



Val R. Panteah Sr.
Governor

Birdena Sanchez
Lt. Governor

Phillip Vicenti
Head Councilman

Virginia R. Chavez
Councilwoman

PUEBLO OF ZUNI

P. O. Box 339
Zuni, New Mexico 87327
1203-B NM State Hwy 53
Phone: (505) 782-7022
Fax: (505) 782-7202
www.ashiwi.org

505-782-7000 MAIN

Carleton R. Bowckaty
Councilman

Audrey A. Simplicio
Councilwoman

Margaret M. Eriacho
Councilwoman

Eric Bobelu
Councilman

Officially known as the Zuni Tribe of the Zuni Indian Reservation

January 2, 2015

Felicia Gaither
Director, Division of Tribal TANF Management
U.S. Department of Health and Human Services
Office of Family Assistance
Administration for Children and Families
370 L'Enfant Promenade
Washington, DC 20447

Dear Mrs. Gaither:

The Pueblo of Zuni Education and Career Development Center (ZECDC) – Tribal TANF Program is submitting the following report as required for the period October 1, 2013 – September 30, 2014:

➤ Tribal TANF Annual Report

If you should have any questions regarding this report, please feel free to contact Ms. Bernadette Panteah, ZECDC Director at (505) 782-5998 or via email at bpante@ashiwi.org. Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Val R. Panteah, Sr.", written over a horizontal line.

Val R. Panteah, Sr.
Governor

Enclosures:

Cc: J. Barrick, AOTR – DOI/OIEED
ZECDC Files FY 13-14



PUEBLO OF ZUNI *Education & Career Development Center*

ZECDC
Zuni Tribal TANF
Annual Program Report
October 1, 2013 – September 30, 2014

The Pueblo of Zuni of New Mexico was authorized to operate a Tribal TANF program effective April 1, 2001 and is part of the Zuni Education & Career Development Center (ZECDC) Public Law 102-477 approved 3-year plan. Since the Tribe's inception of the Family Assistance Program, many families have accessed majority of services under our "one-stop shop" which have provided the needed resources to assist families' in transitioning off cash assistance and becoming economically self-sufficient.

The Pueblo of Zuni does not receive Maintenance of Effort (MOE) funds from the state of NM Human Services Department (NM HSD). However, we receive a minimal amount from NM HSD fund appropriation for enhancement of Tribal TANF services since the year 2006 and are required by NM HSD to enter into a Governmental Service Agreement. We are hopeful that we will continue to have these funds appropriated on an annual basis however; it is contingent upon approval and authorization of bills introduced to the New Mexico State Legislatures.

Definition of Work Activities:

The Zuni tribe counts reasonable transportation time toward a participant's work activity. Reasonable is defined as the realistic length of time it would take an individual to travel from their home to their work activity site.

The following qualify as work activities:

1. Volunteer for Adult and Youth Work Experience, including but not limited to work associated with the refurbishing of publicly assisted housing if sufficient private sector employment is not available;
2. On-the-job training;
3. Job search and job readiness as provided at 45 CFR 286.105 (b) and (c)
4. Community service programs (e.g. unpaid child/elderly care; agriculture; livestock management, beautification projects etc.)
5. Vocational educational training;
6. Job skills training activities directly related to employment;
7. Education directly related to employment for a participant who has not received a high school diploma or a certificate of high school equivalency;

8. Satisfactory attendance at a secondary school or course study leading to a certificate of general equivalency in the case of a participant who has not completed secondary school or received such a certificate;
9. The provision of childcare services to a TANF participant who is participating in authorized work activities;
10. Substance and or drug abuse counseling and intervention, behavioral and mental health services; domestic violence intervention and counseling
11. Unsubsidized employment, including self-employment;
12. Subsidized private sector employment, including self-employment;
13. Subsidized public sector employment;
14. Family strengthening activities to ensure the health and safety of the children, including but not limited to: attending medical and dental appointments, family or marriage counseling, participating in home visits and parent/teacher conferences with other agencies or schools, volunteering in children's classroom and with coaching of children's sport activities.
15. Zuni tribal culturally relevant activities that lead to becoming self sufficient, productive, and contributing members of society including but not limited to:
 - a. Participation in Zuni Medicine society duties and responsibilities during winter/summer solstice;
 - b. Participation in preparation (i.e. prayer sticks, prayers, cooking, baking bread, fasting, cleansing/purification etc) of Zuni religious dances/ceremonies;
 - c. Learning diverse functions of seasonal cultural religious ceremonies;
 - d. Learning or teaching others to speak Zuni fluently.

The following qualify as temporary alternative work activities that Zuni may establish for no longer than sixty weeks except as otherwise provided:

1. Participating in parenting classes, money management classes or life skills training;
2. Participating in certified alcohol or drug addiction program;
3. In the case of a homeless benefit group, finding a home;
4. In the case of a participant who is a victim of domestic violence residing in a domestic violence shelter or receiving counseling or treatment or participating in criminal justice activities directed at prosecuting the domestic violence perpetrator and
5. In the case of a participant who does not speak English, participates in a course in English as a second language.

Description of transitional services provided to families no longer receiving assistance due to employment

Transitional services are made available to former TANF recipient's that left in good standing due to successful employment reasons. The Case Manager may authorize transitional services which include extended case

management and supportive services.

Finding a job is a crucial step toward self-sufficiency, but retaining employment is just as important. Job retention services have proven an effective means of supporting former recipients retain employment and remain off cash assistance. By providing post Temporary Assistance employment services, former participants can receive continued/extended case management and/or support services such as vehicle repair, work attire/uniforms, eye ware assistance, and childcare while learning to take on self-responsibility to be successful in the world of work. Many families have succeeded in juggling family and work responsibilities.

One-time Job Retention incentive bonuses are also provided to former TANF recipients that have retained their employment for one year. Case Managers are responsible for follow up and upon receipt of employment verification completed by their employer, the bonus is issued.

Description of how monthly assistance is reduced when participant refuses to participate in work without good cause-

Zuni Tribal TANF penalty process:

The Zuni Tribal TANF program's intent is to provide financial assistance to meet the family's basic needs and requires all adults to develop goals and objectives leading toward self-sufficiency. If a Tribal TANF recipient is in non-compliance with the TANF work requirements or child support requirements without good cause, the Zuni Tribal TANF program will reduce monthly benefit in levels. The levels lead to termination of cash assistance payable to the family if family does not get back in compliance.

Prior to imposing the first sanction (reduction of benefits), if it is determined that a participant is not complying with the work participation requirement or child support requirements, the participant shall be required to enter into a conciliation process to address the non-compliance and to identify good cause for non-compliance. The participant is given 10 working days to participate in conciliation process by contacting the Case Manager to discuss and resolve the non-compliance. By doing so, the Case Manager will provide the following month to help participant to become compliant with work activities or child support requirement; otherwise a sanction will be imposed.

The sanction is imposed on the first day of the month following the month which the notice of action is mailed to the participant.

The Zuni Tribal TANF imposes the sanctions at the following levels:

- 1st level: Twenty-five percent (25%) reduction of cash assistance for the first occurrence of non-compliance (after conciliation process);
- 2nd level: Fifty percent (50%) reduction of cash assistance for the second occurrence of non-compliance;
- 3rd level: Termination of cash assistance and ineligibility for (12) twelve months for the third occurrence of non-compliance

Re-establishing compliance will allow full payment to resume.

Average monthly number of payments for child care services made by the Tribal TANF program through the use of disregards-

Our Tribal TANF is part of P.L. 102-477, all families are internally referred for child care assistance funded by Child Care Development Fund (CCDF), if childcare is a need for TANF families. Childcare is a major barrier, but we are fortunate to have the CCDF program approved under P.L. 102-477 which positively impacts and prioritizes services to our TANF families. Therefore, for the reporting period, the Zuni Tribal TANF Program did not make any payments for child care services.

Description of any non-recurring, short-term benefits provided, including: (i) the eligibility criteria associated with such benefits, including any restrictions on the amount, duration, or frequency of payments, and; (ii) any policies that limit such payments to families that are eligible for TANF assistance or that have the effect of delaying or suspending a family's eligibility for assistance, and; (iii) any procedures or activities developed under the TANF program to ensure that individuals diverted from assistance receive information about, referrals to, or access to other program benefits (such as Medicaid and food stamps) that might help them make the transition from Welfare-to-Work.

The Pueblo of Zuni Tribal TANF program did not provide any type of non-recurring, short term benefits such as clothing allowance to school aged (K-12) TANF children prior to the school year due to unavailability of funding for the reporting period October 1, 2013 – September 30, 2014; fiscal year 2013-2014. No other forms of non-recurring, short-term benefits were provided for the reporting period. *Note: The Job Retention Incentive Bonus is paid under a different funding source.*

Description of the procedures the tribal TANF program has established and is maintaining to resolve displacement complaints pursuant to 286.110. This description must include the name of the Tribal TANF grantee agency with the lead responsibility for administering this provision and explanations of how the Tribal TANF grantee has notified the public about these procedures and how an individual can register a complaint.

ZECD has the responsibility for administering this provision.

Permanent employees of a business, organization and/or agency where a Tribal TANF participant has been placed for unpaid training who feel they have been unlawfully displaced by that participant shall have a right to conciliation and grievance proceedings.

Displacement includes assigning a participant to a position that:

- Results in the termination or reassignment of a regular employee.

- Fills the position of a regular employee on layoff status.
- Creates a new position for a TANF Program participant when the new position performs substantially the same job functions as the position held by a regular employee on layoff, or who is subsequently terminated.
- Fills any established, unfilled position.

Procedures for Filing and Receiving Complaints.

1. Upon request, ZECDC staff will provide information to regular employees and project employers regarding their rights to file a grievance and the correct procedure for filing a grievance.
2. The TANF participant, supervisor and aggrieved party will meet to discuss grievances allowing all parties an opportunity to pursue an informal resolution within 15 days of receiving the complaint.
3. If the grievance is not resolved in the informal meeting, the aggrieved party may request for a fair hearing with the ZECDC Director within 15 days from the date of the informal meeting. The complaint will include:
 - Aggrieved party's name, address, and phone number.
 - Date of grievance.
 - Contact person, if other than the aggrieved party.
 - A description of the action that is the subject of the grievance and the date of the action.
 - The proposed resolution.

The Director will investigate the matter and attempt to establish resolutions. If the circumstance cannot be resolved to the participants satisfaction, and

If the aggrieved party is not satisfied with the Director's decision, he/she may re-appeal within 10 working days from receipt of certified mail.

The proceedings may be dismissed if the ZECDC- TANF participant is no longer placed at the business or organization at the time of Conciliation

Tribes electing the FVO must provide a description of the strategies and procedures in place to ensure that victims of domestic violence receive appropriate alternative services as well as an aggregate figure for the total number of good cause domestic waivers granted

The Pueblo of Zuni Tribe did not elect the FVO. The Zuni Tribal TANF program collaborates with the Pueblo's domestic violence prevention program "New Beginning's." Domestic violence prevention and awareness outreach and workshop presentations are made available. The Tribal TANF case managers offer/provide contact information of legal advocates and other resources of the New Beginning program to TANF families. The Zuni Tribal TANF program provides awareness to TANF adults by incorporating domestic violence awareness into their annual "Healthy Relationship Conferences," and encouraging TANF families to partake in domestic violence awareness activities/workshops.