to 10 children

Maximum Group Size: 12 children

Caregiver Qualifications for Licensed Family Homes

For children of all ages, caregivers must be at least 18 years of age, have a high school diploma or equivalent, and have documented child development education and/or experience and the 30-hour state required basic health and safety training. Assistants must be at least 18 years of age and be directly supervised by a lead or certified adult. All staff must have background clearance, a negative tuberculosis test, Blood borne Pathogens training, and pediatric CPR/First Aid training if responsible for a group of children.

Director Qualifications for Tribal CCDF- Operated Centers

Each CCDF participating Tribe has established qualifications and job descriptions that require Tribal CCDF-operated Center Director positions to be filled by individuals with a minimum of a bachelor's degree and relevant experience. Most of these requirements also align with Center Director requirements established by Head Start and Washington State standards.

Relative Childcare Providers

In-Home Childcare Relative Providers are exempt from state ratio and group sizes; however, the WFD Program will not pay for more than seven children in care.

Relatives must be 18 and must obtain a pediatric first aid and CPR certification and attend training on safe sleep, recognizing and reporting child abuse and neglect prior to providing services.

Background Checks: SPIPA follows the Washington State DCYF for Background Checks for childcare providers except any additions, exemptions, and/or variances for relative childcare are outlined below.

Center-based Care and Family Home Care settings are subject to State standards unless the Family Home Provider is a relative to all children in care.

All DCYF licensed or certified providers are checked through the MERIT System. The Chehalis Tribe, Nisqually Tribe, Shoalwater Bay Tribe, and Squaxin Island Tribe use the MERIT System. The WFD/477 Program pays for required background checks.

Criminal Background Requirements			
	National	Current State of residence: WA	State(s) of residence last 5 years
FBI with fingerprint check	X		
National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	X		
State criminal registry or repository		X	X
State sex offender registry or repository		X	X
State child abuse and neglect registry and database		X	X

Relative Providers are required to have the following background checks:

- Washington Access to Criminal History (WATCH)
- Washington State Child Abuse and Neglect Registry
- Washington State Sex Offender Registry

Relative providers must coordinate background checks with the Tribal Childcare staff. The staff members will help the relative provider navigate this background check system.

Non-Relative Tribally Certified Providers are required to have the following background checks:

- Washington Access to Criminal History (WATCH)
- Washington State Child Abuse and Neglect Registry
- Washington State Sex Offender Registry

Additional background checks performed by each Tribe are listed below:

The approach that is described above details the alternative method for background checks that will be used for the SPIPA WFD/477 Program. The Program believes that this approach protects the health and safety of children.

Chehalis Tribe also does the following background checks:

- The Tribal HR departments conducts a pre-employment background check through the Washington State Patrol (WSP) to verify the employee is eligible for Tribal employment and eligible to work in the department they have applied for.

Nisqually Tribe also does the following background checks:

- Verified credentials (National and Driving Record if needed)
- Washington State Patrol (WSP)

The SPIPA WFD/477 Program requires that all providers and staff members with unsupervised access to children undergo a comprehensive background check every three years. This requirement is tracked by either the State, SPIPA staff, or the Tribal Childcare staff member depending on the type of provider. Copies of the background checks are on file at each Tribe.

Emergency Management and Response

Each CCDF participating Tribe has an Emergency Management Department. The CCDF Program staff at each Tribe coordinates efforts with their Tribal Emergency Department to ensure the safety of the children in a manmade or natural disaster situation. This includes coordination of emergency plans, emergency response training, evacuation plans and planning for emergency drills for Tribal childcare facilities.

Childcare Facility Construction/Renovation Projects

Any Tribe desiring to use funds for construction or major renovation projects must submit a separate application to request and obtain approval of a construction or renovation project.

Parent/Guardian Rights

Parents and guardians of children in the childcare program have the following rights:

- To have unlimited access to their children whenever the children are in childcare;
- To receive information pertaining to parent or guardian options, policies, practices, and concerns which relate to childcare services;
- To be assured that the health and safety of their children are protected; and
- To appeal decisions related to denial or termination from the program.

Temporary Assistance to Needy Families (TANF)

For the purposes of SPIPA's 477 Plan, TANF will be referred to as WFD/477 Program cash assistance. The WFD/477 Program will provide families with cash assistance, education, job preparation, work experience, and support services (i.e., childcare). Clients who are determined eligible for cash assistance are required to submit additional information to receive assistance. Additional eligibility documentation and guidelines are outlined in the WFD/477 Policy and Procedures Manual.

Eligibility

Cash Assistance is not an entitlement program, and all applicants must meet the following

to receive services:

1. meet the definition of family (see below);
2. meet eligibility requirements; and
3. comply with all program requirements.

The definition of "family," for the purpose of cash assistance, means persons living together in a household including: all biological children, step-children, adopted children, relative child or non-related children (including non-Indians) under the age of 19 living with an eligible adult. If a child or an adult is a member of an excluded Tribe, the family is not eligible unless that child or adult is excluded from the grant. If an adult is excluded from the grant for being enrolled in an excluded Tribe, all countable income will be used to determine eligibility and grant amount.

For cash assistance applicants, "Needy" means financially unable to meet basic needs due to lack of income and resources.

To be determined eligible, a household Assistance Unit (AU) must include:

1. A dependent child who has not attained 18 years of age and is enrolled in school if school aged, or

A dependent child who has not attained 19 years of age and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training) at the time application, or

A woman who is pregnant as documented by a physician.

2. The family must reside in the SPIPA TANF service area.
3. The household must include a member or descendant of a federally recognized Indian Tribe as defined above in the Service Population Section.
4. Eligibility for a minor head of household parent under the age of 18 is limited to an individual who meets the following criteria:
 - a. Is living in an adult-supervised setting and has a child in his or her care and/or is pregnant as documented by a physician. The adult-supervised setting may be waived according to 42 U.S. Code § 608, if:
 - i. The individual has no parent, legal guardian, or other appropriate adult relative described in subclause (II) of his or her own who is living or whose whereabouts are known;
 - ii. No living parent, legal guardian, or other appropriate adult relative, who would otherwise meet applicable State criteria to act as the individual's legal guardian, of such individual allows the individual to live in the home of such parent, guardian, or relative;
 - iii. The SPIPA WFD/477 Program determines that:
 - a. the individual or the minor child referred to in

- subparagraph (A)(ii)(II) is being or has been subjected to serious physical or emotional harm, sexual abuse, or exploitation in the residence of the individual's own parent or legal guardian; or
 - b. substantial evidence exists of an act or failure to act that presents an imminent or serious harm if the individual and the minor child lived in the same residence with the individual's own parent or legal guardian; or
 - iv. The state agency otherwise determines that it is in the best interest of the minor child to waive the requirement of subparagraph (A) with respect to the individual or the minor child.
- b. Has completed high school or its equivalent or is a full-time student in a secondary school or in the equivalent level of vocational or technical training at the time of application.
- c. According to Title IX of the Education Amendments of 1972: "*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*" Therefore, "*a school must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary*" and the student will be deemed in compliance with the SPIPA TANF Program's requirements.

Child Only cases consist of a child or children who reside with a caretaker relative.

Expansions/Exclusions to Cash Assistance Services

The following families will be eligible for cash assistance services under the SPIPA WFD/477 Program as follows:

1. All enrolled American Indians and Alaska Natives from federally recognized Tribes residing in the near Nisqually reservation service area, *excluding*:
 - a. In Thurston County, members of the Confederated Tribes of the Chehalis Reservation, Puyallup Tribe of Indians and Suquamish Tribe.
 - b. In Pierce County outside of the Puyallup Reservation, members of the Puyallup Tribe of Indians, Muckleshoot Indian Tribe, and Suquamish Tribe.
2. All enrolled American Indians and Alaska Natives from federally recognized Tribes residing in or near Skokomish reservation service area, *excluding* in Mason County:
 - a. Members of the Confederated Tribes of Chehalis Reservation and
 - b. Members of the Suquamish Tribe.
3. All enrolled American Indians and Alaska Natives from federally recognized Tribes residing in or near Squaxin Island reservation service area, *excluding*:

- a. In Mason County, members of the Confederated Tribes of Chehalis Reservation and Suquamish Tribe.
 - b. In Kitsap County, members of the Port Gamble S'Klallam Tribe, Suquamish Tribe and Puyallup Tribe of Indians.
 - c. In Thurston County, members of the Confederated Tribes of Chehalis Reservation, Puyallup Tribe of Indians, and Suquamish Tribe.
 - d. In Pierce County outside of the Puyallup Reservation, members of the Puyallup Tribe of Indians, Muckleshoot Indian Tribe, and Suquamish Tribe.
4. Expanded Service Area: This service area is defined as all off-reservation areas in the counties that border the current service area to include Grays Harbor, Jefferson, Lewis, and King counties. Any family that is eligible for services provided by another Tribal TANF program in the expanded service area will not be eligible for services provided by SPIPA.

This expanded service area is limited to members of the Nisqually, Squaxin Island, Skokomish, and Shoalwater Bay Tribes.

Financial Requirements

To receive cash assistance, the applicant must be low income and not exceed asset resource limits. All income both earned and unearned is reportable as monthly income. Earned income shall be defined as any legal income that is taxable under the United States Tax Code or respective Tribal Tax Code.

Unearned income includes, but is not limited to, unemployment benefits or per capita payments.

To encourage family members to work and earn income and improve the lives of their children, the WFD/477 Program will not count a portion of earned income each month.

Financially eligible families will be limited to a resource limit of \$5,000 for the entire family. A resource is cash or an asset that can be converted to cash. Resources exempted from this list include, but are not limited to, the following: the house the family resides in, and one vehicle for one-parent households, or two vehicles for two-parent households, individual development accounts, and equipment needed to maintain or obtain employment (i.e., boats, trailers, etc.).

Only families who are financially eligible, as defined in the Financial Requirements section of this Plan, may receive: (a) any form of Federal or State funded assistance (as defined in 45 CFR 286.10); or (b) any benefits or services pursuant to TANF purposes 1 or 2.

For those clients who are receiving cash assistance services, all allowable activities are intended to promote and support economic self-sufficiency and they contribute towards meeting the four purposes of cash assistance (TANF):

- Provide assistance in the form of monthly cash and/or non-cash benefits to all eligible applicants that reside within the designated service delivery area.
- End dependence of needy parents by developing and promoting programs and services such as, assistance and activities that will support: job preparation, work opportunities, personal growth, wellness, and stable, healthy marriages and

families. Progress will be monitored by ensuring that no less than 32% of families that are required to participate in work activities are participating in work activities that focus on workforce development.

- Prevent and reduces out-of-wedlock pregnancies by providing activities that promote positive peer influence and offer relevant information to Native youth regarding teen pregnancy, healthy choices and personal responsibility. Children who are school aged are required to be enrolled in and attending school. Progress will be monitored by tracking attendance and offering incentives for good attendance and grades, as defined in the SPIPA WFD/477 Policy and Procedures Manual. We will also monitor progress by ensuring that participation in activities that promote positive peer influence and offer relevant information as described above does not fall below 32% of those eligible to attend.
- Encourage the formation and maintenance of two-parent families by providing opportunities for parents to learn multiple skills that will assist them in: developing and maintaining positive, healthy relationships and stable environments for their children; coping with demands of modern families; maintaining traditional values and parenting skills; and participating in drug- free, family-strengthening, recreational activities. Progress will be monitored by ensuring that participation in activities designed to encourage the maintenance and formation of two- parent families does not fall below 32% of those eligible to attend.

The four purposes of TANF are supported by the allowable work activities listed in the *Application Process, Case Management and Development of an ISP section of the Plan*. Activities such as those listed above – particularly those related to cultural and traditional values – have been shown to increase, promote, and support economic self-sufficiency in Tribal communities.

The Program may use WFD/477 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 eligible but who need the kind of services that meet TANF purposes 3 or 4. Objective criteria will be established for participation in these services and activities.

Youth Employment – The WFD/477 Program will use funds under purpose 3 and 4 to provide youth with subsidized employment and employment services. The youth must reside within WFD Program service area and do not have to be financially deprived. The WFD/477 Program will develop internal guidelines to prioritize TANF and low-income children based on funding availability.

Unless the State instructs otherwise, the Program may use State Maintenance of Effort (MOE) funds to pay for non-assistance pro-family activities for individuals or family members, regardless of financial need.

Cash Assistance

The WFD/477 Program's cash assistance services shall provide assistance in the form of cash, direct payments, vouchers and other forms of financial benefits designed to meet a

family's ongoing basic needs, e.g., for food, clothing, shelter, utilities, household goods, personal care items and general incidental expenses. Cash assistance will be paid once per month. Protective Payees or payments for housing, utilities, and other necessities may be considered in lieu of cash assistance.

- The Income Assistance Table will be outlined in the WFD/477 Policy and Procedures Manual.
- Income shall be determined on a monthly basis. Income may not exceed 200% of the Federal Poverty Level limits.
- All income both earned and unearned is reportable as monthly income. Policies, eligibility requirements and monetary standards for income are outlined in the WFD/477 Policy and Procedures Manual.
- To encourage family members to work and earn income and improve the lives of their children, the WFD/477 Program will not count a portion of earned income each month. The formula for calculating monthly grants shall be outlined in the WFD/477 Policy and Procedures Manual, as funds allow as determined annually.
- To encourage families to utilize child support services to improve the lives of their children, the WFD/477 Program will authorize a limited pass-through of child support which will not count as income.
- Families will be limited to an asset resource limit of \$5,000 for the entire family. Policies, eligibility requirements and monetary standards for resources are outlined in the WFD/477 Policy and Procedures Manual.
- Participants who receive or are eligible to receive cash assistance through the services provided under the WFD/477 Program will still be eligible for all other non-financial services offered by the program.

Child Support Collection

Families are required to cooperate with state and tribal child support enforcement agencies as a condition of eligibility for cash assistance. Clients are required to complete a child support assignment referral for eligibility purposes. Specifics are detailed in the WFD/477 Policy and Procedures Manual. In compliance with 45 CFR 286.155 (b) SPIPA has established procedures for assignment and distribution of child support collections. The WFD/477 Program will close a case when current child support collections exceed the amount of cash assistance payments.

The WFD/477 Program recognizes exceptions to child support cooperation and collection in instances where there may be a threat to the safety or well-being of the family. Policies, eligibility requirements and monetary standards for those expenditures are outlined in the WFD/477 Policy and Procedures Manual.

The client has the responsibility to cooperate with the following things (unless specific reason not to is outlined in policy and procedures):

- Helping to establish paternity (if necessary).

- Helping to establish or modify a support order.
- Sending all support payments received to Washington State Support Registry.
- Appointing Department of Child Services (DCS) and/or the WFD/477 Program to accept and endorse all child, spousal, and medical support payments received.
- Informing WFD/477 Program staff in writing when you no longer want child support enforcement services.

Time Limits and Hardship Exemptions

There shall be a lifetime limit on cash assistance benefits of 60 months. When an adult family member reaches the sixty-month limit, cash assistance to the family will end. As provided at 45 CFR 286.125, in calculating the 60 months, the WFD/477 Program will count all prior months of cash assistance provided by any Tribe or state program, except for any month that was disregarded by statute, regulation, or provided under any experimental, pilot, or demonstration project under Section 1115 of the Act.

As per 45 CFR 286.115 (d), the WFD/477 Program will not count towards the time limit:

- Any month of receipt of assistance to a family that does not include an adult head of household;
- A family that does not include a pregnant minor head of household, minor parent head of household, or spouse of such head of household; and
- Any month of a receipt of assistance by an adult during which the adult lived in Indian Country (as defined in 18 U.S.C. 1151) in which at least 50% of the adults were deemed not employed.

A Family may be allowed an exemption from applicable time limits due to hardship as that term is defined in the WFD/477 Program Policy and Procedures Manual.

Due to the number of individuals exposed to the hardships, as identified in this section, the maximum total percentage of families subject to time limit exemptions may not exceed 30% of total WFD/477 Program's cash services caseload. The justification for the 30% hardship rate is based on:

1. The State of Washington ranked 36 out of 50 in the Nation with an unemployment rate of 3.8%.
2. The average SPIPA Consortium Tribe not-employed rate of 59%.
3. The State of Washington continues to lose large employers, such as timber, other natural resources and aeronautics industries, which creates a ripple effect in layoffs by other employers.

Work Responsibility and School Participation Requirements

All clients who receive cash assistance are required to participate in work activities at an average of 20 hours per week for 1-Parent Families, and an average of 30 hours per week for 2-Parent Families. Adults may share the average number of hours required per week. For Minor Head of Household cases, parents without a high school diploma or its

equivalent will be required to attend school as their primary work participation activity. In Child Only cases, the adults caring for the child will not be required to participate in work activities, but will be required to submit monthly eligibility reports, school attendance, and grades as required by policy.

A dependent school-aged child up to 17 years or a minor head-of-household must be enrolled in and attending school full time when school is in session. A dependent child aged 18 must be enrolled in and attending school or participating in the equivalent level of vocational or technical training.

Reasonable transportation time will be allowed for all WFD/477 clients for work, education, training, and childcare. Reasonable is defined as the realistic length of time it would take an individual to travel from their home to their work site, including any necessary stops to comply with their plan. Allowable travel times will vary on a case-by-case basis.

Exemption From Work Responsibility Participation Requirements

Cash assistance recipients will be required to participate in basic education, employment preparation and training (including work experience), and/or job search/job readiness assistance work activities. The program may consider the following to exempt work participation:

1. Persons age 55 or older
2. Pregnant women in their last trimester
3. Women with a high-risk pregnancy
4. Single parents with newborns up to 12 months after the birth of the child, and families with newborns up to six months
5. Persons with disabling medical conditions as defined by a physician
6. Special circumstances or other extraordinary circumstances as approved by the WFD/477 Programs Manager.

Appropriate childcare non-availability:

- a. The parent or caretaker relative in a one-parent family cannot find appropriate and available childcare for a child living in their home under six years of age;
- b. Appropriate affordable childcare is not available within a reasonable distance. In two
- c. parent households, the non-working parent is expected to care for the child(ren) while the other completes work activities unless deemed inappropriate by professional program staff;
- d. Appropriate childcare: formal or informal childcare within a reasonable distance from
- e. home or work site, affordable and that meets minimum safety, health and welfare requirements for the child(ren);

- f. Reasonable distance for childcare: Up to an hour and a half commute round trip or up to 45 minutes each way;
- g. Unsuitability of informal childcare: lack of individuals with the ability to meet the minimum safety, health and welfare requirements for the child(ren); or
- h. Affordable: will be determined on a case-by-case basis, considering income, subsidies, and availability within a reasonable distance.

Clients who fail to participate in assigned activities or who fail to accept and/or maintain employment will be subject to the sanction process.

Penalties for Failure to Participate

All WFD/477 cash assistance recipients who receive cash assistance are required to meet the requirements of the program. Sanctions are imposed when participants do not comply with the program requirements or assigned activities in their ISP.

Once failure to meet a program requirement has been identified, the client will not be eligible to receive any support services or incentives but may be eligible for emergency support services.

The failure of parents to send their children to school or the failure of children to attend school contrary to applicable law will result in referral to appropriate programs as mandated by law, and a special sanction for school attendance may be applied to the grant until attendance improves.

Eligibility and standards for school participation are outlined in the WFD/477 Policy and Procedures Manual.

Completion of all corrective actions is required for a sanction to be removed from a client's grant.

Re-Certification

Re-certification is required to ensure that clients remain eligible for the program and services that they are receiving. WFD/477 Program staff shall re-certify eligibility for grant assistance annually. The process for recertification will be further explained in policy and procedures.

Administration Costs

As required by (45 CFR 286.50(c)), administrative costs for cash assistance services will not exceed 25%.

Public Hearing

A notice of a virtual public hearing was published on the SPIPA website at www.spipa.org, the SPIPA Facebook page, and was displayed on Tribal and SPIPA bulletin boards on April 17, 2026. A copy of the Plan was posted and available for review and community members

were encouraged to submit recommendations and comments on the plan in writing via a form available through the website or by calling SPIPA staff. The virtual public hearing was held on June 8, 2026. No public comments were received.

Retrocession

SPIPA may retrocede the operation of cash assistance services by providing written notice to ACF and the State of Washington, as required by the regulations and by meeting all the statutory and regulatory requirements pertaining to retrocession.

Any of the Tribes that participate in cash assistance services through the WFD/477 Program may withdraw from those services by providing written notice to the Secretary according to the Final Rule (45 CFR Parts 286). The withdrawing Tribe will provide concurrent notification to the State of Washington, SPIPA and HHS/ACF.

Expected Program Results and Outcomes

SPIPA will ensure that the WFD/477 Program will meet statutory requirements of all programs to be integrated as expected of a 477 program.

Overall expected results and outcomes for the WFD/477 Program will include:

- Supporting client self-sufficiency through a variety of workforce development, skill enhancement, and job retention activities;
- Increase high school graduation rates among all participating Tribes;
- Increase STEM/STEAM-based employment and additional education opportunities following the completion of participation in CTE training;
- Increasing access and availability of high-quality childcare services;
- Improving and enhancing the readiness of culturally relevant childcare services;
- Increase confidence and knowledge about small business and entrepreneurship among American Indian, Alaska Native, and/or Native Hawaiian participants;
- Support economic development among participating Tribes, particularly with small businesses; and
- Meeting work participation rate for cash assistance clients
 - Fiscal Year 2027: 32% - 20 hours per week for 1 Parent Families, and an average of 30 hours per week for 2 Parent Families.
 - Fiscal Year 2028: 32% - 20 hours per week for 1 Parent Families, and an average of 30 hours per week for 2 Parent Families.
 - Fiscal Year 2029: 32% - 20 hours per week for 1 Parent Families, and an average of 30 hours per week for 2 Parent Families.

Integration of employment, training, and related services enables SPIPA and the Consortium Tribes to improve the effectiveness and efficiency of our services, in a self-determined, self-governed and culturally appropriate manner, while at the same time reducing joblessness within the communities we serve. The potential benefits of achieving self-sufficiency through employment include increased income and economic options, enhanced self-worth, serving as a role model for children and families, and contributing to community and society through work.

Uniform Grievance and Appeals Process

The SPIPA WFD/477 Program follows its Uniform Grievance and Appeals process. All clients receive information on the Uniform Grievance and Appeals process. Appeals must be written and include date, time, location, and their statement of issues giving rise to the appeal and must be submitted to the WFD/477 Programs Manager.

A current WFD/477 Program client has the right to file a request for an appeal on a decision made by the WFD/477 Program. The client may request to continue receiving other non-appeal related services until the final determination is made.

The client will be notified in writing within 30 days of the date of appeal of the decision on the appeal.

If the appeal review does not find in the favor of the client, they may request a second appeal with the SPIPA Executive Director for a final determination.

WFD/477 Program clients may have a spokesperson, advocate, or attorney represent the client at his/her own expense throughout the appeal process. The client must sign a release of information for WFD/477 staff to discuss client's case with a spokesperson, advocate, or attorney.

SECTION FIVE: ANTICIPATED REVENUE AND EXPENDITURES

The anticipated budget for the SPIPA PL 102-477 Workforce Development Program is illustrated in the following table(s) for the Fiscal Year 2027 period covering October 1, 2026 to September 30, 2027.

These tables are based upon the assumption the congressional appropriated dollars will remain constant from year to year for Federal Programs consolidated within this plan.

Anticipated Annual Revenue for FY2027 Beginning October 1, 2026

*Based on funding amounts for FY2026

	Agency	Program Name/FY Appropriation	Funding Amount
1	DHHS/ACF	CCDF (Mandatory)	\$ 499,283
2	DHHS/ACF	CCDF (Discretionary)	\$ 1,772,443
3	DHHS/ACF	Native Employment Works (NEW)	\$ 57,274
4	DHHS/ACF	Tribal Assistance to Needy Families (TANF)	\$ 5,223,476
5	DOL	Workforce Innovation Opportunity Act – Adult Comprehensive	\$ 622,995
6	DOL	Workforce Innovation Opportunity Act – Supplemental Youth	\$ 91,995
		TOTAL	\$ 8,210,292

DHHS/ACF - Department of Health and Human Services/Administration for Children and Families

Anticipated Expenditures

Expenditure Category	Amount
Administrative	\$ 1,231,543.80
Non-Administrative	\$ 6,978,748.20
GRAND TOTAL	\$ 8,210,292.00

SECTION SIX: WORKFORCE DEVELOPMENT PROGRAM MANAGEMENT

The WFD/477 Program is an integrated set of services provided by SPIPA as directed by the Consortium Tribes.

The SPIPA Executive Director and WFD/477 Programs Manager will be responsible for program administration and will ensure program guidelines are being followed. The management and staff will be integrated to assure that all applicants are receiving services to their fullest advantage. The management and staff will also be responsible for following applicable personnel policies and procedures as well as the WFD/477 Program policies and procedures as outlined in the Manual. A software program will be utilized to assist in the data collection and the creation and maintenance of electronic versions of client files. The software program is secure and requires password access for all users.

The Executive Director has assigned the WFD/477 Program to the Workforce Development Programs Cluster, which will be responsible for all employment, training, education, youth services, childcare, and cash assistance described in the Plan. The WFD/477 Programs Manager reports directly to the Deputy Director and Executive Director. Policies and Procedures for the WFD/477 Program (as outlined in the Manual) have been reviewed and approved by the SPIPA Board.

The Executive Director or WFD/477 Programs Manager will serve as the main contact person between the Consortium Tribes and the Federal agency staff involved with PL 102-477 Programs. The WFD/477 Programs Manager will be responsible for grant management functions, such as 477 Plan modifications, budget amendments and WFD/477 Program reports. Additionally, they will coordinate with outside partner agencies on WFD/477 Program operations and work with SPIPA Fiscal to track all WFD/477 Program revenues and expenditures.

The WFD/477 Program staff will be responsible for the eligibility determination and payment processes for the WFD Program, under the leadership of the Executive Director and the WFD/477 Programs Manager.

To ensure proper coordination, the Executive Director will convene periodic meetings to review developments in the WFD/477 Program. This will involve WFD/477 Program staff and other appropriate staff from cluster programs, Fiscal, and other departments and programs as necessary.

SPIPA will contract with an outside evaluator who will assist with the development of an evaluation plan that will measure the effectiveness of services and the impact of the services on participants. The external evaluator will help staff to design and implement an evaluation plan and accompanying data collection plan that assesses the strengths and weaknesses and areas for improvement to achieve better outcomes.

Additionally, the WFD/477 Program has established and will maintain cooperative working relationships with several local agencies and organizations. These include agencies that provide a variety of services related to WFD/477 Program clients, in most cases without charge.

Financial Management

SPIPA Fiscal provides financial administration/oversight for the WFD/477 Program. Fiscal is responsible for all traditional financial services through formal accounting practices, internal control procedures and reporting of financial status. This system provides a structure for financial organization and management of all grants and contracts. Through this system, SPIPA safeguards federal funds and provide effective delivery of program services that support the many SPIPA programs such as the Workforce Development Program. Annual single audits are on file with the Financial Director.

All financial activities of the WFD/477 Program are conducted in accordance with the provisions of applicable OMB Circulars, Federal Regulations, and the financial accounting system policies and procedures SPIPA uses to administer the WFD/477 Program (as outlined in its Policy and Procedures Manual). The SPIPA WFD/477 Program will comply with the PL 102-477 annual reporting requirements of a single financial, statistical, and narrative report as well as current Federal and State cash assistance reporting requirements unless no longer required under the law.

Unless the State instructs otherwise, SPIPA may also use State Maintenance of Effort (MOE) funds to pay for non-assistance pro-family activities for individuals for family members, regardless of financial need. SPIPA will not use funds for the purposes of Tribal government projects.

SECTION SEVEN: REQUESTS FOR REGULATORY WAIVERS

SPIPA provides services under its WFD/477 Plan that meet all the programmatic requirements of the Federal agencies involved. However, in accordance with PL 102-477, all reporting requirements of the programs consolidated under this Plan are replaced with a single annual 477 report. In addition to the single report, the following program related waivers are also requested.

45 CFR 286.165 – TANF

45 CFR 287.85 – NEW

Waiver relating to changes to a TANF or NEW plan: Should SPIPA determine a need to amend parts of the Tribal Family Assistance Plan or the NEW services plan, we request to waive the need to submit a plan amendment 30 or 45 days prior to a proposed implementation date. Section 402(b) of the Social Security Act specifies that States shall notify the Secretary of an amendment within 30 days after the State amends a plan. To require advance notification from a Tribe or Tribal Organization directly conflicts with the principles of self-determination and self-governance and with the purposes of PL 102-477.

Granting this waiver would not be inconsistent with the purposes of the PL 102-477 program – it would further those purposes. Additionally, the waiver would not be inconsistent with any provision of law (a) from which the program derives its authority, and (b) that is specifically applicable to Indians.