[**Instructions for the completion of the ACF-196R Form**](https://acf.gov/sites/default/files/documents/ofa/acf_196r_instructions_tanf_final_jan_2024.pdf)(p. 14)**:**

*Narratives are required for expenditures for categories of Assistance Authorized Solely Under Prior Law, Non-Assistance Authorized Solely Under Prior Law, and Other. Descriptions for these expenditure categories should include information regarding the target population (including estimated size, if available), and the types and amounts of benefits provided. Attachments can be added to the report, as needed.*

**Template 4: Estimation Documentation Builder**

USE WHEN REPORTING ESTIMATED (RATHER THAN ACTUAL) EXPENDITURES

| **Narrative Guidance** | **Template** |
| --- | --- |
| **KEY COMPONENTS**  ✓ Explanation of why estimates are necessary  ✓ Step-by-step description of estimation methodology  ✓ Data sources used  **GUIDING QUESTIONS**   * Why is it not feasible to report actual expenditure data? * What specific steps did you take to develop the estimate? * What data sources informed your calculations? * How does the estimate compare to prior periods or similar programs?   **WORD COUNT GUIDANCE**  While there are no word count requirements, narratives should provide adequate detail while remaining clear and concise. For reference, a complete narrative using this template is typically 200-250 words. | *For [EXPENDITURE CATEGORY], we used estimated rather than actual expenditures because [EXPLANATION OF WHY ACTUAL DATA IS NOT AVAILABLE/FEASIBLE TO USE].*  *The estimation methodology consisted of the following steps (not limited to 3):*   1. *[STEP 1 – Data Collection step (e.g.,* *Used TANF data to identify eligible population (X number of individuals)]* 2. *[STEP 2 – Calculation/Analysis step (e.g., Analyzed a sample of 250 service invoices to determine average monthly cost)]* 3. *[STEP 3- Allocation/Adjustment step (e.g., Applied 75% allocation factor to account for employed versus unemployed families, then adjusted upward by 8% to account for cost-of-living increases)]*   *This methodology relied on the following data sources (not limited to 3):*   * *[DATA SOURCE 1]* * *[DATA SOURCE 2]* * *[DATA SOURCE 3]*   *Based on this methodology, we estimate total expenditures of $[AMOUNT] for this category.* |