

## **LEGISLATION SUMMARY**

Date: January 27, 2022


**Re: AN ACT RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING THE AMENDED PLAN OF OPERATION FOR THE NAVAJO DIVISION OF SOCIAL SERVICES**

Purpose: to approve the amendments to the Navajo Division of Social Services' Plan of Operation.

OLC No. 22-021-1

PROPOSED STANDING COMMITTEE RESOLUTION  
24<sup>th</sup> NAVAJO NATION COUNCIL - Fourth Year, 2022

Introduced by:



Primary Sponsor

Tracking No. **0020-22**

AN ACT  
RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES  
COMMITTEE; APPROVING THE AMENDED PLAN OF OPERATION  
FOR THE NAVAJO DIVISION OF SOCIAL SERVICES

BE IT ENACTED:

**SECTION ONE. AUTHORITY**

The Health, Education and Human Services Committee is a standing committee of the Navajo Nation Council with legislative oversight over the Navajo Division of Social Services ("NDSS"), and the authority to approve the Plan of Operation for NDSS. 2 N.N.C. §401(B)(1), §401(B)(6)(a), §401(B)(8), and 2 N.N.C. §1655.

**SECTION TWO. FINDINGS**

A. The Navajo Division of Social Services desires to amend its Plan of Operation, and has worked with the Department of Justice in preparing a draft of its desired amendments. The NDSS' proposed Plan of Operation as amended is attached hereto as **EXHIBIT A**.

B. The NDSS' proposed amendments include changes to the following under the NDSS:

1. Office of the Executive Director;
2. Department of Family Services;
3. Department for Self-Reliance;

1 4. Developmental Disabilities Program; and

2 5. Navajo Family Assistance Services.

3 B. The Department of Justice has reviewed NDSS' proposed amendments and has indicated  
4 that such amendments are legally sufficient. **EXHIBIT B.**

5  
6 **SECTION THREE. APPROVAL**

7 The Health, Education, and Human Services Committee of the Navajo Nation Council hereby  
8 approves the Navajo Division of Social Services' amended Plan of Operation, as shown in the  
9 attached **EXHIBIT A.**

10  
11 **SECTION FOUR. EFFECTIVE DATE**

12 The provisions of this Act shall become effective in accordance with 2 N.N.C. §221(C).

13  
14 **SECTION FIVE. SAVING CLAUSE**

15 If any provision of this Act is determined invalid by the Supreme Court of the Navajo Nation, or by  
16 any Navajo Nation District Court without appeal to the Navajo Nation Supreme Court, the  
17 remainder of this Act shall be the law of the Navajo Nation.



THE NAVAJO NATION  
DIVISION OF SOCIAL SERVICES

P.O. Box 4590, Window Rock, AZ 86515

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PRESIDENT  
JONATHAN NEZ

VICE PRESIDENT  
MYRON LIZER

December 7, 2021

To: Delegate Pernell Halona,

Attached is the proposed amendments to the Navajo Division of Social Services Plan of Operation for the following:

1. Office of the Executive Director;
2. Department of Family Services;
3. Department for Self Reliance;
4. Developmental Disabilities Program; and
5. Navajo Family Assistance Services.

The amendment will remove the Navajo Family Assistance Services from the Department for Self Reliance; merge the Department of Family Services and Developmental Disabilities Program; and establish the Navajo Family Assistance Services as a stand-alone Program.

Your agent will be Deannah Neswood-Gishey, Executive Director, NDSS. Thank you for sponsoring a legislation.

Please contact me if you have any questions.

Roselyn Begay

928.871.6851 or 6873; [roselyn.begay@navajo-nsn.gov](mailto:roselyn.begay@navajo-nsn.gov)

**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Office of the Executive Director**  
**Plan of Operation**

**I. ESTABLISHMENT**

There is hereby established an Office of the Executive Director within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

**II. PURPOSE**

The purpose of an Office of the Executive Director is to ensure essential, high quality, comprehensive, and culturally relevant human services and social services are accessible and provided on and near the Navajo Nation, where mandated by applicable laws, statutes and regulations.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

1. The Navajo Division of Social Services shall be administered by an Executive Director, pursuant to 2 N.N.C. §1653, who shall be appointed by the President of the Navajo Nation and recommended by the Health, Education and Human Services Committee of the Navajo Nation Council as required by 2 N.N.C. §1005 (C) (3), with confirmation by the Navajo Nation Council, pursuant to 2 N.N.C. §102 (F), and shall serve at the pleasure of the President of the Navajo Nation.
2. The Executive Director shall employ a Deputy Division Director and shall employ professional, technical, and administrative support personnel as may be deemed necessary to carry out the purposes of the Navajo Division of Social Services and as funds are available. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual and other applicable Navajo Nation laws, policies and agreements.
3. The Deputy Division Director of the Navajo Division of Social Services and Managers for the Navajo Department of Child Care and Development, Navajo Department of Family Services, Navajo Department for Self Reliance, ~~Navajo Developmental Disabilities Program,~~ Navajo Indian Child Welfare Act Program ~~Children and Family Services,~~ and Navajo

Treatment Center for Children and Their Families Program, and Navajo Family Assistance Services Program shall report to the Executive Director.

4. The Deputy Division Director of the Navajo Division of Social Services shall be delegated in the absence of the Executive Director.
5. The supervisors of the Navajo Division of Social Services technical support service sections, including the Information Technology, Policy, Administrative Support, Financial Management, ~~and~~ Human Resources, and Communication shall report to the Deputy Division Director of the Navajo Division of Social Services.

#### B. Organization

The Navajo Division of Social Services shall consist of an Office of the Executive Director, three (3) Departments and three (3) Programs to execute the purpose, goals, objectives, authorities, duties, and responsibilities of the Navajo Division of Social Services. The Office of the Executive Director, Departments and Programs may consist of sections and offices to accomplish the respective Departments and Programs' purposes. The Office of the Executive Director, three (3) Departments, and three (3) Programs are as follows:

1. The Office of the Executive Director, including administrative and technical support;
2. Navajo Department of Child Care and Development;
3. Navajo Department of Family Services;
4. Navajo Department for Self Reliance;
5. ~~Navajo Developmental Disabilities Program;~~
6. Navajo Indian Child Welfare Act Program ~~Children and Family Services;~~ and
7. Navajo Treatment Center for Children and Their Families Program; and
8. Navajo Family Assistance Services Program.

The Organizational Chart of the Navajo Division of Social Services' Office of the Executive Director is attached as Attachment 1.

## IV. RESPONSIBILITY AND AUTHORITY

### A. Executive Director

The Executive Director shall have the authority for the overall Division's operational planning and direction. The Executive Director shall have the following duties and responsibilities:

1. Report and be responsible to the Office of the President and Vice-President of the Navajo Nation;
2. Provide effective and efficient overall management and financial direction to the Navajo Division of Social Services' departments, programs, center, sections and offices in accordance with applicable laws, ~~within the~~ policies and procedures of the Navajo Nation;
3. Report to the Health, Education and Human Services Committee of the Navajo Nation Council;
4. Execute the powers and authority of the Navajo Division of Social Services, pursuant to 2 N.N.C. Section 1604;
5. Issue procedures to ensure the proper and timely implementation of the Navajo Division of Social Services' projects;
6. Represent the Navajo Division of Social Services through lobbying, advocating, testifying, and maintaining the government-to-government relationships with the federal, state, and local governments as authorized;
7. Establish and maintain partnerships with local, county, state, federal and other entities on human services and social services, and other matters related to the goals and objectives of the Navajo Division of Social Services;
8. Recommend policies and legislations on human services and social services issues;
9. Negotiate written agreements or contracts on behalf of the Navajo Division of Social Services relevant to its direct human services and social services departments, programs, functions, services, and activities;
10. Seek external funding and other resources to enhance, expand and improve direct human services and social service programs, functions, services and activities;
11. Recommend the creation, merger, separation, amendment, or abolishment of departments, programs, sections, offices, or specific functions within the Navajo Division of Social Services in accordance with applicable Navajo Nation laws and policies; and

12. Recruit, select, supervise, and train personnel; conduct employee performance evaluation; and recommend reclassification of positions for the Office of the Executive Director personnel and Department and Program managers in accordance with the Navajo Nation Personnel Policies Manual.

B. Office of the Executive Director:

The Office of the Executive Director shall provide for overall management of the Navajo Division of Social Services. The Office of the Executive Director personnel shall handle its duties and responsibilities in accordance with the Navajo Nation laws and policies. The duties and responsibilities are as follows:

1. Assist with overall direction of the Navajo Division of Social Services by developing, implementing, monitoring, and evaluating short and long range strategic initiatives, plans, goals, and objectives;
2. Support departments, programs, center, sections, and offices to execute their functions, authorities and responsibilities, and assist with the development and coordination of strategies to implement the Navajo Division of Social Services functions; and
3. Develop, implement and maintain an administrative, operational, and technical infrastructure to support the performance of direct human services and social services departments, programs, functions, services, and activities by establishing:
  - a) An Information Technology section that shall be responsible for the management of reliable and efficient information technology system to accommodate:
    - i. a secured exchange of human, case management, financial and social services data and information for program management;
    - ii. data collection, analysis and reporting;
    - iii. automation of manual work;
    - iv. modernize administrative function; and
    - v. monitor, update, and maintain the Navajo Division of Social Services' website, media medium, telecommunication equipment, hardware and software.
  - b) A Policy section that shall be responsible for increased cooperation, collaboration, and partnership across multiple human and social service sectors to:

- i. develop, revise, or interpret policies, procedures, standards, and protocols for effective, efficient and adequate management of the Navajo Division of Social Services;
  - ii. provide guidance on human and social services policies;
  - iii. conduct research and analysis, and develop recommendations of current and proposed federal, state and tribal legislations, regulations, and policies for their potential impact on the Navajo people and human and social services;
  - iv. coordinate tribal consultation activities with the federal, state, and local governmental agencies; and
  - v. develop annual, quarter, and other reports; briefing materials; issue, position, or white papers; testimonies; and talking points.
- c) A Financial Management section that shall be responsible for an effective and efficient financial management system to:
  - i. review and monitor agreements, contracts, and grants;
  - ii. develop and implement a property, procurement, and records management;
  - iii. develop, implement, and provide technical assistance with the application of internal control standards and measures;
  - iv. monitor internal and external audits; and
  - v. serve as the prime contact for budget formulation, budget negotiation, audit, and condition of appropriation and other compliance.
- d) A Human Resources section that shall be responsible for a sound human resource system to:
  - i. ensure a competent workforce through assessment of personnel competencies, individual training, and professional development;
  - ii. support the Departments and Programs to attract, recruit, and retain personnel through the application of a premium salary schedule for professional personnel who meet the preferred qualifications;
  - iii. monitor compliance with the Navajo Nation Personnel Policies Manual, licensure, certification, employee relations, collective bargaining, and risk and safety policies; and
  - iv. monitor work environment.

- e) An Administrative Support section that shall be responsible for the continuous flow of communication and information between the Office of the Executive Director and Navajo Division of Social Services departments, sections and offices; and oversee employee time keeping and reporting.
- f) A Communication section that shall be responsible to provide information, communication, alerts, and advice about human services and social services internally and to the general public, and media in a timely, accurate, and adequate manner; develop and manage the Division of Social Services-wide marketing materials, including creation of the Division of Social Services' brand.

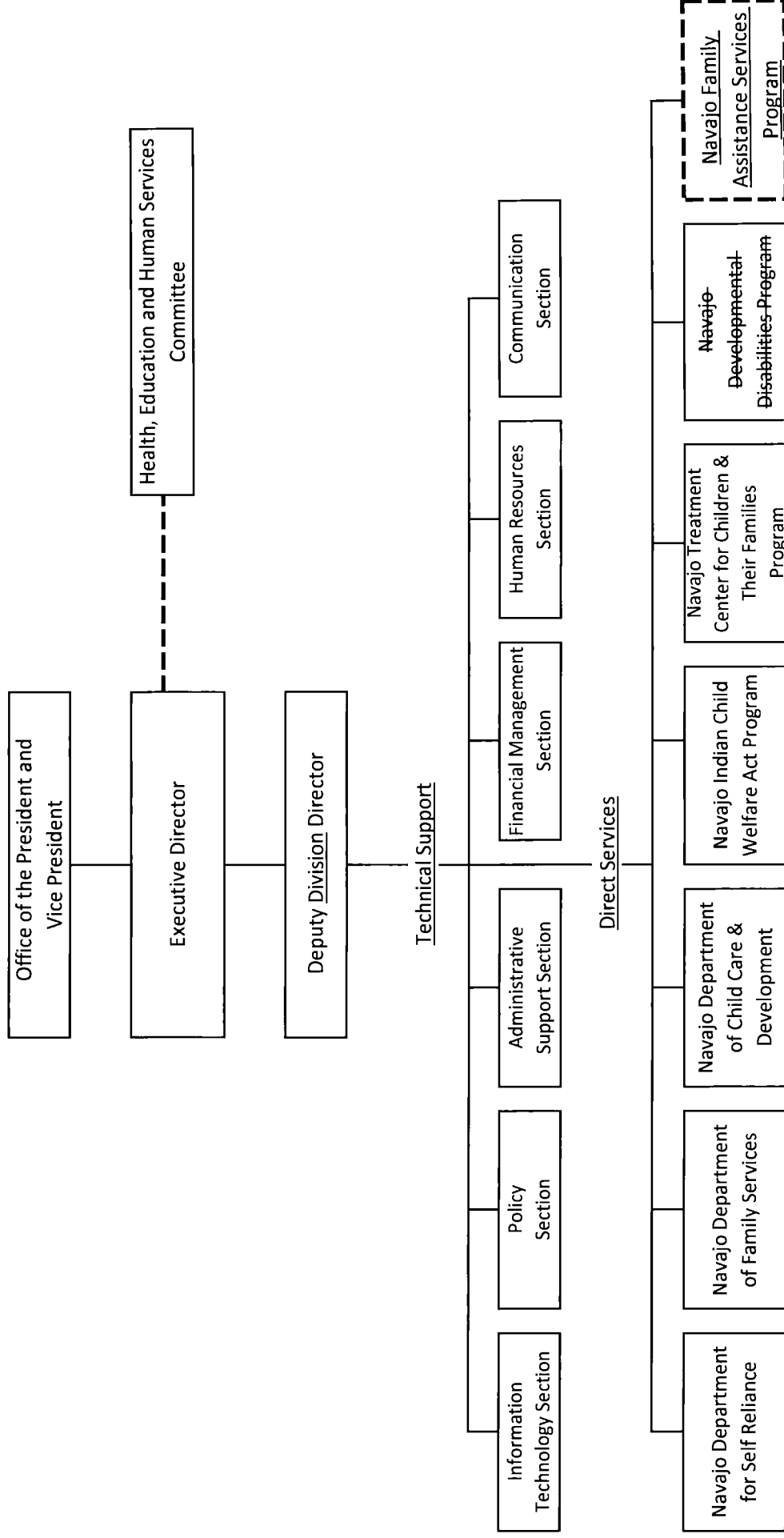
## **V. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Division of Social Services shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

## **VI. AMENDMENT**

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Office of the Executive Director**



**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Navajo Department of Family Services**  
**Plan of Operation**

**I. ESTABLISHMENT**

There is hereby established the Navajo Department of Family Services within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

**II. PURPOSE**

The purpose of the Navajo Department of Family Services is to provide specialized services to children, adult and elderly who are experiencing abuse, neglect or crisis, and to help maintain healthy and stable families on the Navajo Nation.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

1. The Navajo Department of Family Services shall be directed by and supervised under the guidance of a Department Manager III who shall be selected in accordance with the Navajo Nation Personnel Policies and Procedures. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.
2. The Department Manager III shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Department Manager III shall determine and recommend the need for additional professional, technical and administrative positions, and establish field offices to carry out the purposes as stated herein.

**B. Organization**

The Navajo Department of Family Services shall consist of an Administrative Unit comprised of ~~six (6)~~ five (5) sections to provide technical support services and a Direct Service Unit comprised of ~~four (4)~~ five (5) sections with nine (9) field offices, twelve (12) Arizona Long Term Care System field offices, and ~~four (4) sub-offices~~ three (3) Developmental Disabilities Services field offices; to execute the Navajo Department of Family Services' purpose, authorities, goals, objectives, duties, and responsibilities. This includes:

1. Administrative Unit:
  - a. Staff Training Section;
  - b. Management Information Technology Section;
  - c. ~~Special Projects~~ Administrative Support Section;
  - d. Quality Assurance Section;
  - e. Finance Section; and
  - f. Human Resources Section.
2. Direct Services Unit:
  - a. Áłchíní Bít Na'anish Services;
  - b. Child and Family Services;
  - c. Family Harmony Services; and
  - d. Adult/Elder Protection Services, and Arizona Long Term Care System and Developmental Disabilities Services.

The Organizational Chart of the Navajo Department of Family Services is attached as Attachment 1.

#### **IV. RESPONSIBILITY AND AUTHORITY**

- A. Provide oversight to insure service delivery is consistent with the Continuum of Service Model and all grants and contracts awarded to the Navajo Department of Family Services.
- B. Provide social work and case worker supervision and consultation consistent with professional Social Work ethics and standards to achieve increased skills and practice.
- C. Develop a comprehensive care management system to ensure medically necessary services are delivered timely to Medicaid-eligible members who include the aged, blind, and/or physically and developmentally disabled.
- D. Administer the intent of Title XIX of the Social Security Act for Medicaid-eligible beneficiaries in full compliance with applicable Navajo Nation, federal and state laws and policies.
- E. Facilitate intergovernmental relationships and agreements between Tribal, State, and Federal agencies as they relate to Title XIX services.
- F. Ensure coordination and facilitation of the delivery of Title XIX medical necessary covered services for mental health and developmentally disabled populations.

- G. Support and facilitate a person-centered approach to maximize member and family self-determination while promoting the values of dignity, independence, individuality, privacy, and choice through appropriate case management services.
- H. Ensure and provide technical assistance to providers within the Navajo Nation, and coordinate with tribal, county, state, and/or federal entities in the implementation, management, and provision of agreement(s).
- I. Serve as a point of contact for matters related to Medicaid Title XIX of the Social Security Act.
- J. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- K. Develop and recommend policy changes that will be responsive to improving delivery of services.
- L. Develop program budgets consistent with Navajo Nation policies and any applicable laws.
- M. Identify, promote and support skill development and competence leading to staff credentialing and licensure, so the services provided to clients continually improves and expands.

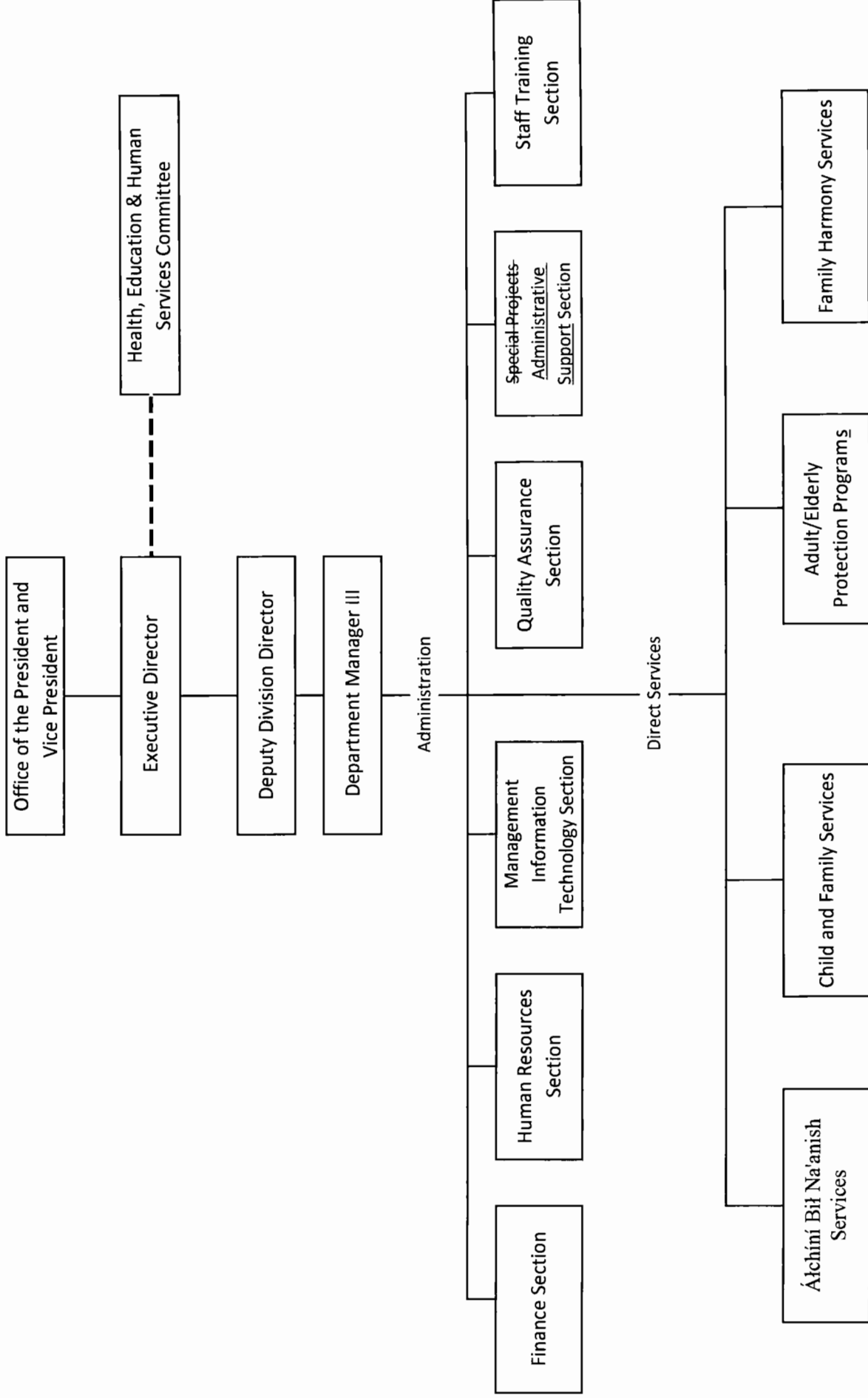
## **V. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Department of Family Services shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

## **VI. AMENDMENT**

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education, and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

**NAVAJO DIVISION OF SOCIAL SERVICES**  
Department of Family Services



**NAVAJO NATION DIVISION OF SOCIAL SERVICES**  
**Navajo Department for Self Reliance**  
**Plan of Operation**

**I. ESTABLISHMENT**

There is hereby established the Navajo Department for Self Reliance within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.

**II. PURPOSE**

The Navajo Department for Self Reliance utilizes the Navajo concept and teachings of T'áá hwó ájít'éego to provide financial assistance and supportive services to eligible individuals and families, to empower and take responsibility for their lives through the development and implementation of a plan, which guide family members toward self-reliance.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

1. The Navajo Department for Self Reliance shall be directed by and supervised under the guidance of a Department Manager III who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with Navajo Nation Personnel Policies Manual.
2. The Department Manager III shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Department Manager III shall determine and recommend the need for additional professional, technical, and administrative positions as needed to carry out the organizational purpose(s) as stated herein.

**B. Organization**

The Navajo Department for Self Reliance shall consist of an Executive Administration comprised of eight (8) sections to provide technical support services and a Quality Case Management Services shall consist of a Direct Services Administration comprised of three (3) direct service units, seven (7) field offices, and one (1) sub office to execute the Navajo Department for Self Reliance's purpose, authorities, goals, objectives, duties, and

responsibilities. The Support Services and Quality Case Management Services shall consist of the following:

1. Support Services

- a. Executive Administration;
- b. Finance and Recovery Section;
- c. Information Technology Section;
- d. Tribal Assistance System Administration Section;
- e. Communication Section;
- f. Compliance Section;
- g. Liaison/Legislative Section;
- h. Fraud and Investigation Section; and
- i. Pathway to Quality Services Section.

2. Quality Case Management Services

- a. Direct Service Administration;
- ~~b. Family Assistance Services;~~

b. TANF Services;

- c. c. Education and Career Services;
- d. Field Offices: Chinle, Crownpoint, Farmington, Gallup, Kayenta, Window Rock, and Tuba City;
- e. Sub Office: Lower Greasewood; and
- f. Other human services and programs as authorized.

#### **IV. RESPONSIBILITY AND AUTHORITY**

- A. Administer the federal legislative intent of Public Law 104-193, Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and other external and internal-funded programs in full compliance with the Navajo Nation and federal laws and policies.
- B. Promote personal responsibility and self-reliance through the Navajo traditional teachings of T'áá hwó ájít'éego; provide assistance and services that empower Customers and families to progress toward Hózhók'eh liná; and reduce future dependency on governmental assistance by promoting education, employment, safe and stable families, and healthy lifestyles.

- ~~C. Provide school clothing assistance to eligible Navajo school aged children who are enrolled in and attending schools on the Navajo Nation.~~
- ~~D. Promote home energy crisis intervention by providing financial assistance to eligible households with low income to meet their immediate home energy needs.~~
- C. Develop, negotiate and implement agreements and contracts with federal, state, tribal, and other entities to expand services and increase opportunities for Customers and their families to progress toward self-reliance.
- D. Uphold the integrity of human services by developing, implementing and updating program goals and objectives, policies, procedures and standards, and assuring compliance with the Navajo Nation and federal fiscal and programmatic regulations and circulars.
- E. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- F. Assure due process is provided to Customers who would like to dispute a decision made regarding their application or case. An initial consideration shall be provided at the direct service level and the Navajo Department for Self Reliance Compliance Hearing Officer shall consider formal hearing requests.
- G. Establish, maintain and improve necessary infrastructure, including information technology, to provide effective and efficient overall management and financial guidance to the Support Services, Quality Case Management and Direct Services; and to ensure continuity of services, assistance, and activities provided to Customers and families.
- H. Promote and support the professional growth of Navajo Department for Self Reliance personnel through educational, training and advancement opportunities, so the services provided to Customers continually improves and expands.

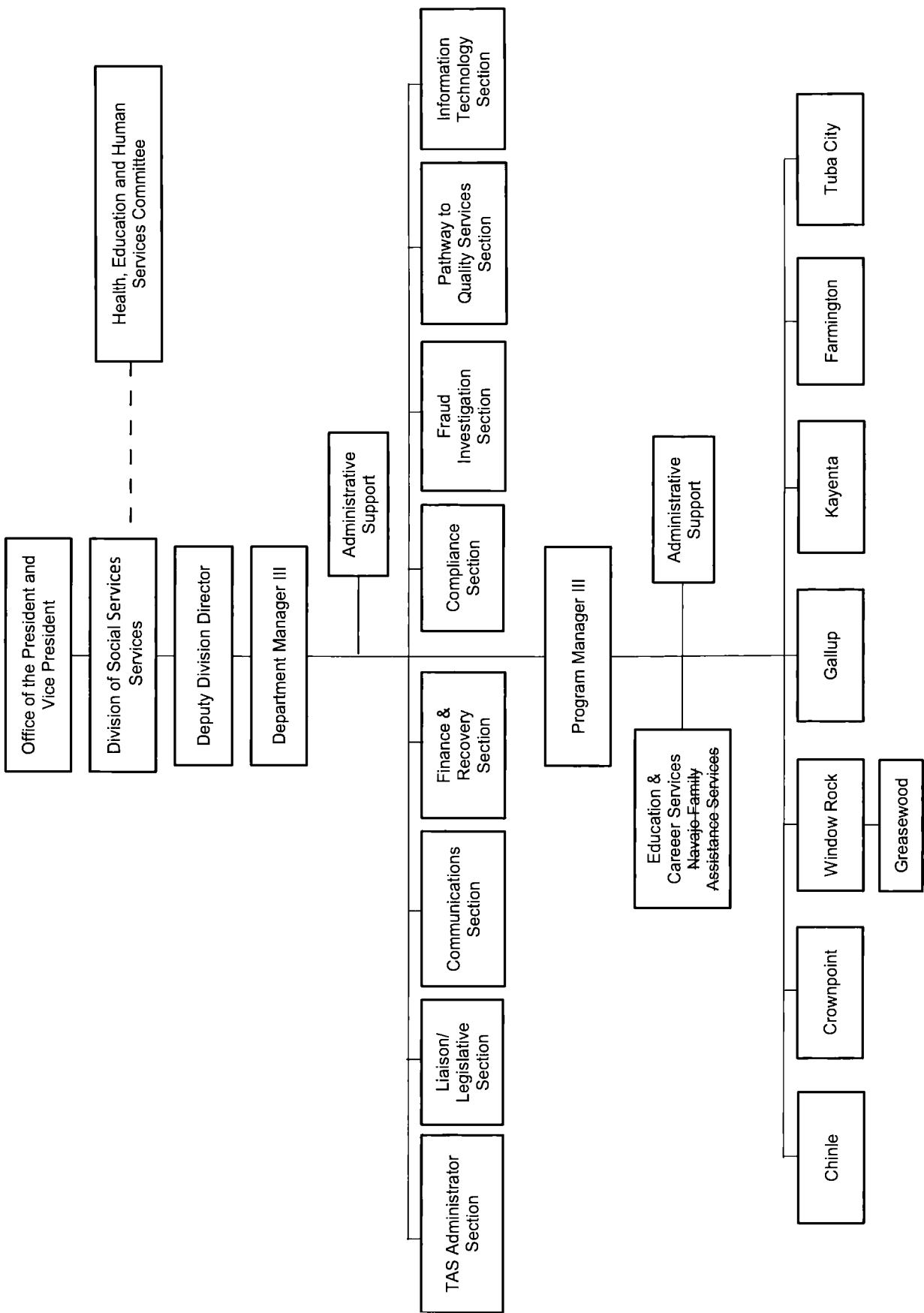
## **V. LEGISLATIVE OVERSIGHT**

Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Department for Self Reliance shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

## **VI. AMENDMENTS**

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

Navajo Nation Division of Social Services  
DEPARTMENT FOR SELF RELIANCE



**~~NAVAJO DIVISION OF SOCIAL SERVICES~~**  
**~~Navajo Developmental Disabilities Program~~**  
**~~Plan of Operation~~**

**~~I. ESTABLISHMENT~~**

~~There is hereby established the Navajo Developmental Disabilities Program within the Navajo Division of Social Services of the Executive Branch of the Navajo Nation.~~

**~~II. PURPOSE~~**

~~The purpose of the Navajo Developmental Disabilities Program is to develop a comprehensive case management system to ensure medically necessary services are delivered timely to Medicaid-eligible members that include the aged, blind, and/or physically and developmentally disabled.~~

**~~III. STAFFING AND ORGANIZATION~~**

**~~A. Staffing~~**

- ~~1. The Navajo Developmental Disabilities Program shall be directed by and supervised under the guidance of a Program Manager I who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with the Navajo Nation Personnel Policies Manual.~~
- ~~2. The Program Manager I shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.~~
- ~~3. The Program Manager I shall determine and recommend the need for personnel and additional professional, technical and administrative positions as needed to carry out the organizational purpose(s), as stated herein.~~

**~~B. Organization~~**

~~The Organizational Chart for the Navajo Developmental Disabilities Program is attached as Attachment 1.~~

**~~IV. RESPONSIBILITY AND AUTHORITY~~**

- ~~A. Administer the intent of Title XIX of the Social Security Act for Medicaid-eligible beneficiaries in full compliance with applicable Navajo Nation, federal and state laws and policies.~~

- ~~B. Facilitate intergovernmental relationships and agreements between Tribal, State, and Federal agencies as they relate to Title XIX services.~~
- ~~C. Ensure coordination and facilitation of the delivery of Title XIX medical necessary covered services for mental health and developmentally disabled populations.~~
- ~~D. Ensure case management services allow members to reach and maintain the highest level of functioning in the most efficient and cost effective manner through which appropriate and cost effective medical, medically related social services, and behavioral health services can be identified, planned, obtained, and monitored.~~
- ~~E. Ensure and provide technical assistance to providers within the Navajo Nation, and coordinate with tribal, county, state, and/or federal entities in the implementation, management, and provision of agreement(s).~~
- ~~F. Coordinate with tribal, county, state and/or federal entities in the implementation, management, and provision of agreement(s).~~
- ~~G. Serve as a point of contact for matters related to Medicaid Title XIX of the Social Security Act.~~

## **~~V. — LEGISLATIVE OVERSIGHT~~**

~~Pursuant to 2 N.N.C. §§ 192 and 400, the Navajo Developmental Disabilities Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.~~

## **~~VI. — AMENDMENTS~~**

~~This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council. (2 N.N.C. § 1656).~~

**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Navajo Family Assistance Services Program**  
**Plan of Operation**

**I. ESTABLISHMENT**

There is hereby established the Navajo Family Assistance Services Program within the Navajo Nation Division of Social Services of the Executive Branch.

**II. PURPOSE**

The Navajo Family Assistance Services Program is to provide financial assistance support to eligible individuals and families for their basic needs.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

1. The Navajo Family Assistance Services Program shall be directed by and supervised under the guidance of a Program Manager II who shall be selected in accordance with the Navajo Nation Personnel Policies Manual. All other personnel shall be employed and compensated in accordance with Navajo Nation Personnel Policies Manual.
2. The Program Manager II shall be under the general direction and supervision of the Executive Director of the Navajo Division of Social Services.
3. The Program Manager II shall determine and recommend the need for additional professional, technical, and administrative positions as needed to carry out the organizational purpose(s) as stated herein.

**B. Organization**

The Organizational Chart for the Navajo Family Assistance Services Program is attached as Attachment 1.

**IV. RESPONSIBILITY AND AUTHORITY**

- A. Collaborate and coordinate with other departments and programs within the Division of Social Services in the administration of the federal legislative intent of the Indian Self-Determination and Education Assistance Act, as amended, Public Law 93-638, to ensure full compliance, with the Navajo Nation and Federal laws, regulations, and policies;

- B. Administer the federal legislative intent of the Title XXVI of the Omnibus Budget Reconciliation Act, Public Law 97-35; and other external and internal funded programs, in full compliance, with the Navajo Nation and Federal laws, regulations, and policies.
- C. Seek, secure, and administer funding from the federal, tribal and other agencies.
- D. Provide administrative, technical and operational support, and training to the division, departments, programs, and offices.
- E. Develop policies, procedures, and protocols to implement the purpose of the Navajo Family Assistance Services Program.
- F. Monitor and evaluate program operations, services, resources (staff, property and equipment), and expenditures to assure, improve and expand the effectiveness, efficiency and coordination of direct service delivery.
- G. Provide financial assistance for eligible Navajo children attending school on or off the Navajo Nation to purchase clothing or supplies that would encourage their school attendance and support academic performance, on an annual basis.
- H. Provide general assistance for eligible individuals to meet their basic essential needs for self-sufficiency.
- I. Provide financial burial assistance for eligible decedents.
- J. Provide financial assistance for home energy, energy crisis, weatherization, and energy-related minor home repairs for eligible individuals.
- K. Provide financial assistance to eligible individuals and families to alleviate the causes and conditions of impoverishment in communities.

## **V. LEGISLATIVE OVERSIGHT**

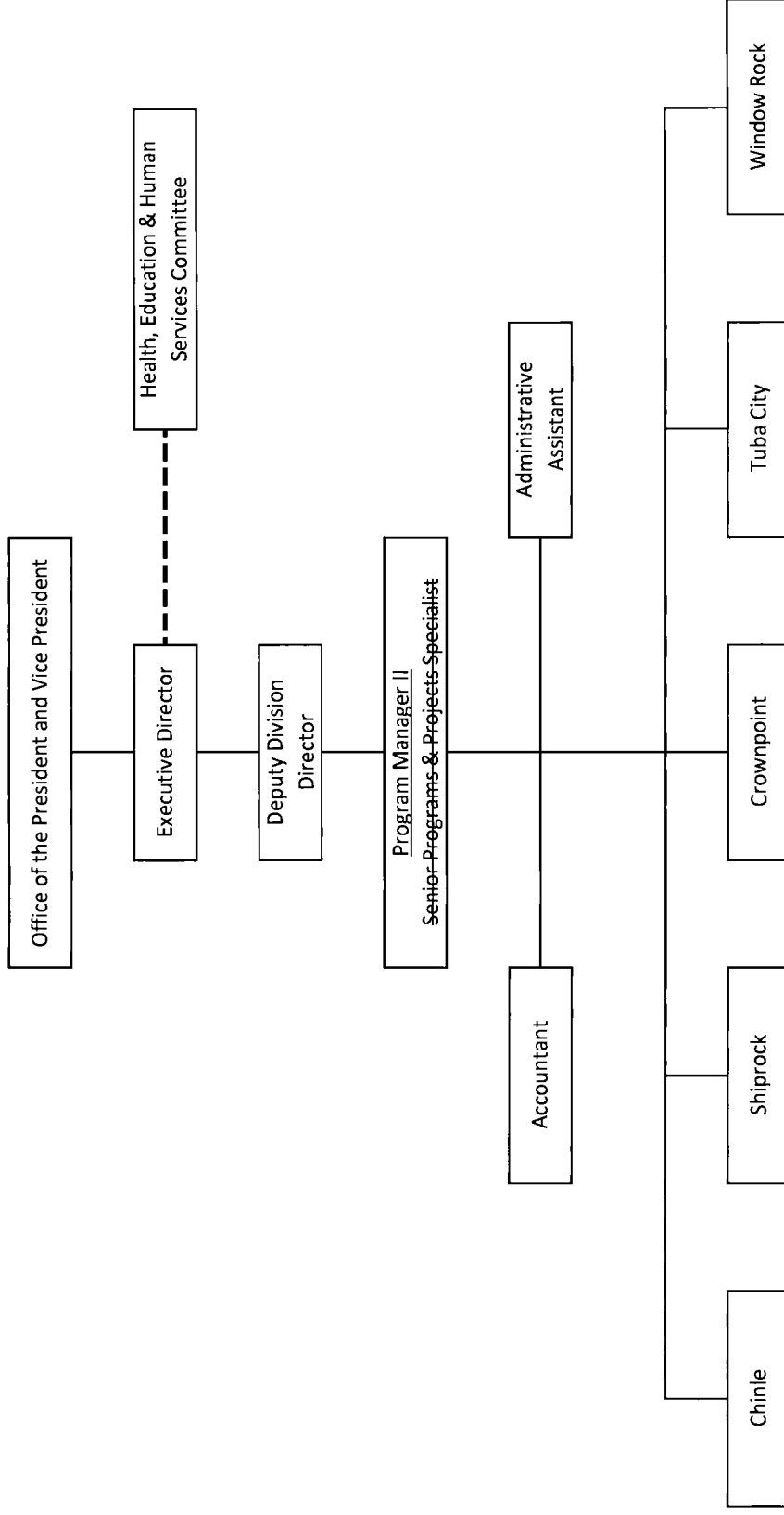
Pursuant to 2 N.N.C. §§ 192 and 400 *et. seq.*, the Navajo Family Assistance Services Program shall operate under the legislative oversight of the Health, Education and Human Services Committee of the Navajo Nation Council.

## **VI. AMENDMENTS**

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council (2 N.N.C. § 1656).

**Navajo Division of Social Services**  
Navajo Family Assistance Services Program

**Attachment 1**



EXHIBIT

B

## NAVAJO NATION DEPARTMENT OF JUSTICE

**DOCUMENT  
REVIEW  
REQUEST  
FORM**


☐ RESUBMITTAL

DOJ	
12/21/21 @ 4:37p	
DATE / TIME	
<input type="checkbox"/> 7 Day Deadline	
DOC #:	17788
SAS #:	
UNIT:	HSQU

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

## CLIENT TO COMPLETE

DATE OF REQUEST:	12/2/2021	DIVISION:	Division of Social Services
CONTACT NAME:	Roselyn Begay	DEPARTMENT:	Office of the Executive Director
PHONE NUMBER:	(928) 871-6851	E-MAIL:	roselynbegay@navajo-nsn.gov

TITLE OF DOCUMENT: Doc. # 17788 - *Amendment of NDSS Plans of Operations*

## DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 12/3/2021 @ 10:57am      REVIEWING ATTORNEY/ADVOCATE: LBTleap

DATE TIME OUT OF UNIT: 12/6/21 @ 4:05pm JIC

## DOJ ATTORNEY / ADVOCATE COMMENTS

*sufficient*

REVIEWED BY: (Print)	Date / Time	SURNAMED BY: (Print)	Date / Time
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*LB*

12/6/21

DOJ Secretary Called: *email to roselyn begay* for Document Pick Up on 12/6 at 4:05 By: *LB*

PICKED UP BY: (Print)

DATE / TIME:

**EXECUTIVE OFFICIAL REVIEW**Title of Document: Amendment of NDSS Plans of Operation Contact Name: BEGAY, ROSELYN ANNProgram/Division: DIVISION OF SOCIAL SERVICESEmail: roselynbegay@navajo-nsn.gov Phone Number: 928-871-6851☐ **Business Site Lease** Sufficient    Insufficient

1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
(only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)  
3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

1. Office of Management and Budget: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Navajo Housing Authority Request for Release of Funds**

1. NNEPA: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Lease Purchase Agreements**

1. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
(recommendation only)  
2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Grant Applications**

1. Office of Management and Budget: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Controller: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

1. Division: \_\_\_\_\_ Date: 12/2/21 ☒ ☐  
2. Office of the Attorney General: \_\_\_\_\_ Date: 12/6/21 ☒ ☐

☐ **Relinquishment of Navajo Membership**

1. Land Department: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Elections: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

			Sufficient	Insufficient
<input type="checkbox"/>	<b>Land Withdrawal or Relinquishment for Commercial Purposes</b>			
	1. Division: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases</b>			
	1. NLD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. F&W _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. HPD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. Minerals _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. NNEPA _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	6. DNR _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	7. DOJ _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Rights of Way</b>			
	1. NLD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. F&W _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. HPD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. Minerals _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. NNEPA _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	6. Office of the Attorney General: _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	7. OPVP _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease</b>			
	1. Minerals _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. OPVP _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. NLD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Assignment of Mineral Lease</b>			
	1. Minerals _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. DNR _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. DOJ _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)</b>			
	1. NLD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. F&W _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. HPD _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. Minerals _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. NNEPA _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	6. DNR _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	7. DOJ _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	8. OPVP _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>OTHER:</b>			
	1. _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	2. _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	3. _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	4. _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
	5. _____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

# THE NAVAJO NATION



JONATHAN NEZ | PRESIDENT    MYRON LIZER | VICE PRESIDENT

## MEMORANDUM

TO: ALL CONCERNED

FROM: *Deannah Neswood-Gishey* 7.7.2021  
Deannah Neswood-Gishey, Executive Director  
NAVAJO DIVISION OF SOCIAL SERVICES

DATE: July 7, 2021

SUBJECT: **DELEGATION OF AUTHORITY**

The following order of delegation shall become effective in my absence:

1. Marlinda Littleman, Deputy Division Director  
Office of the Executive Director/NDSS
2. Regina Yazzie, Department Manager III  
Department of Family Services/NDSS

The persons delegated will be responsible to act prudently, review and/or sign off on all routine correspondences including Budget Revision Requests, Budget Modifications and Personnel Action Forms on behalf of the Executive Director. **Office of Hearings & Appeals' (OHA) issues shall be reviewed and approved by the Executive Director only.**

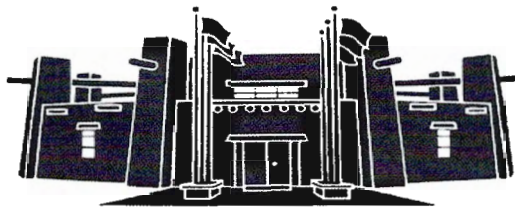
The standing delegation supersedes any previous delegation of authority and can be superseded by a specific written delegation. In the event of uncertainty or if further clarification is needed in signing any documents or regarding other issues, decision will be made until I return or contact me for consultation.

All documents that require the Executive Director's signature are to be routed to NDSS Executive Administration for records purpose. All staff are expected to cooperate and follow order of this delegation. Your cooperation and assistance is appreciated.

*7/7/21*  
*Marlinda Littleman*  
Marlinda Littleman, Deputy Division Director  
Office of the Executive Director / NDSS

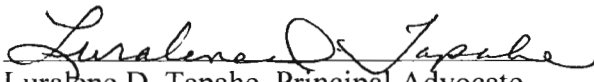
## ACKNOWLEDGMENT:

*Regina Yazzie*  
Regina Yazzie, Department Manager III  
Department of Family Services / NDSS



MEMORANDUM

TO: Hon. Delegate Pernell Halona  
Health, Education, and Human Services Committee

FROM:   
Luralene D. Tapahe, Principal Advocate  
Office of Legislative Counsel

DATE: January 27, 2022

**RE: AN ACT RELATING TO THE HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING THE AMENDED PLAN OF OPERATION FOR THE NAVAJO DIVISION OF SOCIAL SERVICES**

Per your request, the Office of Legislative Counsel has prepared the above-referenced proposed legislation and related summary sheet. Based on existing Navajo Nation law and other applicable laws, and upon review of all supporting documents submitted to OLC, this legislation as drafted is legally sufficient. However, as with any action of government, this legislation may be subject to review by the Navajo Nation courts in the event of proper legal challenge.

Please ensure that this legislation is precisely what you want. You are encouraged to review this proposed legislation to ensure that it is drafted to your satisfaction.

OLC has reviewed the appropriate standing committees' authorities to consider this legislation, based on the standing committees' powers and responsibilities set forth in Title 2 of the Navajo Nation Code. Based on its review, OLC has listed those committees in the title of this legislation. Nevertheless, the Speaker of the Navajo Nation Council may assign this legislation to committee(s) other than those shown in the title, pursuant to his authority under 2 N.N.C. §164(A)(5).

If you find this document unacceptable for any reason, please immediately contact me at the Office of Legislative Counsel (at extension 7166) and advise me of the changes you would like made to this proposed legislation. Thank you.

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0020-22\_

SPONSOR: Pernell Halona

**TITLE: An Act Relating to the Health, Education and Human Services Committee;  
Approving the Amended Plan of Operation for the Navajo Division of Social  
Services**

***Date posted:*** January 27, 2022 at 6:22PM

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7586

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

**Please note:** This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*