



Implementing the Revised TANF Data Report Instructions (*Forms ACF-199 and ACF-209*)

Wednesday, January 31, 2024 | 3 PM EST
Lauren Frohlich, Deputy Director, TANF Data Division

Agenda



Overview

- Goals for revision
- TANF Data Portal
- Instructions & forms

Legacy Data Preparation Tool

a.k.a. FTANF

Crosswalk of Changes

- Substantive
- Non-Substantive
- Code no longer in use

Q&A

Goals for revision

- Eliminate unnecessary data elements and clarify confusing instructions
- Minimize burden and cost to states
- Be transparent and proactive with guidance
- Leverage new platform for feedback with TANF Data Portal
- Incorporate emerging best practices around inclusivity

Note: Changes to the reporting instructions do not reflect any changes to the policy or underlying rules.

TANF Data Portal

<https://tanfdata.acf.hhs.gov/>

Current Submission Submission History

Section 1 - Active Case Data

Submitted On	Submitted By	File Name	Month	Cases Without Errors	Cases With Errors	Records Unable To Process	Status	Error Report
01/02/2022 at 12:00 AM	Horace Slughorn	ADS.ET2JFP1.TS58	January	N/A	N/A	N/A	 Pending	Pending
			February	N/A	N/A			
			March	N/A	N/A			
12/22/2021 at 12:00 AM	Horace Slughorn	ADS.ET2JFP1.TS58	January	260	0	0	 Accepted	No Errors
			February	246	0			
			March	250	0			
11/14/2021 at 12:00 AM	Remus Lupin	ADS.ET2JFP1.TS58	January	230	10	0	 Accepted with errors	View Error Report for ADS.ET2JFP1.TS58
			February	246	4			
			March	250	0			
11/14/2021 at 12:00 AM	Remus Lupin	ADS.ET2JFP1.TS58	January	250	0	250	 Partially accepted with errors	View Error Report for ADS.ET2JFP1.TS58
			February	246	4			
			March	250	0			
11/14/2021 at 12:00 AM	Remus Lupin	ADS.ET2JFP1.TS58	January	N/A	N/A	N/A	 Rejected	View Error Report for ADS.ET2JFP1.TS58
			February	N/A	N/A			
			March	N/A	N/A			

The primary method of submission

- Ongoing user research to improve feedback/error reports to be more meaningful, understandable, accessible (in Microsoft Excel)
- Edit codes replaced by in-app error descriptions and item numbers tied to data submissions
- Opportunity for faster, more helpful feedback
- Transition period (FY 2024)
 - States will continue to receive TDRS transmission reports until switch over
 - All data that can be processed will be accepted by TDP during transition
 - TDP validation reflects updated coding instructions but allows legacy values (with errors)

Instructions & Forms

ACF-199 TANF and ACF-209 SSP-MOE Data Reporting Instructions

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is gathering information to assess and evaluate whether a State TANF program meets statutorily required participation rates. Public reporting burden for this collection of information is estimated to average 8,400 hours for the TANF Data Report and 2,856 hours for the SSP-MOE Data Report per grantee per year, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (42 U.S.C. § 611). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0338 and the expiration date is 10/31/2026. If you have any comments on this collection of information, please contact the Office of Family Assistance by email at TANFdata@acf.hhs.gov.

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TANF LAYOUT FOR SECTION 1 DISAGGREGATED FAMILY LEVEL DATA															
ITEM #	DESCRIPTION	LENGTH	FROM	TO	COMMENTS (DATA TYPE)	Example of Contents (If BOLD & Blue)									
	RECORD TYPE	2	1	2	"T1" - SECTION 1	T	1								
4	REPORTING MONTH	6	3	8	Numeric	Y	Y	Y	Y	M	M				
6	CASE NUMBER	11	9	19	Alphanumeric	A	B	C	1	2	3	A			
2	COUNTY FIPS CODE	3	20	22	Numeric	1	2	3							
5	STRATUM	2	23	24	Numeric	1	2								
7	ZIP CODE	5	25	29	Alphanumeric	1	2	3	4	5					
8	FUNDING STREAM	1	30	30	Numeric	1									
9	DISPOSITION	1	31	31	Numeric	1									
10	NEW APPLICANT	1	32	32	Numeric	1									
11	# FAMILY MEMBERS	2	33	34	Numeric	1	2								
12	TYPE OF FAMILY FOR WORK PARTICIPATION	1	35	35	Numeric	1									
13	RECEIVES SUBSIDIZED HOUSING	1	36	36	Numeric	1									
14	RECEIVES MEDICAL ASSISTANCE	1	37	37	Numeric	1									
15	RECEIVES SNAP - NO LONGER IN USE	1	38	38	Numeric	0									
16	AMOUNT OF SNAP	4	39	42	Numeric	1	2	3	4						
17	RECEIVES SUBSIDIZED CHILD CARE - NO LONGER IN USE	1	43	43	Numeric	0									
18	AMOUNT OF SUBSIDIZED CHILD CARE	4	44	47	Numeric	1	2	3	4						
19	AMOUNT OF CHILD SUPPORT	4	48	51	Numeric	1	2	3	4						
20	AMOUNT OF FAMILY'S CASH RESOURCES	4	52	55	Numeric	1	2	3	4						
21	CASH & CASH EQUIVALENTS														
	ITEM21A AMOUNT	4	56	59	Numeric	1	2	3	4						
	ITEM21B NBR MONTH	3	60	62	Numeric	1	2	3							
22	TANF CHILD CARE														
	ITEM22A AMOUNT	4	63	66	Numeric	1	2	3	4						
	ITEM22B CHILDREN COVERED	2	67	68	Numeric	1	2								
	ITEM22C NBR MONTHS	3	69	71	Numeric	1	2	3							
23	TRANSPORTATION AND OTHER SUPPORTIVE SERVICE														
	ITEM23A AMOUNT	4	72	75	Numeric	1	2	3	4						
	ITEM23B NBR MONTHS	3	76	78	Numeric	1	2	3							
24	TRANSITIONAL SERVICES - NO LONGER IN USE														
	ITEM24A AMOUNT	4	79	82	Numeric	0	0	0	0						
	ITEM24B NBR MONTHS	3	83	85	Numeric	0	0	0							

Legacy Data Preparation Tool (FTANF)

FTANF 2009 - State: Wisconsin, Region: 5

File TANF Cases Utilities Help

Active Cases Entry Window

Family [5-25] Family [26-29] Adult [30-34] Adult [35-54] Adult [55-65] Child [67-69] Child [70-77]

Item 2: 111111111616 Item 4: 2023-04 Item 5: 99

Family Level Data

Item 6: 40287 Item 7: 1 Item 8: 1 Item 9: No Item 10: 2 Item 12: 3

Assistance Received by the Family

Item 13: 3 Item 14: No Item 15: No Item 16: 0 Item 17: 3 Item 18: 0 Item 19: 0 Item 20: 0

Assistance Provided Under State (Tribal) TANF Program, By Type

Cash And Cash Equivalent: Item 21 A: 215 Item 21 B: 99 TANF Child Care: Item 22 A: 0 Item 22 B: 0 Item 22 C: 0 Transportation: Item 23 A: 0 Item 23 B: 0

Transitional Services: Item 24 A: 0 Item 24 B: 0 Other Assistance: Item 25 A: 0 Item 25 B: 0

Clear Save Fatal Edit Warning Edit Close

County FIPS Code

- FTANF is a legacy desktop application tool that helps TANF partners prepare transmission files for their quarterly data report.
- Although FTANF has not been supported by ACF for many years, a small portion of states (~12) still rely on it to help prepare or validate their TANF data reports.
- Some of the changes to the instructions intended to simplify reporting are incompatible with the unsupported FTANF tool.
 - We made additional non-substantive changes to the instructions to address these conflicts.
 - Updated instructions and layouts are available at <https://www.acf.hhs.gov/ofa/programs/tanf/reporting-instructions>

Overview of Changes

Substantive

- Significantly changes meaning or coding options of an item.
- For example, combining two codes or eliminating one code.

Non-Substantive/Clarifying

- Does not change any codes or meaning of item.
- Non-significant changes such as:
 - Re-wording,
 - Simplifying,
 - Or adding clarifying language to guidance or instructions.

Code No Longer in Use

- No longer being used or does not need to be reported as before.



Crosswalk of Changes

Tab 1: ReadMe

Crosswalk of Changes
Forms ACF-199 and ACF-209
TANF and SSP-MOE Data Reporting Instructions
OMB #0970-0338, expires 10/31/2026

This Crosswalk is intended to help states and territories adopt the revised instructions for the ACF-199 and ACF-209. The tab "Changes and Implications" identifies all data items that were impacted by the revised instructions. Most of the changes are non-substantive, and likely will *not* require system changes. Changes that are substantive may or may not require system changes. The "Notes" column explains the nature and/or significance of the change.

Categories	Explanation
(1) Code no longer in use	This category indicates the code is no longer being used or does not need to be reported as before.
(2) Non-substantive/ clarifying	This category indicates non-significant changes such as rewording, providing more detail, or simplifying instructions without changing any codes or meanings.
(3) Substantive	This category indicates a significant change to code options, combining codes, or changing the meaning of any item.

Notes: For an item that is listed as "optional" in the instructions for a certain family type, if you have the data (race/ethnicity, number of months, etc.) you may enter the response. For example, you may still want to report the number of hours countable towards the Federal Time Limit for a non-recipient parent (Family Affiliation = 2) in case that individual becomes a recipient again.

States that use an FTANF tool will need to continue to input legacy in-range values on some data items to avoid "fatal" errors and rejected cases while preparing their TANF or SSP-MOE data files. These items are marked in the instructions and layouts with an asterisk (*), and noted in the *FTANF Implications* column. Legacy in-range values can be found under FTANF legacy edit codes here:
<https://www.acf.hhs.gov/ofa/policy-guidance/final-tanf-ssp-moe-data-reporting-system-transmission-files-layouts-and-edits>.

ReadMe

Changes and Implications

Purpose of document.

How items are categorized and how we defined all three categories.

Notes on legacy preparation tool and items listed as "optional" in instructions.

Tab 2: Changes and Implications

Form	Section	Item Number	Item Name	Type of Change	Explains nature and/or significance of change	Implications specific to legacy tool users
------	---------	-------------	-----------	----------------	-----------------------------------------------	--------------------------------------------

	A	B	C	D	E	F	G
1	TANF/SSP	Section	Item #	Item Name	Category	Notes	FTANF Implications
6	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#11	Receives Subsidized Housing	(3) Substantive	Changed to Yes/No; Eliminated code 3 and changed meaning of code 2	
7	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#13	Receives Assistance from the Supplemental Nutrition Assistance Program (SNAP)	(1) Code no longer in use	Enter 0; Revised language to use SNAP instead of "food stamps"	Entering 0 produces warning error
8	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#14	Amount of SNAP Benefits	(2) Non-substantive/ clarifying	Revised language to use SNAP instead of "food stamps"	
9	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#15	Receives Subsidized Child Care	(1) Code no longer in use	Enter 0	Use FTANF-allowed values
10	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#16	Amount of Subsidized Child Care	(2) Non-substantive/ clarifying	Enter 0000 if the family did not receive any subsidized child care for services	
11	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#17	Amount of Child Support	(2) Non-substantive/ clarifying	Enter 0000 if the family did not receive any child support	
12	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#18	Amount of the Family's Cash Resources	(2) Non-substantive/ clarifying	Enter 0000 if the family did not have any cash resources	
13	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#19	Cash and Cash Equivalents	(2) Non-substantive/ clarifying	Simplified language	
14	SSP-MOE	Section 1 Disaggregated - Families Receiving Assistance	#20	Child Care	(2) Non-substantive/ clarifying	Clarified instructions	

Changes and Implications

Expectations for Implementation

We do not expect any changes to be implemented prior to the end of FY 2024 (September 30, 2024).

- States are not required or expected to make changes before FY24 Q3 (August 14, 2024 data submission)
- The TANF Data Portal's error reports reflect the revised instructions
- We will communicate before the TANF Data Reporting System is fully decommissioned

<div><div><div></div><div>We are here</div><div></div></div><div><div></div><div>FY24Q3 data due to OFA</div><div></div></div></div>											
October	November	December	January	February	March	April	May	June	July	August	September
Fiscal Year 2024 Quarter 1 October - December			Fiscal Year 2024 Quarter 2 January - March			Fiscal Year 2024 Quarter 3 April - June			Fiscal Year 2024 Quarter 4 July - September		
October	November	December	January	February	March	April	May	June	July	August	September
Fiscal Year 2025 Quarter 1 October - December			Fiscal Year 2025 Quarter 2 January - March			Fiscal Year 2025 Quarter 3 April - June			Fiscal Year 2025 Quarter 4 July - September		
Implementation Year											



General Q&A

FTANF Users Q&A

Send any questions and feedback to
TANFData@acf.hhs.gov

FTANF continued

FTANF.exe

Fatal / Warning Edits Window			
Item #	Edit #	Edit Type	Edit Message
17	T1-013	Fatal	Item 17 (Receives Subsidized Child Care) Must Be = 1-3

Added to General Instructions:

- States that use an FTANF tool will need to continue to input legacy in-range values on some data items to avoid "fatal" errors and rejected cases while preparing their TANF or SSP-MOE data files.
- These items are marked in the instructions and forms/layouts with an asterisk (*) and noted in the crosswalk in the FTANF implications column.
- Legacy in-range values can be found under FTANF legacy edit codes here: <https://www.acf.hhs.gov/ofa/policy-guidance/final-tanf-sspmoe-data-reporting-system-transmission-files-layouts-and-edits>

Instructions

17. Received Subsidized Child Care:
Item no longer in use; enter 0*.

Form/
Layouts

5	ITEM #	DESCRIPTION	LENGTH	FROM	TO	COMMENTS (DATA TYPE)	Example of Contents (If BOLD & Blue = fixed value)											
6		RECORD TYPE	2	1	2	"T1" - SECTION 1	T	1										
20	16	AMOUNT OF SNAP	4	39	42	Numeric	1	2	3	4								
21	17	RECEIVES SUBSIDIZED CHILD CARE - NO LONGER IN USE	1	43	43	Numeric	0*											
22	18	AMOUNT OF SUBSIDIZED CHILD CARE	4	44	47	Numeric	1	2	3	4								

Crosswalk

TANF/SSP	Section	Item #	Item Name	Category	Notes	FTANF Implications
TANF	Section 1 Disaggregated - Families Receiving Assistance	#17	Receives Subsidized Child Care	(1) Code no longer in use	Enter 0	Use FTANF-allowed values