

**Updated:** March 30, 2022

**Policy 7.01 Plan and Progress Report**

Draft Plan

**Timeframe:** July 1, 2022 to June 30, 2023

Final Plan

**Administration/Division:** ESA/CSD (DSHS) **Region/Office:** Region 3/Bremerton CSO

**Tribe(s)/RAIO(s):** Port Gamble S’Klallam Tribe

**Most Recent Meeting Date:** 1/27/2020

	Yes	No
Met with Tribe?		X
Tribe provided input?		X
Tribal approval?		

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update Since the Last 7.01 Meeting
I. Ensure communication with Tribe for information sharing, consultation, joint planning and problem solving.	A. Meet in local 7.01 workgroups on an as-needed basis, on relevant CSD/PGST issues: <ul style="list-style-type: none"> <li>• WorkFirst/TANF</li> <li>• TFA</li> <li>• Medicaid</li> <li>• Basic Food</li> <li>• Child Care</li> </ul> Ensure annual 7.01 plan is submitted for posting on OIP website.	Strong working relationship between CSD and the tribe.	Annually  Lead Staff: Gina Lindal Cheryl Miller Stacy Mills Ron Thomas Andrea Smith Brenda Francis-Thomas	March 2022: Upcoming 7.01 Meeting date TBD. 2020-21 7.01 meeting held on January 27, 2020 at the Jamestown S’Klallam Tribe.
	B. CSD will share program changes/updates in a timely manner <ul style="list-style-type: none"> <li>• CSD program changes/updates will be included on the agenda of the 7.01 meetings.</li> <li>• As changes occur, CSD will share URL for websites for DSHS, CSD Services, and the Customer Service Contact</li> </ul>	Improve communication between CSD and PGST.	On-Demand  Lead Staff: Gina Lindal Jessica Brownlee Stacy Mills	March 2022: No new update. This process is still working well. Tribal staff are able to view program and policy changes online. In addition, Stacy Mills receives policy emails through the DSHS outlook email groups. Jessica Brownlee, CSCC Financial Coordinator is the point of contact for any training needs, issues and concerns. Agreed that CSD contact center trainers will be on-site quarterly or as needed by mutual agreement.

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	Center (CSCC) website.  CSD will continue to notify PGST staff of local training and hold slots available for tribal staff, including training in the Learning Management System (LMS).			
2. Work with tribe to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, operational agreements, contracts, or processes.	A. Update the Tribal TANF Operating Agreement and Intergovernmental Agreement as needed.	Clear understanding of roles and responsibilities related to administration of Tribal TANF.	Prior to expiration of current agreements; next update due 9/30/22.  Lead Staff: Gina Lindal Cheryl Miller Mary Anderson	March 2022: This activity is on hold by CSD HQ.
	B. CSD will support the Port Gamble S’Klallam Tribe in the Basic Food Process Review Panel (PRP) process.	Identified service needs addressed in a timely manner.	On-Demand  Lead Staff: Jessica Brownlee Stacy Mills	March 2022- No issues identified. No new update.

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	C. Continue to work together on state pilot for Basic Food program.	Improve service delivery to Tribal Members.	On-Demand Lead Staff: Stacy Mills Gina Lindal	March 2022: The Bremerton CSO is no longer mailing cards for PGST Customers. Effective 2/28/22, CSOs are open for full in-person services.
	D. Statewide Customer Service Contact Center (CSCC) will share updates and direct contact information with the Port Gamble S’Klallam Tribe.	Improve service delivery to Tribal Members.	On-Demand Lead Staff Ron Thomas Stacy Mills	March 2022: No issues identified. The update to the CSO Locator seems to have worked well. Customer Service Contact Center (CSCC) continues to share updates and direct contact information annually and as changes occur.
3. Identify Outstanding Issues/gaps in service	A. The Tribe will communicate issues and concerns that have statewide implications.	Concerns/issues are raised to the next administrative level as appropriate.	On-Demand Lead Staff: Kristine Hammond Cheryl Miller Jessica Brownlee	March 2022: No issues identified
	B. CSD will arrange Mobile CSO services in Kingston as requested by the Port Gamble S’Klallam Tribe and the Mobile CSO schedule allows.  The Mobile CSO is also available to the tribe	Enhance access to services and programs for members and families in the Port Gamble S’Klallam Tribe community.	On-Demand Lead Staff: Stacy Mills Javier Ruiz	March 2022: No new update. PGST is aware they can schedule the Mobile CSO when needed.

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	should there be an emergency/disaster in order to facilitate food assistance or benefit processing for tribal members.			
	C. CSD will provide information for Tribal staff on Basic Food Employment & Training (BFET) program services as requested	Increased understanding of the BFET program and access to BFET services.	On-Demand Lead Staff: Stacy Mills Shavana Howard Keri Decoteau	March 2022: This activity is still on hold due to COVID-19.
	D. Representatives from the Port Gamble S’Klallam Tribe will continue to attend the Region 3 CSD Financial Supervisors Meetings.	Improve coordination between CSD and PGST program staff.	Monthly Lead Staff: Don Bowen Stacy Mills	March 2022: No issues identified. Stacy continues to attend the monthly Region 3 virtual meetings
4. Train Community Services Division staff on Government-to-Government policy and Port Gamble S’Klallam Tribe culture and programs to gain a better understanding of working	Provide cultural awareness activities on a consistent basis to increase staff awareness and understanding. Bremerton CSCC and CSO will ensure new Supervisors, Lead Workers and Tribal	All staff in all job classes related to working with Tribal members will be trained within six months of being hired.	Ongoing Strategy Lead Staff: Gina Lindal Ron Thomas	March 2022: All CSO Supervisors, Lead Workers and Tribal Liaison have received 7.01 and Government to Government Training.

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with the Port Gamble S’Klallam Tribe.	Liaisons receive 7.01 and Government-to-Government training as needed.			

## Completed or Tabled Items

Goal/Activity/Outcome	Date	Item Description
Goal 3, Activity Complete	January 2019 & 2020	The Mobile CSO was present for an event in Kingston in January 2019 and the Project Connect Event in January of 2020.
Goal 1, Activity Complete	October 2018	2019-20 7.01 meeting held on October 2, 2018 at the Jamestown S’Klallam Tribe.
Goal 1, Activity Complete	October 2018	Stacy Mills presented information about the Port Gamble S’Klallam Tribe programs at the 10/17/18 Bremerton CSO/CSCC All-Staff Meeting.
Goal 3, Activity B – CSD to arrange Mobile CSO services in Kingston Complete	July 2018	The Mobile CSO held an event in Kingston on July 31, 2018.
Goal 2, Activity A – Update the Tribal TANF Operating Agreement Complete	June 2018	Updated language in the TANF Operating Agreement and changed revision dates to 5/1/18-9/30/19 to align with the contract period of the Intergovernmental Agreement.
Goal 1, Activity A – Meet to discuss relevant CSD/PGST issues Complete	April 2018	7.01 Meeting held at the Port Gamble S’Klallam Tribe
Goal 1, Activity Complete	January 2017	2017-2018- 7.01 meeting held on January 5, 2017 at the Jamestown S’Klallam Tribe
Goal 3, Activity Complete	January 2017	ACES access 88 and CSO Supervisor access level was needed for Stacy Mills. Stacy reported in January 2017 that she received the access she needed.
Goal 5, Activity- CSO to communicate job opportunities to PGST members. Tabled	January 2017	Tribe not currently requesting. PGST staff are aware of careers.wa.gov website. Will revisit this item at the next 7.01 meeting.
Goal 4, Activity Complete	March 23, 2016	Bremerton CSO and Contact Center staff attended training on March 23, 2016.
Goal 4, Activity Complete	January 27, 2015	All Bremerton CSO Supervisors, Leadworkers, Tribal Liaisons, and Administrator attended training on January 27, 2015.
Goal 3, Activity Complete	May 2015	Stacy Mills received GUIDE access she needed.
Goal 4, Activity Complete	November 2014	CSO and Contact Center staff participated in Native American art project in November 2014

Goal/Activity/Outcome	Date	Item Description
Goal 5, Activity Complete	2013	Process of e-mailing job announcements is obsolete and replaced with NEOGOV listings
Goal 1, Activity Complete	May 2013	Training was given to Contact Center staff on PGST Pilot
Goal 1, Activity Complete	March 2012	Added Stacy Mills to Local Planning Area (LPA) e-mail distribution list
Goal 5, Activity Complete	2011	Human Resource Manager attended 7.01 meeting to discuss job announcements.
Goal 3, Activity Complete	2011	PGST staff attended Financial Eligibility Training several times in 2011. A dedicated CSD Trainer was on-site at PGST one day per week throughout 2011.

## Contact Information

DSHS Contacts	Tribal Contacts
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