



**INDIAN NATION  
PROGRAM AGREEMENT  
DATA SHARE AGREEMENT  
ACES & SEMS WEB**

DSHS Agreement Number  
2162-26961

This Program Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the Indian Nation identified below, and is issued in conjunction with the DSHS and Indian Nation Agreement Regarding General Terms and Conditions, which is incorporated by reference.

Administration or Division Agreement Number  
  
Indian Nation Agreement Number

DSHS ADMINISTRATION  
Economic Services Administration

DSHS DIVISION  
Community Services Division

DSHS INDEX NUMBER  
3214

CCS CONTRACT CODE  
3042NS-62

DSHS CONTACT NAME AND TITLE  
Mary Anderson  
TANF Program Administrator

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INDIAN NATION NAME  
South Puget Intertribal Planning Agency

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Shelton, WA 98584-7731

INDIAN NATION CONTACT NAME  
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IS THE INDIAN NATION A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT?  
No

CFDA NUMBERS

PROGRAM AGREEMENT START DATE  
09/01/2021

PROGRAM AGREEMENT END DATE  
08/31/2024

MAXIMUM PROGRAM AGREEMENT AMOUNT  
No Payment

EXHIBITS. When the box below is marked with a check (✓) or an X, the following Exhibits are attached and are incorporated into this Indian Nation Program Agreement by reference:  
 **Data Security: Exhibit A – Data Security Requirements**  
 **Exhibits (specify): Exhibit B – Assurances & Certifications form, Exhibit C – Washington State Department of Social & Health Services – Notice of Nondisclosure, Exhibit D – DSHS Form 9-989 (Confidentiality Statement – Tribal Employee)**

By their signatures below, the parties agree to the terms and conditions of this Indian Nation Program Agreement and all documents incorporated by reference. No other understandings or representations, oral or otherwise, regarding the subject matter of this Program Agreement shall be deemed to exist or bind the parties. The parties signing below certify that they are authorized, as representatives of their respective governments, to sign this Program Agreement.

INDIAN NATION SIGNATURE  
*Whitney Jones*

PRINTED NAME AND TITLE  
Whitney Jones, Executive Director

DATE SIGNED  
9/1/21

DSHS SIGNATURE (CSD ACES)  
*Sandra Daniels*

PRINTED NAME AND TITLE  
Sandra Daniels, Contracts Officer  
DSHS/ESA-Community Services Division

DATE SIGNED  
9/1/2021

DSHS SIGNATURE (DCS SEMS)  
*Mario A. Sosa*

PRINTED NAME AND TITLE  
Mario A. Sosa, Key Contracts Admin  
DSHS/ESA/ Division of Child Support

DATE SIGNED  
9/1/2021

## 1. Government to Government Relations

- a. The Indian Nation named above and the State of Washington are sovereign governments. The Indian Nation and DSHS agree to these Special General Terms and Conditions for the purpose of furthering the government-to-government relationship acknowledged in the Centennial Accord and to achieve their mutual objectives of providing efficient and beneficial services to their people.
- b. Nothing in this Agreement shall be construed as a waiver of tribal sovereign immunity.

## 2. Definitions

- a. "ACES" means Automated Client Eligibility System.
- b. "Centennial Accord" means the agreement entered into between federally recognized tribes in Washington State and the State of Washington on August 4, 1989.
- c. "ESD" means the Employment Security Department of Washington State.
- d. "'Federal" means the United States of America.
- e. "NCP" means the Non-Custodial Parent.
- f. "Non-assistance" means a person who is not receiving public assistance.
- g. "Order State" means the state that issued the child support order.
- h. "Order Tribe" means the tribe that issued the child support order.
- i. "SEMS" means Support Enforcement Management System.
- j. "SGN" means Statewide Governmental Network.
- k. "SST" means Software Security Token, a type of two-factor authentication security software that is used to verify the identity of the user accessing database information, as defined in this agreement. The SST represents software placed on the user's computer.
- l. "State" means the state of Washington.
- m. "TANF" means Temporary Assistance to Needy Families.
- n. "Tribe" or "Tribal" means the entity performing services pursuant to this Indian Nation Program Agreement. This includes the Tribe's officers, directors, trustees, employees and/or agents unless otherwise stated in this Indian Nation Program Agreement. For purposes of this Indian Nation Program Agreement, the Tribe is not considered an employee or agent of DSHS.

## 3. Statement of Work

### a. Programs Receiving and Providing Data

- (1) The Indian Nation named on page one of this Data Share Agreement, herein referred to as the "Tribe", is the data recipient; contact information is listed on page one (1) under Indian Nation name.

(2) DSHS is the data provider; contact information is listed on page one (1) under DSHS Administration.

b. Purpose

(1) The purpose of this agreement is to provide access to data for the limited purpose of assisting the Tribe in administering their Tribal Title IV-A TANF Program, which includes prevention of duplicated benefits and services. DSHS shall provide the Tribe with access to:

(a) Automated Client Eligibility System (ACES)

(b) Support Enforcement Management System (SEMS)

(c) Employment Security Department (ESD) earnings and benefit information.

c. Description of Data

(1) ACES Data

Designated employees or contracted staff of the Tribe shall have limited read-only web based secured access to ACES.

(2) SEMS Data

Designated employees or contracted staff of the Tribe shall have limited read-only web based secured access to SEMS Intergovernmental cases where the Tribe is identified on the SEMS case. DSHS will provide the Tribe's staff with electronic inquiry only access to Child Support information for verification of child support cases, family relationships, and financial history as authorized under RCW 26.23.120. The child support data in SEMS that DCS may provide to a Tribal TANF program is limited to the purposes provided for in 45 CFR 307.13.

Data shall **not** include any Federal Tax Information.

(3) Confidential Benefit and Wage Employment Data

Designated employees or contracted staff of the Tribe shall have limited read-only web based secured access to confidential benefit and wage employment data collected through the Unemployment Compensation (UC) program, which is accessed through ACES.

(a) Tribal TANF staff must only access ESD data via ACES Online.

d. Data Access or Transfer

(1) Unique user identification numbers and passwords obtained from DSHS are required in order for the authorized tribal staff to log on to ACES and SEMS.

(2) ACES/SEMS-Method of Access/Transfer

(a) Connection to ACES and SEMS will occur in one of the following two ways, either:

i. Through a workstation attached to the intergovernmental network (IGN), or

- ii. DSHS will grant data access to ACES and SEMS for designated staff through a Virtual Private Network (VPN) connection provided by Washington Technology Solutions (WaTech), which uses software security tokens (SST) as a secondary factor of authentication, in addition to user identification and password.

(A) The Tribe will use SST's:

1. DSHS will provide a maximum of two (2) dual ACES-SEMS SST's to the Tribal TANF program free of charge. Each of the two (2) SST's will provide access to both ACES & SEMS.
2. Each of the SST's provided must be assigned to only one (1) individual, and access and use of the SST's shall not be shared between program employees or contracted staff.

(B) The Tribe may request additional dual ACES-SEMS SST's. In consideration for each additional SST, beyond the two (2) provided at no charge for each program, the Tribe will pay the per month charge DSHS incurs directly from Washington Technology Solutions (WaTech). As of the date of this Agreement, the charge is \$9.00 per month per SST.

1. DSHS reserves the right to approve or deny a request made by the Tribe for additional dual ACES-SEMS SST.

(C) Payment and billing conditions for each additional SST:

1. The Tribe will prepay the annual cost of each additional SST, based on the state fiscal year (July 1st to June 30th), with payment due on July 1st each year.
  - a. DSHS/ESA Accounting Unit will bill the Tribe annually. The bill will describe the time period and charges assessed.
2. If an SST is issued mid-year, the cost will be prorated on a monthly basis and the Tribe shall pay the prorated annual lump sum payment within thirty (30) days after receipt of the SST.
  - a. DSHS/ESA Accounting Unit will bill the Tribe. The bill will describe the time period and charges assessed.
3. The Tribe shall provide payment for any additional SST provided to their Child Support or TANF program as follows:
  - a. Additional SST(s) provided to the TANF Program: The Tribe shall make checks payable to "ESA DFFR" (Division of Finance and Financial Recovery) and reference "\_\_\_\_\_ Tribe Additional SST for TANF Program." The Tribe will send payments to: ESA DFFR Accounting Unit, P.O. Box 45445, Olympia, WA 98504-5445.
4. The Tribe will submit payments within thirty (30) days of the due dates referenced above.
  - a. If payments are not received within the thirty (30) days of the due dates DSHS may deactivate the additional SST.
5. If the Tribe requests DSHS to deactivate an additional SST provided under this

Agreement, DSHS will send applicable pro-rated refunds to the Tribe within thirty (30) days of DSHS receiving notification of the requested deactivation of the SST.

6. If a change in the associated cost DSHS/ESA incurs from WaTech per SST per month creates an underpayment or overpayment by the Tribe, DSHS/ESA will reconcile the twelve month charge and payments as follows:
  - a. If the monthly payment is increased, DSHS/ESA will add the balance to the following year's 12 month charge.
  - b. If the monthly charges decrease, DSHS/ESA will credit the balance toward the following year's 12 month charge.

e. Limitations on Use of Data

(1) The Tribe shall ensure that Tribal TANF employees or contracted staff persons have access to ACES and SEMS records only when necessary to fulfill the TANF requirements of their program.

(2) ACES – SEMS Security Monitoring

(a) The Tribe shall assign a person as a security monitor as a point of contact for ACES and SEMS.

(b) The security monitor will:

i. Route ACES or SEMS access requests through the DSHS Agreement Monitor, listed on page one (1), or by emailing the Tribal Access inbox at [TribalAccessRQ@dshs.wa.gov](mailto:TribalAccessRQ@dshs.wa.gov).

ii. Assist in DSHS' efforts to monitor the security provisions of the DSA, by annually reviewing, completing and submitting the Assurances and Certifications form (see **Exhibit B**) to DSHS annually on:

1. **8/1/2022**

2. **8/1/2023**

3. **8/1/2024**

iii. Immediately notify the DSHS Agreement Monitor, listed on page one (1), or by emailing the Tribal Access inbox at [TribalAccessRQ@dshs.wa.gov](mailto:TribalAccessRQ@dshs.wa.gov) immediately when employees or contracted staff that have access to ACES or SEMS terminate employment, transfer, or change duties.

iv. Perform the following actions upon an employee or contracted staff member (with SEMS or ACES access) terminating employment, transferring, or changing duties:

(A) Promptly revoke access that is no longer needed or appropriate. Disable (revoke) all user IDs within five business days of the termination.

(B) Notify the employee or contracted staff member of his or her duty to keep information confidential.

(C) Disable (revoke) all access and user IDs immediately when an employee or contracted staff member is terminated for cause.

(D) Provide an updated **Exhibit B** (Assurances and Certifications) to the DSHS contact each time the users with SSTs change.

(c) Supervisors and/or managers must promptly report to the DSHS Agreement Monitor, listed on page one (1), or by emailing the Tribal Access inbox at [TribalAccessRQ@dshs.wa.gov](mailto:TribalAccessRQ@dshs.wa.gov), duty changes or other personnel changes for which removal or reduction of computer system privileges is appropriate.

f. Frequency of Exchange

The exchange of data is accomplished through on-line transactions that may occur whenever the application is available.

#### 4. Data Security

a. The Tribe shall secure the data provided in accordance with the requirements of **Exhibit A – Data Security Requirements**.

b. The Tribe shall exercise due care to protect data from unauthorized physical and electronic access. Due care includes establishing and maintaining security policies, standards, and procedures which detail:

(1) Access security, identification, and authentication;

(2) Network and workstation security;

(3) Premise security; and

(4) Sanctions for unauthorized use or disclosure of data.

c. To limit potential security breaches, DSHS may deactivate an SST if it is inactive for more than ninety (90) days.

d. DSHS provided data stored by the Tribe may not be accessed remotely — no use of external networks (e.g. the Internet) is allowed under this agreement.

e. The Tribe shall track the location of any copies or backups of data provided by DSHS. The method of tracking shall be sufficient to provide the ability to audit the protections afforded the copied data sets.

f. In the case of hardware failure, the Tribe must protect data by removing the hard drive before shipping equipment for repair.

#### 5. Confidentiality and Nondisclosure

a. The Tribe shall protect information that is exempt from disclosure to the public or unauthorized persons under RCW 42.56 or other State, Federal or Tribal laws including the following, incorporated by reference:

(1) SEMS Data:

- (a) RCW 42.56.230 Personal Information
- (b) RCW 26.23.120 Information & Records – Confidentiality – Disclosure – Adjudicative Proceeding – Rules – Penalties
- (c) 45 CFR 307.13 Security & Confidentiality for Computerized Support Enforcement Systems in Operation After October 1, 1997
- (d) 20 CFR 603 Federal-State Unemployment Compensation (UC) Program, Confidentiality & Disclosure of State UC Information
- (e) 42 USC 654(26) Safeguarding Confidential Information

(2) ACES Data:

- (a) RCW 74.04.060 Records, Confidential – Exception – Penalty
- (b) RCW 42.56.230 Personal Information
- (c) 20 CFR 603 Federal-State Unemployment Compensation (UC) Program, Confidentiality & Disclosure of State UC Information

- b. For Child Support Information contained in SEMS or the Title IV-D program, all information is private and confidential and shall be exempt from disclosure under RCW 42.56 or other Federal, State, or Tribal laws.
- c. The Tribe shall have adequate policies and procedures in place to ensure compliance with confidentiality requirements.
- d. The Tribe, its employees and contracted staff may use confidential Information or data gained by reason of this Agreement only for the purposes of this Agreement.
- e. The Tribe shall not disclose nor transfer any information as described in this Program Agreement to any party in whole or in part, or to any individual or agency unless the information is exempt from disclosure under applicable State, Federal or Tribal laws.
- f. All confidential information DSHS receives from the Tribe under this Agreement will be kept confidential by DSHS employees as required by State, Federal or Tribal laws.
- g. Notice of Nondisclosure

- (1) ACES: The Tribe must ensure each employee or contracted staff person with access to DSHS and/or ESD records or information, whether direct or indirect, annually reviews and signs the Washington State Department of Social and Health Services, Notice of Nondisclosure (Exhibit C Nondisclosure form) prior to DSHS granting access.

The Tribe shall retain a signed copy of the Nondisclosure form (**Exhibit C**) on file for monitoring purposes and made available for DSHS review upon request.

- (2) SEMS: The Tribe must ensure that each employee or contracted staff person with SEMS access (including, but not limited to ESD information), annually reviews and signs the Federal and State data access requirements listed in the SEMS, Confidentiality Statement – Tribal

Employee (DSHS 9-989) (**Exhibit D**), prior to DSHS granting access.

The Tribe shall retain a signed copy of the DSHS 9-989 form (**Exhibit D**) on file for monitoring purposes and made available for DSHS review upon request.

h. Notification of unauthorized disclosure:

The Tribe shall notify the Economic Services Administration (ESA) within one (1) business day of discovery of any unauthorized disclosure of ACES, SEMS or ESD information. Notification to ESA shall be done by sending an email to [databreach@dshs.wa.gov](mailto:databreach@dshs.wa.gov) and the DSHS Agreement Monitor listed on page one (1).

**6. Disputes**

Disputes shall be resolved in accordance with the current DSHS and Indian Nation Agreement on General Terms and Conditions between the Tribe and DSHS.

**7. Termination**

Termination of this Agreement shall be in accordance with the current DSHS and Indian Nation Agreement on General Terms and Conditions between the Tribe and DSHS.

**APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL**



## Exhibit A – Data Security Requirements

1. **Data Transport.** When transporting DSHS Confidential Information electronically, including via email, the data will be protected by:
  - a. Transporting the data within the (State Governmental Network) SGN or contractor's internal network, or;
  - b. Encrypting any data that will be in transit outside the SGN or contractor's internal network. This includes transit over the public Internet.
  
2. **Protection of Data.** The contractor agrees to store data on one or more of the following media and protect the data as described:
  - a. **Hard disk drives.** Data stored on local workstation hard disks. Access to the data will be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
  - b. **Network server disks.** Data stored on hard disks mounted on network servers and made available through shared folders. Access to the data will be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
  - c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a secure area. When not in use for the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only authorized users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
  - d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a secure area. Access to data on these discs will be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

- e. **Paper documents.** Any paper records must be protected by storing the records in a secure area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.
- f. **Access via remote terminal/workstation over the State Governmental Network (SGN).** Data accessed and used interactively over the SGN. Access to the data will be controlled by DSHS staff who will issue authentication credentials (e.g. a unique user ID and complex password) to authorized contractor staff. Contractor will notify DSHS staff immediately whenever an authorized person in possession of such credentials is terminated or otherwise leaves the employ of the contractor, and whenever a user's duties change such that the user no longer requires access to perform work for this contract.
- g. **Access via remote terminal/workstation over the Internet through Secure Access Washington.** Data accessed and used interactively over the SGN. Access to the data will be controlled by DSHS staff who will issue authentication credentials (e.g. a unique user ID and complex password) to authorized contractor staff. Contractor will notify DSHS staff immediately whenever an authorized person in possession of such credentials is terminated or otherwise leaves the employ of the contractor and whenever a user's duties change such that the user no longer requires access to perform work for this contract.
- h. **Data storage on portable devices or media.**
  - (1) DSHS data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the Special Terms and Conditions of the contract. If so authorized, the data shall be given the following protections:
    - (a) Encrypt the data with a key length of at least 128 bits
    - (b) Control access to devices with a unique user ID and password or stronger authentication method such as a physical token or biometrics.
    - (c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.  
  
Physically protect the portable device(s) and/or media by
      - (d) Keeping them in locked storage when not in use
      - (e) Using check-in/check-out procedures when they are shared, and
      - (f) Taking frequent inventories
  - (2) When being transported outside of a secure area, portable devices and media with confidential DSHS data must be under the physical control of contractor staff with authorization to access the data.
  - (3) Portable devices include, but are not limited to; handhelds/PDAs, Ultramobile

PCs, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook computers if those computers may be transported outside of a secure area.

- (4) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape, Zip or Jaz disks), or flash media (e.g. CompactFlash, SD, MMC).

**3. Data Segregation.**

- a. DSHS data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the contractor, all DSHS data can be identified for return or destruction. It also aids in determining whether DSHS data has or may have been compromised in the event of a security breach.
- b. DSHS data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS data. Or,
- c. DSHS data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS data. Or,
- d. DSHS data will be stored in a database which will contain no non-DSHS data. Or,
- e. DSHS data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records. Or,
- f. When stored as physical paper documents, DSHS data will be physically segregated from non-DSHS data in a drawer, folder, or other container.
- g. When it is not feasible or practical to segregate DSHS data from non-DSHS data, then both the DSHS data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

**4. Data Disposition.** When the contracted work has been completed or when no longer needed, data shall be returned to DSHS or destroyed in accordance with DSHS IT Security Policy. Media on which data may be stored and associated acceptable methods of destruction are as follows:

<b>Data stored on:</b>	<b>Will be destroyed by:</b>
Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks, Zip or similar disks)	Using a "wipe" utility which will overwrite the data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the data cannot be reconstructed, or  Physically destroying the disk
Paper documents with sensitive or confidential data	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of data will be protected.

Paper documents containing confidential information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a course abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

5. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared data must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery.
  
6. **Data shared with Sub-contractors.** If DSHS data provided under this contract is to be shared with a sub-contractor, the contract with the sub-contractor must include all of the data security provisions within this contract and within any amendments, attachments, or exhibits within this contract. If the contractor cannot protect the data as articulated within this contract, then the contract with the sub-contractor must be submitted to the DSHS Contact specified for this contract for review and approval.