

Date updated: 2/20/2025

- ☐ Draft Plan
☒ Final Plan

Most recent meeting date: 1/8/2025

Draft: DSHS Policy 7.01 Plan
2025-2026 Annual Plan and Progress Report
Suquamish Tribe and ESA Division of Child Support (DCS)
Region 3 North, Tacoma Field Office
(contact information listed at end of plan)

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

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update
1) Case Referrals: Reducing the risk of child support Distributions incorrectly on Tribal cases. Collaboration on how to best serve our shared clients. SCSS request a case count.	The tribe will notify DCS when to set Special Instructions on cases to minimize distribution errors. On cases where the tribe is applying payments per their distribution rules, DCS will mimic their applications.	Reduce or eliminate any tribal funds being paid out to clients that should be paid through to Suquamish Child Support Services (SCSS). Keeping cases/debts in alignment.	State: Steve McDannel Tribe: Faith Reese Target Date: Review Monthly	Process is working well.
2) Case Referrals: SCSS request for demographics on Suquamish Custodial Parent's.	Upon SCSS request, identify cases where CP is a Suquamish Tribal member but NCP is not affiliated. When requested, DCS can provide: <ul style="list-style-type: none">• Payment status• Employer data• Order status• Other locate info	How many cases can be identified and what does the NCP look like? Is he/she paying? Does he/she have an employer? Is there a child support order? Do we have him/her located?	State: Steve McDannel Tribe: Faith Reese Target Date: Review Annually	Upon request from SCSS
3) Case Referrals: Continued access to SEMS and ACES	The systems interface well now but usually works better with Google Chrome than Edge, at this time. The Data Share Agreement was updated in July 2024 and will end September 30, 2027.	Tribe will be able to access SEMS and ACES as needed.	State: Tribal Relations Team, Deidre Finley, Steve McDannel Tribe: Faith Reese Target Date: Review Annually	Process is working well. SCSS has not had problems with access. ACES Training is provided by the Community Services Division (CSD).

(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update
4) Treasury Offset Certification: Certify appropriate cases for Treasury Offset certification	<p>SCSS is requesting Treasury Offset certification of child support debt from DCS.</p> <p>SCSS will request case be closed if it no longer requires certification.</p>	<p>Suquamish cases referred by the Tribe will be certified for Treasury Offset.</p>	<p>State: Steve McDannel</p> <p>Tribe: Faith Reese</p> <p>Target Date: Quarterly or on demand</p>	<p>SCSS provides DCS a monthly certification of support debt. Cases remain open for Treasury Offset certification until Paid in full. (PIF). DCS will hold injured spouse payments for 180 days DCS provides SCSS no Federal Tax Information (FTI)</p>
5) Training Opportunities: Increase awareness and understanding of Tribal culture.	<p>DCS staff associated with the Tribal Team will be given appropriate training (i.e. Government-to-Government Training, Administrative Policy 7.01 Training, Tribal Web talks). DCS may consider providing tribal panel discussions at its annual conferences.</p>	<p>Enhanced knowledge of DCS staff on Tribal history, culture and practices. Tribal Relations will share with the Tribe dates of upcoming sessions.</p>	<p>State: Steve McDannel</p> <p>Tribe: Faith Reese</p> <p>Target Date: Review Annually</p>	<p>DCS policy is to send all personnel who will be working with Tribal agencies and counterparts to Government-to-Government training and this is being done routinely. It's recommended for any staff members who wish to participate in any tribal cultural event. Recently hired Tribal Liaisons will be attending mandatory trainings to meet this expected goal.</p>
6) Training Opportunities: Share training opportunities	<p>DCS will advise Tribe of ongoing training events and collaborate with the Tribe to provide access to training materials and opportunities.</p> <p>SCSS would like training specific to:</p> <p>IRS Certification/Payment Information Payment Sources</p> <p>ACES Training: TRT will contact CSD to coordinate scheduling training for SCSS</p> <p>SEMS Training: TRT will coordinate scheduling the training.</p>	<p>Well trained and knowledgeable staff.</p> <p>A shared understanding of each program's policies and procedures to increase collaboration on providing the best services to clients.</p>	<p>State: Steve McDannel</p> <p>Tribe: Faith Reese</p> <p>Target Date: Review Quarterly</p>	<p>Tacoma DCS to notify SCSS through email (and any other available methods) of upcoming trainings that SCSS may want to attend and share resources as identified.</p> <p>The Tacoma Liaison will come out to case staff and/or reinforce training with SCSS using their cases as needed. Will begin meeting quarterly effective 2025.</p> <p>New training will be arranged for Total Versus Total calculations and for ACES. TRT's Chris Franks is working with DSHS staff</p>

				on ACES.Online training for SCSS.
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update
7) Communication and Problem Solving: Regular Tacoma Tribal Meetings	The Tacoma District Manager and Tribal Staff will meet with all Tribal Representatives on a quarterly basis to share information and work to resolve concerns and issues.	Cross program discussions, problem solving, issue identification, mutual support.	State: Heidi Montgomery, Tacoma Tribal Team staff Tribe: Faith Reese Target Date: Review quarterly	Quarterly meetings continue. Hybrid or In person
8) Communication and Problem Solving: Outreach to SCSS and Tribal members	DCS tribal liaison will be available on-site at SCSS on a quarterly basis when requested.	Provide service to customers, potential customers, and Suquamish Tribal Staff. DCS should ensure they have the ability to log into SEMS while doing outreach and have resources to refer cases to Suquamish tribe while doing outreach.	State: Steve McDannel Tribe: Faith Reese Target Date: Review Annually	Outreach occurs on an as-needed basis, and DCS will be accommodating of the SCSS schedule.
9) Communication and Problem Solving: Continuation of Services: when a party terminates State TANF, determine who should continue services (DCS or SCSS). When State TANF ends, SCSS would like Non-assistance services to	DCS and SCSS will review cases on a case by case basis to determine for which time periods each should charge. Investigate whether it is sufficient for DCS closure guidelines to allow SCSS to take a verbal request for closure from a CP for a DCS case and then provide their own written affidavit of this request to DCS (This requires policy changes and is still being discussed at HQ). At the beginning of each month, DCS will continue to pull a list of cases for which TANF has ended and provide it to SCSS. SCSS will	Clear understanding by both DCS and SCSS of which time periods each jurisdiction is charging; who is providing services; and who should enforce. When a Custodial Parent stops State	State: Chris Franks Tribes: Faith Reese Target Date: Reports provided monthly and issues reviewed annually.	DCS Policy have confirmed that federal closure criteria require a written request from the custodial parent to close a case immediately. DCS can accept a written affidavit from SCSS, but will then need to allow 60 days before closing the DCS case. DCS will also now accept e-signatures, which could make it easier for some parents by

<p>revert to them on a case by case basis.</p>	<p>then notify DCS if they have any info that the child is no longer in the household. On average this there is less than one case per month that meets this criterion.</p> <p>When appropriate, DCS will work with the tribe to try to close DCS cases so enforcement can revert to SCSS.</p>	<p>TANF, Steve will contact SCSS.</p> <p>Both agencies will work together to get services reverted to SCSS within DCS policy guidelines.</p>		<p>allowing them to electronically request case closure with DCS.</p> <p>This issue is especially problematic for SCSS because SCSS continues to provide full service on their end. In TANF cases involving children in care (TCW) cases it's difficult for the SCSS case managers to contact the CP (Custodial Parent) to get a closure request.</p> <p>During the closure process, DCS can coordinate with SCSS on continuation of services cases to avoid service overlap.</p> <p>Tacoma will work with TRT on: How can TRT facilitate working with SPIPA to get referrals to DCS faster so DCS can then notify SCSS timely? How can these cases be certified to the IRS since DCS doesn't certify SPIPA cases? What happens if a party objects to a debt that accumulated because a referral wasn't timely?</p> <p>Status: Monthly emails from Tacoma TL to SCSS with list of cases for which TANF ended the previous month is working well to identify cases needing follow up.</p> <p>This item was moved to the "Completed" section of the Director's 7.01 Plan in April 2023. If this becomes an area of concern it can be discussed with the Director's group again.</p>
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(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update
10) Hiring: Inclusion of Tribal Staff in major ESA/ DCS hiring decisions affecting tribal interests.	DCS will invite Tribal Staff to participate in interview panels and/or consult on major hiring decisions, particularly any which have direct impact on Tribal Team workload. -Include more Tribal representatives on interview panels. -Invite Tribal representatives to formulate interview questions. -Examine & remove barriers in minimum qualifications to Tribal job applicants.	Increased relationship building through participation in key hiring decisions.	State: Heidi Montgomery, Deidre Finley, Sharon Redmond, Brenda Francis-Thomas Tribes: Tribal Child Support Directors Target Date: Review Annually	DCS consulted with SCSS with hiring plans to fill four positions within the Tribal Team. ESA/DCS always makes a concerted effort to include Tribal partners on hiring panel for key positions impacting Tribes. TRT will remind DCS Leadership to extend an offer to Tribal partners on interview panels to draft and/or review interview questions.
11) Hiring: Increase ESA/DCS recruitment of tribal members for state employment.	Develop outreach activities that educate tribal members about www.career.wa.gov and the possibilities of a state career in child support enforcement & provide notification to tribal members of hiring opportunities.	Increased tribal members among the ranks of state child support employees Tacoma DCS is willing and available to present at any events/venues SCSS identifies, such as high school career day, job fairs, etc.	State: Chris Franks Tribes: Faith Reese Target Date: Review Annually	TRT sends weekly job postings to SCSS.
12) Institutional Memory: Transparency in the working of cases in common. Sharing the guide for what we do and how we do that with Tribes	SCSS help plan, the Desk Manual that DCS uses to work SCSS cases.	Good working relations between DCS and SCSS To capture guidelines that were mutually developed.	State: Steve McDannel Tribe: Faith Reese Target Date: Review Annually	DCS works collaboratively with Suquamish whenever additions or edits are made to the Suquamish section of the Desk Guide. *Excerpt of guide inserted below.
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13) Outreach – Cultural Training/Sharing	DCS Staff participate in events as invited by the tribe, such as helping with the canoe journey and other events.	Increase cultural awareness and build relationships.	State: Tacoma Tribal Team staff Tribe: Faith Reese Target Date: Review Annually	DCS will allow and encourage staff, including non-tribal team staff, to participate and/or help with tribal events, such as canoe landings.
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CONTACT INFORMATION FOR SUQUAMISH TRIBE

TRIBE			
Nehreen Ayub	Human Services Director	360-394-8474	nayub@suquamish.nsn.us
Faith Reese	Program Manager	360-394-8646	freese@suquamish.nsn.us
Lori Crowell	Case Manager	360-394-7113	lcrowell@suquamish.nsn.us
Janelle Mills	Case Manager	360-394-8527	janellemills@suquamish.nsn.us

CONTACT INFORMATION FOR STATE OF WASHINGTON

DSHS			
Carla Reyes	Economic Services Asst. Secretary		carla.reyes1@dshs.wa.gov
Sharon Redmond	Division of Child Support Director	360-664-5440	sharon.redmond@dshs.wa.gov
Heidi Montgomery	Division of Child Support District Manager, Tacoma	253-290-0457	heidi.montgomery@dshs.wa.gov
Deidre Finley	Division of Child Support Supervisor	253-476-7678	deidre.finley@dshs.wa.gov
Steve McDannel	Division of Child Support Enforcement Officer 3/Tribal Liaison	253-476-7724	steve.mcdannel@dshs.wa.gov
Audra Edmiston	Division of Child Support Enforcement Officer/Tribal Liaison	253-476-7630	audra.edmiston@dshs.wa.gov
Brittany Weible	Division of Child Support Enforcement Officer/Tribal Liaison	253-476-7699	brittany.weible@dshs.wa.gov

CRITERIA USED FOR CASES TO BE INCLUDED IN DCS TRIBAL CASELOAD (Pertinent Sections of Tacoma's Tribal Desk Guide)

Region 3 State-Tribal Quarterly Meetings

Meetings have traditionally been held quarterly, with the location rotating as follows: January – Port Gamble S'Klallam Tribe, March – Puyallup Tribe, July – Suquamish Tribe and October – DCS. To prepare for meetings, the supervisor should send the call for agenda items approximately one month before a meeting, along with a calendar invitation to the meeting. Approximately two weeks before the meeting, the agenda should be distributed and the agenda sent to each tribe.

IG Locate Only Requests

For open case: Send to Convert Image as Other Agency/Incoming/RB. For closed or no case: Send to Convert Image with D#99999979 Referrals/Interstate/RB.

Jurisdiction for Modifications

Per Brittney Considine/HQ: *"It's helpful to try to reframe the issue not as one of "giving" jurisdiction to another tribunal (state or tribe), but rather as an analysis of CEJ under the appropriate law. In Steve's email below, he requests some clarification on "whether the guidelines we follow with other states for modification jurisdiction apply unilaterally to tribal cases, too, or if there may be different rules." The response is that there are different laws that apply. With states, we are looking to UIFSA. All states have been required to enact UIFSA, but tribes are not subject to that same requirement and generally have not enacted UIFSA. So, we look to the [Full Faith and Credit for Child Support Orders Act](#) as the appropriate law to analyze jurisdictional issues with tribes. The analysis is very similar under the two different legal frameworks, but we do look to different laws when we are working with states and tribes. Each requires a legal analysis to determine appropriate jurisdiction based on the facts of each case. These issues can be complex, and we want to make sure that jurisdictional issues are handled properly so that we end up with valid and enforceable orders. That being said, we want to work cooperatively with tribes (and states) to get modification to the appropriate jurisdiction where the analysis and all of the facts support the mod occurring there".*

NWEP

For an NWEP referral on a Tribal case, post a case comment 63 that starts: Per TL SEO#....

Tribal Reviews

Typically one email per case is sent for review, there is no pre-determined priority as to who will review each case; it is usually just first-come first-serve. After making the review and adding a CC 76, use "Reply-All" to the email and explain what you found (This ensures the other tribal liaisons see the review has been done, as it will add an additional email with 're:' preceding the subject line). If the case meets tribal criteria, it can be transferred to the corresponding SEO# via **RE** in the action field of SEMS. If it does not, it is prudent to update the **BC** coding (removing the Tribal coding from the **Enf Svc** field), and update **BI's** for parties if needed.

1.) For *Foster Care* cases, open FAMLINK and enter the child's CAMIS # in the Person ID field and then search. Once the individual is returned, you can click his/her name (blue hyperlink) to open his/her personal page. The Basic tab will usually indicate American Indian under Ethnicity, and the ICW tab will include whether the tribe(s) have been contacted about enrollment or eligibility.

If the ICW tab is blank or inconclusive, return to the search window. From there, click the meeples (👤) to the left of the individual's name. This will expand the menu downward. Next click the (👤) next to Intake. The reports included within this subgroup are typically good information about the family background and can explain why the individuals are coded Native American.

Finally, expanding the Cases by clicking (I) then again clicking (I) on one of the subsequent cases that appear will open a new menu. The (I) button will open a new window where scanned documents can be viewed. Sometimes documents titled "ICW" are available to be viewed. These can provide great information about which tribes may be involved.

2.) For *Non-Assistance / TANF* cases, the first step usually taken is to check the **CC** screen to see if any CC76s have been added to the case for insight. It is also prudent to check all parties' (including the child) **BI** screen to see what the Native American coding shows.

Next steps are to check ES/NDNH for NCP/CP, to see if either work for a Tribal Employer. Cross-reference any possible matches with the **TI** screen, which is found on SEMS Web. Another place to look is the parties' **IA** for the possibility that they may be residing on a reservation. You may need to search the address on Google Maps to see where it is located.

The next step would be to check ACES or Barcode to review the Application for tribal affiliation information.

Depending on which tribe is involved you may need to contact a tribal liaison in another field office. A list of tribal liaisons and which tribes they work with can be found [here](#).

3.) *Interstate Cases* may be coded as tribal; these should be reviewed similarly to the other examples above. Typically if Washington is the **Responding Jurisdiction**, we do not need to worry about the **CP** or the **CH** being a tribe member, as the **Initiating Jurisdiction** should be aware of any issues. Two notable exemptions to this are the *Coeur d'Alene* and *Nez Perce* tribes (both are tribes in Idaho), who both have agreements with DCS that they do not have with Idaho child support.

Generally, if WA is **responding**, you only need to take the **NCP** into consideration. If you find the **NCP** in another state and need to initiate the case, make sure the case is already reviewed for any possible tribal affiliation before you do. If the custodian or child belongs to a tribe, that tribe may want to be involved if paternity will be established. If you know the **NCP** belongs to a tribe and is either living on a reservation or working for an out-of-state tribe, you may end up sending the case to be worked by an out-of-state Tribal Child Support Program rather than a state IV-D agency.

Lastly, make a case comment code (76) regarding your "Tribal Review" findings. If appropriate change the **Enf Svcs** code from 8 to 2.

Some tribes have agreements with Washington State for Treasury Offset only, such as *Tlingit & Haida (CCTHITA)*. The tribe based in Alaska requests WA set up cases to attach the NCP's tax refunds and forward them to the tribe. Generally, these cases should be based in the Everett field office, but it's possible you may find one if paternity needs to be established.

*** Credit Bureau Pilot Project Cases: Tracking new referrals when NCP is a Tribal member to gather information about "Exempt Credit Reporting" for new referrals beginning 6/2022 when NCP is a local Tribal member. *When unreported cases are identified, or new ones are received, and the NCP is a local Tribal member, then the case should be exempted from Credit Reporting and the Tracking Spreadsheet located on L Drive for Team 8 should be updated.*

Suquamish 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.

Case Assignment

The caseload 9923 is assigned to Suquamish.

Conference Board Requests

If there are reasons to not recommend that a Conference Board request be approved (from any party) and there's a chance that more info may help move it towards approval, Suquamish should be contacted to see if they could help. SEO4 agreed not to suggest denial of any Conference Board (if not able to recommend approving, SEO4 will forward to HQ with "no opinion" and ask CB Chair to contact Suquamish before deciding to deny).

Continuation of Services

If there are any cases ending WA TANF that were previously SCSS NA cases, then the Tribal Liaison will contact SCSS 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 SCSS 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.

Credit Bureau Reporting

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

Domestic Violence Information

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

Distributions

1. Distributions are not Per Capita payments.
2. They cannot be used in computing income for any person owing support.
3. They may be distributed monthly, quarterly or twice a year, depending on the recipient's preference.
4. Case Managers will calculate, negotiate with clients, and process the percentage based on what the Suquamish Code allows to garnish.
5. Case Manager will then send to DCS Liaison a list of cases to set SI on for "soon to come" payments from the distribution.
6. Once SCSS receives the Distribution payments from the Tribe, the FS (position currently vacant) will process payments according to her algorithm and the Suquamish Code.
7. After payments are applied per case, FS will request a check to be sent to WSSR and a list will be sent to the DCS Liaison so that when the check arrives in Suspense, DCS will know where to apply the funds and how much per case to apply.

Employment and Enrollment Verifications

Criteria: If the father, mother and/or child are Suquamish; or if the NCP works for a Suquamish employer, send a **Secure** email to Faith Reese; provide the parties (**name, social security number and date of birth**). If for employment verification then also include the tribal employer's name. **Change employer to 97 Do Not Use on IA**, while waiting for a response.

Enforcement

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

Financial Questions

All questions about payments and allocations need to be addressed by SCSS Financial Specialist.

Paternity

SCSS has a process whereby paternity can be established with an administrative notice (9-275). When paternity is established in this manner, the child's coding should be coded as BOW Y/Paternity at issue/Resolved by order. If the NCP objects, the NCP can then make a request for genetic testing.

Process Service Assistance

All requests go to Faith Reese to facilitate service by others on the Tribal land/areas i.e. Tribal Police, Tribal Court. Need to make sure to send two (2) copies of all that needs to be served along with a proof of service form.

(Service to Non-Tribal Members living on Reservation Property is OK VIA Certified mail.)

Referrals

(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 Suquamish member, start the process. If in doubt, check with SCSS). Note: SCSS code does not contain a provision similar to the DCS Sixty Day Rule, so delays in referrals may result in orders with higher arrears than would be ordered if DCS established the order.

1. Send 9-881 to CP (2 week waiting period)
2. Transmittal #1 - Need to include address, phone numbers, social security numbers, BI#s, employer with address, dates of updated address, phone, SSN, and employer with address and department and whether the child was born out of wedlock, we need the date of paternity establishment {If NCP is Bio-Mother, add Bio-Father name & DOB if available to Transmittal #1 in "Other Pertinent Info"}
3. 18-730 CIF and specific instructions in the "additional case information" section as to the TANF time frames.
4. Paternity established: send CBRI, birth certificate or paternity order (even if the father is not a party to the case). (Copy of what you have in the file already or can print from system, no need for original).
5. Paternity not established for NCP mom: Request establishment and enforcement of an order. Only ask for paternity to be established if it's needed and if not, say so. Provide father's name and status of paternity establishment (even if it's that we have a closed case for non-coop).
6. Orders (if any)
7. 1 copy of order sent with referral via **secure** email
8. 2 certified copies of court order to follow via mail – (SCSS no longer need certified administrative orders). Do not hold referral while waiting for certified copies
9. Debt Calculation - Need certified debt calculation to follow via mail (the Running Balance version)
10. May be sent via confidential email to case manager (vacant) to get process started with all certified copies to follow via regular mail or at next visit
11. Add Intergovernmental information to the 'BC' screen
12. Tribal Access Code: 46 and Non US FIPS Code: TR-046
13. Confidential Information form 18-730
14. Acknowledgment 18-729

**** Discuss all new potential referrals with Faith Reese prior to sending them.**

Refunds

Refunds go back to SCSS to refund NCP (PO Box 617, Suquamish, WA 98392). SCSS must be notified of all refunds.

Special Instructions (SI) Instructions:

Cases where NCP is a **tribal member** and receiving (Suquamish Distribution) payments **should** have SI set and payments are applied per the SCSS request noted on the remittance stub.

Cases where NCP is employed by a Suquamish Tribe Entity **should not** have SI set and payments are applied by SEMS per the algorithm.

Statute of Limitations

As of June 2017, the Suquamish Child Support Enforcement Office reports that SCSS applies the State of Washington's Statute of Limitation when enforcing a Washington State child support order. It is advisable to contact SCSS to inquire about the tribe's treatment of SOL in other scenarios.

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 Certification

SCSS will send monthly debt spreadsheet that includes client information, debt, and payment date of last payment. (This will be sent out by the 10th of each month). These need to be reconciled with the corresponding **CF** screens when received.

Contact Information Suquamish Child Support Program

Faith Reese, Program Manager: 360-394-8646

Historical Goals not Actively Being Pursued

Completed Historical Section			
Date Completed	Goals/Objectives	Outcome	Date to Re-visit Issue
2016	Provide SCSS staff with SEMS Web access to the AH, DH and DI screens	Access provided to the AH and DH. After the data mapping evaluation it was determined that the Distribution Inquiry (DI) screen did not provide any data elements that were not already available on other screens to which the Tribes have access so access to this screen is not needed.	As needed
2/23/2017	Provide demographic info to identify cases where CP is a Suquamish Tribal member but NCP is not affiliated.	SQ list provided in the form of an Excel spreadsheet.	As requested by SCSS
7/1/18	Reducing the risk of child support distributing incorrectly on Tribal cases.	WA Policy was modified to allow distribution of payments that do not follow the algorithm when Suquamish requests for business purposes and/or to match their laws and policies. WAC 388-14A-5007 to allow this was amended and became effective 7/1/18.	Process to apply per SCSS's direction is ongoing.
7/1/2021	Shorten DCS response time to Tribal policy requests. Implement bi-annual meetings between the State's Tribal Child Support Directors and DCS's Director.	DCS now holds quarterly meetings with DCS's director and tribal directors/program managers from around the state to address higher level issues.	If/as needed.

7/1/2022	<p>Problem resolution and planning that is specific to the Suquamish Tribe.</p> <p>DCS will be available to meet to work through issues outside the regular 7.01 meetings.</p>	DCS continues to work with Suquamish as issues arise and the process is working well.	If/as needed.
7/1/2022	<p>Identification and appropriate referral of NCP & CP cases that fall within the jurisdiction of the Suquamish Child Support Office (SCSS). Goal is for DCS to consult with SCSS immediately after a client is identified as a Suquamish member or employee.</p>	<p>Cases are transferred to SCSS in an efficient and timely manner with minimal impact to shared clients.</p> <p>Referral process is on-going. Transfers/referrals involving CP Suquamish Tribal members are to be reviewed on a case-by-case basis. DCS will continue to train staff on appropriate identification and handling of tribal cases.</p> <p>TRT has developed a tracking sheet to track inappropriate referrals which is reviewed to identify trends and training issues.</p> <p>TRT shares reporting from the tracking sheet bi-annually at the IV-D Directors' Meetings, as well as upon request of the SCSS Director.</p> <p>Training has been provided to HQ Set-up staff to help identify tribal connections in case set up and referral processing.</p> <p>Tacoma DCS sends emails several times a year to remind staff to check for tribal affiliations before sending correspondence to employers and to not do so when they are found, but to instead contact Mary to take appropriate actions.</p>	If/as needed.

7/1/2022	Suquamish Tribe requested that the DCS tribal liaison be made available to provide the necessary IV-D information to effectively and efficiently work cases, research issues, provide relevant information to SCSS clients and complete locate on SCSS clients via SEMS WEB screens.	Tacoma FO tribal liaison will provide tribe all available locate and case information as resources allow.	
7/1/2022	Sharing training opportunities	Provided SEMS and Medical Training	If/as needed
7/1/2022	Joint line-staff meetings between DCS Tribal Team and SCSS.	Line staff from both offices developed their own agenda to have face-to-face meetings and discussed daily procedural and working issues between offices.	If/as needed
7/1/2023	Re-examine State Office Tribal Relations Team action agenda.	Tribes worked with TRT to review and recalibrate the action agenda to promote more progressive enhancements for Tribal Child Support Programs.	If/as needed