

Grant/Proposal Approval

Tanana
Chiefs
Conference

Date Submitted: 6/19/17 Must be Postmarked By: 6/30/17

Title of Proposal: PL102-477

Name of Granting Agency: U.S. Dept. of the Interior, BIA, Office of Indian Services, Division of Self-Determination

Funding Source/Award #: 002853

Proposal Prepared by: Brenda Krupa

TCC Project Manager: Don Shircel

Ext 3229

Grant Amount: \$8,329,467/yr-3YCS Fiscal Year: FY18, FY19, FY20

Funding Source Type: ☐ State ☒ Federal ☐ Non-Profit ☐ Other: _____

Special Instructions:

TCC's application for the continuation of program consolidation for October 1, 2017 - September 30, 2020, pursuant to Public Law 102-477.

- ☒ New Proposal
- ☐ Budget Revision
Grant #: _____
- ☐ Modification
Grant #: _____
- ☐ Electronic Filing

Note: Please route all proposed contract materials to the sequence of persons listed below at least five (5) days prior to the date required for mailing.

(1) Program Director

Date: 6-23-17

Printed Name: Don Shircel

Signature: [Signature]

☐ Approved ☐ Not Approved

(5) Budget Control Coordinator

Date: 6-26-17

Printed Name: Cornie Doon

Signature: [Signature]

☒ Approved ☐ Not Approved

(2) Division Director

Date: 6/23/17

Printed Name: Don Shircel

Signature: [Signature]

☐ Approved ☐ Not Approved

(6) Executive Financial Officer

Date: 6/26/17

Printed Name: Brian Ridley

Signature: [Signature]

☒ Approved ☐ Not Approved

(3) Department Director

Date: 6-26-17

Printed Name: Will Mayo

Signature: [Signature]

☐ Approved ☐ Not Approved

(7) Chief/Chairman

Date: 6-26-17

Printed Name: Victor Joseph

Signature: [Signature]

☐ Approved ☐ Not Approved

(4) Legal Department

Date: 6/26/17

Printed Name: Natasha Singh

Signature: [Signature]

☐ Approved ☐ Not Approved

(8) Copies have been made and sent by:

Name: _____

Date: _____

☐ Original for Admin ☐ 1 to Program

☐ Accounting

☐ 1 to Grants Manager



June 15, 2017

Terrence Parks, Chief
Division of Self-Determination
Office of Indian Services
U.S. Department of the Interior
Bureau of Indian Affairs
1849 C Street, NW
MS 4513-MIB
Washington, DC 20240

Dear Mr. Parks:

Transmitted herewith is this agency's application for the continuation of program consolidation for October 1, 2017 through September 30, 2020 pursuant to PL 102-477. Please contact Don Shircel, Client Development Director, at the above telephone number, extension 3229; by facsimile at (907) 459-3885 or by email at don.shircel@tananachiefs.org if additional detail is needed.

Sincerely,

Tanana Chiefs Conference

for Victor Joseph



Tanana Chiefs Conference

PL102-477 Program Plan

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 Budget Load
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7. Tanana Chiefs Conference TANF Program Plan
8. Tanana Chiefs Conference Child Care Development Fund Plan

Tanana Chiefs Conference FY 2018 – FY2020

P.L. 102-477 Consolidated Budget (estimate)

SOURCES:

DHHS/ACFTANF	\$2,443,973
DHHS/ACF-CCDF	\$1,109,778
Direct Employment	\$775,484
WIOA (Comprehensive Services)	\$260,105
WIOA (Youth Services)	\$107,472
Native Employment Works	\$159,115
Adult Basic Education	\$19,456
Welfare Assistance	\$620,174
Higher Education	\$357,282
Johnson O'Malley	\$63,611
Ed. Tech Support	\$7,817
TOTAL FEDERAL	\$5,924,267
STATE TANF MATCH*	\$2,309,339
STATE CSED MATCH*	\$95,861
TOTAL STATE	\$2,405,200
TOTAL FEDERAL and STATE	\$8,329,467

TANANA CHIEFS CONFERENCE

PROJECT NAME:

FUNDING AGENCY:

CONTRACT DATES:

PROJECT #

PROJECT #	030012	TASK#	07/172	Original
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AWARD # 002853 ☐ Revised

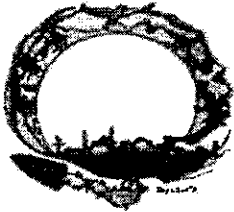
DATE PREPARED:

PREPARED BY:

EXPENDITURE TYPE	REVISED BUDGET AMOUNT	REVISED FINAL DIRECT PROGRAM COSTS						
		APPLICABLE INDIRECT RATE			TOTAL	CURRENT BUDGET	REVISION TO BUDGET	NEW BALANCE FOR BUDGET
		STANDARD	FLO THRU	NONE				
Extended Benefits Regular	55,458	55,458			55,458		55,458	55,458
Great West AD and D Insurance	7,617	7,617			7,617		7,617	7,617
Great West Health Insurance	547,441	547,441			547,441		547,441	547,441
Personal Leave Earned	117,998	117,998			117,998		117,998	117,998
Retirement	84,628	84,628			84,628		84,628	84,628
Wages Holiday	61,505	61,505			61,505		61,505	61,505
Wages Overtime	21,000	21,000			21,000		21,000	21,000
Wages Regular	1,306,654	1,306,654			1,306,654		1,306,654	1,306,654
Medicare Costs	21,154	21,154			21,154		21,154	21,154
Social Security Cost	90,452	90,452			90,452		90,452	90,452
Worker Comp Regular	10,066	10,066			10,066		10,066	10,066
Other Compensation	700,000		700,000		700,000		700,000	700,000
Plan Services	3,000,000		3,000,000		3,000,000		3,000,000	3,000,000
Contractual Other	100,037		100,037		100,037		100,037	100,037
Travel/Overtime Allowance	80,000	80,000			80,000		80,000	80,000
Training Expenses	80,000	80,000			80,000		80,000	80,000
Cash Tools Etc.	300,000		300,000		300,000		300,000	300,000
General Assistance	500,000		500,000		500,000		500,000	500,000
Supplies Office	50,000	50,000			50,000		50,000	50,000
Supplies Special Program	83,400	83,400			83,400		83,400	83,400
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APPROVED BY:

ENTERED BY:



TANANA CHIEFS CONFERENCE
Executive Board of Directors
Resolution No. 2017- 11

**AUTHORIZATION FOR THE TANANA CHIEFS CONFERENCE TO CONSOLIDATE
AND PROVIDE PROGRAMMING UNDER A P.L. 102-477 PLAN
FOR FY2018 THROUGH FY2020**

WHEREAS, The Tanana Chiefs Conference is a consortium of 42 Tribes and tribal organizations in Interior Alaska, organized as a Alaska Native Regional Non-profit Corporation, and

WHEREAS, Under P.L.102-477, Tribes and Tribal consortia have the option to develop a plan to consolidate certain federal program funding and services to increase efficiencies, and provide more seamless services to better assist individuals and their families in their efforts to become more self-sufficient through training, work and employment, and

WHEREAS, The P.L. 102-477 consolidated service plan developed by the Tanana Chiefs Conference includes programs and services provided to members of its constituent Tribes, and

WHEREAS, The member Tribes of the Tanana Chiefs Conference have received services through the P.L. 102-477 consolidated services plan developed by the Tanana Chiefs Conference for over fifteen years and have submitted current resolutions to continue their participation through the plan.

NOW THEREFORE BE IT RESOLVED, that the Executive Board of Directors hereby authorizes and directs the TCC administration to submit a consolidated plan to receive funding from respective agencies to administer applicable programs and services for its constituent member Tribes under P.L. 102-477, and

BE IT FURTHER RESOLVED, that the Tanana Chiefs Conference shall provide each constituent member Tribe with copies of all reports pertaining to the services provided to their tribal members under the plan, and

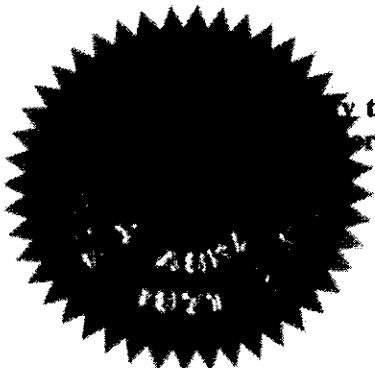
BE IT FURTHER RESOLVED, that this resolution shall not supersede any agreements between the member Tribes and the Tanana Chiefs Conference regarding the administration and provision of those services being solely provided by its member Tribes, and

BE IT FINALLY RESOLVED, that this resolution shall remain in effect for the duration of the plan (FY2018 through FY2020) or until rescinded through resolution by its constituent member Tribes.

CERTIFICATION

that this resolution was duly passed by the Tanana Chiefs Conference Executive Board on June 5, 2017 at Fairbanks Alaska and a quorum was duly established.


Pollack (P.J.) Simon, Secretary/Treasurer



Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Tanana Chiefs Conference

* b. Employer/Taxpayer Identification Number (EIN/TIN):

92-0040308

* c. Organizational DUNS:

0718453580000

d. Address:

* Street1: 122 First Avenue, Suite 600

Street2:

* City: Fairbanks

County/Parish:

* State:

AK: Alaska

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code: 99701-4871

e. Organizational Unit:

Department Name:

Tribal Client Services

Division Name:

Client Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Don

Middle Name:

Mark

* Last Name:

Shircel

Suffix:

Title: Client Development Director

Organizational Affiliation:

Tanana Chiefs Conference

* Telephone Number: (907) 452-8251 Ext. 3229

Fax Number: (907) 459-3885

* Email: don.shircel@tananachiefs.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

DOI-BIA-Office of Indian Services-Div. of Self-Determination

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

PL 102-477 Plan

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="5,904,267.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="2,405,200.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="8,309,467.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

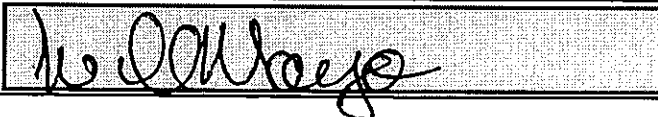
Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

NONPROFIT RATE AGREEMENT

EIN: 92-0040308

DATE:09/14/2016

ORGANIZATION:

FILING REF.: The preceding
agreement was dated
02/09/2016

Tanana Chiefs Conference
122 First Avenue, Ste. 600
Fairbanks, AK 99701-4897

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	10/01/2012	09/30/2013	33.40	On-Site	All Programs
FINAL	10/01/2012	09/30/2013	25.30	Off-Site	All Programs
FINAL	10/01/2012	09/30/2013	41.20	Super Clinic	All Programs
FINAL	10/01/2012	09/30/2014	5.00	All	Flow-Thru Programs
FINAL	10/01/2013	09/30/2014	33.70	On-Site	All Programs
FINAL	10/01/2013	09/30/2014	25.90	Off-Site	All Programs
FINAL	10/01/2013	09/30/2014	44.40	Super Clinic	All Programs
PROV.	10/01/2014	09/30/2017	33.70	On-Site	All Programs
PROV.	10/01/2014	09/30/2017	25.90	Off-Site	All Programs
PROV.	10/01/2014	09/30/2017	44.40	Super Clinic	All Programs
PROV.	10/01/2014	09/30/2017	5.00	All	Flow-Thru Programs

*BASE

Total direct cost less items of equipment and alterations and renovations. The base includes Intergovernmental Personnel Act employees.

ORGANIZATION: Tanana Chiefs Conference

AGREEMENT DATE: 9/14/2016

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-SITE DEFINITION: For all activities performed in facilities not owned by the organization and to which rent is directly allocated to the project(s), the off-site rate will apply. Actual costs will be apportioned between on-site and off-site components. Each portion will bear the appropriate rate.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are treated as direct costs:

FICA, WORKERS COMPENSATION, HEALTH/DENTAL/VISION/LIFE INSURANCE, UNEMPLOYMENT TAXES, DISABILITY INSURANCE, AND RETIREMENT.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 09/30/15, will be due no later than 10/31/16.

ORGANIZATION: Tanana Chiefs Conference

AGREEMENT DATE: 9/14/2016

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Tanana Chiefs Conference

(INSTITUTION)

Brian Ridley

Digitally signed by Brian Ridley
DN: cn=Brian Ridley, o=Tanana Chiefs Conference,
ou, email=brian.ridley@tananchiefs.org, c=US
Date: 2016.09.28 10:20:38 -0800

(SIGNATURE)

Brian Ridley

(NAME)

Executive Finance Officer

(TITLE)

9/28/2016

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -A

Digitally signed by Arif M. Karim -A
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC,
ou=People, cn=Arif M. Karim -A
89.2542.19200300.100.1.1=2000212895
Date: 2016.09.18 12:20:19 -0500

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

9/14/2016

(DATE) 2122

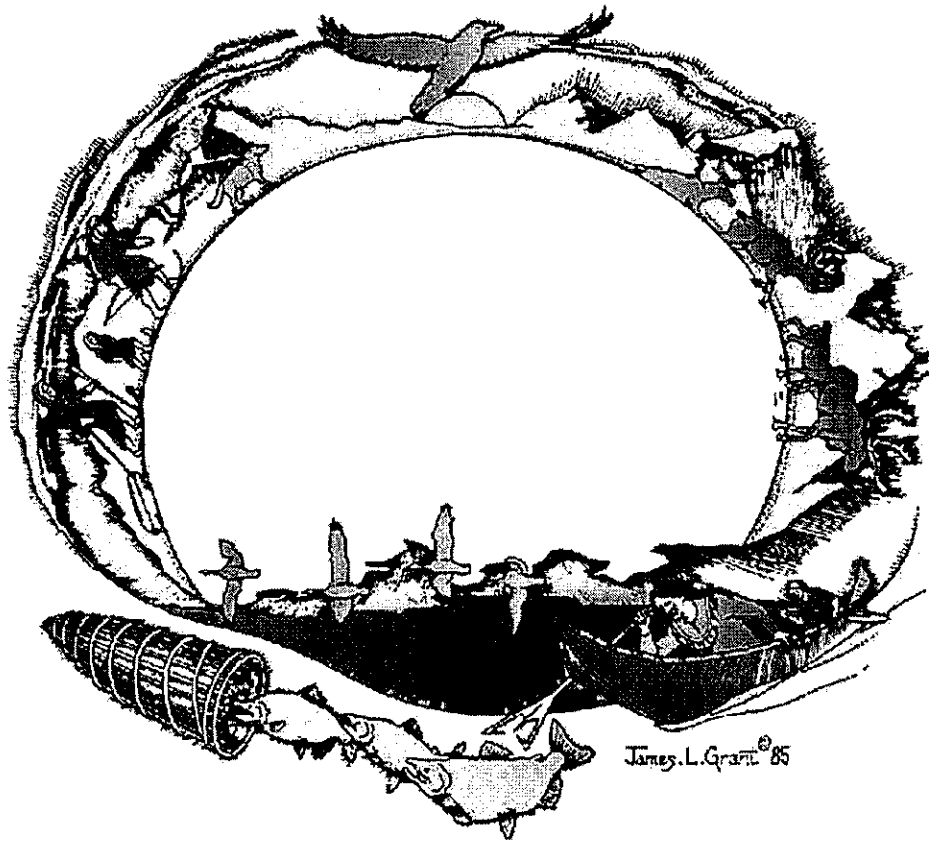
HHS REPRESENTATIVE:

Jeanette Lu

Telephone:

(415) 437-7820

TANANA CHIEFS CONFERENCE



P.L. 102-477 Program Plan
FY2018 through FY2020

PREFACE

The continuation of the Tanana Chiefs Conference (TCC) PL 102- 477 plan is consistent with a broader agency objective to consolidate a wide range of employment, training and related supportive client services into a more coordinated and comprehensive service delivery infrastructure. The plan focuses on outcomes directly related to strengthening families by assisting Indian workers to access employment opportunities, further develop their personal assets, and to contribute to the economic development of their Tribal communities.

A total of eleven programs will be consolidated under the plan and coordinated with thirteen additional programs currently housed in the TCC Client Development division. Community based field staff, partially funded by each of the programs, and jointly supervised by their local tribal governments and TCC, will coordinate all employment training related program services in their respective villages in accordance with existing regulations for each of the programs included in the proposed plan.

It is expected that the continued consolidation of both the administrative and direct service responsibilities of these programs will result in an increased level of work participation and supportive services for program participants.

The Client Development Division of the Tanana Chiefs Conference will be the lead agency responsible for the delivery of services integrated under the plan.

The director of the Client Development Division will monitor the implementation of the PL 102-477 plan and direct appropriate staff of the TCC Education and Employment and Training departments of the agency to assure that additional TCC program services are coordinated with the project.

I. INTRODUCTION

A. CONSISTENCY TO THE ACT

The Tanana Chiefs Conference (TCC) PL 102-477 plan is consistent with Indian Employment, Training and Related Services Demonstration Act of 1992. The effective date for this revised PL 102-477 Plan is October 1, 2017 through September 30, 2020. This submission revises our PL 102-477 plans submitted in 2002, 2005, 2008, 2011 and 2014 with the continuation of the eleven programs indicated.

TCC's Client Development Division will administer this PL 102-477 Plan. Our PL 102-477 plan is attached to our Self-Governance Compact, which reduces our reporting requirements. Much of what we report in our PL 102- 477 Annual Report is used in our Self-Governance Annual Report. PL 102-477 extends the concept of self-governance by reducing administrative costs and improving our effectiveness in addressing tribally driven goals.

TCC's Employment and Training mission is to identify, counsel and assist tribal members in becoming permanently employed and economically self-sufficient. Our programs are consolidated into one plan, one budget and one reporting system. We also incorporated into our delivery system, as a "One Stop Shop", other federal and state funded programs (Tribal Vocational Rehabilitation, Child Protection, Child Development Programs, and Low Income Home Energy Assistance Program) administered by TCC's Client Development Department.

We will encourage, assist and require recipients to fulfill their responsibility to support their children by preparing for, accepting and retaining employment. Services offered include job search, job development/placement, vocational counseling, basic work-skill preparation, training, and other related supportive services.

These consolidated services are made available to our 16,000+ tribal members, who live in Alaska's Interior. Through tribal consultation, we assess tribal as well as individual needs with the goal of strengthening local tribal governments and building capacity at the local level. By increasing the pool of skilled workers, we hope to assist individuals and their families to be economically self-sufficient, support local economic development and increase the overall capacity of each of the tribal governments being served through this plan.

II. PROGRAMS TO BE INTEGRATED

Programs which we plan to integrate include all programs we are eligible to receive funds through a statutory or administrative formula. For the purposes of assisting Indian youth and adults to succeed in the workforce, the Tanana Chiefs Conference's NEW program plan has been incorporated into this PL 102-477 plan for fiscal years 2015 through 2017, and now again for fiscal years 2018 through 2020. This integration of program services results in a single coordinated

comprehensive program and reduces administrative costs by consolidating administrative functions. The programs to be included in our plan consist of the following:

A. DOI/BIA:

Adult Vocational Training (**AVT**)
Direct Employment (**DE**)
Adult Basic Education (**ABE**)
Higher Education (**HE**)
Johnson O'Malley (**JOM**)
Social Services: General Assistance (**GA**)

B. DOL:

Workforce Investment Opportunity Act (**WIOA**) Adult
Workforce Investment Opportunity Act (**WIOA**) Youth

C. HHS:

Temporary Assistance to Needy Families (**TANF**)
Native Employment Works (**NEW**)
Child Care Development Fund (**CCDF**)

D. OTHER PROGRAMS

Other programs which will articulate with, but whose funding is not consolidated into our 477 Plan and "One Stop Shop" include:

1. Tribal Vocational Rehabilitation (Federal)
2. Community Development Disabilities (State)
3. Low Income Home Energy Assistance Program (Federal)
4. Family Preservation Services Title IV-B (1&2)
5. Family Violence and Prevention Services Act grant (Federal)
6. Child Welfare Assistance (Federal)
7. Tribal Title IV-E (State)
8. Coordinated Tribal Assistance Solicitation (CTAS) (Federal)
9. Head Start (Federal)
10. Early Head Start (Federal)
11. Head Start (State)
12. Infant Learning (State)
13. Title VI - Elder Nutrition -5 sub-regional grants (Federal)

III. COMPREHENSIVE STRATEGY

EMPLOYMENT OPPORTUNITIES ON OR NEAR TRIBAL SERVICE AREA

According to the 2010 census (adjusted) over 23% of the Alaska Native people in the Fairbanks North Star Borough are unemployed, with almost 24% living in poverty.

Southeast Fairbanks, a separate Census district, shows 43.9% Native unemployment with 29.1% living in poverty. The Yukon-Koyukuk Census area data, which reflects the service area's village based population, shows an unemployment rate of 31.8% and a poverty rate of 36.2%. Published reports indicate the cost of living in the Tanana Chiefs Conference region is about 30% higher than Washington, D.C. NOTE: Unemployment rates of 80-90% in some villages are actually much more accurate, but data collection is difficult in remote areas and varying definitions of unemployment often results in statistical data with questionable reliability and validity relative to the actual employment status of Interior Alaska.

The most recent survey by the State of Alaska division of Public Assistance of communities in the TCC service area indicated that in 28 of the 37 tribal communities to be served under the proposed plan, over 50% of the adult labor force were unemployed. Most of the communities indicated adult unemployment rates in excess of 65%. The following list outlines the types of employment currently available in the Interior region of Alaska. This listing of actual jobs and job titles is representative of current opportunities available in the Fairbanks North Star Borough and the surrounding villages included in the Tanana Chiefs Conference PL 102-477 project service area. The list was compiled using a combination of information generated by the State of Alaska, Department of Labor and the Tanana Chiefs Conference Employment and Training program. It reflects those jobs and job categories for which the Tanana Chiefs Conference Employment and Training program has provided vocational training over the past 12 months and reflects the types of jobs which are anticipated to be in relatively higher demand over the course of the next five years.

Occupations in the service area

TCC Fairbanks

Acupuncturist
Clinical Supervisor: Addictions Services
Cultural Connections Performer
Facilities Manager
Facilities Technician
Health Services – Coding
Hospitality Support Staff
Infection Control & Employee Health Program Coordinator
Level II Medical Assistant/LPN
MTCVC Operations Manager
Physician – Primary Care (2)
Receptionist
Residential Support Technician
Social Worker
Sobering Center Technician
Staff Dentist
Youth Chaperone

TCC Villages

Behavioral Health Aide (3 positions open)

Community Health Aide Practitioner (8)
Community Health Rep.
Cook – Early Head Start
Cook – Elder Nutrition (3)
Cook Substitute – Elder Nutrition (5)
Family Visitor (2)
Health Center Director
Home Care Provider (7)
Practitioner – Mid Level PA
Teacher – Infant/Toddler
Teacher – Lead (2)
Teacher – Pre-school assistant (2)
Tribal Administrator (3)
Tribal Family Youth Specialist (5)
Tribal Workforce Development Specialist (3)
Village Public Safety Officer (9)
Wildland Firefighter 1 Crew member

FNA (Fairbanks Native Association)

Associate Educator (2)
Certified Nurse Assistant
Counselor 1 (2)
Clinical Supervisor
Deputy Director
Driver/Aid
Infrastructure Specialist (BHS)
Intake Clinician
Physician Assistant
Project Coordinator
Project Director
Psychiatrist
Registered Nurse
Residential Aide 1 (2)
Youth Coordinator

IRHA (Interior Regional Housing Authority) Work in the Villages

Construction Coordinator
Construction Workers (carpenters, electricians, laborers)

State of Alaska DOL Fairbanks

Accounting Technician
Accounts Payable Specialist
Adaptive Recreation Specialist
Admissions Clerk

Analyst-Programmer
Assistant Project Supervisor
Associate Educator/Language Dept.
Auto Salesperson
Bank Teller
Bookkeeper
Call Center Representative
Certified Medical Asst.
Collection Specialist
Computer Repair Technician
Customer Service Rep.
Delivery Driver
Deputy Clerk
District Sales Manager
Emergency Services Dispatcher
Engineer
Environmental Impact Analyst
Environmental Program Technician
Facilities and Shop Help
Financial Services Officer – Bank
Fine Jewelry – Sears
Flooring Sales Professional
Footwear Lead – Sears
Front Office Receptionist
Gas Station Attendant
General Labor
Grounds Keeper
Heavy Equipment Mechanic
Home Appliance Sales – Sears
HVAC Technician
Insurance Customer Services
Activities Aide – Senior Services
Journeyman Heavy Duty Mechanic
Journeyman Mechanic – Alaska Railroad
Laborer
Law Office Assistant
Library Assistant
Line Cook (Tok)
Local Driver
Lot Attendant
Lube Technician
Medical Coder and Biller
Medical Receptionist
Metallurgist II

Mortgage Loan Officer
Postmaster Relief (Anvik)
Postmaster Relief (Holy Cross)
Salad Bar Prep
Warehouse Worker Night
Water Jet Operator
Yard Shop Laborer

The occupations listed reflect not only those fields, which have in recent years provided employment opportunity, but also those in which current trends indicate projected growth.

A variety of major projects and unique employment/job opportunities have recently emerged in Alaska's Interior (i.e., new roads routed through the TCC service area, mining and timber projects, tourism industry is still growing, as well as long term military growth with the preparations for the F-35's at Eielson Airforce Base and a new hangar at Fort Wainwright, and a continued shortage of health care personnel. In Alaska's Interior, as elsewhere in the nation, we are preparing for the "graying of the workforce" as baby boomers begin to cycle out of the workplace. With TCC's completion of the construction of its \$74 million dollar super clinic and the \$30 million dollar annual Indian Health Service expansion staffing package which accompanied it, TCC has been focusing on filling health-related jobs in Fairbanks and its surrounding villages over the last three years. With the evening out of the available health related positions within the region, and the slowing down of the oilfield hires in the past two years, prospects and employment opportunities have changed focus. Mining, unions and apprenticeships, and tourism is the new area of preparation. Of primary importance is the need to prepare constituent Tribal members, especially youth and welfare recipients, to be ready to take advantage of this unique labor market which is emerging within our service area.

Along with the opportunities available through the public and private sectors, Tanana Chiefs itself serves as one of the region's largest employers. Statistics generated by the State of Alaska Department of Labor place TCC among the top 30 largest Alaskan employers. With over 830 year-round employees (and over 1,100 during the summer months) many opportunities exist in-house for on the job training, job sampling, other appropriate on-site work activities and, unsubsidized employment. As a "user friendly" work environment, those programs recipients served under the PL 102-477 plan who are placed in this setting will have the advantage of obtaining work experience in a Native organization, which may offer an increased potential for long-term success.

The general economy and job market in Fairbanks has demonstrated sustained growth and diversification for the past 20 years and is currently experiencing major expansion. Unfortunately, a larger portion of the population is working in the lower paying service sector as opposed to the more lucrative skilled-labor jobs. An important goal of TCC's PL 102-477 consolidated services plan is to move more tribal members into higher paying jobs. In the tribal communities proposed to be served under this plan, year-round employment remains limited, with seasonal employment playing a major role. The Tanana Chiefs Conference through its Tribal Development and Client Development Divisions plans to continue to actively engage in strategic planning and evidence-informed programming focused on building personal assets,

economic development and job creation, encouraging entrepreneurial cottage-industries and expanding opportunities created by increased access to computer technology to improve the employment opportunities for tribal members in remote Interior Alaska communities.

Addressing Employment Barriers

TCC Employment and Training programs are designed to meet, alleviate and/or remove barriers to employment for Alaska Native/Native Americans in the following areas:

- Lack of hands-on training opportunities
- Financial constraints inherent in pursuing education and training while raising a family
- Lack of adequate and culturally appropriate counseling opportunities
- Loss of security in the absence of village and family support systems
- Lack of understanding of their particular needs and concerns by prospective employers
- Social stigmas contributing to employment barriers
- Lack of requisite personal integration with work and job-specific skills.

These obstacles are not insurmountable. We have developed an aggressive program that better prepares potential employees for job opportunities. The provision of significant support systems over an uninterrupted period to tribal members has demonstrated these obstacles can be overcome. We stress well developed resumes, polished interview skills and strong work ethics and require each applicant to make a personal commitment to traditional Native values as investments in their future.

Current regional education and training services, in addition to TCC's services, include the University of Alaska-Fairbanks, Interior Alaska Campus, Tanana Valley Campus, Alaska Business Development Center, Center for Employment Education, Northern Industrial Training, Fairbanks Pipeline Training Center, apprenticeship programs, and the Adult Learning Program of Alaska. These programs offer various training related opportunities; however, they do not focus specifically on tribal employment priorities, vary in the level of cultural sensitivity, and vary in the ability to deliver their training programs in the rural areas of the region.

TERO

TCC's Tribal Employment Rights Office (**TERO**) works in concert with the profit and nonprofit community based organizations, in determining employment and training opportunities for shareholders and tribal members.

With the majority of the projects in our region going union, one of our most potentially productive employer collaborations is a Cooperative Labor Agreement with the two major trade unions in our service area and Interior Regional Housing Authority. This landmark partnership between seven of our tribes and the Laborers' and Operators' locals is the first of its kind in the state and, to our knowledge, in the country. The key points of the agreement are: portability of benefits between unions, free training, Tribal Employment Rights Ordinances (TERO) written into all labor contracts and backed by the power of the National Labor Relations Board (NLRB)

and health benefits to supplement IHS funded services. This partnership also provides much needed benefits upon retirement. (Until now, even those people who have been able to secure employment in rural areas have seldom had benefits to show for their work when they retire.)

SERVICE AREA

TCC administers WIOA, NEW, and TANF programming for each of communities of the Interior [Doyon] region which consists of the communities in and around the Fairbanks North Star Borough, Tok, Healy, Clear, Anderson, Sultrana and Delta Alaska and the following communities (which have submitted resolutions, certified by their tribal councils, authorizing the Tanana Chiefs Conference to consolidate and provide additional programming indicated under this PL 102-477 plan):

Alatna, Allakaket, Anvik, Arctic Village, Beaver, Birch Creek Chalkyitsik, Circle, Dot Lake, Eagle, Evansville, Gwichyaa Zhee (Fort Yukon), Grayling, Galena (Louden), Healy Lake, Holy Cross, Hughes, Huslia, Kaltag, Koyukuk, Manley, McGrath, Minto, Nenana, Nikolai (Edzeno'), Northway, Nulato, Rampart, Ruby, Shageluk, Stevens Village, Takotna, Tanacross, Tanana, Telida, Tetlin, Venetie.

(REFER TO ATTACHMENT E: TRIBAL AUTHORIZATION [Current Tribal Resolutions])

IV. DESCRIPTION OF SERVICES

A. EMPLOYMENT SERVICES

Employment services include job development, placement, follow-up, tribal employment rights, and work first as it applies to welfare reform and work search activities. These services assist tribal members in becoming self-sufficient. The benefits of self-sufficiency include increased economic opportunities, enhanced self-worth and the development of positive role models for children.

The overarching goal of the TCC P.L. 102-477 Plan is to provide clients effective and appropriate training, educational activities, and employment which lead to economic self-sufficiency. To accomplish this goal TCC will, but not limited to:

- (a) Provide appropriate assessment services for clients entering the work activity program.
- (b) Develop Employability Development Plans (EDP) utilizing assessment results.
- (c) Emphasize education, literacy and remedial education.
- (d) Provide work experience and On-The-Job (OJT) training opportunities.
- (e) Maximize use of all similar benefits, including federal, state, local and private sources.
- (f) Maximize flexibility in program design.
- (g) Maximize availability to tribal members receiving TANF benefits through outreach activity.

- (h) Provide clients with necessary supportive services.
- (i) Ensure completion of Employability Development Plan (EDP) within appropriate time frames.
- (j) Encourage development of small businesses.
- (k) Provide follow-up services to insure clients remain self-sufficient.

Job Development/Placement

Job Development activities are designed to facilitate and maximize the employment of suitably prepared program participants in employment situations through a systematic approach to the matching of employment opportunities with appropriately skilled clients. Prior to the provision of any job development services, Employment and Training (in conjunction with its partner agencies and programs) will complete an assessment. A determination of a client's suitability for participation in job development and/or supportive services is made based upon clear written requirements; which shall incorporate, but not limited to:

- a) Results and recommendations of the vocational assessment program
- b) The clients stated goal in applying for services
- c) Realistic assessment of current labor market

Utilizing results of the assessment, Employment and Training will match the individual's skills and interests with community employment opportunities. Clients are assisted in locating appropriate job opportunities, completing job applications, post application follow-up, etc. Job opportunities are developed through community and employer research and contacts, and employers are assisted in making any accommodations the individual may require.

Tribal Employment Rights Office (TERO)

The TERO operates on the premises that Indian employment rights are sovereign and protected rights just as mineral, water, hunting and fishing. TERO's are dedicated to ensuring the maximum utilization of Indian people in all employment, training and business opportunities in Indian country.

The TERO concept begins with individual economic development through the gainful and meaningful employment of Indian workers. This is accomplished by utilizing the inherent sovereignty of the tribes to develop and enforce a TERO Ordinance, which preserves and protects the tribe's right to preferential employment through local hire, training and business opportunities within the boundaries of the tribe's jurisdiction.

A full-time Job Developer/TERO provides technical assistance to tribes developing or implementing TERO Ordinances. Other services include assisting tribal members with the interpretations of Affirmative Action Plans; shareholder hiring policies, Human Rights Laws, Equal Employment Opportunities Laws and other employment related assistance.

Work First

Consistent with welfare reform, TCC joins the State of Alaska in following a “Work First” philosophy. Adopting the conceptual design of the “Up-Front Job Search” process, TCC seeks to move people from welfare to unsubsidized employment as quickly as possible. Work Search activities, as an early intervention tool is central to this philosophy.

Work Search/Preparation

The term “Work Search” is used consistently throughout this document to refer to those services provided to, and required for all new TANF non-exempt applicants and to the remainder of the existing TANF caseload. The primary goal of Work Search is for participants to find paid employment. All participants in Work Search must participate for up to 40 hours per week in job readiness workshops and actual job search activities.

Workshops and other instruction that TCC will provide include, but are not limited to:

- Pre-Employment Assessment
- Goal Setting
- Career Exploration Skills
- Locating Employment – The Job Hunt
- Job Interviewing Skills and Self-Presentation
- Resume Preparation and Delivery
- The Application Process
- Maintaining Employment
- Vocational Coping Training
- Life Skills

Clients are required to accept available employment, which they are capable and qualified to perform. Determining if employment opportunities meet this criterion shall be the joint responsibility of the Case Manager and the client.

It is imperative to assess the client’s need for supportive services during their participation in the Work Search program. The supportive services need most often required is “Child Care”.

TCC will commence “Work Search” services within seven working days of receiving a referral.

Clients are required to accept available employment, which they are capable and qualified to perform. Determining if employment opportunities meet this criterion shall be the joint responsibility of the "caseworker" and the client. During this process, the client’s transferable skills and the results of the client’s assessment are taken into consideration. Prior to being able to accept employment, a client may require services that prepare the individual for work.

Work preparation activities and services include, but not limited to, the following:

- a) GED preparation and testing
- b) Adult Basic Education Studies
- c) Job Preparedness
- d) Life Skills Training
- e) Vocational Skills Training

Types of services that can be provided include, but not limited to:

- a) Job Readiness Training: Clients may be provided instruction and/or assistance in employment application and/or resume preparation; interviewing skills; work environments and employer expectations.
- b) Job Skills Training: Clients may be referred to short term training programs to enhance and/or develop inherent skills which would make that individual a more competitive and/or marketable commodity.
- c) Job Experience Placements: Clients may be referred directly into a one to six (1 to 6) month full-time work assignment for the purpose of developing general work habits, attitude and skills and may be conducted at a governmental or non-profit work site as a "guest worker".

We will utilize income waivers for clients working under a 1-3 or 3-6 month contract to gain work experience training. We do not want this income to affect their TANF benefits -they must remain eligible for TANF for the time they are in training. Participants in training will not be penalized because they are trying to develop good work habits as well as increase their work skills so they can become competitive in the job market.

We utilize non-profit as well as profit organizations and the private sector businesses to provide On-the-Job and/or Work Experience Training. With nearly every community is represented by an ANSCA corporation and with limited jobs and economic development, we will rely on Native organizations and tribes, as well as private businesses in our villages for employment opportunities.

Other special services may include childcare, health care, meals, temporary shelter, transportation, counseling and other reasonable expenses required for participation in the placement or training.

B. ADULT WORK EXPERIENCE

This type of activity can be subsidized employment in the public sector or in private non-profit agencies. The work situations are temporary and are not necessarily expected to result in unsubsidized employment or a job, to develop occupational skills and good work habits, or to expose him to various occupational opportunities. Adult Work Experience may be particularly appropriate for the less competitive segments of the target population, including youth and elderly persons.

Guidelines

- 1) To provide short-term work assignments that will help a participant who has not worked in the competitive labor market for extended periods of time adjust to the job setting.
- 2) To provide short-term occupational exploration experiences that will help define a definite occupational goal.
- 3) To provide short-term work experience while a training or job opportunity is being developed.
- 4) To provide short-term work experience for youth for whom no job opportunities exist.
- 5) Work experience assignments for adjustment to the job setting will generally be limited to 12 weeks with possible extensions, not to exceed 24 weeks total.
- 6) Work experience assignments made while awaiting training or a job should not exceed four weeks, with possible extension not to exceed a maximum of eight weeks.
- 7) Work experience assignments made for career exploration shall be no more than eight weeks with emphasis on multiple assignments as necessary.
- 8) All work experience will be geared toward job/career orientation and eventual job placement.

TCC will develop work sites in the public and private non-profit sectors.

Each participant involved in Adult Work Experience activities will be paid wages for work actually done. The wage rate will be the minimum wage or the prevailing wage rate for similar work at similar work sites.

Work Activities

The primary activity will be supervised work in an occupational area that furthers the participant's vocational needs, goals, or interests. Work site supervisors will provide supervision and instruction in work habits, occupational skill development, and work sampling.

Adult Work Experience is not considered to be Transitional Employment and is different from Transitional Employment in several important respects:

- Work experience is for a relatively short period of time.
- Work experience will be offered only as it furthers a plan for the employability development of the participant.
- Work experience participants generally are not job-ready as are Transitional Employment participants.
- Work experience work sites are selected more for what they offer the participant instead of the provision of a needed public service.

Work Experience is also defined in P.L. 104-193 as including work associated with the refurbishing of publicly assisted housing, if sufficient private sector employment is not available. Work Experience is carefully differentiated from Community Service Program, which is another of the 12 Work Activities established by P.L. 104-193.

C. SUPPORTIVE SERVICES

Supportive services provide assistance to individuals in overcoming personal or environmental handicaps, which inhibit their employability. Examples of areas in which program participants may need help are as follows:

- Transportation
- Health-Medical, Dental, Optical
- Employment/Education/Training related materials
- Residential Support
- Child Care
- Work-related Supportive Services
- Other necessary support

Transportation

Intended for mileage, bus passes, or bus tokens necessary for participant to meet needs to achieve employment goal. This also will include vehicle repairs if the client has no other suitable means of transportation available.

Health-Medical, Dental

When services are needed (and not available from other sources) for participation or to improve self-esteem to the point where client can obtain employment. This includes prescription eyeglasses.

Employment/Education/Training Materials

For the provision of tools, uniforms, books, and other materials that are needed by participants in the course of training activities or meeting their employability plan.

Residential Support

Provides financial support for lodging and meals to persons attending training away from their permanent residence.

Child Care Supportive Services

TCC will provide childcare services through a single, integrated client services delivery system established under PL 102-477. Child care needs of parents engaged in educational, training, employment or related activities, will be assessed and offered on a sliding fee scale (see attached CCDF Pre-print), which takes into account family size. Payment rates will ensure equal access to families in need of childcare services.

Program information will be provided to all interested parents within our region. The Child Care Coordinator and Technician will coordinate the delivery of services within the communities, utilizing 38 village-based field staff (Tribal Workforce Development Specialists) funded through the project. Brochures, notices by mail, facsimile, and email to village-based tribal offices and urban-based Alaska Native and public, private and faith-based agencies, and the TCC newsletter will be used to communicate program information. Potential clients are typically referred to the program through other TCC staff working with tribal members in TCC's Health and Behavioral Health programs.

Work-related Supportive Services

As part of participation, TCC staff will identify barriers and attempt to remove barriers to education, training and/or employment. Specialists will identify and attempt to eliminate barriers that may hinder participation in services. These services include, but not limited to:

- Transportation through taxi vouchers, gas allowance and/or bus pass;
- Work and training related clothing;
- Work related tools, dues, or initiation fees;
- Training related materials and supplies;
- Meals and lodging during participation;
- Medical services not covered by Medicaid and;
- Other items and/or services considered essential for participation.

Other Supportive Services

Supportive services provided in support of goals established in the Employment Development Plan (EDP). All sources of alternative funding will be explored before program funds will be expended.

Supportive services are available to clients participating in any of the employment, education or training activities administered under this plan. The number of requests granted will depend on funds available.

Supportive Service Guidelines

Supportive services provided will vary, depending on the participants served and the conditions of the service area. Supportive services needs for participants tend to be individualistic and require attention on a case-by-case basis in order to be effective. New needs may arise at any time during program participation. The total supportive service needs far outweigh available funding. Many other agencies and organizations in the area are heavily involved in supportive services. Maximum utilization of these alternate resources will be emphasized. **Providers of Service**

A variety of vendors as well as other TCC Client Development programs will be utilized for supportive services. In some cases, and wherever practical, participants will be allowed their choice of supportive services vendors. **Payments to Participants**

Payments may be made directly to the participant or may be paid directly to the vendor or may be payable jointly to both, depending on individual circumstances. Documentation for all expenditures shall be maintained.

D. COMMUNITY WORK SERVICE

Purpose

Clients unable to locate sufficient hours of paid employment to satisfy TANF work participation requirements will be assigned to "Community Work Services" activities. Communities Work Services Assignments will be made that provide the client with the opportunity to learn and practice basic employment skills and ethics. Such assignments will also provide the secondary benefit of adding to their work experience and expose them to potential employers.

TCC will place participants in Community Work Service assignments according to state regulations. These assignments will contribute to the “common good of the community” and “achieve a useful public purpose”.

Worksites

TCC will place Community Work Service participants within its own organization as well as in other non-profit public service organizations. Consistent with state law, TCC assures that “Community Work Service” assignments will be limited to government agencies and non-profit religious, charitable, civic, cemetery, recreational, or educational organizations.

TCC further assures that Community Work Service assignments will not result in:

- Displacement or partial displacement;
- Imposition of fines or penalties by a labor union;
- Prevention of filling a vacancy by an employee in lay-off status; or
- Filling a vacancy created by a layoff or workforce reduction. **Compensation**

Participants will receive no compensation for their participation in “Community Work Service” assignments. Participants shall be informed that their TANF grant is unrelated to the hours assigned to “Community Work Service”. Participants in Community Work Service assignments may be assigned to other TANF activities concurrently; including part-time paid employment or job searches. Community Work Service placements will be structured to allow the completion of these other TANF assignments. **Paid Employment**

In keeping with the “Work First” philosophy, any individual in a Community Work Service assignment who receives an offer of paid employment will be required to accept such employment. If the offer is for part-time employment, the hours of Community Work Service will be reduced to accommodate the job. An individual finding full-time paid employment will immediately end their Community Work Service placement.

E. EDUCATION

TCC’s Education Services provides various **post-secondary services** for tribal members residing in the service area. The goal of Education Services is to provide eligible students with the ability, via financial assistance and career counseling, to pursue all levels of higher education. Education Services include (4-year) grants to tribal members attending accredited colleges and universities in Alaska and the lower 48. **Guidelines**

- Education Services shall be made available to all tribally enrolled members and descendants not served directly through village-based, tribally administered Higher Education programs.
- An Individual Education Plan is used to aid marginal students in improving their academic standing within institutions of higher learning, as well as aid them in identifying academic majors leading to meaningful employment.
- The Summer Session program provides enrolled students with funding to attend summer sessions.
- Ongoing contact takes place between the educational counselors and students to ensure student progress and class completion is according to plan. **Payment**

Payments may be made directly to the participant, vendor or to both jointly, depending on individual circumstances. Documentation for all expenditures shall be maintained in each student file.

F. TRAINING

The focus of Training services is to assess, counsel and assist clients to become more economically self-sufficient through the provision of a variety of training opportunities. These opportunities are afforded to clients through a number of differing methods and services:

- Vocational Training (2-year) grants are provided to tribal members without the technical skills necessary to obtain a self-sufficient job that the current and future labor market needs.
- Occupation training shall be in occupations shown to be in demand in the area in which a participant is willing to accept employment.
- Whenever possible, basic education and GED preparation will be concurrent with skill training or other employment activities.
- Classroom Training: consists of a structured curriculum taught in a classroom environment.
- Workshops: designed to meet specific training needs identified by a community and/or group of persons.
- Skills Upgrading: Short term training designed to refresh and upgrade an individual's existing skills to a level which will make them competitive in the labor market.
- On the Job Training: Placement in an employment situation designed to provide practical experience in the competitive labor market, resulting in full-time unsubsidized permanent employment.
- Life Skills/Employment Skills: Designed to provide an individual with skills essential to coping with the realities of living and working in society. Lesson areas include problem solving, teamwork, leadership, and self-esteem, personal finance, conflict resolution and job seeking skills.

G. YOUTH SERVICES

Like many of the other 477 tribal Programs, we have consolidated our youth related programs into one Youth Program. Consolidated activities/programs include: the previous Johnson O'Malley (JOM) programs for the villages of Dot Lake, Eagle, Healy Lake, Minto, Nenana, Telida, Tetlin, and Tok; the Youth Employment and Training Program (YETP); elements of our Higher Education component; and Before and After School component of CCDF. Levels of services provided to each community may vary, based on the actual communities included in our Self Governance Compact and are entitled to full direct services.

The purpose of the Youth Program is to provide supplementary educational services to Alaska Native and American Indian youth. The goals of the program are to increase graduation rates, reduce dropout rates, improve academic performance, enhance cultural awareness, language preservation, career awareness, employment and leadership skills, and promote parental involvement in school related activities.

Active parent involvement is encouraged and made possible through the JOM Parent Committees of the above indicated communities.

Guidelines

- Youth educational services are available to all Alaska Native and American Indian students residing in the TCC service area.
- Youth Employment and Training Programs are available to Alaska Native and American Indian, income-eligible youth (from households with incomes at or below 150% of the established federal poverty rate for Alaska) who reside in the TCC service area, and who are between the ages of 14-21. TCC region has a high percentage of high-risk youth and the unemployment rate across the region is one of the highest in the state.
- Staff will serve as role models for Native students, being visible within various academic institutions and act as liaison between students, families, and school representatives.

Services

Educational, cultural and employment services will be provided by TCC staff members in conjunction and in cooperation with the local schools, other accredited institutions of instruction, and other Native American service organizations and groups.

TCC Youth Program staff will offer accredited elective courses that fulfill the graduation requirements of the designated school districts. In the Youth Employment and Training Program, agreements will be made with accredited institutions, to provide services to youth that would allow students to earn credit for a high school diploma or a GED.

Payments to Participants

Payments may be made directly to the client, or may be paid directly to the vendor, or may be paid to both jointly, depending on individual circumstances. Documentation for all expenditures shall be maintained. For clients receiving Tribal TANF benefits, a disregard for wages will be obtained before payments are made directly to the client.

Activities

Some of the activities that will be pursued under this initiative include:

- Home-School coordination activities will be integrated into the job duties of the staff.
- Accredited elective classes will be offered in schools that are identified as having a “high impact” on Alaska Native and American Indian students.
- Whenever possible, Native American learning perspectives will be used as the teaching model.
- Staff will determine trends and document them, as needed.
- Increased budget for supplies in the schools, as needed.
- Organize and support Native Youth Leadership groups that integrate cultural modes of interaction, in the schools.
- Develop activities designed for Before and After School care (using the Child Care Development Fund).

- Develop a teen parent component, which will include those who are receiving Tribal TANF benefits.
- Organize cultural activities designed to involve youth, their families and elders, such as the High School Culture Club and Spirit Camps.
- Coordinate special activities.
- In the summer, and during the school year, implement the Work Experience program (subsidized employment program for youth 14-21 years old).
- Sponsor academic camps during the summer and school breaks.
- Provide career guidance and higher education planning.

H. CHILD CARE

(Refer to attached CCDF Preprint)

I. INTENSIVE CASE SERVICES

Purpose

If participation in Work Search is not successful within a four-week period, the Case Manager will terminate Work Search activities and have a secondary in-depth assessment and analysis of the client's needs undertaken. On-going assessment of the clients' progress and prognosis will be conducted throughout the four-week Work Assessment period. Clients will be referred for appropriate remedial services if they do not demonstrate progress or a prognosis of a positive outcome is lacking.

The secondary in-depth assessment and analysis will entail determining whether there are specific job skills that the client is lacking, and determine appropriate remedial measures to be applied. The secondary assessment may identify clients with specific disabilities, which pose an impediment to employment. These clients will be referred to the Tribal Vocational Rehabilitation Program for an eligibility determination.

Services

TCC will make available to individual clients an array of services directly, either through coordination and referral, through sub-contractors, or as a purchased service. All services will adhere to standards established in state regulations. A description of the services TCC will provide or contracts are as follows:

Case Management

This includes the planning, development and coordination of services. Case management involves but is not limited to:

- Assessment of recipients vocational, educational and personal strengths and barriers;
- Revision of the Family Self Sufficiency Plan (FSSP);
- Planning for and provision of necessary supportive services;
- Linking with appropriate available resources;
- Monitoring client performance;

- Making good cause determinations for non-compliance;
- Recommending action to DPA to remove public assistance benefits for non-compliance; and
- Reporting client participation to DPA.

1) Basic Education

Includes Adult Basic Education (literacy skills), GED preparation and testing, and English-as-a second-language classes. Classes are usually self-paced with individualized instruction, focused on preparation for employment, and allow open entry/exit. Basic Education is often part-time activity with students assigned to participate in additional program activities.

2) Additional Job Search

Job search activities for clients who did not find employment in the earlier Work Search activities will be required of most clients. These job search activities take place during or after intensive case services. Participants may be involved in job search as a full time activity or part time in addition to other assigned activities (e.g., community service).

3) Job Placement

Services that link clients with job openings and key information on employment, either through general resources or specific job development activities will be undertaken on behalf of clients.

4) Life Skills Training

Will be provided to improve a participant's ability to seek and retain employment by teaching personal and family management techniques. Life skills cover such topics as problem solving, goal setting, communication skills, time management, budgeting, identification and resolution of employment and personal barriers, parenting skills, and stress management. Life skills training is part of Work Search or is a part-time activity with participants assigned to additional program activities.

5) Job Skills Training

Is generally short-term, skill specific training tied to a particular occupation. Training usually ranges in length from a few weeks up to 12 months. Job skills training may be set up as a part-time or fulltime activity.

6) Community Service and Job Sampling Placement

Community work service placements provide participants with an opportunity to learn basic work attitudes, behaviors, and skills or improve existing skills while contributing to the common good and benefit of fellow Alaskans. Job sampling placements are designed to provide experience in a specific occupation and the opportunity to gain related job skills. Participants may be assigned to community work service or job sampling to supplement the hours of work available from paid employment, or in place of paid employment when paid employment is not available. Depending on the other activities to which a participant is assigned, these placements may range from a few hours per week to a maximum of 40 hours per week.

7) Job Development

Employers are routinely recruited to provide jobs and on the job training, for clients. TCC understands the unique requirements of labor, and wage and hour laws for these various types of training opportunities.

8) Post Employment Services

TCC will track participant activity after job placement and provide transitional support for individuals whose earnings are not high enough to end their TANF eligibility. Extended postemployment services may be offered to address under-employment issues until the client achieves self-sufficiency. Post-employment services provided under this plan may include the following;

- a) Work-related transportation
- b) Work-related tutoring /training
- c) Work related clothing, equipment and supplies
- d) Housing assistance
- e) Job coaching/Counseling

9) On-The-Job-Training

TCC establishes short term, work-site based training in which clients are paid wages in the same manner as regular employees. The employer is reimbursed a percentage of the participant's wage during the training period. In most cases, the expectation is that if the participant performs satisfactorily during the training period, he/she will be hired as a regular employee following training.

10) Social Services

TCC will refer as necessary for professional intervention services, any client to alleviate mental health difficulties, substance abuse, the effects of domestic violence, or other conditions that interfere with the client's ability to work.

J. ASSISTANCE

General Assistance

Tribal members who do not have sufficient resources to meet the essential items of food, clothing shelter and/or utilities shall be eligible for assistance under the General Assistance aspect of this plan.

The population to be served under the General Assistance aspect of the plan are income eligible Alaska Native/Native American individuals who are enrolled members of a federally recognized tribe, who do not qualify for any other federally assisted public welfare programs or state public assistance. General Assistance payments for all eligible clients, both employable and unemployable will follow the TANF payment standard of the state of Alaska. All income, earned or unearned will be calculated in the month it is received and as a resource if converted into cash. This program aspect of the plan will serve all the Interior communities with the exception of Fairbanks and those that have a separate contract relationship for BIA funding (i.e., Nulato). It is understood that Bureau financial assistance and social service are subject to annual Congressional appropriations and funding is derivative of TCC's annual Financial Assistance and Services Report (25 CFR 20.102, 70 IAM 3).

Training

To provide clients with the opportunity to take part in job training, work and education related activities that lead to economic self-sufficiency, we will encourage, assist and require clients to

fulfill their responsibility to support their children by preparing for, accepting, and retaining employment.

The focus of Training is to identify, counsel and assist clients in preparing for basic and/or technical vocational training opportunities. Classroom training consists of a structured curriculum being taught in a classroom. Through coordination and contract with the Interior Athabaskan Tribal College and other area agency partners, we will coordinate and conduct workshops based on the training needs identified by the local community. Upgrade is offered when a person has an opportunity to upgrade in their job, but priority is given to entry level workers. On-the-job training is training given to the participant in the private or public sector. Participating organizations include both profit and non-profit Native organizations and other community agencies.

Employment Placement

Program Case Managers will determine eligibility and assess the individual's skills and goals before providing him/her with the services needed to help them reach their employment goals.

We utilize non-profit as well as profit organizations and the private sector businesses to provide On-the-Job Training

Job placement activities include assisting the unskilled, under-employed or unemployed in jobs consistent with his/her skill level. Developing and maintaining good working relationships with employers and other related agencies ensures satisfactory placement. Direct employment assistance will be provided to clients needing to travel to their employment sites and/or until they receive their first paycheck. Other special services may include special clothing, tools, childcare, health care, meals, temporary shelter, counseling and other reasonable expenses required for participation in the placement or training.

Work Preparation

Work preparation activities include GED preparation and testing, Adult Basic Education studies in reading, writing, math and life skills. Types of Services provided include:

- Job Readiness is employment application/resume preparation, instruction on work environment, expectations of employer, interview preparation, and other related job preparation.
- Job Skills Training is when participants are referred to job skill training programs administered by TCC, includes college and vocational scholarship programs and other special training programs.
- Job Development and Job Placement is the placement of participants by matching employer and/or employment with appropriate applicants.

Higher Education

The Higher Education Department will provide funding to eligible college students who requested additional assistance based upon financial difficulty and unmet need (i.e., food, clothing, shelter and utilities, etc.).

General Provisions

1. Emergency Financial Assistance Awards of \$100 to a maximum of \$500 will be available to current scholarship recipients of the College Student Assistance Program.
2. Awards are not applicable to summer school.
3. There is no deadline date, but is a one-time only award for each academic school year.
4. Continued consideration of application requests is based upon availability of program funds.

College Student Eligibility Requirements

1. Provide written statement explaining current needs based upon circumstances surrounding the financial need request.
2. Complete an Emergency Financial Assistance application.
3. Be a current recipient of the College Student Assistance Program.
4. Only submit one request per school year.
5. The Emergency Financial Assistance Award application requires a signature from the student and the Financial Aid Officer verifying college expenses from the institution enrolled to.

Social Services

The goal of the TCC is to assist tribal members who have found themselves in the midst of social and economic related family struggles. The Family Services Intake Worker accomplishes this by identifying and acquiring appropriate supportive services to help ease personal crises. The goal is to aid the client population in their efforts to secure and sustain a safe and self-sufficient environment for themselves and their families.

Family Services' objective in reaching this goal is to provide individualized transitional assistance and social work services to tribal members who face serious obstacles to employment and training opportunities. Their needs will be assessed through a variety of activities, i.e., counseling, adult basic education, and referrals to appropriate service providers, and intensive case management and coordination.

Individual Transition Assistance (ITA)

Individual Transitional Assistance includes a comprehensive work preparation/counseling agreement that may occur on a month-to-month basis, depending on the client's particular needs. The client's participation and progress toward employability will be closely monitored through regular contact between the applicant and the caseworker. The client's plan may consist of, but not be limited to, counseling sessions with a social worker or another direct service provider such as alcohol counseling, participation in special group work activities, i.e., parenting training, substance abuse counseling, GED preparation studies, etc. The social worker may recommend that the client enter into a carefully supervised work experience placement in order to alleviate any personal apprehension and self-doubt of his/her ability to function successfully in a work

setting. When childcare is needed it will be coordinated with the Child Care Program indicated in this plan.

K. TEMPORARY ASSISTANCE TO NEEDY FAMILIES

(Refer to attached Tribal Temporary Assistance for Needy Families Program Plan.)

V. RESULTS EXPECTED

It is expected that the continued consolidation of both the administrative and direct service responsibilities of these programs will result in an increased level of work participation and supportive services for program participants.

Our philosophy is to expect tribal members to fulfill their responsibility to support their children by preparing for, accepting and retaining employment. Our program services are designed with this in mind.

Though our efforts to coordinate employment, training and related services with other agencies, we expect to be able to provide a more extensive range of services in a more efficient manner.

Single record keeping and reporting allows for better planning and evaluation. Staff can now make decisions on services to be provided based on community profiles and needs assessments.

More detailed information on Performance Standards is included in Section VI. Project Management..

VI. PROJECT MANAGEMENT

A. ELIGIBILITY AND PROCESS SCOPE

The tribe will assist eligible applicants residing within our service area, in acquiring the proper education and job skills necessary for future full-time satisfactory employment. It will do that by offering related supportive services including testing and vocational counseling/guidance that will assist participants in their selections of training options or direct employment. The tribe may determine training priorities, which coincide with current labor market projections. To encourage applicants who are involved in the hard sciences or other much needed disciplines and who may need additional financial support, the tribe may allow for special funding considerations, when feasible.

TCC's Vocational Rehabilitation Program, in conjunction with the Alaska Division of Vocational Rehabilitation will provide rehabilitation services to eligible disabled clients. Coordination and collaboration between tribal programs and agencies of the state will continue to successfully reduce welfare dependency.

INFORMATION COLLECTION

The tribe will use their participant application form, which addresses the needs of USDOL, USHHS and USDOJ. Some revisions and/or waivers maybe needed to consolidate programs and to ensure overall program effectiveness while at the same time reducing administrative burdens. The tribe will submit Annual Financial and Programmatic Reports to the Bureau of Indian Affairs according to Section II. Federal Responsibilities, Sub-Section B, Report Requirements, for their action and distribution.

FILING APPLICATIONS

All applications must be filed with and approved by the tribe's representatives from the main office in Fairbanks, Alaska. Applicants must have complete files before determination is made. The application includes a comprehensive Employability Development Plan (EDP). The applicant and the counselor, as necessary may amend the EDP.

Results of the assessment process will be reviewed with the client and the program caseworker. A written summary called and Employment Development Plan (EDP) will be prepared and included in the individual's case file.

Employability Development Plan

The Employability Development Plan (EDP) is a document that is used to record the client's assessment outcomes.

The EDP clearly identifies the client's interests and needs, his/her employment experiences and educational attainment, his/her assessment outcomes, as well as his/her strengths and weaknesses.

*All males 18 years or older will be required to demonstrate through documentation that they have registered with the Selective Services Board. Such clients who have not registered with Selective Services will be required to include registration as part of their EDP. Refusal to do so will result in the determination that they are ineligible to participate in TCC's P.L. 102-477 program.

The client and staff member to make decisions on the appropriate program participation category/service uses the information gathered and recorded on the EDP.

The EDP serves as a guide for the client and staff member to follow for the successful attainment of the client's goal. It is the tool to be used to measure client progression through the program.

Eligibility for services offered through this plan will be reviewed every 3 months for individuals exempt from seeking employment in accordance with 25 CFR Part 20.305. Redetermination includes (a) a home visit; (b) an estimate of income, living circumstances, household composition for the month(s) for which the financial assistance is to be provided; and (c) appropriate revisions to the case plan and ISP.

Eligibility will be reviewed by the client and the program case manager every 6 months for all recipients of the services offered through this plan, or whenever a change in status that effects eligibility occurs (25 CFR Part 20.304).

A head of household who does not comply with the EDP will not be eligible for assistance under the General Assistance aspect of this plan for a period of at least 60 days but more than 90 days (20.314(b)).

SELECTION OF APPLICANTS

- (1) Applicants must be members or eligible for membership in any federally recognized tribe and be residing within the TCC service area (indicated on page 6) for a minimum of 30 days.
- (2) To be eligible, applicants must be at least 18 years old or emancipated youth, at least 16 years old. Exceptions include: an applicant may be younger, who has graduated from high school or completed his/her GED and in good health for the selected field, (the counselor may require a physical exam.); another exception is to allow youth (14-21 years) to participate in work experience positions or training activities, on a limited basis during the summer months when school is not in session. Other exceptions include, in order of priority: veterans of all branches of the armed services [including those individuals qualifying as a 'covered person' as defined in the Jobs for Veterans Act], TANF recipients and low-income individuals [as defined in the programs included in the plan] who shall be actively recruited, advised of their employment rights and be given preference in regards to all employment, training, and placement services offered in the plan.
- (3) An applicant must be in need of training (as required by perspective employers in the field) and in need of financial assistance (as defined as being eligible for any needs-based public assistance program) or having a monthly income at or below 150% of the federally established poverty rate for the state of Alaska.
- (4) Selection of applicants shall be made without regard to sex or marital status, provided they meet the requirements of (1), (2) and (3) of this section. Non-Indian spouses shall not be eligible for tribal managed funds.
- (5) If applicable [of age] male applicants must also register or be registered for the Selective Service.
- (6) Repeat training and related services will be allowed on a case by case basis and may not be available if training funds become too limited. All repeat services will be considered a lower priority than the initial service. This will be determined on an individual basis. No client shall automatically be entitled to be funded for repeat services. Any repeat service must be fully justified and approved in advance.

- (7) Only those applicants that intend to accept full time employment, as soon as possible upon their completion of training will be selected.

OPERATIONAL PROCEDURES FOR WELFARE REFORM IN WORK ACTIVITIES

1. Be responsible for the overall direction and supervision of each participant's work activity by assuming the client's progress within the steps of the E&T Process Flow Chart.
2. Welfare Reform participants are required to participate in allowable work activities and to comply with policies and procedures identified in their individual Employability Development Plan (EDP or FSSP) and OJT Contract.
2. Conduct on-going case management, development of EDP, verification of eligibility, record management and monitor clients with periodic follow-up.
3. Non-profit, religious and public organizations will be given preference in sponsoring Welfare Reform placements and/or projects. Welfare Reform participants will be offered the same services normally and continually provided by an employer.
4. Participants placed into work assignments/projects shall be supported by contract clearly stating the type and duration of training to be undertaken, skills to be learned, and standards of performance by which progress is to be measured. The sub-contractor shall provide the training and all the necessary services, materials, equipment, and facilities for the participants placed with them.

SATISFACTORY PROGRESS BY CLIENT

Individuals in training or work experience are required to make satisfactory progress in training and must give evidence by authorizing the institution or employer to provide grades, attendance and progress reports/evaluations to the Tribe. Failure to meet these requirements due to reasons within the trainee's controls may result in termination of benefits.

APPROVAL OF COURSES AT INSTITUTIONS

- (1) A course of vocational training or higher education, at any institution may be approved by the Tribe, provided:
 - (a) The institution is accredited by a recognized national regional accredited association; or
 - (b) The institution is approved for training by a state agency authorized to make such approvals; and
 - (c) It is determined there is reasonable certainty of employment for graduates of the institution, in their respective field of training or education program.
- (2) Cooperative education (a combination of classroom theory with related practical job experience) is considered as valuable learning experience and is allowed and encouraged.
- (3) Adult Vocational Training courses offered through Indian tribal governments need not be accredited, but must show reasonable expectation of leading to employment and approved by the tribe's representative.

APPROVAL OF APPRENTICESHIP TRAINING

A program of apprenticeship training may be approved when such training:

- (1) Is offered by a corporation or association which has furnished such training to bona fide apprentices for at least one year preceding participation in this program;
- (2) Is under the supervision of a State or Federal apprenticeship agency; and
- (3) Leads to an occupation which requires the use of skills that normally are learned through training on the job and employment which is based upon training on the job rather than upon such elements as length of service, normal turnover, personality, and other personal characteristics; and
- (4) Is identified expressly as apprenticeship training by the establishment offering it.

APPROVAL OF ON-THE-JOB TRAINING

- (1) Tribe's representative will approve OJT contracts.
- (2) OJT may be approved when such training, if offered by a corporation, small business, association, tribe or tribal enterprise, which provides an OJT program offering definite potential for skilled permanent employment.
- (3) OJT contracts will not exceed six (6) months, unless otherwise approved by the Tribe as deemed necessary.
- (4) Reimbursement to the OJT employer will be limited to 50% of the hourly wage paid, on a cost reimbursable basis, during the training period, with the employer paying the other 50%. The hourly wage must be at least the established State's minimum wage, at the time the OJT contract is negotiated. The employer will pay fringe benefits (including holiday and leave accrual) in total and no overtime will be reimbursed.
- (5) Tribal Employment Rights Office (TERO) activities will be encouraged.

FINANCIAL ASSISTANCE FOR TRAINEES

Applicants entering full-time training under this part may be granted financial assistance as needed based upon rates established by the Tribe, for the respective areas. Trainees will be required to seek educational and related grants from other sources for which they qualify. Such income will be computed in determining their financial needs. Proof of legal relationships will be required as a basis for application of family subsistence rates. Financial assistance approved by the Tribe may include:

- Transportation and subsistence in-route to training;
- Tuition and related training costs;
- Subsistence while in training;
- Emergency assistance;

Supportive services include:

- Tools for employment,
- Initial union dues,
- Transportation of household effects,
- Security and safety deposits,
- Personal appearance (haircut, work clothing, etc.)
- House-wares,
- Child care; and
- Other employment-related services needed by the trainee, to meet his/her employment goal (first month's rent [if relocating], auto repair, driver's license fee, etc.).

CONTRACTS AND AGREEMENTS

Training facilities and services required for vocational training programs may be arranged through contracts or agreements with agencies, establishments or organizations.

APPEALS PROCESS

Youth

An applicant, who has been denied services, or feels he/she may have been treated unfairly, has the right to file a written appeal by following these procedures:

Participants under the TCC WIA Youth programs may file a grievance if they feel that their assessment and/or eligibility for services has been determined in error or if they have been unlawfully discriminated against.

Confidentiality. Program staff must protect the confidentiality of grievant to the maximum extent possible. When consent has been provided for the release of the grievant identity, program staff must ensure that such disclosure is made under conditions that promote the continued receipt of confidential information.

Types of Grievances. Grievant may seek redress for either youth program or discrimination grievance.

- Youth Program Grievances pertain to whether TCC staff applied the law, regulations, and professional protocol appropriately while making program decisions. A grievant may appeal a program decision if they feel they have a valid grievance and/or feel that their assessment and/or eligibility for services have been determined in error.
- Discrimination grievances concern whether TCC staff made decisions on a prohibitive bases. Any person who believes that he or she, or any specific class of individuals, has been, or is being, subjected to discrimination prohibited under law and/or through participation in a TCC financially assisted program has the option of using the procedure outlined further below. Program grievances may be filed through TCC staff whereas discrimination grievances may also be filed with State and Federal agencies.

Statute of Limitation. The following time limitations apply to the appeal process:

- Grievance must be filed within one year of the occurrence of the problem.
- If the grievance concerns discrimination under WIA, it must be filed within 180 days of the occurrence. Only the Director of the Civil Rights Center, U.S. Department of Labor (USDOL) may extend the filing time.

Equal Opportunity. Accommodation shall be made for individuals with limited English speaking, writing or reading ability, hearing impairment, or other disability, which restricts the normal processing of an alleged program or discrimination grievance.

Protocol. The grievant may initiate informal or formal resolution with the TCC Client Development Director, however:

- The Client Development Director may refer the grievance to the Youth Program Coordinator for informal resolution prior to processing.
- Grievant initially filed with the Client Development Director may not later be filed with the Youth Program Coordinator.
- If a formal grievance is submitted initially to the Client Development Director, the TCC may extend the period in which the decision is rendered by a total of 10 days.
- The Youth Program coordinator must copy the Client Development Director on formal grievances filed.

Withdrawal of Grievance. The grievant has the right to withdraw the grievance, in writing, at any time.

Procedure

Informal Resolution. Grievant may pursue informal resolution of program grievances(s) at any time. Program staff should:

- Attempt to resolve grievance(s) informally;
- Arrange to meet with the grievant and other interested parties;
- Ascertain facts with all service providers prior to meeting;
- Retain a file and brief report regarding facts, issues discussed, and outcome; and

- Close the case if the grievant, program staff, and other interested parties reach a mutually satisfactory resolution.

Formal Resolution. Grievant may file formal grievance(s) with the Youth Program Coordinator or the Client Development Director and may request a hearing as a final resolution.

Formal program grievance must be in writing and include:

- The grievant's full name, address, phone number, and/or other means of contacting grievant;
- The full name and address of the individual responsible for his or her grievance;
- The grievant's job title (if applicable) and the program of registration;
- If an applicant, the name of the TCC program;
- A clear and concise statement of the facts, including pertinent dates constituting the alleged violation;
- Copies of pertinent correspondence, if any;
- The remedy the grievant seeks;
- Signature and date of grievant or authorized representative and submission via certified mail, return receipt requested to:

Alaska Department of Labor and Workforce Development
Commissioner's Office
PO Box 111149
Juneau, AK 99811-1149
(907) 465-2700

Local Resolution-ESD Youth Program Grievance Officer. The grievant or authorized representative may submit a formal grievance to the Employment Security Division, Youth Program grievance officer, who must conduct an investigation and render a written decision within 10 days of the receipt of the grievance. The ESD Youth Program grievance officer must advise the grievant of further appeal rights.

State Resolution-Division Director. The Division of Business Partnerships must receive the appeal within 10 days of the receipt of the decision from the ESD Youth Program grievance officer, or within 10 days of the date of which the grievant should have received a decision.

Grievant must submit requests via certified mail, return receipt requested to:

Alaska Department of Labor and Workforce Development
Division of Business Partnership
PO Box 115509
Juneau, AK 99811-5509
(907) 465-5937

The DBP Director will issue a decision within 10 days of the receipt of request for review and advise the grievant of further appeal rights.

State Resolution – Commissioner. The grievant has the right to appeal to the Alaska Department of Labor and Workforce Development Commissioner if the DBP Director fails to render a decision within the allotted time or if the grievance is not resolved to the grievant's satisfaction.

The state must receive the appeal within 10 days of the receipt of the decision from the DBP Director, or within 10 days of the date on which the grievant should have received a decision.

Grievant must submit requests via certified mail, return receipt requested to:
Alaska department of Labor and Workforce Development
Commissioners Office
PO Box 111149
Juneau, AK 99811-1149
(907) 465-2700

The Commissioner will issue a decision within five days of the receipt of request for review and advise the grievant of further appeal rights.

Hearing. The grievant has the right to appeal the state's decision by requesting a hearing. The grievant must contact the DBP Director and schedule a hearing within 10 days of the Commissioner's decision. The DBP Director will provide notice of the hearing date via certified express mail, return receipt requested. The grievant has the following rights with respect to the hearing process:

- Representation at the hearing by counsel or other authorized agent(s);
- Presentation and questioning of witnesses and other parties;
- Waiver or postponement of a scheduled hearing in order to pursue informal resolution;
- A request, with good cause, to reschedule the hearing;
- Use of telephone or teleconference to conduct the hearing if it is impractical for all parties to appear at the same place;
- The hearing will be held within 55 days of the receipt of the grievance, and
- A Hearing Officer will be appointed to conduct the hearing.
- The grievant is responsible for the cost of his representation. A written decision will be rendered within five days of the date of the hearing, the decision will be final.

Grievances of Alleged Discrimination

Grievant alleging discrimination may appeal through the DBP Equal Employment Opportunity Officer prior to filing through the Federal agencies.

Departmental. Grievant may submit requests to the DBP Equal Employment Opportunity Officer via certified mail, return receipt requested to: Equal Opportunity Office
Employment Security Division
Louise Dean, State EO Officer
1016 W 6th Ste. 105
Anchorage, AK 99501-1963
(907) 269-7487

If this option is elected the grievant must wait until a decision is issued or 60 days, whichever is sooner, before filing with the Civil Rights Center (CRC).

Notice of Final Action: A written Notice of Final Action will be provided to the grievant within ninety (90) calendar days of the date the grievance was filed. It will contain:

- A statement regarding the disposition of each issue raised in the grievance and the reason for the determination.

- Description of the way the parties resolved the issues(s). If the grievance was resolved by mediation, a copy of the agreement will be attached to the Notice of Final Action.
- Notice that the grievant has the right to file a grievance with CRC within thirty calendar days after the date the Notice of Final Action is issued, if s/he is dissatisfied with the final action on the grievance.
- If the grievant is dissatisfied with the state's resolution of the grievance, or if the grievant does not receive the Notice of Final Action within 90 days of the receipt of the grievance, a grievance may be filed with the CRC.

Federal: If the grievance concerns alleged discrimination in a U.S. Department of Labor (USDOL) funded program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or discrimination on the basis of either citizenship or status as lawfully admitted immigrant authorized to work in the United States, it will be processed directly through the USDOL Civil Rights Center (CRC). Discrimination grievances will be filed with the Director of CRC at:

U.S. Department of Labor
 Director, Civil Rights Center
 200 Constitution Ave. NW, Room N4123
 Washington, DC 20210
 (866) 4-USA

Adult

APPLICANT'S APPEAL PROCEDURES

Applicant's

Name: _____ SSN: _____
First MI Last

Mailing Address: _____
P.O. or Street City State Zip Code

STEP 1: Program Specialist: An applicant may file a written appeal to the Program Specialist and ask for reconsideration of their decision. The Program Specialist has 10 working days after the date stamped on the appeal to respond to the applicant. An applicant not satisfied with the Program Specialist's decision may submit their appeal to the Program Manager (Step 2) within 5 days upon receipt of the Program Specialist's decision.

STEP 2: Program Manager: The Program Manager has ten working days from the date he/she receives an appeal to review documentation, make a decision, and respond to the applicant. An applicant not satisfied with the Program Manager's decision may resubmit their appeal to the Appeal Committee (Step 3) within 15 days after receiving the Program Manager's Decision.

STEP 3: Appeal Committee: The Appeal Committee meets regularly, to review appeals. The committee will notify an applicant of their decision within seven working days after the date of their meeting. **All decisions made by the Appeal Committee are final.**

Decisions affecting an applicant are made based on a review of program policies, procedures, and the required official documents provided by the applicant requesting services. **An applicant has 15 days after receipt of a decision to register an appeal. All decisions made by the Appeal Committee in Step 3 are final.**

APPLICANT'S WRITTEN APPEAL

Applicant's

Name: _____ SSN: _____
First MI Last

Mailing Address:			
P.O. or Street	City	State	Zip Code

(Describe: Who made the decision? What was the decision? When was the Decision made? What relief are you seeking?)

Blank lined paper for writing.

As an applicant, I understand my appeal rights and certify that I have read these procedures and will abide by them.

_____/_____/_____, Applicant's
Signature Staff Signature/Job Title Date

TCC Program Staff **MUST** Complete This Section

STEP 1:	STEP 2:	STEP 3:
Date Appeal Received _____	Date Appeal Received _____	Date Appeal Received _____
Staff Signature _____	Staff Signature _____	Staff Signature _____
Date Applicant Notified _____	Date Applicant Notified _____	Date Applicant Notified _____

B. PERFORMANCE STANDARDS/BASELINE MEASURES

Every effort is being made to correlate in a way that is compatible with the Annual Self Governance Demonstration Project Baseline Measures Report and Employment and Training's Annual PL 102-477 Reporting Requirements. This portion will respond to Section II. Program Goals and Objectives:

Goal: Integration of employment, training and related services, enables us to improve the effectiveness and efficiency of our services, while at the same time reduces joblessness within the communities we serve. The potential benefits of achieving self-sufficiency through employment include increased income, economic options, enhanced self-worth, and serving as needed role models for children, as well as contributing to society through work.

Objectives: To provide clients with the opportunity to take part in job training, work and education related activities that lead to economic self-sufficiency. We will encourage, assist and require clients to fulfill their responsibility to support their children by preparing for, accepting and retaining employment.

Measurements

1. **Low-income adults** who have unstable work histories rely on Employment and Training to find full-time jobs at higher wages:
Goal Statement: Annually, at least 65% of disadvantaged adults trained in TCC, PL 102-477 Employment and Training programs will be placed in jobs within 90 days of leaving the program.
2. **Special targeted programs** serve clients who tend to be the most disadvantaged population, often being school dropouts with significant literacy problems and long term welfare recipients, face significant job placement difficulties.
Goal Statement: At least 65% of the tribal members completing Employment and Training programs will be paid wages sufficient to keep an individual above the poverty level of at least \$7.50 an hour.
3. The State of Alaska, Labor Information Exchange assists individuals and employment and training agencies prepare for employment opportunities through planned training and labor forecasts. **Goal Statement:** Increase the number of job opportunities in each community of the service area by implementing a job bank to assist in the development and maintenance of a job pool for each community and provide information on a monthly schedule to each village in the service area regarding job opportunities in their communities, as well as emerging employment opportunities in the region and state.
4. Encouraging family self-sufficiency, stability and integrity are fundamental to welfare reform. TCC will develop work ethic training, parental training and maintain a safety net for those in need of assistance when determined to not be job ready.
Goal Statement: Financial literacy training will be made available to all clients engaged in work and paid employment. Parenting skills training will be made available to all clients with children. Marital/Couples Counseling will be made available upon the request of program participants.

Welfare Reform Work Activities Plan

The Welfare Reform Work Activities Plan provides clients with the opportunity to take part in job training, work and education related activities that lead to economic self-sufficiency. We will encourage, assist and require clients to fulfill their responsibility to support their children by preparing for, accepting and retaining employment.

Measurements

1. Low-income adults who have unstable work histories rely on the Temporary Assistance for Needy Families (TANF) program to meet their basic needs and are in need of training and employment services to become more self-sufficient:
Goal Statement: At least 35% of disadvantaged adults receiving Temporary Assistance will be placed in jobs within 90 days of leaving the program.

2. Special targeted programs serve clients who tend to be the most disadvantaged population, often being school dropouts with significant literacy problems and long term welfare recipients, face significant job placement difficulties.

Goal Statement: 10-15 individuals, on average, will be referred to Work Search each month. 25% of referred participants will obtain paid employment within the four week Work Search period. The performance expectation is interpreted as a target and not an absolute requirement.

At least 75% of the tribal members transitioning from welfare to work will be paid wages sufficient to keep their household above the poverty level or at least \$7.50 an hour.

3. Encourage family self-sufficiency, stability and integrity are fundamental to welfare reform. TCC will develop work ethic training, parental training and maintain a safety net for those in need of assistance when determined to not be job ready.

Goal Statement: Financial literacy training will be made available to all clients engaged in work and paid employment. Parenting skills training will be made available to all clients with children.

Marital/Couples Counseling will be made available upon the request of program participants.

The Client Development Director will be the point of contact for the administration of the grant. Program delivery, systems management, program and fiscal analysis, and evaluation are required elements of administration.

C. MANAGEMENT INFORMATION SYSTEMS/REPORTING

TCC has designed and is implementing a computerized, standard Management Information System throughout its organization. This system provides the capability of collecting, analyzing and disseminating information on each individual served by the organization. The range of information available includes that mandated by the reporting requirements of 411(a)(1)(A) and 412(g) of the Welfare Reform Act. The Information Management System will also provide information pertinent to the performance standards that may be agreed upon under this plan.

VI. REQUEST FOR REGULATORY WAIVERS

- TCC requests a waiver of the regulatory wage limitations for Supplemental Youth Services (SYS) found at 20 CFR 668.430 under authority for the general waiver provision of the Workforce Investment Act (WIC) Section 166 program regulations found at 20 CFR 668.900
- TCC also requests a waiver relating to our current WIA programs regarding the 15% cap on administrative costs to allow TCC a 20% cap on administrative costs.

The request is made due to the significantly higher costs associated with providing services to the 37 separate federally recognized Tribes, located in isolated and remote communities, spread out over a service area of over 235,000 square miles (slightly smaller than the state of Texas). Because of the need to provide at least minimal staffing which is locally-based at each of 37 Tribal offices in the region, and because of the associated off-site indirect costs associated with these shared-cost, one-half-time positions, actual administrative costs are higher. While the population of the TCC service area is relatively modest, because of the geographic scale of service area, more staff are needed in order to provide readily accessible services to Tribal members living in Interior Alaska villages.

VII. TRIBAL RESOLUTIONS AUTHORIZING SUBMISSION OF THE PLAN

Some of the communities included in this plan administer BIA Employment Assistance related programs separately from this plan.

TCC administers WIOA, NEW, and TANF programming for each of communities of the Interior [Doyon] region which consists of the communities in and around the Fairbanks North Star Borough, Tok, Healy, Clear, Anderson, Sultrana and Delta Alaska and the following communities (which have submitted resolutions, certified by their tribal

resolutions, certified by their tribal councils, authorizing the Tanana Chiefs Conference to consolidate and provide additional programming indicated under this PL 102-477 plan):

Alatna, Allakaket, Anvik, Arctic Village, Beaver, Birch Creek Chalkyitsik, Circle, Dot Lake, Eagle, Evansville, Gwichyaa Zhee (Fort Yukon), Grayling, Galena (Louden), Healy Lake, Holy Cross, Hughes, Huslia, Kaltag, Koyukuk, Manley, McGrath, Minto, Nenana, Nikolai (Edzeno'), Northway, Nulato, Rampart, Ruby, Shageluk, Stevens Village, Takotna, Tanacross, Tanana, Telida, Tetlin, Venetie.

(REFER TO ATTACHMENT E: TRIBAL AUTHORIZATION – APPROVAL BY THE GOVERNING BODIES OF THE TRIBES INCLUDED IN THIS PLAN)

VIII. Tribally Determined Goals

As in the PL102-477 Act, Section 2. where it states “serve tribally-determined goals” please know Tanana Chiefs Conference adheres respectfully with this as it is part of the inherent Culture and Tradition. Please see Attachments L, to include our overall Strategic Plan, plus there are Client Development initiatives from the Plan. These are updated and met on by the Tribal Leaders on a continuous basis, and the PL102-477 programs at Tanana Chiefs Conference try and serve the people of the region through this plan and in conjunction with our Goals and Objectives given to us by the Tribes. TCC is Tribally directed.

(Refer to Attachment L - Tanana Chiefs Conference Strategic Plan Update 2016-2017)

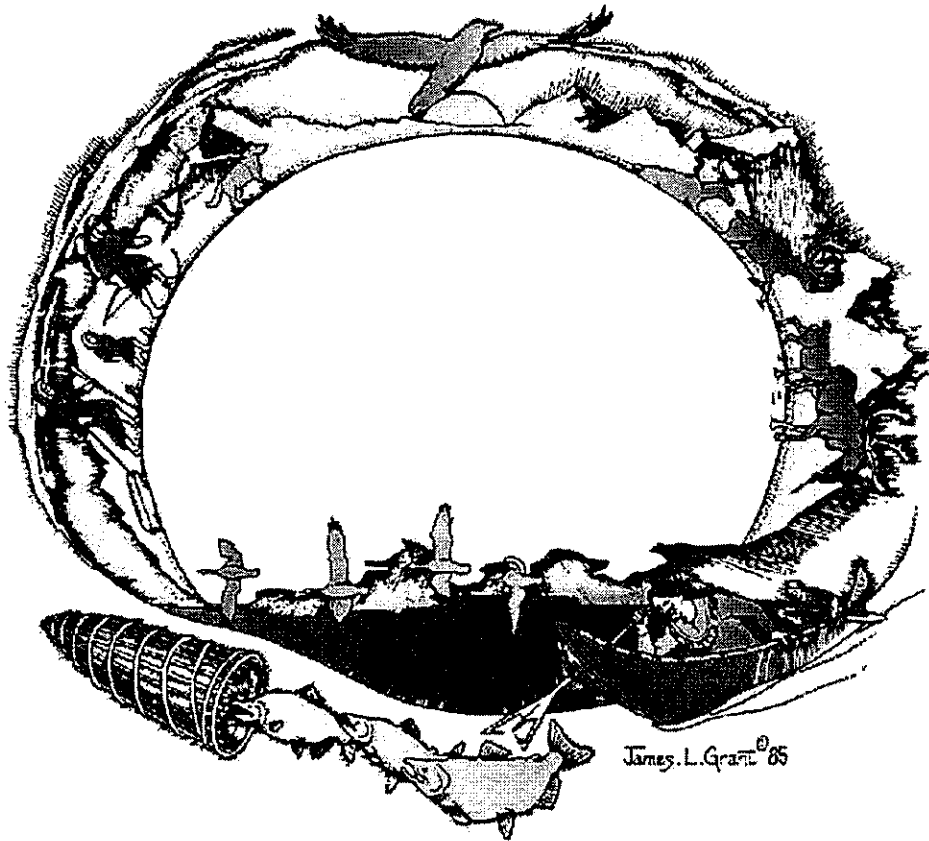
SEC. 2. STATEMENT OF PURPOSE.

The purposes of this Act are to demonstrate how Indian tribal governments can integrate the employment, training and related services they provide in order to improve the effectiveness of those services, reduce joblessness in Indian communities and serve tribally-determined goals consistent with the policy of self-determination.

TANANA CHIEFS CONFERENCE

Interior Alaska Native Self-Sufficiency Assistance
Partnership

Tribal Temporary Assistance for Needy Families Program Plan

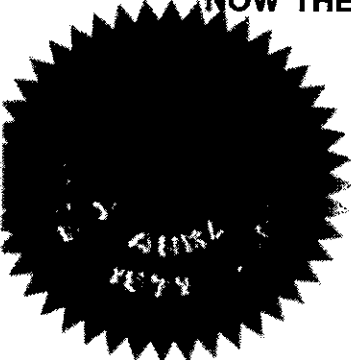


**Fiscal Years 2018 through 2020
October 1, 2017 – September 30, 2020**

**TANANA CHIEFS CONFERENCE
EXECUTIVE BOARD OF DIRECTORS
RESOLUTION NO. 2017- 10**

**INTERIOR ALASKA NATIVE SELF-SUFFICIENCY ASSISTANCE PARTNERSHIP
FY2018-FY2020**

- WHEREAS,** Tanana Chiefs Conference (TCC) is a consortium of 42 Tribes and Tribal organizations from across Interior Alaska, organized as an Alaska non-profit corporation; and
- WHEREAS,** The Executive Board of Directors is the elected governing body of TCC when the Full Board of Directors is not in session; and
- WHEREAS,** TCC has administered a Tribal Temporary Assistance to Needy Families (TANF) program since October 1, 1998; and
- WHEREAS,** TCC has successfully operated a Tribal TANF program and has assisted literally thousands of Tribal families to become more self sufficient, and move from welfare to work; and
- WHEREAS,** TCC has prepared a Tribal Temporary Assistance Plan for use in the continuation of such programming and services; and
- WHEREAS,** TCC is an advocate for direct funding to Tribes to operate programs and directly deliver services to their Tribal members.



NOW THEREFORE BE IT RESOLVED that the TCC Executive Board of Directors hereby authorizes and directs the TCC administration to submit a continuation plan to the U.S. Department of Health and Human Services/Administration for Children and Families program and to receive direct funding for such a program under P.L. 104-193 and 42 U.S.C.612.

CERTIFICATION

I hereby certify that this resolution was duly passed by the Tanana Chiefs Conference Full Board of Directors on June 5, 2017 at Fairbanks, Alaska and a quorum was duly established.



**PJ Simon
Secretary/Treasurer**

ATHABASCAN SELF-SUFFICIENCY ASSISTANCE PARTNERSHIP (ASAP)
Tanana Chiefs Conference
Temporary Assistance for Needy Families (TANF) Plan

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

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

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

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

1. INTRODUCTION

1.1 Authority

1.1.1 Statutory. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 authorizes Indian tribes, including certain Alaska regional Native non-profit organizations, to administer a Temporary Assistance for Needy Families (TANF) program and to receive direct funding for such a program. 42 U.S.C. § 612.

1.1.2 Approval by Governing Body. The Executive board of directors of the Tanana Chiefs Conference has authorized the Tanana Chiefs Conference (TCC) to submit this TANF plan which provides for a tribally operated, comprehensive, temporary assistance program for families known as the Athabascan Self-sufficiency Assistance Partnership (ASAP) and to carry out its TANF program under the terms of this plan. All welfare-related services of the Tanana Chiefs Conference TANF plan will be provided by the Tanana Chiefs Conference and through contracts with its federally recognized member tribes listed in 61 Fed. Reg. 58211-58215 (Nov. 13, 1996) and through contracts with appropriate public, private and faith-based service agencies.

1.2 Comparability. The Tanana Chiefs Conference (TCC) has assured that this tribal TANF plan is comparable to the requirements applicable to the program of the State of Alaska, as required by 42 U.S.C. § 612(h)(1), and is consistent with the goals and principles of the Alaska Temporary Assistance Program of the State of Alaska.

1.3 Plan Preparation. Member tribes of the Tanana Chiefs Conference initiated and have been jointly implementing "workfare" assistance programming under the BIA Welfare Assistance Grant program since 1993. Over the course of the past twenty-one years, the Tanana Chiefs Conference has conducted regional, sub-regional and village meetings and teleconferences regarding the ongoing development and implementation of state and federal welfare reform legislation and programming. As part of the initial tribal TANF program planning process, in December of 1996, TCC conducted a region-wide survey of tribes to determine tribal preferences in program design. In March of 1997 a draft tribal TANF program concept paper, based on consensus elements of the survey, was developed and circulated for discussion. TCC solicited and received comment on each proposed program element at the 1997 annual convention and board of directors meeting, and held a special board of directors meeting in June of 1997 to establish consensus on all key program design elements. Additional discussion and input from tribes was initiated through separate

sub-regional board meetings during the fall of 1997. A draft tribal TANF plan was developed and distributed for public review by each tribal community in the service area. Three separate teleconferences were held to solicit additional comments from the tribes regarding the draft plan. In February of 1998, a final draft of the plan was developed which incorporated the comments garnered through the tribal and community public review process. The Executive Board of Directors reviewed and approved the initial three year TCC tribal TANF plan on February 24, 1998. In September of FY 1999, TCC TANF programming was consolidated with the BIA Welfare Assistance Grant and the Child Care Development Fund programs under a PL 102-477 plan. During the 1999 and 2000 Alaska State Legislative sessions, TCC worked with the administration of the State of Alaska and its legislative committees of jurisdiction to allow state general funds to be allocated as matching dollars to TCC and three other regionalized tribal TANF programs. On March 15, 2001, at the TCC annual convention, the full board of directors of the Tanana Chiefs Conference; representing all thirty seven federally recognized tribes in the service area, voted to institutionalize these tribally administered services and directed TCC to continue its tribal TANF programming. The Executive Board of Directors indicated their intention to continue the program by passing separate continuing resolutions in 2004, 2007 and again in 2013. During this timeframe a second Governor of Alaska "from the other side of the aisle," worked with TCC, other Regional Alaska Native Regional non-profits and the state legislature to institutionalize into state statute, state matching funding for all eligible Alaska Native entities authorized to administer TANF programming under federal law. The plan was circulated for comment. A public hearing was conducted on June 30, 2017. Copies of the current, updated TANF plan has been distributed to each tribe included in the plan. These formal inter-tribal decision making processes along with a sustained region wide public awareness effort utilizing the agency's regional newsletter, and ongoing planning sessions with other Alaska tribal entities, the State of Alaska, Division of Public Assistance, the Commissioner and staff of the State of Alaska Department of Health and Social Services, the Attorney General, Governors of the State of Alaska, and the Alaska State Legislature, constitute the broad range of sustained planning, public participation and tribal and state collaboration which has been incorporated into the ongoing development and implementation of the TCC tribal TANF program and the development of this plan.

2. GOALS, PRINCIPLES AND STRATEGIES

2.1 Goals. The overriding goal of this tribal TANF plan and the TCC Athabascan Self-sufficiency Assistance Partnership (ASAP) program is to strengthen families by providing support services which assists them to practice personal and moral responsibility and to attain the skills necessary for families to become financially self-sufficient. Tanana Chiefs Conference uses their work participation data collection as a measurement tool to know that this goal is being reached.

2.2 Principles and Strategies. The following principles and strategies will guide the Tanana Chiefs Conference and thirty-seven federally recognized tribes toward achieving this goal.

2.2.1 Emphasize Work. Custodial and non-custodial parents of children needing assistance under this plan must work to the extent of their ability. The Tanana Chiefs Conference is committed to making efforts to create opportunities for paid and unpaid employment.

2.2.2 Promote Self-Sufficiency. The Tanana Chiefs Conference will encourage all participants to move toward personal and community self-sufficiency.

2.2.3 Promote Education. The Tanana Chiefs Conference requires parents to participate in all parent/teacher conferences regarding their children, requires all school aged children of families receiving assistance to remain in school through graduation from high school (or GED) and requires all participants to complete at least a high school education (or its equivalent). It also encourages participants to engage in additional post-secondary and vocational education so that participants can enjoy greater opportunities to obtain work that will produce sufficient income to support their families and contribute to their community.

2.2.4 Discourage Unwed Pregnancies. The Tanana Chiefs Conference will work with public, private and faith-based sectors of the community including local schools and churches to discourage out-of-wedlock pregnancies, especially among teens through public media campaigns,

“Baby Think It Over” training for youth, peer counseling and parent pregnancy prevention workshops and conferences.

2.2.5 Promote Marriage and Family Stability. The Tanana Chiefs Conference will provide financial incentives for married recipients and special support services which promote marriage (including marriage preparation and marriage counseling services through contracts with public, private and faith-based agencies) and encourage family stability by eliminating disincentives regarding two parent families and requiring teen parents to remain in their parents’ or another responsible adult’s home and to participate in parenting skills training.

2.2.6 Promote Fatherhood, Motherhood, and Parental Responsibility. The Tanana Chiefs Conference will encourage responsibility by requiring participant cooperation with program efforts to ensure that both parents provide moral, emotional, physical and financial support to each other and their children.

To this end of the program will, to the extent possible, coordinate counseling and case management services available with faith based organizations and will assist fathers to be present prior to, during, and after the birth of their children, require all parents to participate along with their children in regular health screening and immunization clinics and provide financial support for their children. Promote fathers and mothers to participate in parenting skills training workshops.

2.2.7 Discourage Dependency. The Tanana Chiefs Conference will screen all applicants for alcohol and substance abuse, domestic violence and mental health problems and require that they are fully evaluated and follow the recommendations of their evaluations by participating in counseling and other services made available to them. Each family will be assisted in developing a plan to reduce dependency on the ASAP program and to assure that they make contributions to the community through the work that they do for any assistance they receive.

2.2.8 Minimize Bureaucracy. The Tanana Chiefs Conference will work closely with the state of Alaska to minimize the bureaucracy that families needing assistance must overcome to obtain help and support in making use of opportunities and other support services such as those offered through Medicaid, Food Stamps, Denali Kid Care and the Earned Income Tax Credit programs.

2.2.9 Maintain a Safety Net. Through exercising the existing hardship exemption for up to 20% of the monthly ASAP program caseload, and by utilizing funding available through the Tanana Chiefs Conference DOI/BIA, Self-Governance Compact, Welfare Assistance Grant program and by offering the transitional support services included in this plan the Tanana Chiefs Conference will maintain a safety net in which parents may continue to provide care for their own children in their own home whether employment opportunities are available or not.

3. TERM

3.1 Initial Term. The term of this plan shall be from October 1, 2017 through September 30, 2020.

3.2 Termination. The Tanana Chiefs Conference may not terminate its responsibility for the Operation of the ASAP program under this plan during the term, except

3.2.1 Notice. upon no less than 120 days Tanana Chiefs Conference may retrocede the operation of the TANF program to the Department of Health and Human Services Administration Children and Families and the State of Alaska by providing written notice to the Secretary according to the guidelines in the Final Rule, 45CFR 286.30; or

3.2.2 Agreement. upon a date agreed upon between the Tanana Chiefs Conference and the State of Alaska.

4. SERVICE POPULATION AND AREA

4.1 Population. The Tanana Chiefs Conference will serve all families within the service area in which the head of the assistance unit is an enrolled member of, or eligible for membership in, a federally recognized tribe, which is listed in 61 Fed. Reg. 58211 - 58215 (Nov. 13, 1996).

4.1.1 Verification. The Tanana Chiefs Conference will rely upon self-identification to make the initial determination of whether the head of the assistance unit is an enrolled member of, or eligible for membership in, a federally recognized tribe. If a question arises, adequate documentation that the head of the assistance unit is an enrolled member of, or eligible for membership in, a federally recognized tribe will include, but is not limited to, reliable evidence that the head of the assistance unit

4.1.1.1 Is an enrolled member of a federally recognized tribe which is listed in 61 Fed. Reg. 58211-58215 (Nov. 13, 1996) or

4.1.1.2 Has been acknowledged by a federally recognized tribe that they are eligible to become an enrolled member of their tribe.

4.2 Service Area. The Tanana Chiefs Conference ASAP program will serve all communities located in the Tanana Chiefs Conference Region. The geographic boundary for the service area will be contiguous with the Tanana Chiefs Conference Region established by the Alaska Native Claims Settlement Act.

5. NON-FINANCIAL ELIGIBILITY REQUIREMENTS

5.1 Family includes Dependent Child. To be eligible for assistance under this tribal TANF plan, a family must include a caretaker relative and one or more dependent children or a woman in the last trimester of her pregnancy.

5.1.1 Dependent Child. A “dependent child” is a child under 18 years of age, or a person under 19 years of age if the person is a full-time student in a secondary school or in vocational or technical training, whether the training can be completed by age 19 or not. A dependent child also includes persons who may be a caretaker and are not themselves an applicant for assistance (such as a minor parent applying for themselves and their own dependent child).

5.1.2 Caretaker Relative. A “caretaker relative” is a person who provides the care and control of the dependent child and who is

5.1.2.1 a biological or adoptive parent or step-parent to the dependent child; or

5.1.2.2 a biological or adoptive relative to the child within the fifth degree of consanguinity; or

5.1.2.3 a person who is or was married to a biological or adoptive relative to the child within the fifth degree of consanguinity; or

5.1.2.4 a step-sister, step-brother, step parent or step-grandparent including in those situations in which a marriage is terminated by death or divorce.

5.2 Special Requirements for Minor Parents

5.2.1 Living Arrangement. A minor parent must live with a parent, legal guardian, an adult relative or approved adult caretaker. In addition, a minor parent may also live in an approved adult supervised living arrangement if living with the minor parent’s own parent, legal guardian or another adult relative is not appropriate (i.e. Job Corps, boarding school dormitories or agency supervised independent living facilities).

5.2.2 Education. A minor parent must be a full-time student until he or she completes high school or its equivalent, unless the minor parent has a condition that causes him or her to lack the requisite capacity.

5.3 Cooperation with Child Support Enforcement. In compliance with 45CFR 286.155 and 45CFR 286.75 (a)(8) Tribal TANF participants must cooperate with the ASAP program and the State of Alaska Child Support Enforcement Division (CSED) or their tribe (when a tribe operates a child support enforcement program) in their efforts to establish paternity and to establish, modify, or enforce a child support order for a dependent child within an ASAP program family. An ASAP program applicant may not begin to receive benefits until he or she has assigned all rights to the Tanana Chiefs Conference for the period for which benefits are paid. Assigned child support collections in excess of the amount of Tribal TANF assistance received by the family will not be retained by Tanana Chiefs Conference. Any assigned child support received will be used in the costs for benefits and support services for all the purposes that are in PRWORA.

5.4 Residency. All recipients of the ASAP program benefits must be a resident of the Tanana Chiefs Conference, tribal TANF service area. A "resident of the service area" means an individual physically present in the service area and living in the service area voluntarily with the intention of making a home in the service area. A child present in the service area will be considered a resident of the service area if the child is living in the service area with a caretaker relative who is also a resident under this section.

5.5 Non-Duplication of Benefits. A recipient of benefits under the ASAP program may not receive duplicative assistance from other state or tribal programs funded under Part A of Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, 42 U.S.C. § 601 et. seq.

6. FINANCIAL ELIGIBILITY REQUIREMENTS

6.1 Resources

6.1.1 Limits. A family or child will not be eligible for ASAP if they have non-exempt Resources in excess of \$2,000 or \$3,000 if the assistance unit includes an individual who is 60 years of age or older. Certain types of real and personal property are exempt. Exempt resources are not counted against the resource limit. Non-exempt, or countable, resources are those which must have their value totaled and matched against the \$2,000 limit to determine if eligibility exists on the factor of resources. The \$2,000 resource limit can be reached by any combination of the following types of resources:

- (a) cash on hand or deposit;
- (b) the equity value of countable motor vehicles, boats, and snow machines;
- (c) countable non-cash personal property such as cash or loan value of insurance, value of stocks and bonds, etc.;
- (d) countable real property other than the home the family lives in and the land the home sits on; and
- (e) "luxury" items, personal or household.

6.1.2 Availability of a Resource. For purposes of determining ASAP eligibility, a resource must be actually available to meet the needs of the child. Under this requirement the resource must be in cash or convertible to cash.

If a child for whom application is made lives with his natural or adoptive parent, all the resources and income available to the parent are considered to be equally available to the child. However, if

the child is living with any other caretaker relative, resources belonging to that caretaker relative are not considered available to the child.

For ASAP program purposes, all the resources of a husband or wife are automatically considered available to the other spouse they live with.

The “one day-one month” principle applies to resources. If, on any single day of a calendar month, a family unit meets the resource requirements, it is resource-eligible for the entire month.

6.1.3 Countable Resources and Standard Exemptions

6.1.3.1 Real Property. All real property which is not the home, for sale or unsalable, jointly owned with an absent or non-agreeing co-owner, or otherwise exempt, will be counted against the resource limitation. The amount to be considered will be the owner’s equity, which is defined as fair market value less legal encumbrances.

6.1.3.2 Luxury Items. The equity value of “luxury items”, household goods and personal affects not essential to day-to-day life, are countable resources.

6.1.3.2.1 Religious articles such as religious jewelry, prompt books or Bibles, crucifixes, or Russian Orthodox iconographies are exempt.

6.1.3.2.2 Decorative objects of art such as paintings, statuary, blankets, masks, carvings, etc. are only exempt if they were made by a person whose relationship to the ASAP client would qualify as an ASAP caretaker relative, or the item(s) has an important cultural significance to a client’s clan, village, ethnic, or racial community such that the client is in effect standing as caretaker or agent of the community and is not free to dispose of the item without suffering personal or social consequences for violating established written or unwritten laws or rules.

6.1.3.3 Stocks, Bonds, and Securities. All bonds (United States Government savings bonds or treasury notes, municipal or government bonds, or corporate bonds), all stocks (common or preferred shares of business organizations) and securities which are not otherwise exempt will be counted against the resource limit.

6.1.3.4 Joint Bank Accounts. If the holders of a joint bank account (checking, savings, or “share” accounts) are legally married and living together, the balance on the account becomes equally and totally available to each person. Bank accounts on which an applicant has signatory authority but that the applicant does not own, in whole or in part, are totally unavailable and exempt.

6.1.3.5 Trust Funds

6.1.3.5.1 If the person who established the trust is also the sole beneficiary of the trust and is not legally incapacitated, s/he can terminate the trust at any time even if the purpose for which it is established is not fulfilled. Trusts set up in this fashion will be considered available resources. They will also be considered countable resources, if the applicant is not legally incapacitated and is the legally responsible natural or adoptive parent of the children for whom ASAP assistance is being sought.

6.1.3.5.2 Funds held in trust by the state or a tribe for children in the legal custody of a tribe or the state are not available to meet the needs of the child for whom they are held, or to any family with whom the child lives. The interest, which accrues on the balance held in trust, is similarly unavailable. Such funds

become available, and are subject to treatment as countable resources, only when they are actually released to the child or to the child's parent or legal guardian.

6.1.3.6 Permanent Fund Dividends and Food Stamp PFD Hold Harmless Payments. Monies retained from receipt of Permanent Fund Dividends (PFDs), or Food Stamp PFD Hold Harmless (FS HH) payments issued to replace Food Stamp benefits, are disregarded as a resource.

6.1.3.7 Motor Vehicles. The equity value of a motor vehicle counts in the ASAP resource determination, unless it can be exempt as an exemption below.

A motor vehicle is exempt and excluded as a resource if it is necessary, and used:

- (a) for family transportation to meet the family's basic needs, such as getting food and medical care or other essentials, or going to and from work, school, or training; or
- (b) as the family's home; or
- (c) to produce self-employment income, and it is doing so; or
- (d) to transport a disabled family member, whether or not they are part of the assistance unit; or
- (e) to participate in an approved work activity.

6.1.4 Exempt Resources

6.1.4.1 The Home in Which the Family Resides. The home in which the applicant or Recipient resides and the land upon which it is situated are both exempt regardless of their value.

6.1.4.2 Burial Plots. One burial plot for each assistance unit member is an exempt resource, regardless of location, salability, or equity value.

6.1.4.3 Funeral Agreements. The equity value of funeral agreements is excluded up to \$1,500 per assistance unit member.

6.1.4.4 Personal Effects and Household Goods. Basic items (personal effects and household goods) essential for day-to-day living are exempt.

6.1.4.5 Items of Employment

6.1.4.5.1 Tools. Tools and light or farm machinery are exempt as personal property. Tools required by a school as a condition of enrollment and tools required by an employer as a condition of employment are exempt as personal property.

6.1.4.5.2 Stock and Inventory. Stock and inventory essential to the production of self-employment income are exempt. Stock and inventory includes all items necessary to produce gross self-employment income; including fishnets, traps, motor vehicles (including fishing boats), and Limited Entry Fishing Permits.

6.1.4.5.3 Stock and Inventory for Sale. If the stock and inventory is actually for sale as part of a legitimate business it can be considered as an exempt resource in any month in which, for reasons beyond the control of the client, there is no gross self-employment income.

6.1.4.6 ASAP Corrective Payments. Any ASAP corrective payment is not considered as income or as a resource in the month received and the month after it is received.

6.1.4.7 Other Exclusions. Monies retained from the following sources are also exempt as resources:

- (a) receipt of bona fide loans;
- (b) restitution payments;
- (c) disaster relief funds; and
- (d) Earnings from participation in the Supplemental Youth Activities under Title I of the Work Investment Act (WIA).

6.1.5 Special Resource Provisions

6.1.5.1 Lump Sum Payments. Any lump sum not treated as income will be treated as a resource in the month following the month of receipt. Insurance settlements, personal injury awards, worker compensation awards, and Violent Crimes Compensation payments must be counted as income in the month of receipt.

6.1.5.2 Employment Related Funds. IRA and KEOGH accounts are not exempt.

6.1.5.3 APA-SSI-TANF Households. Resources of APA/SSI recipients are disregarded. All resources of any person who is actually receiving Adult Public Assistance (APA), and/or Supplemental Security Income (SSI) benefits will be disregarded in determining the ASAP eligibility of the other family members.

6.1.5.4 Land, Stock, and Payments made to Native Americans.

6.1.5.4.1 ANCSA Distributions. Land stock distributions made by ANCSA corporations are disregarded as resources. \$2,000 per individual retained in a calendar year of cash payments made by ANCSA corporations (village or regional) is also excluded from consideration as a resource. Interest or other earnings from the investment or deposit of excluded ANCSA funds are not exempt.

6.1.5.4.2 Native Restricted Land. "Native Restricted Deeds", will be considered as exempt.

6.1.5.4.3 Per Capita Payments. Funds held in trust by the Secretary of the Interior for an Indian tribe and distributed on a per capita basis to members of that tribe are excluded as resources.

6.1.6 Resources to Promote Long Term Self-Sufficiency and Reduce Dependency. Money paid to a recipient as by the Internal Revenue Service in the form of an Earned Income Tax Credit (EITC), Alaska Permanent Fund Dividends, and ANCSA dividends or Individual Development Accounts and all related interest shall be exempt from the resource limit if transferred into a safeguarded account, which is available only for postsecondary education, first home purchase, or business capitalization.

6.2 Types of Income.

6.2.1 Earned Income

6.2.1.1 Earned Income for employees means: Income earned in cash or in kind from the receipt of wages, salary or commissions in exchange for the performance of services by the employee. Earned income includes payments made at one time for services performed over a long period of time. The term earned income means the total or gross amount of payment, excluding the amounts of work incentive deductions for the personal or non-personal expenses of earning the income.

6.2.1.2 Earned Income for self-employed people means: The amount earned by the obtaining, producing, or purchasing of goods or services after all the allowable, non-personal costs (business expenses) of earnings are subtracted.

6.2.2 Unearned Income and Standard Exemptions

6.2.2.1 In-Kind Income and Vendor Payments. Any income which is paid "in-kind" rather than in cash to any member of the Temporary Assistance economic unit is not counted in determining eligibility or payment. Except as noted below:

1. Any cash contribution made directly to any member of an economic unit is considered as income.
2. In-kind earned income received as full or partial compensation for services rendered, such as rent reduction in exchange for managing apartments or "working off" a store bill, will be counted as earned income. Verification of circumstances and dollar value must be obtained.
3. Any direct or vendor payments made to or on behalf of applicants or recipients by ASAP program will count as available income.

6.2.2.2 Certain Child Support Income. Any child support payment actually received by an applicant between the first day of the month in which an application is received and the date the application is authorized for payment of ASAP benefits, and any child support payment that is received by a recipient while the case is open, is considered as unearned income in determining eligibility for ASAP and in calculating the amount of the ASAP payment for that calendar month. The amount counted as income is the amount actually received, less a disregard of \$50. NOTE: A portion of any child support payment received directly by the applicant or recipient after the date the case is authorized for payment must be paid by the applicant or recipient to the Child Support Enforcement Division (CSED) or tribe where a tribe provides Child Support Enforcement program services. The client is allowed to retain up to \$50 of the support received.

6.2.2.3 Educational Assistance

6.2.2.3.1 Department of Education and Bureau of Indian

Affairs Grants and Awards. The total amount of any grant, scholarship, or award made to an undergraduate student for educational purposes under any program administered, funded, or insured under Title IV of the Higher Education Act of 1965 or under a Bureau of Indian Affairs student assistance program is not counted as income in determining eligibility or grant amount for ASAP applicants or recipients.

6.2.2.3.2 Other Educational Grants and Awards.

Any grant, scholarship, or other award that is not made, funded, or insured from a program administered under Title IV of the Higher Education Act of 1965 or under a Bureau of Indian Affairs student assistance program will not be counted as income to any applicant or recipient if it is made or used "under conditions which preclude its use for current living costs".

6.2.2.4 Casual and Inconsequential Income. \$30 Disregard for Gifts. The ASAP

allows for the disregard of unearned income in the form of small cash gifts, not to exceed a total of \$30 per person in any three month period.

6.2.2.5 Payments to Native Americans

6.2.2.5.1 Per Capita Payments. All funds held in trust by the Secretary of the Interior for an Indian tribe and distributed on a per capita basis to members of that tribe are excluded as income.

6.2.2.5.2 ANCSA Distribution. The first \$2,000 per year of cash distributions made by Native corporations to Alaska Natives under the Alaska Native Claims Settlement Act (ANCSA) are excluded as income. This \$2,000 exclusion applied to each individual and to each single calendar year. Cash distributions paid in excess of \$2,000 per calendar year to an individual shareholder by a regional or village Native corporation count as income to the individual shareholder in the month of receipt.

6.2.3 Exempt Income

6.2.3.1 Property Payments. Payments received under the Uniform and Real Property Acquisition Act of 1970 will not be counted in determining initial and continuing eligibility and payment amounts.

6.2.3.2 Loans. All bona fide loans, including educational, personal, and commercial loans, are disregarded as income.

6.2.3.3 Work-Study Earned Income. Any income an applicant or recipient earns from employment in a work-study program will **not** be counted as income for ASAP purposes.

6.2.3.4 Vocational Rehabilitation Payments. Payments made by the

- (a) U.S. Department of Veterans Affairs (VA), or
- (b) Division of Vocational Rehabilitation (DVR), Alaska Department of Education for vocational rehabilitation are considered complimentary program benefits and are disregarded as income.

6.2.3.5 Foster Care and Boarding Home Payments. Any foster care or adult foster care payment made by a tribe or any division of the Department of Health and Social Services to an ASAP caretaker relative in order to care for a foster child or foster adult who is not receiving ASAP benefits will not be counted as income in determining eligibility or payment amounts. A child cannot be included in an ASAP assistance unit and be receiving Title IV-E Foster Care or state-funded foster care benefits for the same period.

6.2.3.6 Earned Income Tax Credit. Any Earned Income Tax Credit payment made to an applicant or recipient of ASAP is disregarded as income.

6.2.3.7 Energy Assistance Payments. All payments made to or on behalf of an ASAP Applicant or recipient by state or tribal Energy Assistance Programs are totally disregarded as income, including annual direct cash payments to ASAP recipients. Energy assistance monthly payments made by the Alaska Housing Finance Corporation to its tenants are disregarded as income.

6.2.3.8 ASAP Payments. Any ASAP retroactive corrective payment is disregarded as Income in the month it is received. Regular on-going payments are not counted as ASAP income.

6.2.3.9 ASAP Supportive Service Payments. Payments made for supportive services Under the ASAP program are exempt regardless of whether they are paid to a vendor or directly to the client. This includes payments made for child care, transportation, work-related expenses, and any other ASAP-related supportive services.

6.2.3.10 Major Disaster and Emergency Assistance. Any Federal major disaster and Emergency assistance or any comparable disaster assistance provided by states, local governments or disaster assistance organizations are disregarded as income.

6.2.3.11 Summer Youth Employment and Training Program. Any income earned From participation in the Supplement Youth Activities under Title I of the Work Investment Act (WIA) is disregarded as income.

6.3 Benefit Determination

6.3.1 State Standard. The Tanana Chiefs Conference has determined that it is in the best interest of the program to minimize differences between the income limits applicable to the recipients of the state of Alaska's Alaska Temporary Assistance Program (ATAP) and recipients of the tribal ASAP program. Therefore, the ASAP program has adopted the two-tier income limit test used by the state of Alaska, which is reflected in the remainder of this section. The gross countable earned income of self-employed and employed individuals may not exceed the state's 185% eligibility standard indicated in this plan and the countable gross income adjusted by applicable deductions, may not exceed the state's need standards. (NOTE: The state's income eligibility and need standards are adjusted annually by the same percentage as the annual January COLA increase in federal, SSI payments.) The income eligibility and need standards as they apply to the ASAP program through December 31, 2018 are indicated in this section and will be adjusted at the state's rate over the course of the three year duration of the program. Likewise any substantive changes in the state's standard itself will be incorporated into the ASAP program plan. The amount available to a household is the difference between the income standard and need standard with work incentive deductions (earned income, child and incapacitated parent care) the shelter allowance and the ratable reduction applied according to the conditions of the household up to the maximum benefits indicated in Section 8.1.

6.3.2 185% Eligibility Test. All applicants and recipients have their eligibility determined "prospectively". Once the incomes of each member of the economic unit are identified, exempt incomes are disregarded, and the gross monthly earned incomes of self-employed and employed individuals are computed, the monthly income of each person in the unit is totaled and compared to the 185% eligibility standard listed in Section 6.3.3. If the assistance unit has countable income equal to or less than the 185% eligibility standard for the unit they "pass".

6.3.3 ASAP 185% Eligibility Standards.

Adult included 185 % Eligibility Standards. The following 185% eligibility standards are used when the assistance unit includes one parent or caretaker relative or two parents who are both able to perform gainful activity, and any number of dependent children.

Assistance Unit Size

One Caretaker Relative (includes single parent)	Two-Parent Family	185% Standard
2	3	\$ 2,619
3	4	2,948
4	5	3,278
5	6	3,607
6	7	3,936
7	8	4,266
8	9	4,597
9	10	4,938
10	11	5,259

Each Additional Child \$ 331

Incapacitated Adult-Included 185% Eligibility Standards. The following 185% eligibility standards are used when the assistance unit includes two parents and one parent is physically or mentally unable to perform gainful activity, and any number of dependent children.

Assistance Unit Size	185% Standard
3	\$ 2,948
4	3,278
5	3,607
6	3,936
7	4,266
8	4,597
9	4,928
10	5,259

Each Additional Child \$ 331

Child-Only 185% Eligibility Standards. The following 185% eligibility standards are used when no caretaker relative is included in the assistance unit.

Assistance Unit Size	185% Standard
1	\$ 1,439
2	1,764
3	2,096
4	2,425
5	2,754
6	3,082
7	3,411
8	3,742
9	4,073
10	4,404

Each Additional Child

\$ 331

Pregnant Woman 185% Eligibility Standards. When a pregnant woman is the only person included in the assistance unit, the 185% eligibility standard is \$1,637.

6.3.4 Income Eligibility Determination. Once the assistance unit's countable gross income from the 185% test determination has been adjusted by allowing an applicable work incentive (earned income and child care deductions), the total amount is compared to the appropriate need standard listed below, for the assistance unit. If the assistance unit has countable income equal to or less than the need standard for the assistance unit, they "pass".

Pregnant Women: In applying the income eligibility test (but not the payment calculation) for a third trimester pregnant woman case, include in the family size the number of individuals who would be required to be included in the assistance unit if the unborn child were born.

6.3.5 ASAP Need Standards

Basic Adult-Included Need Standards. The following need standards are used when the assistance unit includes one caretaker relative or two parents who are both able to perform gainful activity, and any number of dependent children.

Assistance Unit Size

One Caretaker Relative (includes single parent family)	Two-Parent Family	Need Standard
2	3	\$ 1,416
3	4	1,594
4	5	1,772
5	6	1,950
6	7	2,128
7	8	2,306
8	9	2,485
9	10	2,664
10	11	2,843

Each Additional Child

\$ 179

Incapacitated Adult-Included Need Standards. The following eligibility standards are used when the assistance unit includes two parents and one parent is physically or mentally unable to perform gainful activity, and any number of dependent children.

Assistance Unit Size	Need Standard
3	\$ 1,594
4	1,772
5	1,950
6	2,128
7	2,306
8	2,485
9	2,664

10	2,843
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Each Additional Child	\$ 179
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Child-Only Need Standards. The following eligibility standards are used when no caretaker relative is included in the assistance unit.

Assistance	
Unit Size	Need Standard
1	\$ 778
2	954
3	1,133
4	1,311
5	1,489
6	1,666
7	1,844
8	2,023
9	2,202
10	2,381

Each Additional Child	\$ 179
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Pregnant Woman Need Standards. When a pregnant woman is the only person included in the assistance unit, the need standard is \$885.

6.3.6 Work Incentive Deductions. Work incentive deductions (i.e., earned income and childcare deductions) may be allowed against earned income in computing the ASAP payment amount. The only circumstance in which they are not allowed is when an individual, without good cause, refuses or terminates employment, reduces earnings, or fails to report earnings timely. The following terms apply:

6.3.6.1 The ASAP program earned income deductions are:

- (a) First 12 Months of gross earnings: \$150 and 33% of the earned income
- (b) Second 12 months: \$150 and 25% of the earned income
- (c) Third 12 months: \$150 and 20% of the earned income
- (d) Fourth 12 months: \$150 and 15% of the earned income
- (e) Fifth 12 months: \$150 and 10% of the earned income
- (f) After 60 months: \$150

The income deduction only applies to earnings received by recipients while they are participating in the ASAP program.

6.3.6.2 Child and Incapacitated Parent Care Deductions. Child or incapacitated parent care costs, which are actually paid by the assistance unit, are allowed as a deduction within certain limits. An “incapacitated” parent is one who has been determined to be physically or mentally unable to perform gainful activity.

Monthly Maximums

The actual cost of care, up to the following maximums, may be deducted for each child or dependent.

- (a) \$200 per month for each child under age 2,
- (b) \$175 per month for each child age 2 or older, or incapacitated parent.

The lower standard (\$175) is applied beginning with the benefit month following a child's second birthday.

DEPENDENT CARE DEDUCTION CHART

AGE OF PERSON RECEIVING CARE	MONTHLY MAXIMUM
AGE 2 AND OLDER	\$175 PER INDIVIDUAL
UNDER AGE 2	\$200 PER CHILD

6.3.7 Shelter Allowance. 30% of the Need Standard is designated for the assistance unit to pay for shelter expenses. Shelter costs are the monthly mortgage, rent, home heating and utility expenses incurred by the ASAP family for the family's home. Other allowable shelter costs include property taxes, renters or homeowners' insurance and security deposits. The assistance unit is allowed all or part of the shelter allowance to the extent that they actually incur such costs.

The shelter allowance calculation does not apply to

- (a) child only cases, or
- (b) the 185% or Income Eligibility Tests.

6.3.8 Ratable Reduction. A ratable reduction is a percentage reduction in a benefit amount to less than 100% of need. The 2014 ASAP payments are 59.24% of need; this is a ratable reduction of 40.76%. Once an ASAP family's amount of need is determined, the payment amount is calculated by multiplying the amount of need by the percentage of need payable. The ASAP Program will utilize the same ratable reduction utilized by the State of Alaska, Division of Public Assistance.

7. DETERMINATION OF ELIGIBILITY

7.1 Initial Determination

7.1.1 Application. An applicant for assistance under the ASAP program must apply for benefits by providing the information required in the application form developed by the Tanana Chiefs Conference and attesting to the correctness of the information. An original signature or witnessed mark by the applicant must appear on the completed application.

7.1.2 Eligible Signatures. An application for ASAP program benefits must be signed by a caretaker relative under 5.1.2 of the dependent child who is the basis of the application for ASAP benefits, or a person authorized by state or tribal law to act for the caretaker relative, provided that if the dependent child resides with both parents, both parents or their authorized representatives, must sign the application.

7.1.3 Date of Application. The application will be deemed to have been made on the date on which the ASAP program receives an initial request for benefits, which must include, at a minimum, the name of the applicant, the names of each person in the household for whom benefits are sought, the address of the applicant, and a signature.

7.1.4 Household. To the extent possible, the ASAP program will include in one ASAP program payment all related individuals who are eligible for ASAP benefits and who reside together, except that the parent or parents of a dependent child who is only temporarily living away from the household shall be included in the household.

7.1.5 Social Security Number. A social security number must be provided for the applicant and each adult and dependent child included in the assistance unit.

7.1.6 Interview. The ASAP program will rely on a case management approach in the administration of its program. This will begin during the initial application period, during which an interview with the applicant and other household members, as appropriate, may be interviewed in person or telephonically, when a face-to-face interview is not feasible. The interview will be used to give the applicant an opportunity to provide the information required in the application, to assist the applicant to consider options to the receipt of ASAP benefits, and to initiate the self-sufficiency planning process.

7.1.7 Disposition of Application

7.1.7.1 Finding. The ASAP program will make a determination of eligibility within 30 days for every complete application for assistance that it receives unless the applicant withdraws the application, dies, or cannot be located.

7.1.7.2 Notice. The ASAP program shall give written notice to each applicant about the disposition of the application, including

7.1.7.2.1 If Approved, the amount of benefits to be paid, when payment begins, and any conditions on receipt; or

7.1.7.2.2 If denied, the specific reason for the denial and an explanation of the applicant's right to request a hearing to reconsider the denial.

7.2 Reporting by Participants. ASAP participants must report to the ASAP program any change in household circumstances that might affect their program eligibility or benefits. This report must be made within a ten-day period after the participant knows of the change, except that reports that a child is expected to be absent from the home for more than a full calendar month must be made within five days.

7.3 Redeterminations. Redeterminations of eligibility may occur upon any report of change under 7.2 and shall occur at least once every 180 days of ASAP assistance. Recipients must be cooperative in the redetermination process by providing the information requested in the redetermination forms and cooperating in interviews as requested. Because regular participant contact is emphasized under the ASAP program, the redetermination process is expected to be very simple.

8. BENEFITS

8.1 Maximum Payments. The amounts of assistance for basic living expenses may not exceed the following:

8.1.1 for a family consisting solely of an eligible pregnant women, \$514 per month;

8.1.2 for a dependent child living with a non-needy relative caretaker, \$452 per month, plus \$102

for each additional child;

8.1.3 for a dependent child living with at least one needy parent or relative caretaker, \$821 per month, plus \$102 for each additional child;

8.1.4 for a dependent child living with two parents, one of whom is physically or mentally unable to perform gainful activity, \$923 per month plus \$102 for the second adult and each additional child.

9. SIXTY MONTH TIME LIMIT

9.1 Limit. Tanana Chiefs Conference has determined that it will implement the state of Alaska's time limits to minimize the differences between the tribal ASAP program and the state's Alaska Temporary Assistance Program. Thus, families are not eligible for a ASAP payment when the family includes an adult who has received benefits under this tribal TANF plan, or a TANF-funded program in Alaska, another state, U.S. territory or another tribe, for a total of 60 months.

9.2 Mandatory Exemption. In determining the number of months for which an adult has received assistance under a state or tribal program, the ASAP program shall disregard any month during which the adult lived in Indian country or an Alaska Native village if the most reliable data available with respect to the month (or a period including the month) indicate that at least 50 percent of the adults living in Indian country or in the village were not employed. "Indian country" shall have the meaning given such term in section 1151 of Title 18, United States Code.

9.3 Hardship Exemptions

9.3.1 Generally. After 60 months of participation, not exempt under 9.2, a family may continue to receive benefits if the ASAP program determines the family qualifies for a hardship or domestic violence exception. Time limit exemptions may not exceed 20% of the ASAP program caseload. Hardship exemptions include

9.3.1.1 adults with a physical or mental inability to perform gainful activity; or

9.3.1.2 caretaker relatives who are caring for a child who is experiencing a disability; or

9.3.1.3 victims of ongoing or recent domestic violence, if the physical, mental or emotional well-being of the victim would be endangered by a strict application of the limit.

10. WORK REQUIREMENTS

10.1 Self-Sufficiency Plan and Assessment. Every family receiving an ASAP benefit that includes an able-bodied adult must complete an ASAP program Family Self-Sufficiency Plan (FSSP). The plan outlines the steps the family will take to increase their independence, identifies specific milestones to indicate progress, and indicates the services the ASAP program will provide to assist the family toward their goals. The steps to increase independence will include steps the family will take to contribute to the community to offset benefits the family receives when paid employment is unavailable. The ASAP program will work with the family to assess skills, work experience, educational needs, barriers to achieving independence, and the employability of each adult caretaker and parent who is age 18 or who is not attending secondary school and is without a high school diploma or GED.

10.2 All Single Parent and Two Parent Families Participation Rates. The ASAP program will implement work and self-sufficiency programs that promote job creation, provide recipients with job preparation and provide job support services designed to help the client gain and retain paid employment or community service when paid employment is unavailable. The Tanana Chiefs Conference and its member

tribes believe that the following participation rates represent realistic and appropriate standards. In 28 of the 37 tribal communities in the ASAP service area more than 50% of all adults are unemployed. There are substantially fewer job opportunities that exist in these communities. Under the current state TANF plan, participation in a work activity must occur within 24 months. Few Native or non-Native recipient families residing in the rural communities of the ASAP Service Area have participated in any work activities under the state's TANF program to date. Few work participation sites have been developed in rural communities of the state through its initial TANF programming.

10.3

The state of Alaska has not been successful in meeting all minimum participation rates established under the PRWORA. As there are few public and fewer private sector employment opportunities and work sites currently existing in the ASAP service area, and since this will be the first year that community based work participation services will be provided to the TANF families in any of the 37 rural communities of the service area, the ASAP plan will incorporate following the participation rates for all ASAP families (both single and two parent families). The adjusted rates are indicated in the following chart (child only cases are not included in the work participation rates).

Federal Fiscal Year	All Families
2018	35%
2019	35%
2020	35%

10.4 Individual Participant Requirements. The Tanana Chiefs Conference believes that the following average participation hours per week standards reflect what can reasonably be expected from the ASAP program participant population. The minimum number of hours per week indicated in the chart which follows has been adjusted from the state standards listed in the PRWORA. The same rationale as indicated in section 10.2 above underlies the ASAP program deviation from the minimum standards indicated for state TANF plans under the PRWORA. The below listed average participation hours per week standards shall apply, however, no program participants will be required to work at an hourly rate comparable to an hourly wage which is less than the federal minimum wage. (Child only cases are not included in the individual participation requirements.)

Federal Fiscal Year	All Families
2018	30 hrs.
2019	30 hrs.
2020	30 hrs.

10.5 Acceptable Work Activities. The ASAP program requires parents or caretaker relatives to Participate in acceptable work activities within twelve months. Acceptable work activities include

- (a) basic education;
- (b) job search;
- (c) assessment;
- (d) job readiness activities;
- (e) on-the-job training;
- (f) *vocational education training (36 month maximum);
- (g) job sampling or work experience;
- (h) approved subsistence hunting, fishing and gathering;
- (i) approved community work service;
- (j) job skills development directly related to employment;
- (k) education in subjects in which there is a reasonable chance of obtaining employment;
- (l) sheltered/supported work;
- (m) work experience;
- (n) subsidized public or private sector employment;
- (o) unsubsidized employment, including self-employment;

- (p) providing child care services for individuals participating in community work service;
- (q) community service activities, and
- (r) other activities developed by the ASAP program to meet general participant needs or the needs of an individual ASAP program participant

*The ASAP plan extends the monthly maximum time period for vocational training because of the absence of available jobs and other work experience sites available in the service area and because of the ongoing need to obtain higher level skills to engage in the few existing local hire positions (i.e. heavy equipment operators, carpenters, pipe-fitters, water system operators, bookkeepers, etc.).

10.6 Exemptions

10.6.1 Justification. For a parent or caretaker who has been or is a victim of domestic violence, the exemption from participation in work activities will be for a length of time individualized to meet the parent's or caretaker's needs. Individualized responses and service strategies will be determined with the parent or caretaker and other social service organizations, including the state, consistent to assure the safety of the parent or caretaker.

An ASAP program participant who is subject to work participation requirements may be exempt from work activities because they are;

- (a) actively engaged in inpatient residential treatment (including out of home counseling related to domestic violence) prescribed by a physician or mental health professional; or
- (b) needed in the home to care for a disabled person; or
- (c) A caretaker of child under 6, and affordable, appropriate child care is not available; or

- (1) "Affordable" is considered child care not above the State of Alaska child care rates.
- (2) "Appropriate" is child care facilities and homes licensed by the State of Alaska or approved by Tanana Chiefs Conference CCDF Child Care Program.
- (3) "Reasonable distance" is child care within one hour commuting time of activity.
- (4) "Suitable informal care" is in home providers approved by the Tanana Chiefs Conference CCDF Child Care Program.
- (a) determined to be physically or mentally unable to perform gainful activity; or
- (a) a caretaker of a child under age 13 months; or
- (a) a family which demonstrates that loss of ASAP benefits would threaten the health or safety of the family; and prevent the:
 - (1) family from reaching self-sufficiency; or
 - (2) Principal wage earner from becoming employed; or
 - (3) participant from taking part in assigned work activities.

10.6.2 Conditions. Individuals who are exempt from work activities may be referred to other programs or agencies for services such as vocational rehabilitation, counseling, substance abuse treatment, or other medical services.

10.7 Good Cause for Non-Cooperation. Participants who fail to participate in all the assigned ASAP activities (including work activities) of their self-sufficiency plan or who fail to accept and/or maintain employment will be subject to sanctions indicated in section 13, except when they are able to demonstrate good cause for such a failure.

For the purposes of determining "good cause" relating to the refusal of or voluntary separation from suitable employment, failure to comply with a condition of the self-sufficiency plan, and failure to participate in work activities under section 10.4 the following circumstances may constitute good cause:

- (a) the recipient is a single parent of a child under age six years and child care is not appropriate or available; or
- (b) participation would interfere with the recipient's attempt, or the attempt by a member of the recipient's immediate family, to escape domestic violence or its escalation; or
- (c) the limited strength and stamina of a recipient over age 59; or
- (d) a sudden and temporary situation beyond the control of the family, affecting health of a member or ability to comply, including family illness or death or tragedies of nature; or
- (e) the recipient must appear in court or serve on a jury; or
- (f) is in detention or incarcerated; or
- (g) necessary transportation breaks down or otherwise becomes unavailable, and the recipient lacks a reasonable alternative; or
- (h) weather conditions prohibit travel; or
- (i) the recipient accepts a job with gross wages and employee benefits equal to or greater than those at the job left; or
- (j) the recipient is separated from paid employment for a reason outside the recipient's control and not due to the recipient's action or inaction; or
- (k) the job is available because of a labor dispute or is otherwise involved in a labor dispute; or
- (l) the work is more hazardous to the individual than to the average worker employed in a similar job; or
- (m) the wages do not meet the Alaska minimum wage requirement; or
- (n) the recipient cares for the recipient's child under 17 weeks of age.

10.7.1 With regard to the work-activities requirement in section 10.4, the definition of "good cause" of section 10.6 applies in addition to the exemptions listed in section 10.5.1.

10.7.2 A parent or caretaker who is exempt from participation in work activities under section 10.5.1 may claim the exemption as good cause for refusal of or voluntary separation from suitable employment.

11. EMPLOYMENT OPPORTUNITY IN SERVICE AREA.

According to the 2010 Census, updated periodically by supplemental state data, 26.9% of the Alaska Native people in the Fairbanks North Star Borough are unemployed, with 23.2% living in poverty. Southeast Fairbanks, a separate Census district, shows 43.9% Native unemployment with 29.1% living in poverty. The Yukon-Koyukuk Census area data, which reflects the service area's village based population, shows an unemployment rate of 31.8% and a poverty rate of 36.2%. Published reports indicate the cost of living in the Tanana Chiefs Conference region is 31% higher than Washington, D.C. NOTE: Unemployment rates of 80-90% in the villages are actually much more accurate, but data collection is difficult in remote areas and varying definitions of unemployment often cause these figures to be underreported.

The most recent state survey of communities in the TCC service area indicated that in 29 of the 37 tribal communities to be served by the ASAP program, over 50% of the adult labor force were unemployed. Most of the

communities indicated adult unemployment rates in excess of 65%. The following list outlines the types of employment currently available in the Interior region of Alaska. This listing of actual jobs and job titles is representative of current opportunities available in the Fairbanks North Star Borough and the surrounding villages included in the Tanana Chiefs Conference TANF service area. The list was compiled using a combination of information generated by the State of Alaska and the Tanana Chiefs Conference Employment and Training program. It reflects those jobs and job categories for which the Tanana Chiefs Conference Employment and Training program has provided vocational training over the past 12 months and reflects the types of jobs which are anticipated to be in relatively higher demand over the course of the next five years.

A&P Mechanics Accounting/Bookkeeping
Auto/Diesel Mechanics
Bank Teller Boiler
Maintenance
Building Maintenance
Carpentry
Child Care
Commercial Aviation
Commercial Driving
Computer Technology
Cosmetology
Counseling
Dental Assistance
Drafting
Early Childhood Development
Electrician
Electronics
Entrepreneurship
Fiber Optics Firefighting
Fishing/Seafood Occupations
Food Service
Forestry
Hazardous Materials
Health Care Occupations
Heating/Ventilation/Air Conditioning
Heavy Equipment
Ironworker
Laborer
Law Enforcement
Mining
Natural Resources
Office Occupations
Painter
Paralegal
Petroleum Technology Plumbing
and Pipefitting
Power Plant Operator
Refrigeration Roustabout
Sales/Service
Small Engine Repair
Surveyor
Teacher/Teacher's Aide
Tourism
Welding

*The occupations listed reflect not only those fields, which have in recent years provided employment opportunity, but also those in which current trends indicate projected growth.

Along with the opportunities available through the public and private sectors, Tanana Chiefs itself serves as one of the region's largest employers. Statistics generated by the State of Alaska Department of Labor place TCC among the top 25 largest Alaskan employers. With over 750 year-round employees, and almost double that during the summer months, many opportunities exist in-house for on-the-job training, job sampling, other appropriate on-site work activities and, unsubsidized employment. As a "user friendly" work environment, those ASAP program recipients who are placed in this setting will have the advantage of obtaining work experience in a Native organization, which may offer an increased potential for long term success.

The general economy and job market in Fairbanks has demonstrated sustained growth and diversification for the past 15 years, however, a larger portion of the population is working in the lower paying service sector, while the numbers of more lucrative construction and oil industry jobs are shrinking in proportion. There is anticipation of an increase in jobs related to this industry with the potential start-up of construction of new roads to mining districts in Interior Alaska and a natural gas pipeline. In the tribal communities served by the TCC TANF plan, year-round employment remains limited, with seasonal employment playing a major role. The Tanana Chiefs Conference through its Tribal Development Department, Employment and Training and Education programs plan to continue to actively pursue economic development and job creation, encourage entrepreneurial cottage-industries and utilize opportunities created by increasing access to computer technology. With the completion of the new \$72 million dollar "super clinic" and the corresponding \$30 million dollar annual staffing package provided by HIS, TCC continues to add 150 new health-related jobs both in Fairbanks and the region's villages. The Tanana Chiefs Conference ASAP program also continues to train and staff its TANF program with as many current ASAP program recipients as possible. We anticipate between 30-50% of the 40 positions employed to administer the program will continue to be filled by prior welfare recipients with numerous others trained and employed by its growing health department in entry and intermediate level positions .

12. SUPPORT SERVICES. Support services will be made available to ASAP program participants, directly through the program or through other program and service providers or employers to enable them to engage in assigned TANF work activities and/or to accept and maintain employment.

12.1 Support services will include those available for eligible enrolled tribal members through the Tanana Chiefs Conference/Department of Interior/BIA/Self Governance Compact or individual tribal programs operated under P.L. 93-638 contract with the Bureau of Indian Affairs as well as existing grants received by TCC and individual tribes from the U.S. Department of Labor and Department of Health and Human Services. These services include, but are not limited to the following:

- (a) on-the-job training;
- (b) short term - job training;
- (c) counseling and skill building;
- (d) help with child care expenses;
- (e) referrals for paid employment;
- (f) referrals for community work services;
- (g) structured job search to teach specific job search skills;
- (h) transitional services including child care assistance and post-employment services;
- (i) GED or high school instruction;
- (j) vocational training; and
- (k) higher education
- (l) incentives to maximize the successful completion of training and education

Other support services including marriage counseling, counseling for victims of domestic violence, batterers reeducation counseling, treatment for substance abuse, special support for child only cases for children in tribal custody (equivalent to the state's foster care standards), special support for all households in which the recipient is

married and in which both married partners reside in the household (at the established rate of \$102 per month), special support services including transportation, food, and lodging assist fathers to be present during the birth of their children, and other counseling, remedial education and related job retention services will be made available through the TANF program or programs of the TCC Health Compact funded by the Indian Health Service, or Family Violence Prevention Service Act Programs operated by tribes, funded by the U.S. Department of Health and Human Services.

The TCC ASAP program in conjunction with aforementioned Department of Labor programs will directly purchase or provide reimbursements to tribal TANF participants necessary to support work activities. These services may include the following;

- (aa) tuition payments;
- (bb) transportation;
- (cc) vehicle repair;
- (dd) driver license;
- (ee) interview clothing;
- (ff) grooming;
- (gg) professional license;
- (hh) relocation;
- (ii) remedial medical;
- (jj) startup expenses;
- (kk) special tools, clothing and equipment; and
- (ll) child care

All support services will be provided by public, private or faith based agencies under contract or through memorandum of agreement or coordinated by TCC ASAP program staff or contracted tribal staff located in Fairbanks and in each of the 37 tribal communities located in the service area as defined in Section 4.2.

12.2 Transitional Support Services: ASAP program participants may be eligible for support services payments for up to (12) months;

- a.) after they become employed and lose eligibility for the TANF cash grant due to excess income (i.e., income that exceeds the ASAP eligibility standards), and/or
- b.) for emergency shelter after their case has been closed.

13. SANCTIONS.

13.1 The tribal TANF program applies sanctions and penalties regarding ASAP benefits when

- (a) an individual is convicted in state or federal court of fraudulent actions that misrepresented their place of residency in order to receive TANF benefits through the ASAP program simultaneously in two program service areas. (The family is ineligible for ASAP funded benefits); or
- (b) the family includes an adult convicted after August 22, 1996, in state or federal court, of felony possession, use, or distribution of a controlled substance. (The adult is ineligible for TANF funded ASAP benefits); or
- (c) an individual incurs an administrative fraud penalty or an intentional program violation. (These penalties result in a six-month disqualification of the offender for the first offense, 12 months for the second, and permanent disqualification for any subsequent violation); or
- (d) adults in the family refuse without good cause as indicated in section 10.6 to complete their Family Self-Sufficiency Plan, or refuse to participate in assigned work activities. (The penalty removes the adult from the ASAP benefit calculation which reduces the family benefit until the

adult complies. After imposition of a first penalty, a second refusal results in a minimum six month penalty period and subsequent refusal result in a twelve-month penalty period); or

- (e) a caretaker relative refuses or fails to cooperate without good cause with Child Support Enforcement in establishing paternity or obtaining child support. (The penalty removes the adult from the ASAP benefit calculation which reduces the family benefit until the adult complies. Applicants must agree to cooperate with child support enforcement or their application will be denied).

13.2 Conduct Justification Termination of Benefits. Families are ineligible for ASAP benefits when:

- (a) the family includes an adult who fraudulently misrepresented their residence in order to receive TANF-funded benefits in more than one state or other TANF service area (The family is ineligible for 10 years beginning at the date of conviction); or
- (b) the family includes individuals fleeing prosecution or imposition of sentence for a felony offense (Fugitives under an Alaska class A misdemeanor are ineligible); or
- (c) a caretaker refuses or voluntarily separates from suitable employment without good cause as indicated in section 10.6. (The family is ineligible for ASAP benefits for one month for the first offense, six months for the second offense and 12 months for any subsequent offenses); or
- (d) the family caretaker is an unmarried minor parent not living with a parent or in another approved, adult-supervised setting (The family is ineligible for ASAP funded benefits); or
- (e) the family caretaker is unmarried minor parent not attending high school or other equivalent training program (The minor parent is removed from the ASAP-funded benefit calculation until the minor parent complies); or
- (f) the family includes an adult who intentionally transfers a resource to become eligible (The family may lose eligibility for up to 12 months, depending on the value of the transferred resource).

13.3 Additional Sanctions Under the ASAP Program.

13.3.1 Fiscal Responsibility. All ASAP participants will be assisted by village-based program staff in developing a household budget to cover their family's anticipated food, clothing, and shelter-related costs for the month. Upon the assessment of the program staff, portions of the monthly assistance benefit may be encumbered in vouchers up to 100% as a result of demonstrated gross negligence by the participant in the use of their benefit or because of a recipient's non-compliance with specific conditions of the ASAP as described in this plan.

13.3.2 Job Responsibility. All adult members of each household receiving cash assistance through the ASAP will be required to complete interest and aptitude tests so they will have a better idea about what jobs they may be interested in and have a talent for. Village-based program staff will assist each adult participating in ASAP to prepare a resume and complete a Job Bank/Job Application which will be kept on active file for jobs which become available relating to their skills and experience. Each adult ASAP participant will be required to attend training on how to interview for a job and attend training workshops provided in the village which relate to their interests and aptitudes. Failure to comply with any of these requirements without good cause, as indicated in section 10.6, will result in the following: first non-compliance, sanction which will consist of the adult's grant removed from the benefit calculation until the adult complies; second noncompliance, a minimum sanction (as indicated above) of 6-months and compliance; all subsequent incidents of non-compliance will result in a minimum 12 month sanction period based on the time of compliance. ASAP participant's job applications on active file in the

job bank will be included for consideration for all jobs (appropriate to their skills) that become available in their perspective village and other short-term or seasonal jobs available outside the village.

13.3.3 Parental Responsibility. In addition to living in an adult supervised setting, approved by the tribe and attending school or participating in approved vocational training, teen parents receiving cash assistance under ASAP will be required to participate in locally available parenting skills groups, family planning and other available counseling appropriate to their individual situations. Adult parent participants will be required to participate in similar groups and counseling available in their village. Failure to comply with any of these requirements without good cause, as indicated in section 10.6, will result in the following: first non-compliance, sanction which will consist of the adult's grant being removed from the benefit calculation until the adult complies; second noncompliance, a minimum sanction (as indicated above) of 6-months and compliance; all subsequent incidents of noncompliance will result in a minimum 12 month sanction period based on the time of compliance. As a special condition, all parents receiving ASAP benefits will further be required to attend all parent teacher conferences regarding their school-age children and assure that each school aged child in the household remains in school programming through high school graduation or completion of a GED. Both minor and adult parents receiving ASAP assistance will also be required to schedule and attend regular health check-ups and screening for themselves and their children at their local health clinic and to keep all child immunizations up to date. Failure to comply with any of these special conditions without good cause as indicated in section 10.6 will result in an appropriate reduction in the monthly benefit for the month following the infraction as established in consultation between the applicant and the ASAP caseworker.

13.3.4 Personal Responsibility. All adult and minor ASAP parent participants screened for alcohol and substance abuse and determined by program staff to be at high risk will be required to complete a drug and alcohol evaluation within 30 days from the date they file an application for assistance. ASAP participants will be required to follow the recommendation(s) resulting from their evaluation within 3 months. Failure to meet these requirements will result in an appropriate reduction of their monthly benefits, established in consultation between the applicant and the ASAP caseworker, which will be held in a program account to be returned to the household as a reward incentive if they comply with the recommendation(s) of their evaluation within six months. Failure of an ASAP participant to comply with the recommendations of their evaluation after six months will result in the forfeiture of funds withheld and 100% of the restored monthly benefit being encumbered in vouchers for the household's food, clothing, and shelter costs.

13.3.5 Personal Safety. Adult ASAP participants who are determined by program staff to be Experiencing domestic violence in their homes will be required to seek counseling and other appropriate support services as part of their self-sufficiency plan. Victims of Domestic Violence will be encouraged to attend individual or group support counseling available in their village. Perpetrators of domestic violence who are included in a household that is receiving cash assistance through ASAP will be required to temporarily find alternative housing (by issue of tribal or state court a temporary restraining order if necessary) and complete individual counseling. The ASAP program shall consider leaving the home to continue counseling or treatment as a good cause reason, under section 10.5.1.(a), to allow the perpetrator to receive a portion of the assistance unit's cash assistance while not living in the same household. The perpetrator can continue to receive 50% of the adult share of the household's cash assistance only if he/she does not violate an outstanding restraining order and continues to participate in individual batterer reeducation counseling. If the perpetrator leaves the home and does not continue counseling or other related treatment, the perpetrator shall not be considered part of the household in the calculation of benefits for the assistance unit.

14. RIGHTS AND DUE PROCESS. The ASAP program will provide notice of adverse decisions and a right to appeal adverse decisions or inaction. The hearing will be held within a reasonable amount of time after a request is made. The applicant or recipient may be required to participate in informal dispute resolution before a formal hearing.

15. CONFIDENTIALITY.

15.1 Client Participation Information. The ASAP program will adopt and enforce policies and procedures designed to restrict the use and disclosure of information about individuals and families receiving assistance under the program attributable to funds provided by the federal and state governments.

15.2 Information Exchange. In accordance with agreements that may be entered into with the State of Alaska, or other states or tribes administering TANF programs, the ASAP program may exchange otherwise confidential information under such agreements to prevent receipt of duplicative benefits, to obtain verification of information provided by the applicant or recipient, or to assist the client to obtain additional benefits.

15.3 Providing Information to Law Enforcement. Consistent with the requirements of the Personal Responsibility and Work Opportunity Reconciliation Act, the ASAP program may provide otherwise confidential information to law enforcement officers involved in carrying out public assistance laws or any investigation connected with administering a TANF benefit program. The name and address of any recipient may be provided to a law enforcement officer if the officer furnishes the name and social security number of the client and notifies the ASAP program that the client is a fugitive felon or probation or parole violator (as defined under state law), and that the location or apprehension of such a felon is within the law officer's official duties.

16. FISCAL ACCOUNTABILITY ASSURANCE. For each fiscal year during which the Tanana Chiefs Conference tribal TANF ASAP program receives or expends funds pursuant to a block grant under Section 412 of Title I - Block Grants for Temporary Assistance for Needy Families, the fiscal accountability provisions of Section 5(f)(1) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450c(f)(1)), relating to the submission of a single agency audit report required by chapter 75 of Title 31, United States Code, applies.

17. DATA COLLECTION AND REPORTING. The Tanana Chiefs Conference tribal TANF ASAP program will comply with Section 411 (Data Collection and Reporting of Title I - Block Grants for Temporary Assistance for Needy Families of Public Law 104-193).

18. ASSURANCE OF 45-DAY COMMENT PERIOD. The Tanana Chiefs Conference (TCC) assures compliance with the 45 day comment period requirement. The comment period to continue a Tribal Family Assistance Program for FY 2018 through FY 2020 was posted on the Tanana Chiefs Conference Website. A Public Hearing by toll-free teleconference was conducted on June 30, 2017. Comments from the Public Hearing regarding the plan were incorporated into the final draft of the renewal plan. The public was also given the opportunity to submit additional comment in writing or by telephone or email messaging through August 4, 2017 for consideration as addenda to the plan which begins October 1, 2017.

CHILD CARE AND DEVELOPMENT FUND

for

TRIBE: TANANA CHIEFS CONFERENCE

FFY 2017-2019



This Plan describes the CCDF program to be administered by the Tribes for the period 10/1/2016 – 9/30/2019. As provided for in the applicable statutes and regulations, the Tribal Lead Agency has the flexibility to modify this program at any time, including amending the options selected or described herein.

For purposes of simplicity and clarity, the specific provisions printed herein of applicable laws and regulations are sometimes paraphrases of, or excerpts and incomplete quotations from, the full text. The Tribal Lead Agency acknowledges its responsibility to adhere to them regardless of these modifications.

Public reporting burden for this collection of information is estimated to average 120 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

(Form ACF 118-A; OMB Approval Number: 0970-0198, expires 06/30/2019)



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CCDF Plan Effective Date: October 1, 2017

Amended Effective Date: [Insert Date as Amended]



Tips for Completing the Tribal CCDF Plan Preprint

Preprint Design

The Tribal CCDF Plan Preprint is organized into seven critical areas:

- Section 1 identifies the Tribe or Tribal Organization applying for CCDF funds, including how that applicant entity delegates the administration of the CCDF program, how it develops its CCDF Plan, and how it plans to coordinate CCDF-funded services with other relevant entities;
- Section 2 details how the grantee decides who is eligible for CCDF-funded services, the means by which parents are informed and can apply for services, and how the grantee gives priority to children with special needs;
- Section 3 describes CCDF-funded services available, how assessment of market rates is determined, how payment rates for services are computed, how timely payments are made to providers, how family co-payments are determined, and the strategies used to increase the supply and quality of services;
- Section 4 identifies what health and safety standards the grantee applies to which categories of providers, what plans the grantee has for disaster preparedness, how policies and procedures are monitored and enforced, what type of criminal background checks are required, and what exemption of health and safety requirements is available to relative providers;
- Section 5 details the grantee's goals for quality improvement, describes professional development opportunities and strategies for retention of providers, lists types of consumer information offered to parents, and other quality improvement activities;
- Section 6 describes the program's integrity and accountability measures; and
- Section 7 identifies whether a grantee has policies and procedures for conducting a child count, what level of CCDF funding the grantee expects to receive in FY 2017, and whether the grantee intends to use CCDF funds for construction/renovation.
- Section 8 is an optional abbreviated Plan that Tribes or Tribal Consortia receiving annual CCDF allocations of less than \$250,000 may choose to complete and submit. Tribes that select this option are not required to complete Sections 1-7 of the Plan. However, Tribes with allocations of less than \$250,000 can choose to complete Sections 1-7 and in doing so will be required to complete all parts/sections unless specifically exempted as noted in the instructions. Note: Tribes can use their FY 2015 or FY2016 allocations to determine whether a Tribe is below the \$250,000 threshold.

Within each section, questions are grouped by topic to make the Preprint easier to read and complete.



When a question requires a “yes” or “no” response, the order of the *yes/no* options changes depending on the question so that the simplest response is first and the more complex response follows. For example, if a “yes” response would require an explanation and a “no” response would not, the “no” option will appear first. Similarly, if a “no” response has additional sub-questions that need to be answered but a “yes” response does not, the “yes” option would appear first. This structure is used to simplify the Plan development process by allowing the person completing the Plan Preprint to skip over response choices that are not relevant; it is **NOT** designed to imply that the first answer is the correct answer or the default answer. All questions should be answered in the way that best reflects what is actually happening in the Tribal CCDF program.

Guidance boxes are provided after questions that require additional clarification. These boxes may include definitions of unfamiliar terms or phrases, suggestions for details to include in a narrative response, explanations of Office of Child Care (OCC) policy on the topic, and/or references to related questions. It is important to read the relevant Guidance box before answering each question.

Where appropriate, instructions are included that allow Tribes/Tribal Organizations to skip over certain optional questions that do not apply.

In some cases, OCC has included questions in the Preprint that are optional—meaning a Tribe can respond with a “no”—for all Tribes/Tribal Organizations; these questions do not yet apply to Tribal grantees and are **for informational purposes ONLY**. They are designated by a bold, red, delta symbol (**Δ**). The answers provided will help OCC understand how prepared Tribal CCDF programs are to implement the forthcoming CCDF regulations and what kinds of training and technical assistance may be most helpful during the implementation process.

Technical Assistance

Tribes and Tribal Organizations should contact the appropriate OCC Regional Office for guidance and support in completing the Tribal CCDF Plan Preprint. Contact information for the OCC Regional Program Managers can be found online at <https://www.acf.hhs.gov/programs/occ/resource/regional-child-care-program-managers>.

Tribes and Tribal Organizations having additional needs for technical assistance can report their projected needs in the annual ACF-700 report (Question #4).



1 Define CCDF Leadership and Coordination with Relevant Systems

This section provides information on how the CCDF program is administered, including the designated Tribal Lead Agency and the administrative structure. It also addresses who was consulted in the development of the Tribal CCDF Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities.

1.1 Tribal CCDF Applicant

1.1.1 Tribe (i.e., the official name of the Tribe as listed in the Federal Register) or Tribal Consortium Applicant

- a) Name of the Tribe (or Tribal Consortium): Tanana Chiefs Conference
- b) Name of Tribal Chair/President/Leader: Victor Joseph
- c) Title: President/Chairman
- d) Address: 122 First Avenue
- e) City, State, Zip Code: Fairbanks, AK 99701
- f) Telephone Number: (907) 452-8251 Ext: 3112
- g) Fax Number: (907) 459-3952
- h) Email Address: victor.joseph@tananachiefs.org

Note: ACF will send official grant correspondence such as grant awards, grant adjustments, Plan approvals, and disallowance notifications to the designated contact identified here. (658D(a))

1.1.2 Are you a Tribal Consortium?

☐ No. (skip to Section 1.2)

- ☒ Yes. **Provide a comprehensive list with each new Plan of the participating member Tribes/Alaska Native Villages and include demonstrations from the consortium's** participating Tribes indicating that the consortium has the authority to seek funding on their behalf. Examples of demonstrations include a Tribal Resolution, a letter signed by the Tribal Leader, or another official document from the Tribal/Village government. (98.80(c)(1), 98.81(b)(8)(i))

Guidance: For Alaska Native Regional Nonprofit Corporations, the list and demonstrations are for purposes of Discretionary Funds only.

The list is provided as Attachment #: E

The demonstrations are provided as Attachment #: E

Note: If there is any change in the consortium membership, the Tribal Lead Agency must notify ACF through an amendment to the Plan.



- 1.1.3 A Tribal consortium must describe how it coordinates services on behalf of each of its participating member Tribes/Villages. Include a brief summary of how the consortium is coordinating services (including direct services) on behalf of each participating member. (98.81(b)(8)(ii), 98.83(c)(1))

Guidance: The description should address how child care services are provided to each member Tribe/Village. The description should reference all Tribal CCDF-Operated Centers that receive CCDF funds as part of the consortium and those should be listed in the table in Section 3.1.2.

Describe: As part of its P.L. 102-477 Consolidated Program Plan, Tanana Chiefs Conference created Tribal Workforce Development Specialist positions in each of the thirty seven Tribal Council offices within the regional service area. These locally-based staff are responsible for assisting clients in applying for services, providing information and referral services, and for coordinating child care provider recruitment and employment and training services for members in their respective communities. Within the greater Fairbanks area, these same services are provided by the Child Development Director and the Child Care Coordinator who are housed in the main TCC office.

1.2 Designated Tribal Lead Agency

The Tribe or Tribal consortium will designate an agency to represent the Tribe/consortium as the Tribal CCDF Lead Agency. This designated agency agrees to administer the Tribal CCDF program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the attached assurances and certifications. (Appendix 2). (658D, 658E(c)(1))

- 1.2.1 Identify the Lead Agency designated by the Tribe or Tribal consortium to administer the CCDF program.

- a) Name of Tribal Lead Agency: Tanana Chiefs Conference
b) Web Address for Tribal Lead Agency (if any): www.tananachiefs.org

- 1.2.2 Who is the Tribal CCDF Administrator?

Identify the CCDF Administrator designated by the Tribal Lead Agency, the day-to-day contact, or the person with responsibility for administering the Tribal CCDF program. If there is more than one designated contact with shared responsibility for administering the CCDF program, please identify the co-administrator/assistant administrator and include contact information.

Note: ACF will send programmatic communications such as program announcements, program instructions, and data collection instructions to the designated contact identified here.

- a) Contact Information for the Tribal CCDF Administrator:

Name of Tribal CCDF Administrator: Racquel Martinez

Title: Child Development Director

Mailing address: 122 First Avenue, Ste. 600, Fairbanks, AK 99701

Physical address (if different than mailing address): _____



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Telephone Number: (907) 452-8251 Ext: 3172

Fax Number: (907) 459-3952

Email Address: racquel.martinez@tananachiefs.org

- b) Contact Information for Tribal CCDF Co-Administrator/Assistant Administrator (if applicable):

Name of Tribal CCDF Co-Administrator/Assistant Administrator: _____

Title: _____

Telephone Number: (____)____-____ Ext: _____

Email Address: _____

Describe the role of the Co-Administrator/Assistant Administrator: _____

1.3 Administration through Contracts or Agreements

The Tribal Lead Agency has broad authority to administer the CCDF program through contracts or agreements with other governmental, non-governmental, or other public or private local agencies. The Tribal Lead Agency remains the single point of contact and retains overall responsibility for the administration of the CCDF programs. (658D(b)(1)(A), 658E(c)(3)(C), 98.11, 98.16(c)(1)) Examples of such agreements could include:

- The Tribal Lead Agency has a written agreement with another Tribal department to operate Tribal child care centers or to conduct background checks, etc.;
- The Tribal Lead Agency may contract with the local child care resource and referral agency to operate the Tribe's child care program (including determining family eligibility and issuing payments to child care providers or providing high quality activities).

1.3.1 Will the Tribal Lead Agency **directly** administer and operate the CCDF program? (98.16(c)(1))

Guidance: This question does not pertain to the demonstrations referenced in Section 1.1.2 between a consortium and its participating/constituent member Tribes/Villages.

☒ Yes, the Tribal Lead Agency will directly administer and operate **all** aspects of the CCDF program. (skip to Section 1.4)

☐ No, the Tribal Lead Agency **will not** directly administer and implement all aspects of the CCDF program.

- a) List the names of those entities that will administer/operate aspects of the CCDF program and describe which aspects of the CCDF program they will administer/operate:

- b) Describe how the Tribal Lead Agency will maintain overall control of the CCDF-funded program components administered and operated by the entities listed above:

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c) Attached copies of the contracts or agreement as Attachment #: _____

1.4 Consultation in the Development of the Tribal CCDF Plan

In the development of the Tribal CCDF Plan, the Tribal Lead Agency is required to consult with representatives of general purpose local/Tribal government. (658D(b)(2), 98.14(b)) Tribal Lead Agencies are also required to conduct a public hearing to provide the public an opportunity to comment on the provision of the child care services under the CCDF Plan.

Note: For the purposes of developing this Plan, consultation involves meeting with, or obtaining input from, appropriate representatives of the Tribal community.

1.4.1 Check the boxes to describe how the Tribal Lead Agency consulted with representatives of local/Tribal government, on the development of the Plan:

☐ Regular meetings: _____

☐ Conference Calls: _____

☐ Emails: _____

☐ Working committees: _____

☒ Other: Describe: Copies of the plan were distributed to each of the thirty-seven tribal offices of the region for their review and a public hearing was held to solicit additional input. Tribes have ready access to program staff on-site locally and through TCC's toll-free number. The tribes meet during TCC's annual convention to address program or service issues of the agency and pass resolutions to provide ongoing input for recommended changes to address their concerns.

1.4.2 Did the Tribal Lead Agency consult with any other Tribal or non-Tribal organizations or entities on the development of the Plan?

☒ No.

☐ Yes. Describe: _____

1.4.3 Tribal Lead Agencies are required to conduct a public hearing to provide the public an opportunity to comment on the provision of child care services under the CCDF Plan. (658D(b)(1)(C), 98.14(c)(1-3), 98.16(e))

Guidance: The Tribal Lead Agency must conduct at least one public hearing prior to the submission of the Tribal CCDF Plan, but no earlier than January 1, 2016. Lead Agency must provide a notice of the hearing throughout the Tribal Lead Agency's service area. This notice must be provided no later than 20 days prior to the date of the hearing. Tribal Lead Agencies must make the contents of the Plan available to the public in advance of the hearing. (98.14(c)(3))

Describe the Tribal Lead Agency's public hearing process:

a) Date(s) of public hearing notice(s) *(at least 20 calendar days prior to the public hearing)*:

6/10/17

CCDF Plan Effective Date: **October 1, 2017**

Amended Effective Date: [Insert Date as Amended] _____



Plan for: **TANANA CHIEFS CONFERENCE**

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- b) Date(s) of public hearing(s) (*no earlier than January 1, 2016*):
June 30, 2017
- c) Location(s) of the public hearing(s):
Through Regional Teleconference broadcast from Fairbanks.
- d) How was the public notified of the public hearing? Check all that apply.
- ☐ Parent newsletter
 - ☒ Tribal/local media
 - ☐ Internet. List website address(es): www.tananachiefs.org
 - ☐ Social media (such as Facebook, Twitter, etc.)
 - ☒ Posting on community bulletin board, etc.
 - ☐ Other: _____
- e) How the content of the Plan was made available throughout the service area prior to the public hearing? Check all that apply.
- ☒ Tribal offices (including CCDF offices)
 - ☐ Internet (provide website(s)): _____
 - ☒ Email
 - ☐ Other: _____
- f) Describe how the input from the public hearing(s) was taken into consideration in the development of the final Plan:
- _____

1.4.4 **Δ** Does the Tribal Lead Agency make the final CCDF Plan and any subsequent Plan Amendments available to the public?

- ☐ No.
- ☒ Yes. Describe: TCC will post the final CCDF plan on its website.

1.5 Consultation in the Development of the State CCDF Plan

The CCDBG Act of 2014 requires States, at the option of the Tribe or Tribal organization to collaborate and coordinate with Tribes and Tribal organizations in the development of the **State CCDF Plan** in a timely manner. (658D (b)(1)(E))

1.5.1 Did the Tribe provide input into the development of the State's CCDF Plan?

- ☐ No. Describe: _____
- ☒ Yes. Describe: TCC reviewed the draft of the state's plan posted on their website and had no recommendations for substantive changes.

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1.6 Coordination of Services

As part of its CCDF Plan development process, the Tribal Lead Agency is required to coordinate services with other Tribal, Federal, State, and/or local child care and early childhood development programs and with agencies responsible for public health, employment services/workforce development, public education, and Temporary Assistance for Needy Families. (658D(b)(1)(D), 98.14(a), 98.16(d))

1.6.1 Describe how the Tribal Lead Agency coordinates the delivery of CCDF services with the following agencies or entities and the results of those coordination efforts:

- a) Other Tribal, Federal, State and local child care and early childhood development programs, including, to the extent possible, Head Start/Early Head Start; Early Head Start – Child Care Partnerships; Maternal, Infant, and Early Childhood Home Visiting; State CCDF; Child and Adult Care Food Program (CACFP); Summer Food Service Program; and programs serving infants and toddlers, preschool-age children, children with disabilities, homeless children, and children in foster care

Describe: Tanana Chiefs Conference Client Development administers the regional Prenatal to Five Head Start which provides services within the TCC service area excluding Fairbanks. The Child Development Director has established a close working relationship with the Early Head Start and Head Start programs that provide services in Fairbanks and the outlying area as well as the CACFP program. TCC has established relationships with state licensed providers operating child care centers and group home care and after-school services in Fairbanks and the surrounding military bases. The Child Development Director has consulted with THREAD Alaska, the local resource and referral agency for the State CCDF program, to coordinate training opportunities.

- b) Employment services/workforce development

Describe: Tanana Chiefs Conference Client Development administers the regional tribal TANF program and coordinates its CCDF program services with education, employment and workforce development programs, which are also administered by TCC.

- c) Public health (including the agency responsible for immunizations and dental care)

Describe: Tanana Chiefs Conference, Client Development Department administers the regional CCDF program services in coordination with Indian Health Services which is responsible for immunizations and health services of children within the TCC service area.

- d) Public education

Describe: TCC has developed a close working relationship with the Effie Kokrine (Alaska Native) Charter School and local schools in each of the tribal villages served through the CCDF program through its former ARRA funded after-school program.

- e) Social services (including agencies providing mental health services)

Describe: TCC's primary partners include, but are not limited to: State of Alaska Office of Children's Services, TCC Behavioral Health and Environmental Health Divisions, Fairbanks Native Association, Fairbanks Food Bank, State of Alaska DPA, Interior Regional Housing



Authority, and Chief Andrew Isaac Health Center. Coordination of services has increased the availability of resources for providers and program staff.

f) Temporary Assistance for Needy Families (TANF)

Describe: Tanana Chiefs Conference, Client Development administers the regional tribal TANF program and coordinates its CCDF program services with the State TANF program by cross-referral services being done between all programs.

g) Public-private partnerships

Describe: TCC's service area is part of a very remote and isolated region in Interior Alaska. Most business activities are associated with Federal, State or local government contracts and services. The greatest potential for public-private partnerships exists in the greater Fairbanks area of the region.

During the first year of the TCC child care assistance program, the Program Coordinator conducted a feasibility study to determine if a child care and development training center (model child care center) could be developed through linkages with Fairbanks area public agencies and private businesses and be used for actual child care for Native parents employed or attending training in the greater Fairbanks area and as an on-site "training lab" for registered Child Care Providers. Subsequent to these efforts, a child care center program was developed and services initiated at a renovated facility. After two years of operation, the facility was discontinued due to the lack of space and economy of scale needed to operating the program at cost (TCC supplemented the child care center with over \$225,000 each year from its general fund).

h) Other

Describe: _____

1.6.2 Did the Tribal Lead Agency coordinate with Head Start/Early Head Start or other programs/agencies to assess the needs and what resources are available to support early childhood development?

☐ No.

☒ Yes. Describe: The Child Development Director has contacted Thrivalaska Birth to Five, FNA Birth to Five, and THREAD Alaska to discuss training (training needed to improve quality of care and available training to improve quality of care for both center and relative care providers).

1.6.3 **Δ** How does the Tribal Lead Agency determine the Tribal community's child care needs, including the needs of any underserved populations, such as infants and toddlers, special needs children, and non-traditional hour care? For example, does the Tribal Lead Agency conduct a needs assessment, survey community members, etc.?

Describe: The Child Development program conducts an annual community assessment for the TCC service area to determine the needs of underserved populations.



2 Provide Stable Child Care Financial Assistance to Families

2.1 Eligible Children and Families

At the point in time when eligibility is determined, children must: (1) be under the age of 13; (2) meet the Tribal Lead Agency's definition of "Indian Child"; (3) reside within the Tribal Lead Agency's defined "service area"; (4) reside with a family whose income does not exceed 85 percent of the Grantee Median Income (GMI) for a family of the same size; and (5)(a) reside with a parent or parents who are working or attending a job training or educational program; or (b) receive, or need to receive, protective services and reside with a parent or parents not described in (5)(a) above. (658P(4))

2.1.1 Eligibility Criteria Related to the Child

- a) Programs and activities are to be carried out for the benefit of Indian children. 98.81(b)(2)(i)

Guidance: While Tribal Lead Agencies have some flexibility in defining "Indian Child," the definition must be limited to children from federally recognized Indian Tribes, consistent with the Child Care and Development Block Grant Act's definition of Indian Tribe. This could include children who are tribal members, whose membership is pending, who are eligible for membership, and/or who are children/descendants of members. This could also include adopted children, foster children, and step- children, etc.

The Tribal Lead Agency defines an "Indian child" as: An individual below the age of 13 years who is an enrolled member of, or eligible for enrollment in a federally recognized tribe, and who resides within the geographic boundaries of the Tanana Chiefs Conference service area as defined in this plan.

- b) Programs and activities are to be carried out for the benefit of Indian children living on or near the Indian reservation or, for those Tribes that do not have reservations, the Tribe's existing service area. If a Tribal Lead Agency establishes a different service area for CCDF purposes, it must be within a reasonably close geographic proximity to the borders of the Tribe's reservation or existing service area. (658O(c)(2)(B), 98.80(e), 98.81(b)(2)(ii), 98.81(b)(3)(ii), 98.83(b))

Guidance: There is an expectation that the Tribal Lead Agency will be able to provide services to families throughout the service area. ACF will not approve an entire state as a Tribe's service area. Tribes can limit services within the reservation boundaries or can go beyond the reservation boundaries. For example: "permanent residence is within the reservation boundaries, however the participant is temporarily attending school outside of the reservation area," or "resides within 20 miles of the reservation boundaries," etc.

Define the Tribal Lead Agency's CCDF Service Area: The Interior [Tanana Chiefs Conference] region of Alaska of which the geographic boundary is defined in the Alaska Native Claims Settlement Act, and is contiguous with the Doyon Regional Native Corporation boundary, which consists of the communities in and around the Fairbanks Northstar Borough, Tok, Healy, Clear, Anderson, Sultrana and Delta Junction, and the following tribal communities (which have



submitted resolutions, certified by their tribal councils, authorizing the Tanana Chiefs Conference to consolidate and provide Child Care and Development Fund, and additional programming indicated under a P.L. 102-477 Plan):

Alatna, Allakaket, Anvik, Arctic Village, Beaver, Birch Creek, Chalkyitsik, Circle, Dot Lake, Eagle, Evansville, Fort Yukon (Gwichyaa Zhee), Fairbanks, Galena (Louden), Grayling, Healy Lake, Holy Cross, Hughes, Huslia, Kaltag, Koyukuk, Manley, McGrath, Minto, Nenana, Nikolai, Northway, Nulato, Rampart, Ruby, Shageluk, Stevens Village, Takotna, Tanacross, Tanana, Telida, Tok, and Venetie.

Note: The TCC CCDF program service area may also extend to any U.S. community outside the geographical boundary indicated above if the qualified program participant physically resided in the TCC service area for a minimum of 30 days prior to the date of their application for services, and is attending school, other allowable training, or is employed in seasonal work, and is not eligible to receive timely assistance from a comparable program.

Optional: In addition to the description above, a clearly labeled map of the service area is attached. Attachment # n/a

- c) The Tribal CCDF program serves children from 1 week to 12 year's old (**Note:** Maximum age is through age 12).
- d) Does the Tribal Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care? (658P(3), 98.20(a)(1)(ii))

☒ Yes, and the upper age is 18 (maximum age is through age 18).

Define "physical or mental incapacity": TCC uses the American with Disabilities Act definition: An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

☐ No.

- e) Does the Tribal Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (98.20(a)(1)(ii))

☒ Yes, and the upper age is 18 (maximum age is through age 18).

☐ No.

2.1.2 How does the Tribal Lead Agency define the following terms for CCDF eligibility purposes?

- a) "residing with":

Living with- including taking meals and sleeping in the same residence at least 50 percent of the time that child care is requested.

- b) "in loco parentis" (refers to an individual who assumes parental status and responsibilities for another child, such as a foster parent or other guardian):

A person who acts in place of a parent, such as a guardian, relative, or friend, who provides



care and supervision like a parent but without the formalities of legal guardianship or adoption.

2.1.3 Eligibility Criteria Based on Reason for Care

- a) In order to be eligible to receive CCDF services, children must reside with a parent(s) who are working, attending a job training program, or attending an educational program. Check all parent participation options below that the Tribal Lead Agency allows; for each option checked, provide a brief definition of the term as used for CCDF eligibility purposes.

Guidance: Tribal Lead Agencies have broad flexibility in defining “working,” “attending a job training program,” and “attending an educational program.” The definitions provided below should include *any* allowable activities, including travel time and study time. For example, a definition of “working” could include working for a salary or wages, self-employment, subsistence activities, job search, and/or volunteering, as well as the travel time to and from the activity. Definitions should also address any limitations, such as minimum hours required or maximum hours allowed.

☒ Eligibility based on working

Define “working”: an activity for which a wage or salary or wage is paid; being engaged in a business that is operated with the intention of making a profit; for which a business license under Alaska Statute (AS) 43.70 has been obtained; and that generates revenue during any consecutive three month period; or engaged in subsistence activities. In addition, for TANF parents “working” means participation in work activities as assigned, including subsidized and unsubsidized work, community work service, job sampling, and participation in a job club, job search, and approved subsistence activities.

Approved Subsistence Activities: For purposes of establishing eligibility subsistence activities (including harvesting and gathering and the procurement of fish and wildlife) will be considered the same as working for wages. We emphasize that subsistence is the means whereby the majority of the region’s residents provide food, clothing, and shelter for their families. The income substitution factor is what makes it possible for most people to live in rural Alaska (i.e. If a person needs child care assistance so they can engage in fishing or hunting [and are otherwise eligible for the program] they will be approved for child care services for a reasonable time adequate to secure food for their family).

Reasonable time is defined by the TCC CCDF program as a maximum of 160 hours or four weeks of child care two time per calendar year, per eligible family, allocated equally during the winter (September through May and summer (June through August) subsistence seasons. Summer subsistence activities include but are not limited to: preparing for or engaging in hunting, fishing, berry picking, gardening, food preservation, and procurement of house logs/home heating fuel (wood cutting). Winter subsistence activities include but are not limited to preparing for or engaging in hunting, trapping, fishing, food preparation and preservation, and procurement of home heating fuel (wood cutting).

Job Search Activities: Up to 160 hours of child care per calendar year will be provide per



eligible family for work search activities that include the following: contacting prospective employers, completing and submitting job applications, attending job interviews with the goal of obtaining employment, resume building, and researching available employment.

- ☒ Eligibility based on attending a job training program

Define “attending a job training program”: Attending a training program in a structured environment for participants who have specific learning objectives, identified as skills to be mastered with a beginning and end date.

- ☒ Eligibility based on attending an educational program

Define “attending an educational program”: Attending a structured learning environment in which an instructor or teacher leads students through a course of study that includes specific objectives, goals, and standards, and leads to a certificate of mastery or completion, a state license, a diploma, or a degree .

- b) Does the Tribal Lead Agency provide child care to children who receive, or need to receive, protective services?

☐ No (skip to 2.1.4).

☒ Yes. Complete 1-4 below.

Guidance: Tribal Lead Agencies have the flexibility to define protective services beyond formal child welfare or foster care cases, including but not limited to, homeless children. If the Tribal Lead Agency provides CCDF-funded child care to children in foster care whose foster care parents are not working, or who are not in education/training activities, for CCDF purposes, these children are considered to be in protective services and must be included in this definition.

- 1) Define “protective services” for the purposes of eligibility:

This is defined as children who are suspected of being abused, neglected or are abandoned or are determined by a qualified state social worker or Tribal Family Youth Services (TFYS) worker to be at risk of the same, and are in state or tribal custody as indicated through a current state or tribal court action/order and/or children who are in foster care. Individuals providing care for such children will be afforded respite care services on a case by case basis at the recommendation of a qualified state or TFYS worker. Respite care is on a case by case basis in excess of the normal less than 24 hour period and not to exceed 72 hours.

- 2) Does the Tribal Lead Agency waive the co-payment and income eligibility requirements on a case-by-case basis for cases in which children receive, or need to receive, protective services? (658E(c)(5), 98.20(a)(3)(ii)(A-B))

☒ Yes.

☐ No.

- 3) Does the Tribal Lead Agency provide CCDF-funded child care to children in foster care whose foster care parent(s) are not working, or who is not in education/training activities? (98.20(a)(3)(ii), 98.16(f)(7))



☒ Yes, and foster care is included under the Tribal Lead Agency's definition of protective services in 2.1.3(b)(1) above. (This means that, for CCDF purposes, the Tribal Lead Agency considers these children to be served under the protective services eligibility category.)

☐ No.

- 4) Does the Tribal Lead Agency provide respite child care for children in protective services? (98.16(f)(7))

Guidance: CCDF allows for "respite care" only for brief, occasional periods in excess of the normal "less than 24 hr. period" allowed for CCDF child care. Respite care is available for parents in protective services cases (including foster parents, if the Tribal Lead Agency checks "yes" under 2.1.3(b)(3) above) who need relief from caretaking responsibilities. For example, CCDF could pay a provider to care for a protective services child for one weekend a month. This definition of "respite child care" may differ from how Tribes define it for other purposes (e.g., child welfare). Since respite care is provided to give parents time off from parenting, rather than care to allow the parent to participate in work or in education or training, CCDF cannot be used for respite care for children with disabilities unless the child also needs or is receiving protective services.



☒ Yes, and respite care is included under the Tribal Lead Agency's definition of protective services in 2.1.3(b)(1) above.

☐ No.

2.1.4 Eligibility Criteria Based on Family Income

a) How does the Tribal Lead Agency define "income" for the purposes of eligibility?

Guidance: Tribal Lead Agencies have flexibility in defining "income." This flexibility allows for the exclusion or deduction of certain types of income, as defined by the Tribe, from calculations of total family incomes for purposes of eligibility determination.

Define "income": This is defined as income earned in cash or in kind that is paid directly to the family from the receipt of wages, salary or commissions in exchange for the performance of services by the employee/family. Earned income includes payments made at one time for services performed over a long period of time. The term earned income means the total or gross amount of payment, excluding the amounts of doing business for self-employment, or TANF work incentive deductions for the personal or non-personal expenses of earning the income.

Excluded Income: Alaska Permanent Fund Dividends, Federal Income Tax refunds, Tribal per capita payments up to \$2000, Social Security Disability, educational loans, over time income that is received on an inconsistent basis.

Deduction from Income: Child support payments paid to someone outside the home and ongoing medical and/or dental expenses.

b) Tribal Lead Agencies must establish CCDF family income eligibility limits. Those limits cannot exceed 85% of the Grantee Median Income (GMI). A Tribal Lead Agency has the flexibility to use either State Median Income or Tribal Median Income as its GMI. Check the appropriate box below to indicate which option the Tribal Lead Agency has selected:

☒ State Median Income (SMI) for a family of the same size.

Source: State Year: 2017

☐ Tribal Median Income (TMI) for a family of the same size residing in the area served by the Tribal Lead Agency.

Source: _____ Year: _____

c) Complete the CCDF income eligibility table.

i. Column (a) lists the current GMI for each family size. Column (b) lists 85% of the current GMI for each family size (by law, this is the maximum allowable income for CCDF eligibility). ***All Tribal Lead Agencies must complete columns (a) and (b).***

ii. Tribal Lead Agencies have the option of setting income eligibility limits below 85% of



the current GMI. Has the Tribal Lead Agency chosen to set income eligibility limits below 85% of the current GMI?

☒ No (do not complete columns (c)-(f); skip to 2.1.5).

☐ Yes. Complete columns (c) and (d) to show the Tribal Lead Agency's maximum income eligibility level for each family size at the time a family applies for CCDF services.

- iii. Once a family's eligibility has been determined, Tribal Lead Agencies have the flexibility to allow families to continue to receive CCDF assistance if their income increases above the eligibility limit shown in column (c), as long as their income does not exceed the eligibility limit shown in column (b) (85% of the current GMI). Does the Tribal Lead Agency allow families to continue to receive CCDF assistance during their eligibility period (as defined in 2.2.5) if their income increases but remains at or below 85% of the current GMI?

☒ No (do not complete columns (e) and (f); skip to 2.1.5).

☐ Yes, families can continue to receive assistance until their income reaches an amount up to 85% of the current GMI. Complete columns (e) and (f) to list the Tribal Lead Agency's maximum "exit" income levels; the income limit in column (e) cannot exceed the amount shown in column (b).

Table 2.1.4(c): Tribal CCDF Income Eligibility Levels						
	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	100% of Grantee Median Income (GMI)	85% of GMI	(IF APPLICABLE) Maximum Income Level if lower than 85% Current GMI		(IF APPLICABLE) Maximum "Exit" Income Level (cannot exceed 85% GMI)	
	\$/month	\$/month [Multiply (a) by 0.85]	\$/month	% of GMI [Divide (c) by (a), multiply by 100]	\$/month	% of GMI [Divide (e) by (a), multiply by 100]
1*	<u>n/a</u>	<u>n/a</u>				
2	<u>4,947</u>	<u>4,205</u>				
3	<u>6,066</u>	<u>5,156</u>				
4	<u>7,185</u>	<u>6,107</u>				
5	<u>8,304</u>	<u>7,058</u>				
6	<u>9,423</u>	<u>8,009</u>				
7	<u>9,563</u>	<u>8,129</u>				
8	<u>9,704</u>	<u>8,248</u>				

***Note:** On a case-by-case basis, Tribal Lead Agencies may consider a child in foster care to be a "family of one" for purposes of determining CCDF income eligibility.

2.1.5 **Δ** During the eligibility determination or redetermination process, does the Tribal Lead Agency

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take into account fluctuations in family income?

Guidance: Tribal Lead Agencies have the flexibility to take into account irregular fluctuations in income when determining and redetermining eligibility. This is particularly important for families who rely on work that is unpredictable or seasonal in nature, such as agriculture, construction work, or subsistence activities such as hunting and fishing. These families may experience a temporary spike in income due to working increased hours over a short period, yet those earnings are not representative of the family's income over the course of a year.

☐ No.

☒ Yes. Describe: Seasonal income is to be averaged over the period of time engaged in the eligible work activity, or when the income is earned, not to exceed 12 months. Proof of income for the 2 most recent payments received, an employer statement, or the family's last year's tax documents are needed to obtain the average monthly income.

2.1.6 Does the Tribal Lead Agency establish additional eligibility criteria? (98.16(g)(5), 98.20(b))

Guidance: The Tribal Lead Agency has flexibility in establishing additional eligibility criteria. Additional criteria could include, for example, application to the State CCDF program first; higher income limits in one part of the tribal service area; or an asset/resource limit.

☒ No.

☐ Yes. Describe:

If additional eligibility criteria include different income eligibility limits, please attach additional income eligibility tables and indicate attachment number(s): _____

2.2 Application and Eligibility Determination/Redetermination Processes

2.2.1 Tribal Lead Agencies must inform parents of eligible children and the general public of the process by which they can apply for Tribal CCDF assistance. (658E(c)(2)(E)(i)(1))

Parents are informed of the availability of child care assistance services under Tribal CCDF through (check all that apply):

- ☒ Tribal Lead Agency
- ☐ Child care providers
- ☒ Child care resource and referral agencies
- ☐ Public and/or tribal schools
- ☒ Early Head Start/Head Start programs
- ☒ Health Clinics
- ☒ TANF offices
- ☒ Other tribal offices



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- ☐ Other governmental offices
- ☒ Community outreach events
- ☐ Radio and/or television
- ☐ Social media
- ☐ Internet (provide website): _____
- ☐ Other. Describe: _____

2.2.2 How can parents apply for child care services? Check all that apply.

- ☒ In-person interview or orientation
- ☒ Phone
- ☒ Mail/fax
- ☐ At the child care provider's site
- ☐ Electronically via online application or email (provide website): _____
- ☐ Other. Describe: _____

2.2.3 Describe how the Tribal Lead Agency documents and verifies child and family eligibility:

At the time of initial application or with the addition of a child, proof of age is required for each child listed on the family's application for whom assistance is requested. Verification of age can be: birth or baptismal certificates; adoption records; confirmation papers; hospital, midwife or physician's records; certificates of Indian blood; immigration or naturalization records; school records; or vaccination records. Verification of work is required at the time of the family's initial application and throughout the family's certification period when employment changes. Verification can be: pay stubs, employer verification, Work Number confirmations; or tax documents for self-employed individuals; and/or collateral contacts. Verification of school/job training is required at the time of initial application and throughout the family's certification period when training changes for a job training program or terms change for educational programs. Verification can be: Training or Course registration. This information is confirmed through the family interview, the Office of Children's Services or the local Tribal Court verifies whether the child is in protective custody. Verification of the family's income is required at the time of initial application. Verification can be: Social Security Administration letters; Veterans Administration letters; Child Support Services Division printouts and signed child support affidavits or court orders for child support to be paid and paystubs showing withholdings. The family's physical address as listed on the application is confirmed during the interview. Changes of address are to be reported within 10 days of a change occurring throughout the family's certification period. Verification is the family's application and reported changes. Individuals listed on the family's application are discussed during the family's interview to determine if they are included in the family for child care assistance purposes. Verification is the family's application and reported changes. The information is confirmed through family interview. Additional verification of information is provided through mandatory release of information from the client allowing access to Department of Labor, Social Security Administration and other written documentation for the file from federal agencies.

2.2.4 **Δ** Which strategies, if any, will the Tribal Lead Agency use to assure the timeliness of eligibility

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determinations upon receipt of applications? Check all that apply.

☒ Time limit for making eligibility determinations. Define time limit: 30 days after a completed application is received.

☒ Track and monitor the eligibility determination process

☐ Other. Describe: _____

☐ None

2.2.5 **Δ** How often does the Tribal Lead Agency redetermine eligibility for CCDF families?

☒ Every 12 months

☐ Other. Describe: _____

2.2.6 **Δ** Does the Tribal Lead Agency require CCDF families to provide information on the parents' job/training status or income in between determination periods?

☒ No.

☐ Yes. Describe: _____

2.2.7 **Δ** Does the Tribal Lead Agency have redetermination policies and procedures to ensure that parents do not have their employment, education or job training unduly disrupted? Examples include: allowing telephone applications; having an abbreviated application; and reduced documentation requirements.

Guidance: Tribal Lead Agencies have the flexibility to establish procedures that help ensure that parents do not have to unduly disrupt their employment, education, or job training activities in order to comply with the Tribal Lead Agency's requirements for redetermination of eligibility for assistance.

☐ No.

☒ Yes. Describe: Parents can apply via telephone and provide documentation via fax or email.

2.2.8 Tribal Lead Agencies are required to inform parents who receive Temporary Assistance for Needy Families (TANF) benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child under 6 years of age (98.16(p) and 98.33(b-c)).

Guidance: The TANF agency, not the Tribal CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record. This question is for informational purposes.

a) Identify the TANF agency that established these criteria or definitions:

State TANF Agency: _____

Tribal TANF Agency: Tanana Chiefs Conference, Client Development

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b) In the spaces below, provide the criteria or definitions used by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care:

i. "appropriate child care":

Child care providers who meet the health and safety standards of the State of Alaska or TCC Childcare Assistance program.

ii. "reasonable distance":

Within one mile of an appropriate child care provider (for the villages) or within 30 minutes of transportation to an appropriate child care provider in Fairbanks (transportation can be provided through the TANF program).

iii. "unsuitability of informal child care":

When child care is not appropriate or within a reasonable distance.

iv. "affordable child care arrangements":

Child care providers who do not charge a fee greater than those established by the State of Alaska or TCC Childcare Assistance program.

c) How are parents who receive TANF benefits informed about the exception to individual penalties associated with the TANF work requirements? Briefly describe the process:

Parents are notified verbally and receive a letter explaining the exception.

2.2.9 The Tribal Lead Agency must have procedures in place to ensure that providers receiving CCDF funds afford parents unlimited access to their children, and access to the providers caring for their children, during normal hours of provider operation and whenever the children are in the care of the provider. (658E(c)(2)(B)) 98.31, 98.16(n))

How does the Tribal Lead Agency ensure that parents have unlimited access? Describe: All child care providers are required to provide custodial parents, guardians and foster parents unlimited access to their children prior to being approved as a child care provider for the TCC Childcare Assistance program.

2.3 Improving Access for Vulnerable Children and Families

At a minimum, CCDF requires Tribal Lead Agencies to give priority for child care assistance to "children with special needs." Tribal Lead Agencies may also establish additional priority categories. (658E(c)(3)(B))

2.3.1 Describe how the Tribal Lead Agency will prioritize or target child care services for children with special needs. (658E(c)(3)(B))

Guidance: Tribal Lead Agencies have flexibility in how they define "children with special needs." Tribal Lead Agencies are not limited in defining "children with special needs" to only those children with physical or mental disabilities. For example, Tribal Lead Agencies could consider children in the child welfare system, children of teen parents, or homeless children in their definition of "children with special needs."



- a) Define “children with special needs”:

(A) a child with a disability, as defined in section 602 of the Individuals with Disabilities Education Act (20 U.S.C. 1401); (B) a child who is eligible for early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.); and (C) a child who is less than 13 years of age and who is eligible for services under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

- b) Describe how the Tribal Lead Agency will give priority for child care services to children with special needs: (658E(c)(3)(B), 98.44(b))

Funding for all child care, after school care, health and safety, and quality improvement services will first be made available to children with special needs. In the event of funding shortages (wait list) in any of the services provided by the program, children with special needs will be served before other eligible children.

- 2.3.2 Does the Tribal Lead Agency have additional priority rules or categories? (658E(c)(3)(B), 98.16(g)(5), 98.20(b))

☒ No.

☐ Yes. Define the additional priority rules/categories and describe how priority is given:

Definition(s): _____

Describe how priority is given: _____

- 2.3.3 **Δ** Does the Tribe have procedures to improve access to child care for homeless children and families? Procedures might include special outreach, grace periods for submitting documentation, etc.

Guidance: Tribal Lead Agencies have the flexibility to establish procedures to improve child care access for homeless children, including procedures allowing a grace period during which homeless children can receive CCDF assistance while their families are, for example, gathering required documentation or taking the necessary actions to comply with immunization and other health and safety requirements as described in Section 4.

☒ No.

☐ Yes. Define “homeless” and describe your procedures.

Define “homeless”: TCC uses the McKinney-Vento Homeless Assistance Act definition for homeless:

- (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;



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- (5) an individual or family who—
- (A) will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
- (i) a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
- (ii) the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
- (iii) credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
- (B) has no subsequent residence identified; and
- (C) lacks the resources or support networks needed to obtain other permanent housing; and
- homeless under other Federal statutes who--
- (A) have experienced a long term period without living independently in permanent housing,
- (B) have experienced persistent instability as measured by frequent moves over such period, and
- (C) can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

Describe procedures: The TCC Childcare Assistance program will follow the proposed revisions to the State of Alaska Child Care plan which will allow a period of 90 days from the time of application for families to provide immunization records.



3 Ensure Equal Access to High Quality Child Care for Low-Income Children

3.1 Description of Direct Child Care Services

Guidance: CCDF services may be provided through a subsidy program where the grantee offers certificates (so that parents may choose from different categories of care), through a Tribal CCDF-Operated Center, or through grants or contracts for child care slots (i.e., agreements between the grantee and provider to provide child care services). **Currently, Non-Exempt Tribal Lead Agencies are required to operate a certificate program that permits parents to choose care from all four categories of care.** Exempt Tribal Lead Agencies have the *option* of operating a certificate program, but are not required to offer all four categories of care. **Refer to Section 7.2.2 to determine whether the Tribal Lead Agency is currently considered Exempt or Non-Exempt.**

3.1.1 Child Care Services Available through Certificates (658E(c)(2)(A), 658E(c)(3)(A)&(B), 658P(6)&(7), 98.16(g)(1), 98.30, 98.50)

- a) Does the Tribal Lead Agency operate a subsidy program offering certificates that allow parents to choose from a variety of categories of care?

☐ No (skip to 3.1.2) (**Exempt Tribal Lead Agencies only**).

☒ Yes, parents can choose from the following categories of care (check all that apply; **Non-Exempt Tribal Lead Agencies must offer all four categories of care below**):

- ☒ Center-based child care ☒ Family child care home
☒ Group child care home ☒ In-home child care

Describe the child care certificate payment process: _____

- b) If the Tribal Lead Agency allows for in-home care (i.e., **care provided in the child's own home**), does the Lead Agency limit the use of in-home care in any way?

☐ Not applicable.

☐ No.

☒ Yes. What limits does the Tribal Lead Agency set? Check all that apply.

☐ Restricted based on minimum number of children in the care of the provider (to meet minimum wage law or Fair Labor Standards Act). Describe: _____

☒ Restricted based on provider meeting a minimum age requirement. Describe: Provider's must be at least 18 years old.

☐ Restricted based on hours of care (a certain number of hours, non- traditional work hours, etc.). Describe: _____

☐ Restricted to care by relatives. Describe: _____

☐ Restricted to care for children with special needs or medical conditions. Describe: _____



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☒ Other. Describe: Cannot be a member of the family's Temporary Assistance (TA) unit.

3.1.2 Child Care Services Available through Tribal CCDF-Operated Centers

Does the Tribe operate one or more child care centers using CCDF funds for operational costs?

Guidance: Tribal Lead Agencies that use CCDF funds to directly support the operational costs of a child care center are said to have a "Tribal CCDF-Operated Center." The Tribe or its designee (not necessarily the Tribal Lead Agency itself) oversees operations of the child care center: paying facility costs (e.g., rent and utilities), hiring and managing staff, purchasing equipment and supplies, and screening families for eligibility.

☒ No (skip to 3.1.3).

☐ Yes. Complete the table below.

Table 3.1.2 Tribal CCDF-Operated Center(s)								
Identify Tribal CCDF-Operated Centers For each Tribal CCDF-Operated Center, provide the center's name and physical address (including City and State) One Center Per Row	Types of Services (Check all that apply)				Age Groups Served (Check all that Apply)			
	Full-Time	Part-Time	Before/After School	Other Services (Briefly Describe)	Infants	Toddler	Preschool	School Age
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If the Tribal Lead Agency has more than 3 Tribal CCDF-Operated Centers, please use an attachment to provide the information above for each additional center (Attachment #: _____)

3.1.3 Child Care Services Available through Grants or Contracts for Child Care Slots

a) Does the Tribal Lead Agency provide child care services through grants or contracts for child care slots? (658E(c)(2)(A), 658Q(b))

Note: Do not check "yes" if every provider is simply required to sign an agreement in order to be paid in the certificate program.

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☒ No (skip to 3.1.4).

☐ Yes. Describe:

i. The type(s) of child care services available through grant-/contract-funded slots (such as "center-based infant care"):

ii. How parents are informed of the availability of grant-/contract-funded slots:

iii. How parents apply for those slots:

b) **Δ** Does the Tribal Lead Agency use grants or contracts for child care slots to increase the supply and/or improve the quality of child care programs? (658E(c)(2)(M))

☐ No (skip to 3.1.4).

☐ Yes, grant-/contract-funded slots are used to increase the supply and/or improve the quality of the following types of child care programs:

☐ Providers offering native language education or a culturally-based curriculum

☐ Providers to serve specific populations (such as children with disabilities, infants and toddlers, school-age children, homeless children, and children in isolated geographic areas)

☐ Providers to serve children needing care during non-traditional hours

☐ Providers offering comprehensive services, such as child care integrated into Head Start or Early Head Start

☐ Providers meeting higher quality standards, such as programs with higher Quality Rating and Improvement System (QRIS) ratings or nationally accredited programs

☐ Providers offering bonuses, higher pay, or other financial incentives to teaching staff for reaching higher levels of education and/or qualifications

☐ Other. Describe: _____

3.1.4 Are all of the direct child care services described in 3.1.1-3.1.3 available throughout the entire service area? (98.16(g)(3))

☐ Yes.

☒ No. Describe where direct services are, and are not, available within the service area:

There are currently no licensed childcare centers in the remote areas of the TCC service area.



Non-Exempt Tribes must also answer the following two questions below.

3.1.5 How are parents informed of the option to choose from the full range of child care provider categories – centers, family child care homes, group child care homes, and in-home providers? (658E(c)(2)(A)(i), 658P(2), 658Q)) Check all that apply.

- ☐ Certificate provides information about the choice of providers, including high quality providers
- ☐ Consumer education materials on choosing child care
- ☒ Verbal communication at the time of application
- ☒ Community outreach, workshops, or other in-person activities
- ☒ Other. Describe: Program brochure describes options for child care.

3.1.6 If the Tribal Lead Agency offers both certificates and grants/contract for slots, how are parents advised of the option of receiving a certificate or a slot? (658E(c)(2)(A)(i), 658P(2))
Describe: _____

3.2 **Assessing Child Care Market Rates**

3.2.1 **Market Rate Survey Requirements**

Tribal Lead Agencies are required to establish payment rates for child care services that ensure eligible families equal access to child care services comparable to those services provided to families not eligible to receive CCDF services. At a minimum, Tribal Lead Agencies are required to show how payment rates are adequate based on a local Market Rate Survey (MRS) conducted *no earlier than* two years (07/1/2014) prior to the date of the Plan submission.

Because Market Rate Surveys might not be feasible for some Tribal Lead Agencies, Tribal Lead Agencies have three options for fulfilling the local Market Rate Survey requirements:

- 1) Conducting a local Market Rate Survey,
- 2) Using the State's local Market Rate Survey, or
- 3) Providing alternative documentation in lieu of a local Market Rate Survey (if applicable criteria are met).

Which option does the Tribal Lead Agency use in fulfilling the local Market Rate Survey requirements? Please select only ONE option. (98.16(l), 98.43)

☐ **Option 1** – The Tribal Lead Agency conducts its own Market Rate Survey.

a) Date the Market Rate Survey was conducted: ____/____/____

b) How did the Tribal Lead Agency use the results of this Market Rate Survey to assist in establishing payment rates for child care services?

Describe: _____



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☒ **Option 2** – The Tribal Lead Agency uses the State's Market Rate Survey.

- a) Name of State(s): Alaska
- b) Date the State's Market Rate Survey was conducted: 04/09/15
- c) How did the Tribal Lead Agency use the results of this Market Rate Survey to assist in establishing payment rates for child care services?

Describe: TCC analyzed the market rate survey for all child care categories, specifically for the Fairbanks-area. The Director reviewed the current provider agreements for the families currently served and determined the market rate survey was reflective of the most recent provider rates on file. TCC rates were adjusted to reflect the rates for the 75th percentile. This resulted in an increase for the majority of the age groups and types of care. There was a slight decrease in the group home rates. However, 90% of the group home providers do not charge above the 75th percentile.

☐ **Option 3** – The Tribal Lead Agency provides alternative documentation in lieu of a local Market Rate Survey. The Tribal Lead Agency must identify and meet one of the two criteria listed below.

Please select only one criterion.

Criteria 1 – Check if the Tribal Lead Agency:

- ☐ Provides CCDF direct services **solely** in a Tribal CCDF-Operated Center(s) and does not provide services through certificates, grants, or contracts;

AND/OR

- ☐ Funds CCDF direct services **solely** in unregulated home-based settings such as in-home care (i.e., care in the child's own home) or unregulated family child care homes, and does not fund any CCDF services in centers, regulated family child care homes or regulated group homes.

Criteria 2 – Check if the Tribal Lead Agency:

- ☐ Documents that all child care providers in the service area that would potentially be included in a market rate survey: (a) serve only children receiving CCDF subsidies and (b) serve no private-pay children.

3.3 Setting Payment Rates for Child Care Services

Tribal Lead Agencies are required to establish payment rates for child care services that ensure eligible families equal access to child care services comparable to those services provided to families not eligible to receive CCDF services. (658E(c)(4), 98.16(l), 98.43(a), 98.43(b), 98.43 (b)(1) and 98.43(b)(2)).

Note: For Tribal Lead Agencies that **only** offer direct services through one or more Tribal CCDF-Operated Centers and/or grants/contracts for slots, skip to 3.3.2.

3.3.1 The Tribal Lead Agency's payment rates are attached as Attachment #: H and the effective date

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of those payment rates is: October 1, 2017.

Guidance: The attached payment rates should reflect the variety of care offered in your program (for example, different rates based on the child's age, the category of care, hours of care offered). Tribal Lead Agencies are reminded that payment rates cannot be based on a family's eligibility or circumstances. This means, for example, that the Tribal Lead Agency may not establish payment rates for TANF families that differ from the payment rates for child care for the working poor, or for families in education or training.

Will the attached payment rates be used in all parts of the Tribal service area?

☒ Yes.

☐ No. Additional payment rates are attached as Attachment #: _____ and the effective date of those payment rates is: _____. Describe or list the geographic areas where each set of rates is used: _____

3.3.2 Does the Tribal Lead Agency provide child care services **solely** through a Tribal CCDF-Operated Center(s) and/or grants and contracts for child care slots?

Guidance: For Tribal Lead Agencies that only offer direct services through a Tribal CCDF-Operated Center(s) and/or grants and contracts, the Tribe could provide information about its CCDF budget, including the average cost of providing care per child, or information about what the center(s) would charge a non-subsidized child for care in lieu of a payment rate schedule.

☒ No.

☐ Yes. Complete the following and skip to 3.4:

a) Attach information on actual cost of care per child, budget information, or other documentation regarding the cost of providing child care services (Attachment #: _____).

b) How is the attached information used to determine the amount of CCDF funds used to pay for care provided in your Tribal CCDF-Operated Center(s) and/or for grant-/contract-funded slots? Describe: _____

3.3.3 **Δ For Programs that Offer Certificates:** Does the Tribal Lead Agency provide any type of tiered payment or differential (add-on) rates? (658E(c)(4)(B)(iii), 658E(c)(4)(C)(ii))

Guidance: Tribal Lead Agencies set payment rates based on what providers in the CCDF service area charge for care. Providers usually set their prices based on a number of factors, such as the costs of providing care, their geographic location, the age of the child, the hours when care is provided, and the quality of care. Taking those factors into account means that Tribal Lead Agencies may set different rates for different kinds of care; for example, payment rates for infants may be higher than rates for school-age care because the higher costs of providing infant care mean that providers usually charge more for that service than they do for school-age care.

In addition to these kinds of rate differences based on variations in provider prices, Tribal Lead Agencies can choose to set **tiered payment rates** or create **rate add-ons** (sometimes called "differential rates") on top of their regular payment rates. These tiered rates and add-ons are



additional amounts paid to providers as a way to increase payment rates for targeted needs. For example, a Tribal Lead Agency could try to encourage more care during non-traditional hours by paying providers who work evenings a 15% add-on over the regular payment rate. An example of tiered rates might be paying family child care providers who earn a CDA 5% more than the regular rate and paying those that earn accreditation 10% more. Tiered rates and add-ons are often used to encourage and support care for specific populations (such as children with special needs, infants and toddlers, school-age children, children in remote rural areas, or homeless children) and to encourage providers to increase or sustain their program quality.

☐ No.

☒ Yes. Check all that apply:

☒ We use a Tribally-defined system of tiered payment or differential rates. Describe: TCC uses differential rates for non-traditional work hours and for children with special needs.

Non-traditional work hours is defined as time where work, education, training, or treatment is performed outside the normal business hours of 6:00 p.m. to 7:00 a.m. In such cases, a supplemental program rate of 20% will be provided.

Providers who are caring for children with special needs as defined by the tribe will receive a 75% supplemental program rate.

☐ We follow the State(s)' tiered/differential payment system. State(s): _____

Note: Include tiered/differential rates on the payment rate attachment(s) in 3.3.1.

3.3.4 For Programs that Offer Certificates: How does the Tribal Lead Agency ensure that payment rates are sufficient to ensure equal access? Equal access would offer children receiving CCDF subsidies access to the same services (type of care, quality of care) as children not receiving CCDF. Check all that apply and provide a summary of data and facts the Tribal Lead Agency used to determine equal access. (658E (c)(4)(A))

☒ Payment rates are set at the 75th percentile or higher of the most recent survey. Describe: TCC analyzed the State of Alaska's most recent market rate survey (2015) for all child care categories, specifically for the Fairbanks-area. The Director reviewed the current provider agreements for the families currently served and determined the market rate survey was reflective of the most recent provider rates on file. TCC rates were adjusted to reflect the rates for the 75th percentile. This resulted in an increase for the majority of the age groups and types of care. There was a slight decrease in the group home rates. However, 90% of the group home providers do not charge above the 75th percentile.

☐ Feedback from parents, including parent surveys or parent complaints. Describe: _____

☐ Using tiered rates/differential rates (as described in 3.3.3) to increase access for targeted needs. Describe: _____

☐ Other. Describe: _____

3.4 Payment Practices and Timeliness of Payments to Providers

The Tribal Lead Agency should follow generally accepted payment practices for child care



providers in the Tribe's CCDF service area and, to the extent practicable, implement enrollment and eligibility policies that allow providers to receive payment for a child's occasional absences. (658E(c)(2)(S)) These practices help to provide stability of funding and encourage more child care providers to participate in the subsidy program.

Note: For Tribal Lead Agencies that **only** offer direct services through one or more Tribal CCDF-Operated Centers, skip to 3.5.

3.4.1 Δ Does the Tribal Lead Agency use any of the following payment practices? Check all that apply.

- ☐ Pays providers prior to the delivery of child care services. Describe: _____
- ☒ Pays providers based on enrollment instead of attendance (i.e., pays full payment even if child is occasionally absent). Examples might include paying for a set number of days in a month or making full payment if a child attends at least a certain percent of authorized time. Describe: TCC pays providers based on enrollment for children who are authorized for full-time or part-time care. Full-time care is defined as "17 to 23 days that includes at least one full day, during a calendar month." Part-time care is defined as "fewer than 17 days of care in any combination of part or full days in a month, or 17 to 23 partial days of care during a calendar month." The Childcare Coordinator contacts parents of children who are authorized for full-time care but attend 16 days or less on a regular basis (2 months or more) to determine if family circumstances have changed and full-time care is no longer needed.
- ☒ Pays on a full-time or part-time basis (rather than smaller increments such as hourly). Describe: TCC has adopted the State of Alaska's most recent payment system which pays on a full-time and part-time basis. A full-time day is defined as "5 hours and 1 minute of care and up to and including 10 hours of care in a day. A part-time day is defined as "up to and including 5 hours of care in a day."
- ☒ Pays the standard fees that the provider charges private-paying parents (e.g., registration fees, deposits, supplies, field trips). Describe: TCC pays registration fees up to \$50 per child per calendar year.
- ☒ Provides prompt notice to providers regarding any changes to the family's eligibility status that may impact payment. Describe: TCC follows the State of Alaska Child Care Assistance adverse action calendar. TCC gives at least 30 days' notice to the parent and the provider for any changes.
- ☐ Has a timely appeal and resolution process for payment inaccuracies and disputes. Describe: _____
- ☐ Other. Describe: _____
- ☐ No, the Tribe does not use any of the payment practices listed above.

3.4.2 Δ How does the Tribal Lead Agency ensure the timeliness of payments to providers? Check all that apply.



- ☒ Pays providers within a certain number of days of billing for services. Describe: The TCC accounting department issues payment within 14 days of receiving a completed check request from the Childcare Assistance Program.
- ☐ Tracks and monitors the payment process. Describe: _____
- ☒ Uses electronic tools (e.g., automated billing, direct deposit). Describe: Providers can opt to receive ACH direct deposit.
- ☐ Other. Describe: _____
- ☐ The Tribe does not use any strategies to ensure the timeliness of payments to providers.

3.5 Family Contribution to Payment

The statute requires Tribal Lead Agencies to establish a sliding fee scale that varies based on family income and the size of the family to be used in determining each family's contribution (i.e., co-payment) to the cost of child care. Co-payments should not be a barrier to families receiving CCDF. (658E(c)(5), 98.42(b)). In addition to income and size of the family, the Tribal Lead Agency may use other factors when determining family contributions/co-payments.

3.5.1 Attach a copy of the sliding fee scale (Enter Attachment #: H)

Will the attached sliding fee scale be used in all parts of the service area?

- ☒ Yes. Effective date: October 1, 2017
- ☐ No. Attach other sliding fee scale(s) and their effective date(s).

Attachment(s) #: _____ Effective date(s): _____

3.5.2 Does the Tribal Lead Agency use other factors in addition to income and family size to determine each family's co-payment? Examples of additional factors could include: multiple children in care.

- ☒ No.
- ☐ Yes. Describe: _____

3.5.3 **Δ** How will the family's co-payment be calculated and to whom will it be applied? Complete (a)-(c) below.

- a. The co-payment is a: ☐ dollar amount ☒ percent of income.
- b. The co-payment amount is applied: ☐ hourly ☐ daily ☐ weekly ☒ monthly
☐ other: _____
- c. The co-payment is applied: ☒ per family ☐ per child.

3.5.4 How will the Tribal Lead Agency ensure the family's co-payment, based on a sliding fee scale, is affordable and not a barrier to families receiving CCDF? Examples could include limiting maximum co-payment to a specific percentage of family income or reducing co-payments for additional children in care. Co-payments are based on the family's monthly income and their



household size. The minimum amount is 2% and starts at the 33% SMI for 2-3 person households, 35% SMI for 4-6 person households, 38% SMI for 7 person households, and 41% SMI for 8 person households. The maximum is 10% of the family's countable income up to the eligibility cut off of eighty-five percent (85%) of the 2015 State Median Income (SMI) according to family size.

- 3.5.5 The Tribal Lead Agency may waive co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.42(c)).

The poverty level used by the Tribal Lead Agency for a family of 3 is \$2002. The source of the poverty level used by the Tribal Lead Agency is (include date of publication): SMI data from State of Alaska Child Care Assistance Program (2/1/17).

Check the option which the Tribal Lead Agency has chosen to use:

- ☐ ALL families, including those with incomes at or below the poverty level for a family of the same size, ARE required to pay a co-payment.
- ☐ SOME families with incomes at or below the poverty ARE NOT required to pay a co-payment. The Tribal Lead Agency waives the co-payment for families in the following circumstances: _____
- ☒ NO families with incomes at or below the poverty level for a family of the same size are required to pay a co-payment.

3.6 **Supply Building Strategies to Meet the Needs of Certain Populations**

- 3.6.1 **Δ** Will the Tribal Lead Agency develop and implement any strategies to increase the supply and improve the quality of child care services for children in underserved populations?
Underserved populations may include infants and toddlers, children with disabilities, children in underserved geographic areas, and children who receive care during non-traditional hours.

☐ No.

- ☒ Yes. Check all that apply and describe the strategies used to increase supply and improve quality for each specific population. Examples of strategies might include offering grants and contracts for slots (as discussed in 3.1.3); providing start-up or quality improvement grants; providing technical assistance and support to providers; recruiting providers; and paying tiered payment rates (as discussed in 3.3.3).

☒ Infants and toddlers. Describe: TCC will Childcare Assistance program will offer training and technical assistance to support provide and to improve quality.

☒ School-age children. Describe: TCC will Childcare Assistance program will offer training and technical assistance to support provide and to improve quality.

☒ Children with disabilities. Describe: TCC will Childcare Assistance program will offer training and technical assistance to support provide and to improve quality.

☒ Children in underserved geographic areas. Describe: TCC will Childcare Assistance program will offer training and technical assistance to support provide and to improve



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quality.

- ☐ Children who receive care during non-traditional hours. Describe: _____
- ☐ Homeless children. Describe: _____
- ☐ Other specific populations. Describe: _____



4 Ensuring the Health and Safety of Children in Child Care Settings

4.1 Requirements and Standards

Tribal Lead Agencies must have health and safety requirements for all categories of CCDF child care providers addressed in Section 3.1. These may be Tribally-developed standards and/or a Tribal Lead Agency may choose to follow the child care licensing standards for the State(s) where the Tribal Lead Agency certifies providers. **At a minimum**, the Tribal Lead Agency must have health and safety requirements in the following topic areas: Prevention and Control of Infectious Disease, Building and Physical Premises Safety, and Health and Safety Training. (658E(c)(2)(F), 658E(c)(2)(I), and 98.41)

- 4.1.1 The Tribal Lead Agency certifies that it has requirements related to Prevention and Control of Infectious Disease, Building and Physical Premises Safety, and Health and Safety Training applicable to CCDF providers in each of the following categories of care offered by the Tribal Lead Agency; check all that apply and indicate the source of the health and safety standards:

Guidance: For each category of care offered:

- If the Tribal Lead Agency has developed its own standards (even if those standards were adapted from other sources, such as *Caring for Our Children* or State licensing standards), check "Tribal Standards."
- If the Tribal Lead Agency requires providers to meet standards established by a State Agency (such as State licensing or State department of education), check "State Standards."
- If the Tribal Lead Agency requires providers to meet standards from more than one source (for example, State licensing standards for off-reservation providers and Tribally-developed standards for providers on the reservation), check "Tribal Standards," "State Standards," and "Other Source(s)/Combination of Sources" and describe which standards apply to which providers.
- If the Tribal Lead Agency requires providers to meet standards from a source not listed in the table in columns (a), (b), and (c) (such as Indian Health Service or the Child and Adult Care Food Program), then check "Other Source(s)/Combination of Sources" and describe the source(s) of the standards.

Table 4.1.1 Health and Safety Standards Used by the Tribal Lead Agency

Provider Categories	Tribal Standards	State Standards	Head Start/ Early Head Start Standards	Other Standards/ Combination of Standards
<input checked="" type="checkbox"/> Center-Based Child Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
<input type="checkbox"/> Tribal CCDF-Operated Center(s) (if different)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
<input type="checkbox"/> Family Home Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
<input checked="" type="checkbox"/> Group Home Child Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
<input checked="" type="checkbox"/> In-Home Child Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
<input checked="" type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Describe: _____
Provide a website to your Tribal Child Care Standards (if applicable): _____				



4.1.2 **Δ** Do your Tribal CCDF requirements include staff-to-child ratios and group size limits?

☐ No.

☒ Yes. Describe: TCC follows the state childcare licensing regulations pertaining to staff-to-child ratios and group size limits.

4.1.3 **Δ** Do your Tribal CCDF requirements include qualifications for providers appropriate to the type of child care setting, such as minimum age allowed, minimum education level, health clearance, etc.?

☐ No.

☒ Yes (check all that apply):

☒ Center-based child care (including school-age care programs). Describe: TCC follows the state childcare licensing regulations and requirements.

☐ Tribal CCDF Operated Center(s) (if different). Describe: _____

☒ Family child care home/group child care home. Describe: TCC follows the state childcare licensing regulations and requirements.

☒ Group child care home. Describe: TCC follows the state childcare licensing regulations and requirements.

☐ In-home providers. Describe: _____

☐ Other. Describe: _____

4.1.4 **Δ** Does the Tribal Lead Agency have child abuse reporting requirements in place? (42 U.S.C. 5106a(b)(2)(B)(i), 658E(c)(2)(L))

☒ Yes.

☐ No.

4.1.5 In addition to the requirements identified in 4.1.1, does the Tribal Lead Agency have health and safety requirements for CCDF providers (including those providers who are licensed by the State or meet State Standards) in the following areas? Check all that apply.

Health and Safety Requirements	Center-based	Tribal CCDF-Operated	Family Home	Group Home	In-Home	Other
Prevention of sudden infant death syndrome and use of safe sleep practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administration of medication, consistent with standards for parental consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prevention of and response to emergencies due to food and allergic reactions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Health and Safety Requirements	Center-based	Tribal CCDF-Operated	Family Home	Group Home	In-Home	Other
Prevention of shaken baby syndrome and abusive head trauma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Handling and storage of hazardous materials and the appropriate disposal of bio contaminants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Precautions in transporting children (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First aid and cardiopulmonary resuscitation (CPR) certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nutrition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access to physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Limiting screen time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Caring for children with special health or development needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4.1.6 Does the Tribal Lead Agency require training during a preservice or orientation period (period prior to a provider caring for CCDF-funded children or shortly after care begins) and/or ongoing training appropriate to the provider setting that addresses the requirements relating to the topics checked in 4.1.5 above?

a) Preservice/orientation training

☒ Yes. Describe the preservice/orientation training requirements, including categories of providers, topics required, and the minimum number of hours required: TCC follows the State of Alaska Childcare licensing and regulation requirements for all state licensed child care centers, group homes, and family homes.

☐ No.

b) Ongoing training

☒ Yes. Describe the ongoing training requirements, including categories of providers, topics required, and the minimum number of hours required: TCC follows the State of Alaska Childcare licensing and regulation requirements for all state licensed child care centers, group homes, and family homes.
Approved relative providers are required to complete Infant/Child/Adult CPR & First Aid training within 6 months of receiving approval to provide care. Providers caring for children under the age of 14 months are required to complete SUIDS training with 90 days of approval. Other required health and safety training can be completed



within 12 months of approval or sooner if a training need is identified or requested.

☐ No.

4.2 Disaster Preparedness and Response

4.2.1 **Δ** Does the Tribe or Tribal Lead Agency have plans in place to ensure continued CCDF assistance and child care services after a disaster? (658E(c)(2)(U))

☐ Yes. Describe: _____

☒ No.

4.3 Monitoring and Enforcement Policies and Practices

Tribal Lead Agencies are required to have procedures in place to ensure that all CCDF-funded providers, including Tribal CCDF-Operated Centers and programs exempt from Tribal and/or State licensing (such as faith-based providers and school-based programs), comply with all applicable health and safety requirements. (658E(c)(2)(J))

4.3.1 Does the Tribal Lead Agency have in effect monitoring and enforcement policies and procedures to ensure that CCDF providers comply with applicable health and safety requirements?

☐ Yes, the Tribal Lead Agency has comprehensive, *written* monitoring and enforcement policies and procedures.

☒ Yes, the Tribal Lead Agency has monitoring and enforcement policies and procedures in place but only some are in writing.

☐ Yes, the Tribal Lead Agency has monitoring and enforcement policies and procedures in place but none are in writing.

4.3.2 How does the Tribal Lead Agency monitor its CCDF providers for compliance with its health and safety requirements?

- a) Describe the Tribal Lead Agency's monitoring process, including whether other entities (such as State licensing or Indian Health Service) are involved in the monitoring process and how Tribal CCDF-Operated Centers are monitored OR attach a copy of the Tribal Lead Agency's written monitoring policies and procedures: The State of Alaska licensing conducts monitoring visits for all licensed center-based, group home, and family home care centers. The TCC Childcare Assistance program monitors legally exempt providers who are providing care for children receiving childcare assistance through TCC. The State of Alaska identifies exempt providers as approved relative providers and in-home providers.

b) Complete the following table:



Table 4.3.2 Frequency of Monitoring and Inspections		
Provider Categories	Routine Announced Visits	Routine Unannounced Visits
<input checked="" type="checkbox"/> Center-Based Child Care	Frequency: <u>1x/year</u> Conducted by: <u>State of Alaska licensing</u>	Frequency: <u>More than 1x/year</u> Conducted by: <u>State of Alaska licensing</u>
<input type="checkbox"/> Tribal CCDF Operated Center(s) (if different)	Frequency: _____ Conducted by: _____	Frequency: _____ Conducted by: _____
<input checked="" type="checkbox"/> Family Home Child Care	Frequency: <u>1x/year</u> Conducted by: <u>State of Alaska licensing</u>	Frequency: <u>More than 1x/year</u> Conducted by: <u>State of Alaska licensing</u>
<input checked="" type="checkbox"/> Group Home Child Care	Frequency: <u>1x/year</u> Conducted by: <u>State of Alaska licensing</u>	Frequency: <u>More than 1x/year</u> Conducted by: <u>State of Alaska licensing</u>
<input checked="" type="checkbox"/> In-Home Child Care	Frequency: <u>1x/year</u> Conducted by: <u>Childcare Coordinator, TWDS</u>	Frequency: <u>More than 1x/year</u> Conducted by: <u>Childcare Coordinator, TWDS</u>
<input checked="" type="checkbox"/> Other	Frequency: <u>1x/year</u> Conducted by: <u>Childcare Coordinator, TWDS</u>	Frequency: <u>More than 1x/year</u> Conducted by: <u>Childcare Coordinator, TWDS</u>

4.3.3 **Δ** Does the Tribal Lead Agency share provider-specific information with parents regarding the results of health and safety monitoring? For example, the Tribal Lead Agency could share summaries of Tribal/State monitoring reports with parents of children enrolled with that child care provider. (658E(c)(2)(D-E))

☒ No.

☐ Yes. Describe: _____

4.3.4 Describe how the Tribal Lead Agency meets the requirement to maintain a record of substantiated parental complaints: (658E(c)(2)(C))

a) How does the Tribal Lead Agency define “substantiated parental complaint”? Substantiated parent complaints are defined as reports of concerns or allegations made by parents and investigated by the State of Alaska Childcare Licensing or TCC Childcare with violations of state statutes/regulations found to be valid.

b) How does the Tribal Lead Agency maintain a record of substantiated parental complaints about providers (e.g., how long are records maintained and in what format)? Records are maintained in a secure filing cabinet for a maximum of 7 years.

c) How does the Tribal Lead Agency make substantiated parental complaints available to the



public on request? Parental complaints are made available upon written request to the Child Development Director. Requests can be hand-delivered or mailed to 122 First Avenue, Ste. 600, Fairbanks, AK 99701 or emailed to racquel.martinez@tananachiefs.org.

d) Does the Tribal Lead Agency maintain complaints from other individuals about providers?

☒ No.

☐ Yes. Describe: _____

4.3.5 Monitoring Inspectors (658E(c)(2)(K))

a) **Δ** Does the Tribal Lead Agency have qualifications for the individuals who will monitor/inspect Tribal CCDF providers and facilities?

☒ Yes. Describe: Individuals are required to have working knowledge of the health and safety standards used by the TCC Childcare Assistance program.

☐ No.

☐ N/A. As noted in Table 4.3.2, all monitoring visits are conducted by other entities.

b) **Δ** Have monitors/inspectors received relevant training on the health and safety standards used by the Tribal Lead Agency?

☒ Yes

☐ No

4.4 Criminal Background Checks (658H)

4.4.1 **Δ** Does the Tribal Lead Agency require criminal background checks for child care center staff; family home, group home, and in-home child care providers?

☐ No (skip to 4.5).

☒ Yes. Complete the table below.

Table 4.4.1 Background Checks (Check all that apply)						
For each category of child care provider, check each type of background check that the Tribal Lead Agency requires:						
Types of Checks	Center-based	Tribal CCDF-Operated Center	Family Home	Group Home	In-Home	Other
State Child Abuse Registry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tribal Criminal Background <input type="checkbox"/> Check if the Tribal Background Check includes fingerprints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Criminal Background <input checked="" type="checkbox"/> Check if the State Background Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



includes fingerprints.						
FBI Criminal Background (including fingerprints)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Crime Information Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Sex Offender Registry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Such as Tribal Registries) Describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.4.2 **Δ** Do you require background checks for others residing in a home-based child care setting?

☐ No.

☒ Yes. Describe: Anyone over the age of 16 is required to complete a background check.

4.4.3 **Δ** Describe the process and procedures for conducting background checks, including the following:

a) How background checks are conducted in a timely manner. Describe: TCC does not issue an approval letter to a provider until their background check is received. The TCC Human Resources Department completes the fingerprint process for providers residing in the Fairbanks-area. Providers residing in outlying areas are able to utilize the local VPSO, AK State Troopers office, or Office of Children's Services Office to get their fingerprints taken.

b) How often individuals are required to receive a background check. Describe: Background checks are required at the annual renewal for approved relative providers. TCC uses the criteria set forth in the State of Alaska Childcare Licensing regulations for all state licensed providers.

c) How the Tribal Lead Agency makes determinations about an individual's eligibility to be a CCDF child care provider/staff member, including the criteria for disqualifying someone from eligibility to be a provider/staff member (such as conviction of certain crimes, refusing a background check, providing false information in connection with a background check, being a registered sex offender, etc.).

Describe: TCC uses the criteria set forth in the State of Alaska Childcare Licensing regulations.

d) How individuals are notified about the results and the process for appealing the findings.

Describe: Individuals are notified in writing.

4.4.4 **Δ** Does the Tribal Lead Agency have a review process for individuals who have been convicted of a felony drug offense to determine if that individual is eligible to be a provider or if that adult who lives in the family child care home may have unsupervised contact with children in care?

☒ No.

☐ Yes. Describe: _____

4.5 Exemption of Relative Providers



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Tribal Lead Agencies have the option to exempt specific relative providers (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles) from some or all of the Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections. Note this exception only applies if the individual cares **ONLY** for relative children. (98.41(A)(ii)(A))

4.5.1 Does your Tribal Lead Agency exempt some or all relative providers (as defined above) from some or all of the Tribal CCDF health and safety requirements?

☐ Not applicable.

☐ Yes, **all** relative providers (as defined above) are exempt from **all** Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections.

☒ Yes, **some** or all relative providers (as defined above) are exempt from some or all Tribal CCDF health and safety requirements. Describe which relatives are exempt from which requirements (be sure to address any exemptions related to background checks, health and safety training, and monitoring/inspections): Exempt from physical exam, TB screening, immunizations, and transportation requirements.

☐ No, **none** of the relative providers defined above are exempt from the Tribal CCDF health and safety requirements, including applicable requirements related to background checks, health and safety training, and monitoring/inspections.



5 Supporting Continuous Quality Improvement

Tribal CCDF funds can be used for activities designed to improve the quality of child care services and increase parental options for, and access to, high-quality child care. Throughout this section of the Plan, Tribal Lead Agencies are asked to describe their goals and activities for child care quality improvement. Tribes are encouraged, regardless of size, to take an intentional approach to quality improvement – assessing the current quality of care available and the training and technical assistance needs of providers; investing their quality funds and efforts in accordance with the needs; and reviewing the success of their activities to improve quality and making adjustments as necessary. The Tribal Lead Agency should consider its child care quality improvement goals for all Tribal children in child care, not just those receiving assistance under CCDF. (658G, 658E(c)(3)(B), 98.16(h), 98.51, 98.83(f))

Guidance: In completing this section, the Tribal Lead Agency should describe activities funded with Tribal CCDF dollars, as well as those funded through other sources. Currently, CCDF regulations require Non-Exempt Tribal Lead Agencies (those receiving \$500,000 or more) to spend at least 4 percent of their CCDF funds on quality activities. Exempt Tribal Lead Agencies are strongly encouraged, but are not required, to expend CCDF funds on quality activities. If an Exempt Tribal Lead Agency has no quality activities planned, the questions in Section 5 may be completed with "N/A." **Non-Exempt Lead Agencies must complete Section 5.**

Note: In completing this section, the Tribal Lead Agency should describe activities funded with Tribal CCDF dollars, as well as those funded through other sources.

5.1 Child Care Quality Improvement Goals

5.1.1 What are the Tribal Lead Agency's child care quality improvement goals? Check all that apply and describe below.

- ☐ Supporting the training and professional development of the child care workforce
- ☐ Improving on the development or implementation of early learning and development guidelines
- ☐ Developing, implementing, enhancing, or participating in a quality improvement system for child care providers and services
- ☒ Improving the supply and quality of child care programs and services for infants and toddlers
- ☐ Establishing a Tribal system or participating in the Statewide system of child care resource and referral services
- ☒ Supporting compliance with State or Tribal requirements for licensing, inspection, monitoring, training, and health and safety
- ☐ Evaluating the quality of child care programs in the Tribe, including evaluating how programs positively impact children
- ☐ Supporting providers in the voluntary pursuit of accreditation
- ☒ Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- ☐ Other activities to improve the quality of child care services: _____



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Describe: _____

- 5.1.2 How did the Tribal Lead Agency identify the goals described in 5.1.1? For example, did the Tribal Lead Agency conduct provider surveys or assessments that identified the need for quality improvements?

Describe: _____

- 5.1.3 List the activities the Tribal Lead Agency intends to implement during this Plan period in an effort to meet the overall child care quality improvement goals described in 5.1.1, as well as any other planned quality improvement activities.

a) Quality Training and Professional Development Activities

☒ Provide training on the following topics:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Prevention and control of infectious diseases (including immunizations) | <input checked="" type="checkbox"/> Prevention of sudden infant death syndrome and use of safe sleeping practices |
| <input checked="" type="checkbox"/> Administration of medication, consistent with standards for parental consent | <input checked="" type="checkbox"/> Prevention of and response to emergencies due to food and allergic reactions |
| <input checked="" type="checkbox"/> Prevention of shaken baby syndrome and abusive head trauma | <input checked="" type="checkbox"/> Handling and storage of hazardous materials and the appropriate disposal of bio contaminants |
| <input checked="" type="checkbox"/> Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility) | <input checked="" type="checkbox"/> Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic |
| <input type="checkbox"/> Precautions in transporting children (if applicable) | <input checked="" type="checkbox"/> First aid and cardiopulmonary resuscitation (CPR) certification |
| <input type="checkbox"/> Family engagement | <input checked="" type="checkbox"/> Access to physical activity |
| <input checked="" type="checkbox"/> Nutrition | <input checked="" type="checkbox"/> Promotion of child development |
| <input checked="" type="checkbox"/> Language and literacy | <input checked="" type="checkbox"/> Caring for children with special health or developmental needs |
| <input type="checkbox"/> Fiscal management | <input type="checkbox"/> Administration and program management |
| <input type="checkbox"/> Curriculum development and instruction | <input type="checkbox"/> Child care as a business |
| <input type="checkbox"/> Other topic(s): _____ | |

☐ Supports for Career Development Pathways:

- | | |
|---|---|
| <input type="checkbox"/> Credit towards required training hours | <input checked="" type="checkbox"/> Certificate |
| <input type="checkbox"/> Credential | <input type="checkbox"/> Degree |
| <input type="checkbox"/> Other: Describe: _____ | |

Optional: Describe any of the activities checked above: _____

CCDF Plan Effective Date: **October 1, 2017**

Amended Effective Date: [Insert Date as Amended] _____



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b) Assisting Providers in Meeting Licensing and Health and Safety Standards

- ☒ Provide health and safety materials/equipment
- ☐ Grants/mini-grants for health and safety equipment/materials
- ☒ Classroom materials and resources
- ☒ Financial assistance in meeting licensing requirements
- ☐ Other: Describe: _____

Optional: Describe any of the activities checked above: _____

c) Consumer Education for Parents and Providers

- ☒ Written materials, including newsletters, brochures, checklists, etc., on child care topics
- ☐ Local/tribal media
- ☐ Social media, such as Facebook, Twitter, Instagram
- ☐ Counseling from Resource and Referral Agencies, including information about other early childhood and social/human services programs for which families and providers may also qualify
- ☐ Internet, including electronic media, publications, and webcasts on child care topics
- ☐ Postings on community bulletin boards
- ☐ Other: Describe: _____

Optional: Describe any of the activities checked above: _____

d) Culturally Relevant Activities

- ☐ Incorporating tribal language into child care settings
- ☐ Modifying curriculum to reflect tribal culture
- ☐ Serving traditional Native foods in child care programs
- ☒ Culturally-based training opportunities for parents and providers
- ☐ Providing information and training to non-Native providers about working with Native children and families.
- ☐ Other: Describe: _____

Optional: Describe any of the activities checked above: _____

Describe any other quality activities, besides the activities checked above, that the Tribal Lead Agency intends to implement during this Plan period: _____



- 5.1.4 **Δ** Does the Tribal Lead Agency evaluate progress toward meeting the overall child care quality improvement goals described in 5.1.1? (658G(d)(3))

☒ No.

☐ Yes. Describe: _____

5.2 **Quality Improvement through Provider Training and Professional Development**

- 5.2.1 **Δ** How does the Tribal Lead Agency interact with State training and professional development systems? (658E(c)(2)(G)(ii)(IV-V))

- a) Do Tribal CCDF providers participate in the State's training and professional development system? For example, Tribal CCDF providers might participate in trainings offered by the local child care resource and referral agencies or state-funded training organizations.

☒ Yes. Describe: Training is made available through THREAD Alaska

☐ No. Check all that apply:

☐ The Tribal Lead Agency does not have sufficient information about the State's training and professional development opportunities to share with Tribal CCDF providers.

☐ The State's training and professional development opportunities are not accessible to Tribal CCDF providers.

☐ The State's training and professional development opportunities are not affordable for Tribal CCDF providers.

☐ Other. Describe: _____

☐ Unknown.

- b) Has the Tribal Lead Agency been contacted by the State for input on how to make the State's trainings and professional development opportunities more culturally relevant for Native American children?

☐ Yes. Describe: _____

☒ No.

5.3 **Other Quality Improvement Activities**

- 5.3.1 **Δ** Does the Tribal Lead Agency operate a child care resource and referral program, assisting parents with finding and choosing a child care provider; collecting and analyzing child care provider supply and demand data; and providing training and support to providers? (658E(c)(3)(B)(iii), 658G(b)(5))

☒ No.



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- ☐ No, but we collaborate with the State's child care resource and referral system. State(s): _____
- ☐ Yes. Describe: _____

5.3.2 **Δ** Has the Tribal Lead Agency developed early learning and developmental guidelines describing what children should know and be able to do at each stage of their development? (658E(c)(2)(T), 658G(b)(2))

- ☐ No.
- ☒ No, but the Tribal Lead Agency has adopted, in whole or in part, the State(s) early learning and developmental guidelines. State(s): Alaska
- ☐ Yes. Describe: _____

5.3.3 **Δ** Does your Tribe have a system for assessing and improving quality, such as a quality rating and improvement system (QRIS)? (658G(b)(3))

Guidance: A QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for restaurants and hotels, QRIS award quality ratings to early and school-age care and education programs that meet a set of defined program standards. By participating in their State's QRIS, early and school-age care providers embark on a path of continuous quality improvement. Even providers that have met the standards of the lowest QRIS levels have achieved a level of quality that is beyond the minimum requirements to operate.

- ☒ No.
- ☐ No, but the Tribal CCDF program has providers that participate in the State system of assessing and improving quality, such as QRIS. Describe: _____
- ☐ Yes, the Tribe has a system of assessing and improving quality, such as QRIS, operating throughout the service area. Describe: _____

5.4 **Funding for Quality Activities**

5.4.1 **Δ** Tribal Lead Agencies may leverage other funds to support their quality improvement goals and activities. Other funding sources might include tribal funds, state funds, foundation funds, public-private partnerships, etc. Are all of the activities that are checked or described in this section funded solely with Tribal CCDF dollars?

- ☒ Yes.
- ☐ No. List which activities are funded with other sources and indicate the source of funds used (specific funding amounts are not required): _____



6 Program Integrity and Accountability

The Tribal Lead Agency, as the single point of contact for the administration of the Tribal CCDF program, is responsible for ensuring that policies and procedures are in place to monitor programs and services, ensure compliance with rules of the program, and provide oversight in the expenditure of all funds, including identifying improper payments and fraud prevention and recovery. (98.11(b), 98.60(i), 98.66, 98.67)

6.1 Program Integrity and Accountability Measures

6.1.1 Does the Tribe or Tribal Lead Agency have written policies and procedures in place to ensure that the Tribal CCDF program is in compliance with all Federal and Tribal rules and regulations?

☐ No.

☐ No, but written policies and procedures are in the process of being developed.

☒ Yes. TCC's Childcare Assistance program policies and procedures mirror the State of Alaska's program in order to be consistent with similar services being provided in the service area.

6.1.2 **Δ** How does the Tribal Lead Agency prevent and identify improper payments? Check all that apply.

Guidance: An improper payment is any payment that should not have been made or that was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts are overpayments or underpayments that are made to eligible recipients (including inappropriate denials of payment or service, any payment that does not account for credit for applicable discounts, payments that are for an incorrect amount, and duplicate payments). An improper payment also includes any payment that was made to an ineligible recipient or for an ineligible good or service, or payments for goods or services not received (except for such payments authorized by law). In addition, when an agency's review is unable to discern whether a payment was proper as a result of insufficient or lack of documentation, this payment must also be considered an improper payment. Improper payments may result from administrative error, unintentional client/provider program violations, or fraud.

☒ Train staff on CCDF policies and regulations

☐ Conduct supervisory staff reviews or quality assurance reviews

☐ Share data with other programs (e.g., State CCDF, Tribal or State TANF, Head Start, Child and Adult Care Food Program (CACFP), other Tribal offices)

☐ Run system reports that flag errors

☒ Review enrollment documents, attendance or billing records

☒ Review provider records

☐ Other. Describe: _____



6.1.3 The Tribal Lead Agency is required to recover improper payments that are the result of fraud. How does the Tribal Lead Agency investigate and collect improper payments resulting from fraud? Check all that apply.

- ☐ Coordinate with, and refer to, other Tribal, State, or federal agencies (e.g., Tribal Council, law enforcement)
- ☐ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: _____
- ☒ Recover through repayment plans
- ☒ Reduce payments in subsequent months
- ☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)
- ☐ Other. Describe: _____

6.1.4 **Δ** The Tribal Lead Agency has the flexibility to recover improper payments that are the result of unintentional errors/program violations. Does the Tribal Lead Agency choose to investigate and collect improper payments resulting from unintentional errors/program violations?

- ☐ No.
- ☒ Yes. How will the Tribal Lead Agency investigate and collect improper payments resulting from unintentional errors/program violations? Check all that apply.
 - ☐ Coordinate with, and refer to, other Tribal, State, or federal agencies (e.g., Tribal Council, law enforcement)
 - ☐ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: _____
 - ☒ Recover through repayment plans
 - ☒ Reduce payments in subsequent months
 - ☐ Recover through payroll deductions (for CCDF clients/providers/staff employed by the Tribe)
 - ☐ Other. Describe: _____



7 Tribal CCDF Funding

7.1 Child Count

For the purposes of determining a Tribe/Tribal Organization's annual CCDF funding level, the Tribal Lead Agency must conduct and submit a child count that indicates the number of Indian children under age 13 (as defined in 2.1.1a) who reside on or near the reservation or service area (as defined in 2.1.1b). **The Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency.** The Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have overlapping or neighboring service areas. (98.61(c), 98.62(c), 98.80(b)(1), 98.81 (b)(4))

7.1.1 Is the CCDF service area (as defined in 2.1.1b) adjacent to, or overlapping with, the CCDF service area(s) of any other Tribal Lead Agencies?

☒ No.

☐ Yes. Identify those other Tribal Lead Agencies and describe the Tribal Lead Agency's process for ensuring unduplicated child counts: _____

7.1.2 Does the Tribal Lead Agency have in effect policies and procedures for conducting the CCDF child count?

☐ Yes, the Tribal Lead Agency has comprehensive, *written* child count policies and procedures.

☐ Yes, the Tribal Lead Agency has child count policies and procedures in place but only some are in writing.

☐ Yes, the Tribal Lead Agency has child count policies and procedures in place but none are in writing.

7.1.3 Complete and attach the "Child Count Declaration" at **Appendix #1**.

Guidance: A tribal consortium must submit:

1. An individual Child Count Declaration for each participating Tribe signed by an individual authorized to act for the Tribe; and
2. A summary listing:
 - o The name of each participating Tribe;
 - o Each participating Tribe's individual child count; and
 - o The total child count for the entire consortium.



7.2 Estimated FY 2017 CCDF Funding Allocation

7.2.1 What is your expected level of funding for the first year of the FY 2017 – FY 2019 Plan period?

Guidance: This is a preliminary ESTIMATE for information and planning purposes; actual CCDF allocations may be larger or smaller once the final grant awards are issued. Current CCDF Tribal grantees should use their **total** FY 2016 allocation (mandatory and discretionary) as their estimate for FY 2017 (10/1/2016 thru 9/30/2017). Do not include any unobligated and/or unliquidated CCDF balances from previous years.

The Tribal Lead Agency estimates that the following amount will be available for child care services and related activities during the 1-year period from October 1, 2016 through September 30, 2017. (98.13(a))

\$1,109,778 Estimated federal Child Care and Development Fund (CCDF) FY 2017 allocation

7.2.2 Based on the Tribe's anticipated CCDF allocation, does the Tribal Lead Agency expect to be considered an Exempt or Non-Exempt Tribal CCDF program in FY 2017? (Check only one)

Guidance: Currently, Tribal Lead Agencies are classified as either Non-Exempt or Exempt based on their annual CCDF allocations.

- **Non-Exempt Tribes** (CCDF allocations equal to or greater than \$500,000) are required to operate a certificate program. Certificates must permit parents to choose from a variety of child care categories including center-based care, group home care, family child care and in-home care. (98.30(e))
- **Exempt Tribes** (CCDF allocations less than \$500,000) are not required to operate a certificate program unless the Tribe chooses to include such services and the associated requirements in its program. (98.81(b)(5))

☒ Non-Exempt (CCDF allocations equal to or greater than \$500,000 for a fiscal year)

☐ Exempt (CCDF allocations less than \$500,000 for a fiscal year)

7.2.3 In FY 2017, does the Tribal Lead Agency expect to supplement the CCDF grant with dollars from other sources to help run the child care program?

☒ No.

☐ Yes, we expect to supplement the CCDF grant with the following: (check all that apply)

☐ Tribal funds

☐ Grant/foundation funds

☐ Private donations

☐ State funds

☐ Other federal funds

☐ Other. Describe: _____



Plan for: **TANANA CHIEFS CONFERENCE**

CHILD CARE & DEVELOPMENT FUND - Plan Period: 10/1/2017 – 9/30/2019

CCDF Plan Effective Date: October 1, 2017

Amended Effective Date: [Insert Date as Amended]