

Date updated:03/29/2023

DRAFT

- Draft Plan
- Final Plan

This is last year's plan and will be the starting point for this year's plan, however, to date we are still awaiting our first meeting with the tribe. OIP has set it for 4/5/2023 and DCS will work to complete this as quickly as their responses allow.

	Yes	No
Met with Tribe/RAIO?		X
Tribal input received?		X
Tribal approval of plan?		X

Policy 7.01 Implementation Plan and Progress Report

Timeframe: July 1, 2023 through June 30, 2024

Updated: 3/29/2023

Division: Child Support

Region/Office: Tacoma Division of Child Support (DCS)

Tribe: Puyallup (PTCSP)

Plan and Progress Report Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to OIP) of each year.

Most recent meeting date:

Puyallup Tribal Sovereignty Statement. The Puyallup Tribe has existed since creation as the aboriginal people who are the owners and guardians of their lands and water. The Puyallup Tribe is an independent sovereign nation, having historically negotiated with several foreign nations, including the United States in the Medicine Creek Treaty.

The Puyallup Tribal Council is the governing body of the Puyallup Tribe in accordance with the authority of its sovereign rights as the aboriginal owners and guardians of their lands and water, reaffirmed in the *Medicine Creek Treaty*, and their *Constitution and Bylaws*, as amended and approved by the Tribe and the Assistant Secretary of the Interior.

The Puyallup Tribe was the first in Washington state to receive direct IV-D federal funding to operate its child support program. Child support cases are heard in the Puyallup Tribal Court, a judicial forum known for its stubborn devotion to due process of law.

The work of the Puyallup Tribal Court and of the Puyallup Tribal Child Support Program for its sacred citizens, the Tribe's children and their families, adheres to the Tribe's statutory policy:

"Children are the most vital resource to the continued existence and integrity of the Puyallup Tribe. Therefore, the Tribe has a compelling interest in promoting and maintaining the health and well-being of all Puyallup children."

"Child support orders shall reflect the understanding that in order for children to prosper, their parents must provide for their own needs as well as the needs of their children. Therefore, a child support order should not be so burdensome that the parent obligated to pay is left with insufficient resources necessary for their own livelihood." *Section 7.24.020 Puyallup Parental Responsibility Act*

DSHS 7.01 Policy, Tribal Sovereignty Statement: Federal law recognizes Federally Recognized Tribes as possessing sovereignty over their members and their territory. The Code of Federal Regulations (CFR) for the Bureau of Indian Affairs identifies territory as the Service Area and the CFR for the Indian Health Services defines territory as the Contract Health Services Delivery Area. Sovereignty means that tribes have the legislative, executive and judicial power to make and enforce laws, and to establish courts and other forums for resolution of disputes.

Implementation Plan				Progress Report
1. Policy Identification: Case Referrals				
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
<p>Referral Criteria:</p> <p>DCS will refer cases to PTCSP where the NCP, CP and /or child is a member of the Puyallup Tribe.</p>	<p>Mary Groom will e-mail Mary Squally to request verification of tribal enrollment.</p> <p>DCS agrees that use of enrollment status information is strictly limited to identifying cases for referral to PTCSP.</p> <p>Mary Groom will send needed case info to Mary Squally to review to see if PTCSP wants to take the case.</p>	<p>All appropriate cases will be referred to PTCSP.</p>	<p>State: Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>Referral process is monitored as each referral is received.</p> <p>DCS will advise all staff members on appropriate identification and handling of tribal cases.</p> <p>Update 3/23/22: No inappropriate referrals were identified in the past year.</p>

<p>Employment Verifications:</p> <p>A.DCS will refer for enforcement cases to PTCSP where NCP works for a Tribal entity or enterprise.</p>	<p>Mary Groom will e-mail Mary Squally to request verification of tribal employment.</p> <p>DCS agrees that use of tribal enrollment status information is strictly limited to identifying cases for referral to the PTCSP.</p>	<p>All appropriate cases will be referred to PTCSP.</p>	<p>State: Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>Referral process is on- going.</p> <p>Update 3/18/22: Since 7/1/21, there has been one inappropriate enforcement action taken by a DCS on 2/22/22. The specific Support Officer was notified of the error and all of the Tacoma office's supervisors had team meetings to specifically address this issue. DCS continues educating DCS staff to check all employers before contact for Tribal affiliations. When one is identified, Mary will contact Puyallup for appropriate action. Automation has been improved to help improve SEO awareness. Reminders are provided to all staff 2-4 times/year and our training curriculum is being revised to incorporate reminders throughout the training as opposed to the current process of within a module. This should help staff to learn to be more proactive regarding these issues.</p>
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<p>B. Out of State/other jurisdiction's requests for employer withholding.</p> <p>WA used to take the referral and then refer the case to PTCSP for enforcement, but now DCS returns those referrals and directs the other jurisdictions to send their referrals to the tribe.</p> <p>This creates unnecessary bureaucracy and inefficiencies and results in delays getting payments to parents, not only because of the added time involved, but also because extra delays inevitably occur and in some instances, the other jurisdiction never sends the referral at all.</p> <p>If WA DCS was able to refer other states cases to PTCSP for many years, why can it not be done now?</p>	<p>Review DCS processes/practices to see if DCS can revert to the previous procedure of taking referrals from other jurisdictions and then applying to PTCSP for enforcement on that jurisdiction's behalf.</p>	<p>Revert to previous procedure or provide understanding of why this is not an option and explore other options, if so.</p>	<p>State: Heidi Montgomery, Steve McDannel</p> <p>Tribe: Mary Squally</p> <p>Target Date: 8/1/22</p>	<p>New item, in progress.</p> <p>Update 4/5/22: Resolved. Review of processes at DCS HQ revealed there is a choice of methods and since PTCCP prefers the prior method, DCS will revert to that method, which is retaining referrals from other jurisdictions and then referring them to PTCSP instead of asking the other jurisdiction to apply directly to PTCSP.</p>
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2. Policy Identification: Coding Tribal Cases Correctly				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
DCS will properly code in SEMS with Tribal coding.	<p>DCS and PTCSP will work to correctly identify Puyallup tribal members and tribal employers and make sure coding on the case is correct. PTCSP will notify DCS of any cases not set up correctly with the Tribal Access Code and/or where parties were not coded with the Puyallup Tribal membership code.</p> <p>DCS will input the case specific information onto the Tracking Sheet for Inappropriate Referrals and Actions.</p>	To reduce or eliminate the miscoding of Tribal cases.	<p>State: Steve McDannel, Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>SEMS was re-programmed to create a warning pop-up if/when DCS attempts to generate a form to a known Tribal employer with a correct FEIN identifier in the SEMS system. This should significantly reduce inappropriate contact. DCS has identified employers with improper coding and are checking alternate databases in an attempt to locate the correct identifiers for the employers in question. Check for updates.</p> <p>Update: 2/23/22 an Order to Withhold income was inappropriately sent to a Puyallup employer. The supervisor spoke to the employee to explain the error and its severity and all teams in the Tacoma office specifically addressed this in a team meeting. Tacoma DCS will continue to send quarterly reminders to staff.</p>

3. Policy Identification: Technology				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target	Status
<p>Locate Services:</p> <p>DCS will assist PTCSP to locate parties in the most expedient manner possible.</p> <p>There is a perception that DCS is providing less locate information and requiring more formality in making requests for locate on Puyallup tribal cases.</p>	<p>Tacoma FO tribal liaisons will assist PTCSP with locate services through DCS Central Services.</p> <p>Address these perceptions. Tacoma FO Tribal Liaisons will provide information regarding ESD wage and UC information as needed.</p>	<p>Enhanced locate abilities for PTCSP.</p> <p>PTCSP wants to receive the best locate assistance available from our Tribal Liaison.</p>	<p>State: Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>DCS assists with locate requests as they are received.</p> <p>Update 3/23/22: PTCSP has experienced no locate problems this past year.</p>
4. Policy Identification: Training Opportunities				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target	Status
<p>Sharing training opportunities</p>	<p>Mary will provide and/or arrange training for PTCSP staff for SEMS and ACES upon request of the PTCSP Director.</p> <p>Arrange refresher Conference Board training annually.</p>	<p>Increased participation by both DCS and PTCSP staff in each other's training events.</p> <p>Help new staff become proficient with WA's databases used for casework.</p> <p>Increase understanding of the Conference Board process.</p>	<p>State: Steve McDannel, Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>State continues its policy of providing Government- to-Government Training for all Tribal Liaison personnel and for other positions that have contact with Tribes.</p> <p>Due to COVID, in-person training has been curtailed but may resume when things open up. Meanwhile, virtual training is available upon request.</p> <p>All Tribal Liaisons in Tacoma had taken Government to</p>

				<p>Government and 7.01 Training, but in this period they have also taken other trainings that cross over, such as Customer Service training.</p> <p>7.01 training is also available for the tribe upon request.</p> <p>State continues to advise Tribe of upcoming training opportunities and applicable SEO Academy sessions.</p>
5. Policy Identification: Communication & Problem Solving				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target	Status
On-site meetings with PTCSP and DCS field representative to communicate and problem solve on joint cases.	Mary Groom will be available on-site at PTCSP with a laptop and SEMS connection as needed.	To communicate and problem solve on cases.	<p>State: Mary Groom, Heidi Montgomery</p> <p>Tribe: Lynn Weible, Angelia Hendrix, Mary Squally</p> <p>Target Date: Review Annually</p>	<p>Mary Groom will meet with PTCSP case managers once a month and more often if needed.</p> <p>Onsite meetings will resume when things open sufficiently.</p>
Regular 7.01 Meetings will be held.	A joint meeting between the DCS District Manager and the Tacoma DCS Tribal staff will be held quarterly with the region Tribal Program Directors.	Meetings will be held.	<p>State: Heidi Montgomery, Steve McDannel, Mary Groom, Branden Aasen, Mary Groom, Aldon Ekstrom , Kay'd Gonzales Office of Indian Policy: Heather Hoyle</p> <p>Tribe: Mary Squally</p> <p>Target Date: Annually</p>	<p>Meetings are held quarterly. Over the past year, they have been held with a virtual format (Microsoft Teams) due to COVOD-19. Until such time as it is deemed safe to meet in person again, they will continue to be held virtually. Although this is not ideal, the meetings have been going as well as could be expected.</p>

<p>Annual 7.01 plan update and finalization meeting(s).</p>	<p>The Tribe, DCS and OIP staff should meet either in-person or via conference call each year to discuss updates of the 7.01 Plan, and agree on a final version that will be submitted to DSHS's Economic Services Administration (ESA).</p>	<p>A fully agreed upon Plan that describes and documents on-going activities and accomplishments.</p>	<p>State: Heidi Montgomery, Steve McDannel Office of Indian Policy: Heather Hoyle</p> <p>Tribe: Mary Squally</p> <p>Target Date: Annually (ideally prior to ESA 7.01 Plan submission deadlines - usually around May)</p>	<p>3/23/22: met to draft this plan.</p>
<p>General Problem Resolution.</p>	<p>DCS staff will be available to work through particular issues as requested.</p> <p>Separate meeting with the DCS District Manager and PTCSP Director as needed.</p>	<p>Problems will be resolved quickly and efficiently.</p>	<p>State: Heidi Montgomery, Steve McDannel</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>PTCSP will bring to Steve McDannel and Heidi Montgomery any issues that need to be resolved and they will alert Mary of any they identify.</p> <p>Update 3/23/22: To date in this 7.01 period, the issues identified are mentioned above (inappropriate contact with Puyallup employers).</p>
<p>Cases will be worked using the resources available to both DCS and the Tribe in a way that preserves the Tribe's jurisdiction and utilizes appropriate collection remedies.</p>	<p>Line staff from both offices will discuss individual cases and the related circumstances to best identify the most effective way to work the case.</p>	<p>Cases will continue to be worked utilizing the resources available to both DCS and the Tribe in a way that preserves the Tribe's jurisdiction and maximizes available collection remedies.</p>	<p>State: Steve McDannel, Mary Groom</p> <p>Tribe: Mary Squally</p> <p>Target Date: Review Annually</p>	<p>Process continues – no changes.</p> <p>Update 3/23/22: This has been an ongoing process for many years and continues to work well.</p>

Facilitate DNA testing with PTCSPP and the Pierce County Prosecuting Attorney's Office.	Discussion with DCS Government Liaison and Pierce Prosecuting Attorney.	Create a pathway to assist with DNA testing at the Pierce County Jail.	State: Steve McDannel, Mary Groom Tribe: Mary Squally Target Date: August 31, 2019	Update 3/23/22: The tribe is doing testing again and until they are fully staffed, PTCSPP may ask DCS for assistance if/when there is a need to test an inmate at the Peirce County Jail.
6. Policy Identification: Hiring				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target	Status
Inclusion of Tribal Staff in major DCS hiring decisions.	DCS will invite Tribal Staff to participate in interview panels and/or consult on major hiring decisions in this office, particularly any that have direct impact on Tribal Team workload. Such positions shall include Regional Program Manager and Tribal Liaison. Discuss with Steve to make sure all key positions are included.	Increased relationship building through participation in key hiring decisions.	State: Heidi Montgomery, Steve McDannel Tribe: Mary Squally Target Date: Review Annually	Puyallup Tribe continues to participate in interview panels and provide tribal aspect in hiring decisions that have a direct impact on the tribal team. DCS will invite Tribal Staff to participate in interview panels and/or consult on major hiring decisions in this office, particularly any that have direct impact on Tribal Team workload. Such positions shall include District Manager, Child Support Program Manager, Tribal Team Supervisor and Tribal Liaison. Also tribes will be invited to participate in higher level hiring decisions, such as for the DCS Director, Field Operations Chief and Policy Chief. There were no applicable hiring

				events in Tacoma in the past year, but tribal members have been invited to, and attended, previous events. There were no applicable hiring events in the past year.
7. Policy Identification: Teambuilding				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
Building a stronger sense of teamwork between the DCS Tribal SEOs and Tribal Program Staff.	Meetings, luncheons, and gatherings will be held whereby staff of the two programs can come together.	As appropriate, staff will be invited to each other's offices to participate in celebrations and team building luncheons.	State: Heidi Montgomery, Steve McDannel Tribe: Mary Squally Target Date: Review Annually	DCS/PTCSP share and participate in events that affect both offices. Update 3/22/22: The advent of COVID-19 has curtailed such events for the time being.
8. Institutional Memory				Progress Report
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target	Status
To memorialize decisions and agreements between PTCSP and DCS for future reference	In addition to items in this 7.01 Plan, add an attachment of the Desk Manual that DCS uses work PTCSP case.	To capture procedures and guidelines which were developed mutually.	State: Mary Groom Tribe: Mary Squally Target: Review Annually	The current iteration has been added to the bottom of this plan.

Completed Historical Section

Date Completed	Goals/Objectives	Outcome	Date to Re-visit Issue
2014	Request Additional SEMS WEB screens	Allowed access to AH (all payment History) and DH (Distribution History) screens. Denied access to IA (individual Addr) and BI (Basic Individual) screens.	Revisit requesting access to IA and BI screens at a future date.
2015	Cases referred timely.	Cases need to be referred to PTCSP within 30 days of determination that the PTCSP should receive the case	Mary Groom and the PTCSP Case Managers met in January and February to review current referral process and discuss areas for improvement.
2016	Case count and reconciliation	PTCSP has all appropriate tribal cases.	Can revisit as necessary.
2016	Tribal Access Code for cases; Tribes/State have in common	DCS is unable to accommodate this request due to the extensive nature of the programming that would be involved to make this change.	Can revisit if there is a future need.
2018	Quick Program Training	PTCSP Case Managers have access to the Quick Program and will contact DCS when they want training.	Can revisit if there is a future need.
2019	Work-Around Cases: Payments on DCS/PTCSP work around cases going to PTCSP instead of directly to the CP • Training Opportunity	Unfortunately, this is no longer possible due to laws and regulations. Payments on these cases will continue to be sent to PTCSP in the form of checks. Conference Board Training held 1/24/19.	Can be revisited if/when laws and regulations change.
2020	Locate Services Training opportunities	DCS follows the same process in providing locate services to all intergovernmental. Since 7/1/20, no new training needs have been identified.	

DCS Tribal Desk Guide (excerpts relevant to PTCSP):

TLs are directed not to disclose IRS or FTI to Tribal child support programs in any way, verbally or written. Payment amounts may be described as voluntary or involuntary, or administrative/non-administrative.

Please **do not** refund any payments from the Puyallup Tribe (2573) caseload without consulting with Lynn Weible at (253) 680-5751.

Employment and Enrollment Verifications

Send a Secure email to Mary Squally, PTCSP Director; provide the parties (***name, social security number and date of birth***). Verify enrollment of both NCP & child/children on the case. * If employment verification is needed, also include the tribal employer's name. (See example below)

***** If NCP is listed as the Father on the CBRI , but the child/children are not enrolled in the Puyallup Tribe, you must send a referral for "Paternity" and Order Establishment. *****

The screenshot shows an email draft window. The 'To' field contains 'mary.squally@puyalluptribe-nsn.gov'. The 'Subject' field contains '[secure] Employment/Enrollment Verification'. The body of the email reads: 'Hi Mary, Can you please verify if John Doe, xxx-xx-xxxx, 11/11/19 is employed at (Employer Name - e.g. Emerald Queen Casino)? OR Can you please verify if John Doe, xxx-xx-xxxx, 11/11/19 is an enrolled member of the Puyallup Tribe? Thank you for your assistance. Have a good day.'

Make a 76 case comment when you send the email and when you receive a response.

- Tribal Review: Sent request to PTCSP to verify NCP (employment or enrollment).
- Tribal Review: Rcvd response from PTCSP; confirmed (NCP is a member of the Puyallup Tribe - NCP is employed at Emerald Queen Casino). Case meets criteria for inclusion in tribal caseload.
- Tribal Review: Rcvd response from PTCSP; NCP is not a member of the Puyallup Tribe – NCP is not employed at Emerald Queen Casino.

- If NCP is confirmed to be an employee of the Puyallup Tribe & DCS has an open RJ case with another State, send RJ CSNET & 18-571 explaining that their State will need to send a referral directly to PTCSP for enforcement and ask IJ for a request to close the DCS RJ case.

Referring Case for Order Establishment

Do not delay this process just because we do not have a current address for the NCP. As soon as it is identified that the NCP is a Puyallup member, start the process. If in doubt, check with PTCSP.

***** If NCP is listed as the Father on the CBRI , but the child/children are not enrolled in the Puyallup Tribe, you must send a referral for “Paternity” and Order Establishment. *****

1. Send 9-881 to CP (20 days waiting period)
2. 18-570 - Include NCP BI # and Tribal Affiliation (Tribal Employer- ex EQC) of both NCP and CP (if known)
3. 18-730 (Confidential Information Form)
4. 18-576 (Uniform Support Petition, completed by SEO)
5. 18-578 (General Testimony, completed by SEO)
6. Copy of CBRI (if available)
7. Send referral via secure email to Mary Squally, PTCSP Director and TBD, Tribal Attorney. Forward email to Service, ConvertImage (Subject: Other Agency/Outgoing).
8. Add Intergovernmental information to the ‘BC’ screen and Tribal Access Code: 36 and Non US FIPS Code: TR-036.

Referring for Paternity Establishment with both biological parents

(Do not delay this process just because we do not have a current address for the NCP. As soon as it is identified that the NCP is a Puyallup member, start the process. If in doubt, check with PTCSP).

(Make sure both parents are listed as Respondents on the referral – Transmittal and USP)

If **CP** is not the biological parent, put State of Washington as Petitioner. Once PTCSP establishes paternity, then DCS can send referral for Order Establishment with the non-parental CP.

1. Send 9-881 to CP (20 days waiting period)
2. 18-570 - Include NCP BI # and Tribal Affiliation of both NCP and CP if known
3. 18-730 (Confidential Information Form)
4. 18-576 (Uniform Support Petition, completed by SEO)
5. 18-578 (General Testimony, completed by SEO)

6. Send referral via secure email to Mary Squally, PTCSP Director and Tallis King George, Tribal Attorney. Forward email to Service, ConvertImage (Subject: Other Agency/Outgoing).
7. Add Intergovernmental information to the 'BC' screen and Tribal Access Code: 36 and Non US FIPS Code: TR-036.

Referring Foster Care case for Paternity and/or Order Establishment

Do not delay this process just because we do not have a current address for the NCP. As soon as it is identified that the NCP is a Puyallup member, start the process. If in doubt, check with PTCSP.

(DO NOT refer unless child in FC for 60 days.) ***

(If Paternity needs to be established and the CP is not one of the Parents, please include the names of both Parent's as co—respondents on the Trans & USP)

If NCP **mom**, only request Order Establishment for Enforcement

- 18-570 - Include NCP BI # and Tribal Affiliation of both NCP and CP if known
- 18-730 - (Confidential Information Form)
- 18-576 - (Uniform Support Petition, completed by SEO) Plz include collectible FC date information.
- 18-578 - (General Testimony, completed by SEO)

If NCP is **alleged father**, request Paternity and Order Establishment or Enforcement

8. Send 9-881 to CP (**20 days waiting period**)
9. 18-570 - Include NCP BI # and Tribal Affiliation of both NCP and CP if known
10. 18-730 (Confidential Information Form)
11. 18-576 (Uniform Support Petition, completed by SEO) Plz include collectible FC date information.
12. 18-578 (General Testimony, completed by SEO)
13. Send referral via secure email to Mary Squally, PTCSP Director. Forward email to Service, ConvertImage (Subject: Other Agency/Outgoing).
14. Add Intergovernmental information to the 'BC' screen and Tribal Access Code: 36 and Non US FIPS Code: TR-036.

*** - If you receive confirmation from PTCSP that NCP/CP/CH are enrolled members reassign the case, but do not send a referral to PTCSP unless the child has been in Foster Care for at least 60 days.

-If the child is in a non-collectible event, make a case comment 76 and close case if under 60 days in Foster Care.

-Also, make a white board comment "If case reopens, please reassign the case to FO B Puyallup Tribe caseload".

NOTE: PTCSP does not enforce collection of Paternity Related costs; such as Genetic Testing, Filing Fees or Attorney Fees.

Referring case for Enforcement of Existing Order

1. Send 9-881 to CP (**2 week waiting period**) & send 18-704 to NCP ***
2. 18-570 - Include NCP BI # and NCP and CP Tribal Affiliation (if known). Include Tribal Employer name (if known)
2. 18-730 (Confidential Information Form)
3. 18-576 (Uniform Support Petition, completed by SEO) - Check box: Other Remedy Sought, type "Request registration of Child Support Order for Enforcement".
3. 18-577 (Registration Statement) - Include separate 18-577's for each order
4. Certified copy of Order(s) - Use 9-984 form to certify both Administrative and Court Orders
5. Certified copy of Debt Calculation
6. Send referral via secure email to Mary Squally, PTCSP Director and TBD, Tribal Attorney. Forward email to Service, ConvertImage (Subject: Other Agency/Outgoing).
7. Add Intergovernmental information to the 'BC' screen and Tribal Access Code: 36 and Non US FIPS Code: TR-036.

*** (If DCS receives completed 18-704 {CS for all of NCP's cases, plus 20 % of CS for Arrears} from NCP, send copy of Order, Trans #1 & DC to PTCSP).

**** When sending Referrals to PTCSP, plz label DCS forms[18-570 Trans, 18-730 CIF, 18-576 USP, 18-578 Gen Test etc] also please include the name of the NCP in the body of the email that is sent in the Referral to Mary Squally.****

Credit Bureau Reporting

Some Puyallup Tribe Orders now have the following language added which states "Credit Reporting Prohibited". Puyallup tribal law does not authorize disclosure of a child support debt or lack of it to credit reporting agencies. The court hereby holds that disclosure of a child support debt or lack of it, to a credit reporting agency, by any entity, is a violation of this order and of Puyallup tribal law." For these cases, change the Credit Bureau indicator on the CF screen to E for Exempt and add a white board posting to the case.

Domestic Violence Information

Domestic Violence information should be listed on page 2 of the Transmittal #1 under Section VI. Other Pertinent Information.

Foster Care Cases

Do not refer any Foster Care cases to PTCSP until the child has been in foster care for 60 days.

Jail Withholds

If the NCP is a Puyallup Tribe member, "Do Not" issues a 9-286 without contacting the PTCSP Case Manager for approval.

Statute of Limitations

Puyallup Tribe Child Support Orders do not have a Statute of Limitations.

RX 16 List

Pull the RX 16 List monthly, review cases and if there hasn't been a payment made. Send an email to the PTCSP Case Manager for status.

Work-Around Cases

These are cases where the CP has applied directly for DCS services by submitting a Non-Assistance Application, but has requested their payments be sent to them via the PTCSP. These cases should be set up as Intergovernmental cases to PTCSP. **NOTE***** Send an EFT Service Request when the case is opened asking for the Exclusion Indicator to be set on the Bank Account Screen, so they don't auto enroll for a DCS Care.

IN REM

Charles Hall's contact information (Email – Charles.Hall@dshs.wa.gov and telephone number (360) 664-5285).

Process Service

Do not serve a Puyallup on the Puyallup reservation.

Serving other natives on the Puyallup reservation is questionable and really depends on the exact location. This is determined case by case.

Serving non-natives on the Puyallup reservation is okay.

Puyallup reservation is not like most reservation because we do not have definitive boundaries. We do not believe in helping individuals evade their responsibilities. We do protect our member's sovereignty which can include their households.

Miscellaneous

****** Please contact the Tribe before refunding any payments to the NCP or doing any enforcement actions such as bank hits, jail hits or Driver's license suspensions.**

Port Gamble S’Klallam Tribe

TLs are directed not to disclose IRS or FTI to Tribal child support programs in any way, verbally or written. Payment amounts may be described as voluntary or involuntary, or administrative/non-administrative.

Caseload Assignments

The 6624 caseload is Responding to PGST CSP, it is a combination of “IRS Only”, Full Enforcement and Associated cases. The 1963 caseload is Initiating to PGST for enforcement.

Communication methods

PGST CSP prefers to be contacted by email, but if immediate assistance is required please contact the assigned Case Manager via the telephone. Please list NCP’s initials in the Subject line.

If DCS is contacted by other states, Maria has given approval to give out her direct contact information.

Employment and Enrollment Verifications

Send a Secure email to Leeanne Tom; provide the parties (*name, social security number and date of birth*) if employment verification also include the tribal employer’s name.

Providing Continuation of Services

If there are any, then the Tribal Liaison will contact PGST CSP to discuss which agency will provide continuation of services to the CP. The CP must send DCS a written request to close the case if PGST CSP will continue enforcement. If the CP doesn’t, DCS will send a letter to the CP to ask which agency should continue services. Then if there is still no response, DCS will initiate case closure based on non-cooperation. Meanwhile, DCS will hold current support payments until resolved.

Reconciling cases

On a monthly basis for cases that PGST requests*, DCS will send an updated spreadsheet that shows the balance for each case and any payments from sources other than PGST.

*Non-tribal employee cases and cases where DCS is enforcing

Referrals for Paternity and Order Establishment ---- (Please send all referrals to Leeanne)

*****Please verify with Leeanne Tom that PGST will take a referral before sending it to her*****

(Do not delay this process just because we do not have a current address for the NCP. As soon as it is identified that the NCP is a PGST member, start the process. If in doubt, check with PGST).

1. Send 9-881 to CP (2 week waiting period)
2. Transmittal #1 – 18-570 and Acknowledgment - 18-729
3. Confidential Information form – 18-730
4. CBRI or Birth certificate (if available in SEMS or Barcode). If not, send a screen shot of DOH birth record screen.
5. Print out of Dates on/off TANF (*4R Screen*) and Dates on/off Foster Care (use dates in Famlink).
6. Scan referral and send via secure email to Amber Caldera, do not mail originals. Amber will send a response confirming receipt of referral and who has been assigned as Case Manager
7. Add Intergovernmental information to the 'BC' screen
8. Tribal Access Code: 25 and Non US FIPS Code: TR-025.
9. Set RC out for 6 months, to check status. (When possible, please send/email all DCS forms & additional information to PGST together in one combined PDF).

Referrals for Enforcement ----- (Please send all referral to Leeanne)

1. Send 9-881 to CP (2 week waiting period)
2. Send Transmittal #1 – 18-570 and Acknowledgment - 18-729
3. Confidential Information form – 18-730
4. CBRI or Birth certificate (if available in SEMS or Barcode). If not, send a screen shot of DOH birth record screen.
5. Print out of Dates on/off TANF (*4R Screen*) and Dates on/off Foster Care.
6. Copy of Court Order
7. Split version of Debt Calculation to show buckets (no certification required)
8. Case Payment History
9. AH screen if NCP has multiple cases
10. Scan referral and send via secure email to Amber Caldera; PGST CSP does not require certified copies and do not mail originals. Amber will send a response confirming receipt of referral and who has been assigned as Case Manager.
10. Add Intergovernmental information to the 'BC' screen

11. Tribal Access Code: 25 and Non US FIPS Code: TR-025.
12. Set RC out for 6 months, to check status. (When possible, please send/email all DCS forms & additional information to PGST together in one combined PDF).
13. **New Employer Only Cases:** In cases where the NCP is not a Tribal member & is only an employed by the Tribe, check to see if NCP is already making direct payments & the process is working well. Please review the case with PGST to see if they still want a referral for the case. If not, keep the case in the PGST caseload and continue to monitor for receipt of timely & consistent payments. If payments stop, review case with PGST to see if NCP is still employed by the Tribe and determine if a referral needed.

Referred back to DCS – Paternity and Order Establishment

PGST CSP will attempt to work a case; if unsuccessful they will refer the case back to DCS in approximately 6 months for enforcement. If DCS has jurisdiction to proceed, the Tribal Liaison will work it like a regular case.

Refunds, Overpayments and Rollover Payments

When a case becomes current and there are additional funds held in suspense by DCS, the Tribal Liaison will contact PGST CSP to confirm if the payment should be refunded, held or applied to the next month's support or sent back to PGST to refund.

When a case becomes current and there are additional funds held by PGST, PGST will contact DCS to confirm if the payment should be refunded, held or applied to the next month's support or sent back to DCS to refund. When PGST has a larger payment than appears to be more than owed, PGST will confirm and then pass through the balance owed and refund the difference directly to the NCP. PGST will handle voluntary overpayments on a case by case basis.

Special Distribution Cases

Lianne will notify Mary to set SI on cases when the tribal payment needs to be disbursed differently than by the algorithm, per PGST CSP request.

Treasury Offset Cases

Our Treasury Offset Agreements with tribes *do not* include passport denial and never have. So if the only case we have is for treasury offset, we will need to manually deselect the passport denial option. Also, the Credit Bureau should be set to "E" = Exempt.

Treasury Offset Agreement for reference if needed:

<https://www.dshs.wa.gov/sites/default/files/ESA/dcs/documents/Tribal/PortGambleTreasuryOffset.pdf>

Treasury Offset Certifications

1. PGST CSP may send cases for enforcement even if the debt has not yet met the threshold for certification. This is will be done if no additional payments from the NCP are anticipated.
2. LEEANNE will continue to send the Treasury Offset Certification List by the 10th of each month.
3. If a case/debt is paid in full by the Treasury Offset payment, the case will remain open.

Credit Bureau Reporting

The Credit Bureau Reporting indicator should be set to E (Exempt) on IRS only cases received for enforcement from the Port Gamble S'Klallam Tribe.

Domestic Violence Information

Domestic Violence information should be listed on page 2 of the Transmittal #1 under Section VI. Other Pertinent Information.

Miscellaneous Information

1. After a new referral has been received and DCS has completed setting up a case, send a "Split Debt Calc" to PGST. This will inform them that the case set-up has been completed and this will also provide PGST with the DCS case D# that has been assigned to the new case.
2. School Enrollment & H.S. Graduation dates for children turning 18 yrs. old (Please contact PGST Case Managers to coordinate which agency will contact the necessary parties for this information). Per PGST, the request for this information will be handled on a case by case basis.
3. PGST has no "Statute of Limitations."

Locate Only Request

1. Use the 18-572 form. In the (To) Section list the below information for (Agency Name and Address).

WA DIVISION OF CHILD SUPPORT
ATTN: DCS IN-REM SERVICES
PO BOX 11520
TACOMA, WA 98411-5520

2. Select Box 10 (Other) and type "Locate Information". When forwarding VIA email 18-572 that is received from Tribe & there is not an open case, send 18-572 to "Convert Images" (D#99999979/Referrals/Interstate/RB).

Conference Board Request for Treasury Offset Funds

1. DCS will send a copy of the Conference Board request to PGST.
2. If there is only Tribal interest in the certified funds, the Tribe agrees to perform the Administrative Review as required CFR 303.72. The Tribe will notify DCS in writing of the Administrative Review decision which will allow the Tribal Liaison to make any necessary action.
3. In cases where there is a joint Tribal and DCS interest in the certified funds, DCS and the Tribe will work together to provide the administrative review.

(a) The Tribe makes the final determination on any debt certified on its behalf and provides DCS with written recommendations instructing DCS if and how to provide relief to the NCP regarding any debt certified on the Tribe's behalf.

(b) DCS will make the final determination on debt it certified on its own behalf.

IWW/WSSR Language in PGS Community Court Orders

PGST adds IWW/WSSR Language to some PGST Community Child Support Orders effective 8/2021. Per review from DCS Policy, this removes the requirement of needing to serve an NCP the DCS 9-272 "Notice of Support and Demand for Payment" which informs the CP of DCS's actions for enforcement of collections. In other words, DCS can consider these Orders to be immediately enforceable without further action needed.

Miscellaneous

******Please contact the Tribe before refunding any payments to the NCP or doing any enforcement actions such as bank hits, jail hits or Driver's license suspensions.**
