



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



December 17, 2006

Memorandum

To: Tribal Self-Governance Coordinators

From: Ken Reinfeld, Acting Director *Ken Reinfeld*
Office of Self-Governance

Subject: FY 2007 Welfare Assistance Funding Distribution

I am providing for your information and use a copy of the December 6, 2006, Memorandum and attachments received from the Director, Bureau of Indian Affairs (BIA) clarifying the methodology being used by the BIA to distribute 2007 welfare assistance funds. THIS IS CRITICAL INFORMATION AND I AM ASKING THAT YOU PROVIDE A COPY OF THIS MEMORANDUM AND ATTACHMENTS TO YOUR TRIBAL SOCIAL SERVICES PROGRAM STAFF AS SOON AS POSSIBLE.

Please be advised that Welfare assistance is being reduced during FY 2007. In preparation for this reduction, Disaster will remain unfunded in FY 2007 and the Tribal Work Experience Program (TWE) is eliminated. All other categories of welfare assistance will continue to be funded (including Child Assistance, General Assistance, Adult Care, Burial Assistance, and Emergency Assistance).

Tribes still operating a TWE program using administrative funds and any 2006 welfare assistance carry-over funds may continue to operate the program until those funds are spent. Once those funds are exhausted, administrative steps should be taken to shut down TWE program operations. Tribes may elect to continue to operate a work incentive program during FY 2007 using funds from a source other than BIA welfare assistance funds.

There will be two national distributions of welfare assistance funds in FY 2007. The first distribution is based on 50% of the amount of welfare assistance funds received in FY 2006. The second distribution is based on the end-of-year BIA Analysis of Funds and Program Report Forms of actual FY 2006 need and expenditure. FOR FISCAL YEAR PROGRAMS, SELF-GOVERNANCE TRIBES OPERATING A WELFARE ASSISTANCE PROGRAM MUST COMPLETE AND SUBMIT THESE FORMS TO THE OFFICE OF SELF-GOVERNANCE (OSG) BY JANUARY 8, 2007. FOR CALENDAR YEAR PROGRAMS, THE DATE IS JANUARY 31, 2007.

It is important to note that depending on the level of welfare assistance appropriations, the funding distribution is subject to the same pro rata reduction for Bureau and Tribal programs. For

Self-Governance Tribes operating under a tribal redesign plan, the same pro rata reduction will be applied to the level of general assistance and TWEP funding received in 2006.

All program locations are to submit detailed, specific narratives, along with the BIA Analysis of Funds and Program Reporting Forms. These narratives are to explain how the shortage of welfare assistance funds has (during 2006) and will (during 2007) impact the client population. For example, a Tribe would report if it supplemented its welfare assistance budget using other funding sources or shut down any of its welfare assistance programs and eligible clients were not served. This information is critical for budget formulation and planning purposes.

Please do not hesitate to contact me if you have any questions or need further information. I can be reached by phone at (202) 208-5734 or fax at (202) 219-1404.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240



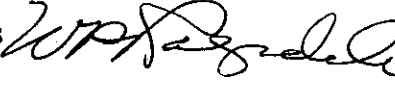
IN REPLY REFER TO:

DEC 06 2006

Human Services
MS-4513-MIB

Memorandum

To: All Regional Directors
Deputy Assistant Secretary – Policy and Economic Development

From: Director, Bureau of Indian Affairs 

Subject: Welfare Assistance Funds for FY 2007 and FY 2008
Policy Clarification

On October 12, 2006, a welfare assistance policy memorandum was sent to the field. A number of questions were raised by Agencies and Tribes regarding implementation of priorities set forth in that memorandum. The purpose of this memo is to respond to those questions, and provide some clarification regarding information requested from the field by the Central Office. A revised BIA Analysis of Funds and Program Reporting Form is enclosed along with revisions to the instructions. Fiscal year programs should begin using the revised form for the quarter ending December 31, 2006. Calendar year programs should begin using the revised form for the quarter ending March 31, 2007.

Background

Welfare Assistance funding will be reduced during FY 2007. In preparation for this reduction, Disaster Assistance will remain unfunded throughout FY 2007, and the Tribal Work Experience Program (TWEP) is eliminated. These are the only two categories of welfare assistance that will not be funded during FY 2007. All other categories will continue to be funded including: Child Assistance, General Assistance, Adult Care, Burial Assistance, and Emergency Assistance. Congressional legislation places an annual cap on welfare assistance distributions and directs the Bureau to treat all Tribes the same if there is a shortage of welfare assistance appropriations.

Implementation of TWEP Reduction

- Continuing to fund the TWEP with prior year funds could have an adverse impact on meeting FY 2007 need in the other welfare assistance categories. Tribes still (by the date of this memorandum) operating a TWEP program using 2006 administrative funds and any 2006 welfare assistance carry-over funds may continue to operate the program until those funds are spent. Once those funds are exhausted, administrative steps should be taken to shut down TWEP program operations.

- Tribes may elect to continue to operate a work incentive program during FY 2007, however, funding will need to be utilized from a source other than the BIA welfare assistance funds.
- Tribes proceeding with TWEP program close-out actions may allocate 2006 welfare assistance carry-over balances into other welfare assistance program priorities. TWEP administrative funds may also be allocated into other tribal priority allocations.
- Awarding Officials, Office of Self-Governance staff, and “477” staff must not negotiate TWEP into any FY 2007 P.L. 93-638 contracts, “477” plans, or Self-Governance compacts.

Welfare Assistance Distribution – 2007 Methodology

The October 12, 2006 policy memo stated that there will be two national distributions of welfare assistance funds in the upcoming year. All programs operating on a fiscal year basis are to submit an end-of-year BIA Analysis of Funds and Program Reporting form of actual need and expenditure no later than 30 days from the date of this policy clarification. This date was extended from the original due date of October 30, 2006. Those programs operating on a calendar year basis should plan to submit an end-of-year BIA Analysis of Funds and Program Reporting form of actual need and expenditure by January 31, 2007. A second and final distribution of welfare assistance funds will be made on a pro-rata basis by February 28, 2007.

It is critical for budget formulation and planning purposes, that all program locations submit detailed, specific narratives, along with the BIA Analysis of Funds and Program Reporting form, which explain how the shortage of welfare assistance funds has (during 2006) and will (during 2007) impact the client population. For example, if the Tribes’ supplemented welfare assistance budgets using other funding sources in order to ensure clients were served throughout the fiscal/calendar year, that information should be in the narrative. If programs were shut down and eligible clients were unserved, that information should also be detailed in the narrative. If programs are able to report the amount of welfare assistance needed compared to the amount received, that information should be reported as well.

Continuing Resolution

The new appropriations bill was not enacted at the beginning of the fiscal year, therefore a reduced percentage of welfare assistance was distributed to all Regions pursuant to the continuing resolution. When the bill is passed, the remaining 50 percent distribution based on actual expenditures will be distributed, followed by the final pro-rata distribution.

Example:

If a location spent \$50,000 in welfare assistance during 2006, that location would receive 50 percent of that – beginning with \$25,000.

Why is there a new methodology for allocating welfare assistance?

The new methodology was established in an effort to create a more equitable distribution (based on actual need instead of projected expenditures) of welfare assistance funds across Indian Country. At the end of the fiscal year, some locations were inordinately high in their carry-over balances, some locations were forced to “shut down” programs prior to the end of the fiscal or calendar year – leaving eligible, needy clients without much needed assistance, and other locations had high welfare assistance allocations in comparison to the population. A re-determination of the effectiveness of this methodology will be evaluated at the end of Fiscal and Calendar Year 2007.

Why is there a new, revised version of the BIA Analysis of Funds and Program Reporting Form?

The BIA Human Services program received an adequate Performance Assessment and Rating Tool (PART) score from the Office of Management and Budget (OMB) during FY 2006. The additional information being requested on the revised form was developed in consideration of the Government Performance and Results Act (GPRA) data reporting requirements; and with input from: OMB, the DOI Policy and Planning Office, and the Regional Social Workers. Information collected will be used for: budget justifications, future PART reviews, program planning and implementation.

How many BIA Analysis of Funds Reports will each Tribe or Agency program be required to submit?

The Central Office Division of Human Services will use one factor and one report to make allocations – the 2006 total allocation of welfare assistance, and the end-of-year Analysis of Funds report (to determine the initial 50 percent allocation and final distribution once all reports have been submitted). Many regions, agencies, and Tribes shall continue to submit quarterly Analysis of Funds reports, including using mid-year reports in order to monitor and track expenditures for program planning purposes.

What happens if a Tribe/Agency program exhausts its welfare assistance funds before the end of the Fiscal or Calendar year?

The Central Office Division of Human Services in collaboration with the Regional Human Services Offices will determine if there are any regional offices or agency locations nationwide anticipating carry over balances. Any identified carry over funds will be distributed to locations that may need additional funding prior to the end of the fiscal or calendar year. The worst case scenario is the possibility that tribes or agency locations could exhaust funds prior to the end of the operational year, and there could be

no funds available to cover welfare assistance needs except through tribal reprogramming from within the Tribes' total Tribal Priority Allocation.

Prioritization, Tribal Plans, and Future Action

Should the trend in welfare assistance funding cuts continue, the Secretary will seek to collaborate with the Tribes and Regions in establishing policy exceptions that are "in the best interest of the Indians," (see 25 CFR 1.2). Although all categories and sub-categories of welfare assistance offer an important service to Indian Country, funding priorities must be established, all Tribes must be treated equally, and some challenging decisions need to be made in the months and years ahead.

If you have any questions concerning this information, please contact Ms. Stephanie E. Birdwell, Chief, Division of Human Services at (202) 513-7621.

**BUREAU OF INDIAN AFFAIRS
OFFICE OF INDIAN SERVICES
DIVISION OF HUMAN SERVICES
ANALYSIS OF FUNDS & PROGRAM REPORT FORM**

Fiscal Year programs are to submit the end of year Analysis of Funds and Program Reporting form of actual need and expenditure each year by November 30. Calendar Year programs are to submit the end of year Analysis of Funds and Program Reporting form by January 31. Failure to submit the reporting form may result in reduced or no funding. The form has been revised to separate program component reporting requirements into two distinct sections: 1.) Program components where welfare assistance funds are spent and 2.) Program components which are service-based.

Analysis of Welfare Assistance Funds

1. End-of-Year-Status:

A. Average Persons Served (Column J): Count the average number of persons served in each component in each quarter. To obtain the average number each quarter, divide the total number of each person served by three months. To obtain the average person served for the year, add columns B, D, F & H. (average number served divided by 4 quarters).

B. Expenditures (Column K): $K = (C) + (E) + (G) + (I)$. Is the total of all quarterly expenditures, which includes the total expenditures and available amounts for each program component and subcomponent.

C. Amount Available (Column L): are the total amounts that were allocated for each program component and subcomponent.

1). The total for this column will always be the amount that has been sub-allotted through the Federal Financial System (FFS) under Program Class No. H91, Welfare Assistance Funds. All prior years carry-over balances should be identified and reflected as funds potentially available. Prior year carry-over balances should be identified and discussed in the narrative section.

D. Surplus or Deficit: Report the total amount still available or the total reported need.

2.) Program Components:

Average Number of Persons and total Expenditures should be reported for each quarter in the following program areas:

A). Child Assistance: Report the financial assistance provided on behalf of an Indian child, who has special needs as specified in §20.100. In addition, assistance includes services to a child who requires placement in a foster home or a

residential care facility. This section is divided into six subcomponents. The total of the six subcomponents must be reflected under the heading of Child Assistance:

- 1). **Foster Care:** is the average number of persons and total expenditures for services provided to eligible children who have been removed from their homes due to neglect, abandonment, abuse or other maltreatment and placed in a foster home.
- 2). **Residential Care:** is the average number of persons and total expenditures for rehabilitative services to eligible individuals that were removed from their home due to a lack of resources in the home to care for him or her and placed in a residential care facility. This placement category does not include the placement of children who committed crimes, or placement in a psychiatric or substance abuse treatment facility.
- 3). **Adoption Subsidy:** is the average number of persons and total expenditures for the child who was under the BIA/Tribal Human Service supervision and has been adopted. The payments must not exceed the rate approved by the Assistant Secretary of Interior.
- 4). **Guardianship Subsidy:** is the average number of persons and total expenditures for the child who was under the BIA/Tribal Human Service supervision and is approved for court approved guardianship placements. Payments must not exceed rates approved by the Assistant Secretary of Interior,
- 5). **Special Needs:** is the average number of persons and total expenditures for services made to or on behalf of children under Human Services supervision for circumstances that warrant financial assistance that is not included in the foster care rates (e.g. respite care, homemaker service, day care service, etc.)
- 6). **Homemaker Service:** is the average case load and total expenditures separate from the Special Needs column to depict efforts made to prevent out of home placement of children.

B). Adult Care Assistance: Report the average number of persons and total expenditures for financial assistance provided on behalf of an Indian adult who requires non-medical personal care and supervision due to advanced age, infirmity, physical condition or mental impairment.

- 1) **Homemaker Service:** is the average number of persons and total expenditure for non medical services provided to assist in maintaining self-sufficiency, and preventing placement into foster care or residential care.
- 2) **Residential Care (group home):** is the average number of persons and total expenditures for those "personal care" services provided to an eligible

Indians that are removed from his or her home due to lack of resources in the home to care for him or her and placed in a residential care facility.

C). General Assistance (GA): Report the average number of persons receiving financial assistance payments (checks) and total expenditures to eligible individuals who do not have sufficient resources to meet the essential need (e.g. shelter, food, clothing and utilities).

D). Burial Assistance: Report the average number of persons and total expenditures for financial assistance payments made on behalf of an indigent Indian who meets the eligibility criteria to provide minimum burial expenses according to Bureau payment standards established by the Assistant Secretary. Burial Assistance funds are not used to supplement burial costs that exceed the indigent established rates.

E). Emergency Assistance: Report the average number of persons and total expenditures related to burnout, flooding of homes, or other life threatening situations that may cause loss or damage of personal possessions; payments shall not exceed the rates established by the Assistant Secretary.

PROGRAM REPORTING FORM

A). General Assistance (GA): Report the average number of financial assistance payments (checks) made to eligible individuals who do not have sufficient resources to meet the essential need (e.g. shelter, food, clothing and utilities).

- 1) **Employable**: an eligible Indian or Alaskan Native person who is physically and mentally able to obtain employment, and who is not exempt from seeking employment in accordance with the criteria specified in §20.315. The number must reflect all employable individuals in a household receiving who benefit from the general assistance grant.
- 2) **Unemployable**: means a person who is exempt from seeking employment in accordance with the criteria specified in §20.315 and any dependent child(ren) of general assistant recipients'.
- 3) **Individual Self Sufficiency Plan (ISP)**: is the average number of general assistance recipients with an ISP. The average number of ISPs should coincide with the total number of employable GA recipients (see # 1 above).
- 4) **Number of Individual Self Sufficiency Plans (ISP) Goals Completed**: is the average number of employable GA recipients that have successfully obtained a job, received alternative resources, or obtained the goals identified in the ISP. This number does not include failing to cooperate or sanctioned recipients.
- 5) **Approved**: means the average number of general assistance applications deemed eligible for service and receiving financial assistance.

6) Disapproved: means the average number of general assistance applications deemed *not* eligible for service.

B). Supervised Individual Indian Money (IIM) Accounts: Report the average number of active supervised minor or adult accounts being managed by social service staff as required by 25 CFR Part 20 - 20.403, which receive the following services during the quarter:

1). Services- includes case management services with outcome that are conducted on a active supervise IIM account each quarter, e.g., conducting social service assessment to restrict accounts, updating addresses, conducting evaluations to support a distribution plan, home visits to determine who has custody of the account holder, preparing due process letters, and other guidance & support to the supervised account holder.

2). Distribution Plan: report the average number of distribution plans approved for payments by the Bureau Line Officer; record all other services provided under the "Services" category. The approved distribution plans includes information on the purpose, payees, amounts of payments, and frequency of payments.

3). Processing IIM account case records: Total number of days that supervised account inquiries are processed, responded to, or resolved within 30, 60, or in excess of 90 days. Report the average number of supervised account holders and the length of time it took to process the inquiry. Only report the total amount of time it took for the account holder or other inquiring party to be assisted by the BIA or Tribal social service program in accordance with the 25 CFR Part 115 regulations and the BIA/OST Handbook. If BIA or tribal social service program has fulfilled the workload associated with the account, report the number of days it took for BIA to complete tasks associated with servicing the account holder. Processing time is from the date of contact with the account holder or "representative," to the time of submission to the Office of the Special Trustee.¹

C). SERVICE ONLY: includes the reporting of non-payment service cases only. In addition, these cases must *not* be receiving financial assistance, but at a minimum have one monthly contact, must be eligible for Bureau Services according to 25 CFR 20, and be an active case where ongoing services are being provided.

1). Child Protection: services that are necessary to protect an Indian or Alaskan Native child who is the victim of an alleged and/or substantiated

2). Adult Protection: services that are necessary to protect an Indian or Alaskan Native adults who is the victim of an alleged and/or substantiated incident of abuse, neglect or exploitation. This would not include IIM case, which should be counted separately under section F.

¹ This information will be used to establish baseline data regarding the length of time it takes for the BIA and/or the tribal social services program to assist supervised account holders with inquiries.

3). Information and Referral: includes the reporting of any other case activity that is not previously covered (e.g. assessments, home visits, court appearances, home studies, etc.). Note: A case may not be opened under this Service Category, but at least an hour or more of the worker's time was spent on this activity.

3). **NARRATIVE**: This is a required written analysis of the statistical report.

BIA Agencies and Tribes should base annual funding needs on a comprehensive analysis of program costs and caseload data, which includes an examination of expenditure trends for the past two years. The following information may be included in the narrative:

- If caseloads have increased or decreased, BIA Agencies and Tribes should report specific explanations for such changes.

- BIA Agencies and Tribes should report detailed explanations if there are dramatic changes in unit costs for any program.

Each tribal or Agency program should provide recommendations to their respective Regional Office, P.L. 101-477 representative, or Office of Self-Governance staff the tribes' welfare assistance funding priorities, and how the shortage of funds affected the tribes during the past fiscal and/or calendar year; also how the shortage of funds is anticipated to affect the tribes during the next two years. For example, cite programs that tribes discontinued or areas where services were reduced due to the shortage of welfare assistance funds.

It is imperative that the report is accurate and that a logical justification be submitted for any projected changes. The BIA Analysis of Funds and Social Service Program Reporting Form will be reconciled by Office of Self-Governance, P.L. 101-477, Regional and Central Office Human Services staff using current Federal Finance System (FFS) reports showing the status of obligations and expenditures. Given that the annual reports are used to determine nationwide potential shortfalls or surplus funds, it is essential that they are submitted. The regional social worker can be contacted for any questions regarding completion of this report. The self-governance tribes should direct their questions to Mr. Ken Reinfeld at (202) 208-5734. Tribes operating the program under the PL 102-477 program can contact Mrs. Lynn Forcia at (202) 219-5270.

Cash Assistance

BIA ANALYSIS OF WELFARE ASSISTANCE FUNDS

| FY 2006-2007 Fiscal Year | FIRST QUARTER Actual (Oct-Nov-Dec) | | | SECOND QUARTER Actual (Jan-Feb-Mar) | | | THIRD QUARTER Actual (Apr-May-Jun) | | | FOURTH QUARTER Actual (July-Aug-Sep) | | | END-OF-YEAR STATUS | | | |
|-------------------------------|--|------------------------|-----------------------------------|---|-----------------------------------|------------------------|--|------------------------|--|---|--------------------------|----------------------------|--------------------|--|--|--|
| | B Average Persons Served | C Expend- itures | D Average Persons Served | E Expend- itures | F Average Persons Served | G Expend- itures | H Average Persons Served | I Expend- itures | J Total Average Persons Served | K Expenditures (Sum of All Four Quarters) | L Amount Available | M Surplus or Deficit | | | | |
| Child Assistance | | | | | | | | | | | | | | | | |
| Foster Care | | | | | | | | | | | | | | | | |
| Residential Care | | | | | | | | | | | | | | | | |
| Adoption Subsidy | | | | | | | | | | | | | | | | |
| Guardianship Subsidy | | | | | | | | | | | | | | | | |
| Special Needs | | | | | | | | | | | | | | | | |
| Homemaker Services | | | | | | | | | | | | | | | | |
| Adult Care Assistance | | | | | | | | | | | | | | | | |
| Homemaker Services | | | | | | | | | | | | | | | | |
| Residential Care (group home) | | | | | | | | | | | | | | | | |
| General Assistance | | | | | | | | | | | | | | | | |
| Burial Assistance | | | | | | | | | | | | | | | | |
| Emergency Assistance | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | |

TRIBE/AGENCY: _____ DATE: _____

FISCAL YEAR: _____

PREPARED BY: _____ DATE: _____

FINANCE OFFICER: _____ DATE: _____

CASH ASSISTANCE

BIA ANALYSIS OF WELFARE ASSISTANCE FUNDS

| FY 2006-2007 Calendar Year | FIRST QUARTER Actual (Jan-Feb-Mar) | | SECOND QUARTER Actual (Apr-May-Jun) | | THIRD QUARTER Actual (Jul-Aug-Sept) | | FOURTH QUARTER Actual (Oct-Nov-Dec) | | END-OF-YEAR STATUS | | | | |
|-------------------------------|--|-------------------|---|-------------------|---|-------------------|---|-------------------|---------------------------------------|--|---------------------|-----------------------|--|
| | B | C | D | E | F | G | H | I | J | K | L | M | |
| Program Component | Average Persons Served | Expend- itures | Average Persons Served | Expend- itures | Average Persons Served | Expend- itures | Average Persons Served | Expend- itures | Total Average Persons Served | Expenditures (Sum of All Four Quarters) | Amount Available | Surplus or Deficit | |
| Child Assistance | | | | | | | | | | | | | |
| Foster Care | | | | | | | | | | | | | |
| Residential Care | | | | | | | | | | | | | |
| Adoption Subsidy | | | | | | | | | | | | | |
| Guardianship Subsidy | | | | | | | | | | | | | |
| Special Needs | | | | | | | | | | | | | |
| Homemaker Services | | | | | | | | | | | | | |
| Adult Care Assistance | | | | | | | | | | | | | |
| Homemaker Services | | | | | | | | | | | | | |
| Residential Care (group home) | | | | | | | | | | | | | |
| General Assistance | | | | | | | | | | | | | |
| Burial Assistance | | | | | | | | | | | | | |
| Emergency Assistance | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | |

TRIBE/AGENCY: _____ DATE: _____

FISCAL YEAR: _____

PREPARED BY: _____ DATE: _____

FINANCE OFFICER: _____ DATE: _____

12/5/2006

SERVICES

BIA FUNDED SOCIAL SERVICE PROGRAM REPORTING FORM

| Calendar Year | FY 2006-2007 | | FIRST QUARTER | | SECOND QUARTER | | THIRD QUARTER | | FOURTH QUARTER | | END-OF-YEAR STATUS |
|--|---------------------------|---|---------------------------|--|---------------------------|--|---------------------------|--|---------------------------|--|---------------------------------|
| | A | B | Actual (Jan-Feb-Mar) | | Actual (Apr-May-Jun) | | Actual (Jul-Aug-Sept) | | Actual (Oct-Nov-Dec) | | |
| Program Component | Average Number of Persons | | Average Number of Persons | | Average Number of Persons | | Average Number of Persons | | Average Number of Persons | | Total Average of Persons Served |
| | | | | | | | | | | | F |
| General Assistance | | | | | | | | | | | |
| Employable | | | | | | | | | | | |
| Unemployable | | | | | | | | | | | |
| Individual Service Plan (ISP) | | | | | | | | | | | |
| ISP Goals Completed | | | | | | | | | | | |
| Applications Approved | | | | | | | | | | | |
| Applications Disapproved | | | | | | | | | | | |
| IIM Accounts | | | | | | | | | | | |
| Distribution Plans Processed | | | | | | | | | | | |
| Services | | | | | | | | | | | |
| IIM Case Records Processed | | | | | | | | | | | |
| # days inquiry processed/resolved within 30 days | | | | | | | | | | | |
| # days inquiry processed/resolved within 60 days | | | | | | | | | | | |
| # days inquiry processed/resolved within 90 days | | | | | | | | | | | |
| Services Only | | | | | | | | | | | |
| Child Protection | | | | | | | | | | | |
| Adult Protection | | | | | | | | | | | |
| Child and Family Services | | | | | | | | | | | |
| Totals | | | | | | | | | | | |

TRIBE/AGENCY: _____ Date _____ FISCAL YEAR: _____

PREPARED BY: _____ Date _____ FINANCE OFFICER: _____

SERVICES

BIA FUNDED SOCIAL SERVICE PROGRAM REPORTING FORM

| Fiscal Year | FY 2006-2007 | | | END-OF-YEAR STATUS | |
|--|--|---|--|--|------------------------|
| | FIRST QUARTER Actual (Oct-Nov-Dec) B | SECOND QUARTER Actual (Jan-Feb-Mar) C | THIRD QUARTER Actual (Apr-May-Jun) D | FOURTH QUARTER Actual (July-Aug-Sep) E | F |
| Program Component | Average Number of Persons | | | | Total Average Served |
| General Assistance | | | | | |
| Employable | | | | | |
| Unemployable | | | | | |
| Individual Service Plan (ISP) | | | | | |
| ISP Goals Completed | | | | | |
| Applications Approved | | | | | |
| Applications Disapproved | | | | | |
| IIM Accounts | | | | | |
| Distribution Plans Processed | | | | | |
| Services | | | | | |
| IIM Case Records Processed | | | | | |
| # days inquiry processed/ resolved within 30 days | | | | | |
| # days inquiry processed/ resolved within 60 days | | | | | |
| # days inquiry processed/ resolved within 90 days | | | | | |
| Services Only | | | | | |
| Child Protection | | | | | |
| Adult Protection | | | | | |
| Child and Family Services | | | | | |
| Totals | | | | | |
| TRIBE/AGENCY: | | | | | FISCAL YEAR: _____ |
| PREPARED BY: | | | | | FINANCE OFFICER: _____ |
| | | | | | 12/65/06 |