



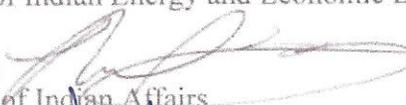
United States Department of the Interior

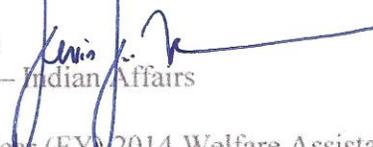
OFFICE OF THE SECRETARY
Washington, D.C. 20240

JUL 24 2014

Memorandum

To: All Regional Directors
Director, Office of Self-Governance
Director, Office of Indian Energy and Economic Development

Through: Michael S. Black 
Director, Bureau of Indian Affairs

From: Kevin K. Washburn 
Assistant Secretary – Indian Affairs

Subject: Guidance: Fiscal Year (FY) 2014 Welfare Assistance Funds Distribution
Methodology

The end-of-year Financial Assistance and Social Service Report (FASSR) is the only report that Bureau of Indian Affairs (BIA) agencies and tribes operating under Indian Self-Determination and Education Assistance Act (ISDEAA) Title I Contracting, ISDEAA Self-Governance Funding Agreements and Public Law (Pub. L.) 102-477 (477) Plans will be required to submit for the Welfare Assistance Program. The BIA regional offices, Office of Self Governance (OSG), and the Office of Indian Services (OIS), Division of Workforce Development (DWD) are responsible for collecting, certifying and submitting FASSRS to the BIA, OIS Division of Human Services (DHS). The BIA Central Office is responsible for distributing Welfare Assistance funds to the BIA agencies and tribes **based on** the approved methodology and supporting documentation provided by DHS and in accordance with each tribe's approved ISDEAA contract or Self-Governance funding agreement. Tribes and BIA agencies must submit the 2013 end-of-year FASSR in order to receive a final distribution of 2014 Welfare Assistance Funds. The form is available online at the BIA website's main page at:

<http://www.bia.gov/WhoWeAre/BIA/OIS/SocialServices/index.htm>

Effective immediately, the memorandum dated July 13, 1993, "Authorized Use of Welfare Grant Assistance Funds" (attached) is rescinded. If you have questions regarding the rescission, please call Cheryl Branum, Administrative Support Assistant at (202) 513-7622.

2014 Welfare Assistance Funds Distribution Methodology

The Initial Distribution of Welfare Assistance Funds

At the beginning of FY 2014, the BIA will use actual expenditures reported in the 2012 end-of-year FASSR, adjusted for carryover and/or shortfall amounts, to calculate the 2014 estimated

need for each tribe and BIA agency. The BIA defines the 2014 estimated need as actual 2012 expenditures, subject to shortfall and carryover adjustments, and fixed amounts for Tribal Redesign Plans for General Assistance consistent with 25 CFR §20.202 to §20.210.

The initial distribution of Welfare Assistance funds will meet 75 percent of a tribe or BIA agency's estimated need for FY 2014. The distribution will be made by the OIS, DHS to the Regional offices prorating the funding based on the calculated 75 percent of a tribe or BIA agency's 2014 estimated need. The Regional offices, DWD, and OSG are responsible for allocating funds directly to each tribe and agency based on the tribe or agency's operating year (FY) or Calendar Year (CY).

Final Distribution of Welfare Assistance

The final distribution of Welfare Assistance funds will be based on information received in the 2013 FASSRs. In order to receive funds in the final distribution, all FY tribes, BIA agencies, and CY tribes must submit the 2013 End-of-Year FASSR, according to the due dates (see table on page 3), to the appropriate office, either the BIA regional office, DWD, or OSG, using the approved FASSR form. Self-Governance tribes operating the General Assistance program under an approved 477-plan should submit their FASSR to the OSG. Tribes operating an approved 477-plan through an ISDEAA contract should submit their FASSR to the OIS DWD.

The methodology for the final distribution will use 2013 reported *actual expenditures* to adjust the 2014 estimated need to meet the actual need for 2014. The final distribution will be subject to shortfall and carryover adjustments and to fixed amounts for Tribal Redesign Plans for General Assistance consistent with 25 CFR §20.202 to §20.210.

For FY 2014, the final distribution will be made by the OIS, DHS to the BIA regional offices, OSG and DWD on or around Friday, June 28, 2014.

The FY 2014 Appropriation Act caps the amount of Welfare Assistance funding that can be distributed. If the national welfare assistance need, as determined by expenditures reported on the 2013 FASSRs, is greater than the capped Welfare Assistance amount, funds will be distributed pro rata based on the final calculated 2014 actual need for all tribal and BIA operated Welfare Assistance programs.

The following Welfare Assistance categories are funded in 2014 at the rate established by the Assistant Secretary – Indian Affairs: Child Assistance (state rate), General Assistance (state Temporary Assistance for Needy Families rate), Adult Care Assistance (state rate), Burial Assistance rate (a maximum of \$2,500 per burial), and Emergency Assistance (a maximum of \$1,000 per household). The Disaster Assistance Program and the Tribal Work Experience Program (TWEP) are not authorized and will remain unfunded in 2014.

Shortfall of Funding – Request for Additional Funding

If a tribe or BIA agency experiences a shortfall in Welfare Assistance funds, it must collaborate with its regional office, OSG or the OIS, DWD to submit a request for additional funds. The

request must demonstrate how the level of need has risen from previous years and describe what would happen if the tribe or BIA agency were to experience a shortfall in funding. Tribes and BIA agencies operating on a FY must submit supporting documentation (i.e. financial reports, FASSRs, or other budgetary documents) with 2014 actual expenditures from October 2013 to February 2014 to support a Request for Additional Funds.

Tribes operating under a CY must submit supporting documentation (i.e. financial reports, FASSRs, or other budgetary documents) with 2014 actual expenditures from January 2014 to May 2014 to support a request for additional funds. All tribes and BIA agencies must use the approved 2014 *Request for Additional WAG Funds form*. The BIA will analyze all requests for additional funds and make a determination for adjustments based on the information provided, before the final distribution of Welfare Assistance funds. If a tribe or BIA agency submits a request for additional funds, the BIA will consider it, but a request is not a guarantee for an increase in funding. If a Tribe or BIA agency's request for additional funds is approved and the need is adjusted to the higher level requested, the tribe or BIA agency is still subject to prorata reductions (if applicable).

All requests for additional funds must be submitted through the tribe or BIA agency's respective regional office, OSG, or OIS, DWD. In addition, the tribe or agency must provide sufficient information to its respective program office so that the office can prepare a memorandum to the Chief, DHS to justify the request for additional Welfare Assistance funding. All requests must be received by the OIS, DHS by the due dates identified below in order for the DHS to consider the request before the final distribution of Welfare Assistance. *No requests for additional funds will be accepted after the due date.*

This methodology is being utilized in an effort to be fair and equitable to all potential recipients of welfare assistance funds; to address shortfalls in funding; and to avoid the shutdown of one or more welfare assistance programs.

Due Dates for Tribes and Agencies to submit a Request for Additional Funds:

FY Tribes/BIA Agencies:	<u>30 Calendar days from the date of this Memorandum</u>
CY Tribes:	<u>30 Calendar days from the date of this Memorandum</u>

Responsibility of Tribes and Agencies:

All FY tribes, BIA agencies and CY tribes are to submit the approved 2013 End-of-Year FASSR, according to the due dates below in order to receive funding in the final distribution of Welfare Assistance. The reports are to be submitted to the BIA regional office, OSG, or the OIEED.

Due Dates for Tribes and Agencies to submit the 2013 FASSR:

FY Tribes/ BIA Agencies:	<u>30 calendar days from the date of this Memorandum</u>
CY Tribes:	<u>30 calendar days from the date of this Memorandum</u>

Responsibilities of the BIA Regional Offices, OSG, and OIEED

The BIA regional offices, OSG, and OIEED are to **certify** and **submit** the 2013 end-of-year FASSR for their program's Tribes and/or BIA agencies, to the OIS, DHS, Central Office, according to the due dates below.

Due dates for regional office, OSG, or OIEED to submit tribal and BIA agency reports to DC:

For FY Tribes/ BIA Agencies: **60 calendar days from the date of this Memorandum**
 For CY Tribes: **60 calendar days from the date of this Memorandum**

The BIA regional offices, the OSG, and the OIEED will also be responsible for:

1. Distributing the BIA 2013 End-of-Year FASSR form to tribes and agencies;
2. Providing technical assistance to tribes and agencies in partnership with the BIA Central Office, for the accurate completion of reports, using the BIA FASSR form;
3. Collecting reports from tribes and BIA agencies within their region or program;
4. Verifying **accuracy** and certifying the **completeness** of all reports.
 A FASSR form is certified when:
 - a. The report is in the required Microsoft Excel format (handwritten reports **will not be accepted**);
 - b. The report is electronically signed by an agency representative and/or tribal representative. An electronic signature is an electronic acknowledgement by the tribal representative or agency representative that the information submitted on the FASSR to the respective regional office, OSG, or OIEED is complete and accurate. All FASSRs must be signed electronically by all tribes and BIA agencies prior to submission.
 - c. The report contains both the data and narrative sections of the form. **Reports that do not include a narrative will not be considered complete.** The narrative section of the report provides the "story" to the data and it is an opportunity to inform policy makers of the particular circumstances being faced by the program.
 - d. The allocations, expenditures, and carryover amounts/shortfall information reported are accurate. Each tribe and agency must identify carry-over funds into 2014 or previous year(s) in the narrative portion of its report as well as in Column Q with Amount Allocated. Carryover/shortfalls into 2014 should be identified in the data section of the FASSR (Column R).
 - e. Only electronically certified FASSRs, with both the Data and Narrative Reports will be accepted.
5. The BIA Regional Social Worker, OSG, and DWD representative will then be responsible for submitting all tribal and BIA agency reports electronically via email to

Cheryl Branum, Administrative Support Assistant, OIS, DHS at cheryl.branum@bia.gov and

6. The BIA Regional Social Worker, OSG, and DWD representative will be responsible for submitting a Program Component Checklist.

The Program Component Checklist is designed to show: 1) what Financial Assistance and Social Service Program components each tribe is receiving; 2) whether each tribe receives the services through a Pub. L. 102-477 plan, an Indian Self-Determination and Education Assistance Act self-determination contract or a self-governance funding agreement and/or through a BIA regional office or agency; and 3) what tribes do not receive Welfare Assistance funds. The Program Component Checklist must be completed, signed, and submitted along with the FASSRs by each program office.

Please note the BIA regional offices, the OSG, and the OIS, DWD will not be responsible for consolidating their program reports into one document; the BIA, OIS, DHS will be responsible for consolidating the reports electronically to facilitate analysis.

If you have any questions regarding the information in this memorandum, you may contact Evangeline M. Campbell, Chief, Division of Human Services, at evangeline.campbell@bia.gov or call (202) 513-7621.

Attachments

07/13/1993 Memorandum – Authorized Use of Welfare Grant Assistance Funds
1A 2014 Request for Additional WAG Funds Form
2A 2014 Program Component Checklist