



Introduction to Revised TANF Data Report Instructions (Forms ACF-199 and ACF-209)

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Agenda



Overview

- Background
- Goals for revision
- Timeline
- TANF Data Portal

Instructions & Forms

Changes

- Substantive
- Other

Q & A

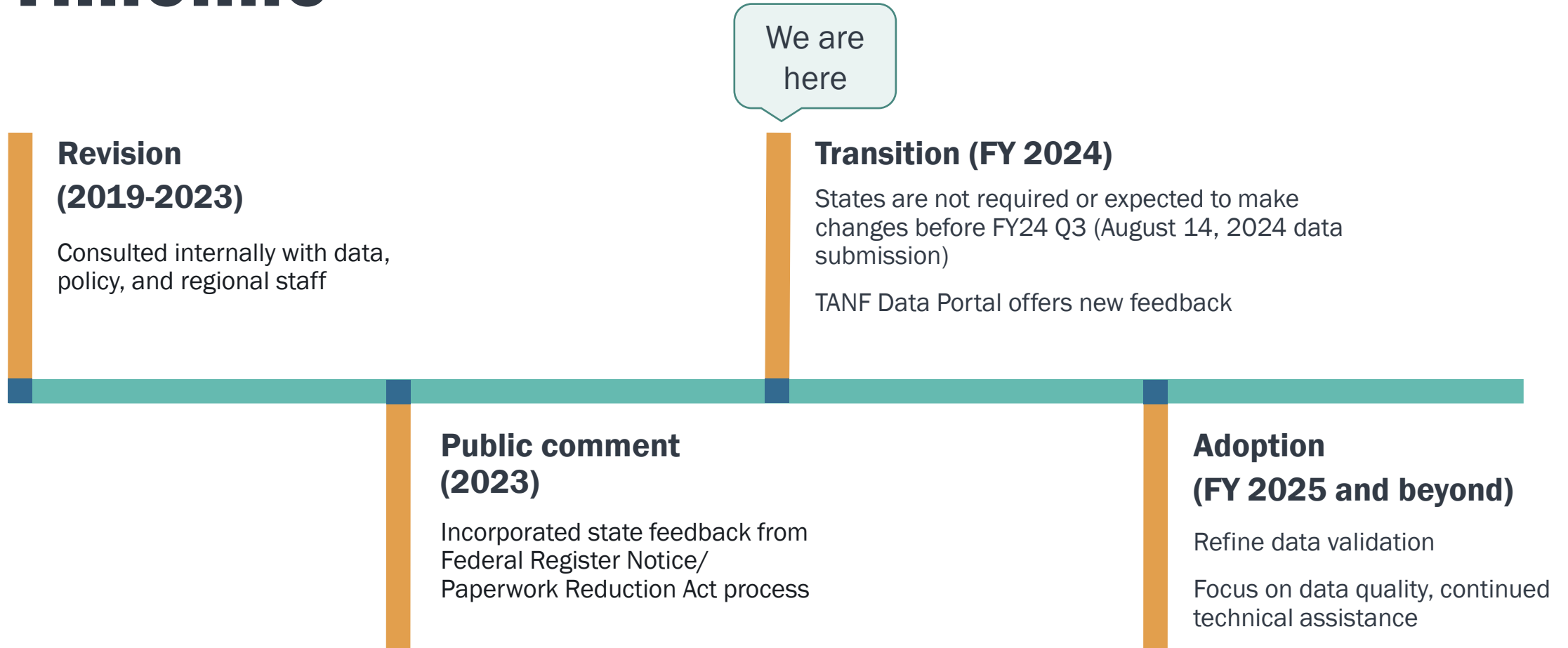
Background

- Instructions had been unchanged for ~15 years
- Legacy system (TANF Data Reporting System or TDRS, ~25 years old) limited our ability to provide real-time, timely feedback on quality of data
- Confusion from states, territories, and tribes on status and quality of their data submissions
- Significant data cleaning, cross-checking, manual intervention, and time spent behind the scenes

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

Timeline



TANF Data Portal

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

- **The primary method of submission starting now!**
- User research to improve feedback/error reports to be more meaningful, understandable, accessible (in Microsoft Excel)
- Edit codes being 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)



Changes

Overview of Changes

Substantive Change

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

Non-Substantive/Clarifying

- Re-wording or simplifying language used in guidance or instructions.
- Does not change meaning of item.
- Eliminates data elements and codes that are no longer in use.

Moved To Appendix

- State FIPS Codes
- Newly Approved Applicant
- Noncustodial Parents
- Assistance
- Work-Eligible Individual
- Adult Work Participation Activities
- Job Search & Job Readiness
- Vocational Educational Training
- Mini-Simplified SNAP Program

Work-Eligible Individual Indicator

TANF Section 1 (#48) | SSP-MOE Section 1 (#41)

Old

Instructions: Enter the two-digit code that indicate if the adult (or minor child head-of-household) is a work-eligible individual.

- 01 = Yes, an adult (or minor child head-of-household) receiving assistance
- 02 = Yes, a non-recipient parent due to a sanction
- 03 = Yes, a non-recipient parent due to a time limit
- 04 = Yes, a non-recipient parent receiving SSI, SSDI, or Adult Program assistance (aid to the needy aged, blind and disabled in the Territories) or a recipient parent receiving SSDI; and State or Territory opts to include
- 05 = Yes, a non-recipient parent due to other reasons
- 06 = No, a non-recipient, but not a parent
- 07 = No, an ineligible non-citizen due to his/her immigration status
- 08 = No, a non-recipient parent receiving SSI or Adult Program assistance (aid to the needy aged, blind and disabled) in the Territories
- 09 = No, parent caring for a disabled family member in the home
- 10 = No, a parent receiving SSDI (and State or Territory opts to exclude)
- 11 = No, a non-recipient, noncustodial parent
- 12 = No, a deceased individual who died in a month preceding the report month and, due to State requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency), the family's grant for the report month included the deceased individual's needs

- Modified for clarity
- Former code #11 (noncustodial parent) now under #06
- Added new meaning for code #11 (non-recipient, non-HOH, minor parent)
- Collapses code #10 (SSDI) into #08 (with SSI, AABD)

New

Enter the two-digit code that indicates if the adult is a work-eligible individual (WEI).

- 01 = Yes, a WEI who is an adult receiving assistance
- 02 = Yes, a WEI who is a non-recipient parent due to a sanction
- 03 = Yes, a WEI who is a non-recipient parent due to a time limit
- 04 = Yes, a WEI who is a non-recipient parent receiving SSI, SSDI, or AABD or a recipient parent receiving SSDI; and state or territory opts to include (code consistently with response to item #36)
- 05 = Yes, a non-recipient parent due to other reasons
- 06 = No, not a WEI because not a parent (or a noncustodial parent) and not a recipient (code consistently with response to item #30 and #39)
- 07 = No, not a WEI due to immigration status (code consistently with response to item #42)
- 08 = No, not a WEI because a non-recipient parent receiving SSI, SSDI, or AABD (code consistently with response to item #36)
- 09 = No, not a WEI because a parent caring for a disabled family member in the home (code consistently with response to item #39 = 1 or 2)
- 11 = No, not a WEI because a minor parent who is not head-of-household (code consistently with age <19 and item #38 not equal to 1)
- 12 = No, not a WEI because a deceased individual who died in a month preceding the report month and, due to state requirements to provide timely notification to the family before reducing the grant or other reasons (e.g., the family failed to report the death to the TANF agency), the family's grant for the report month included the deceased individual's needs

Work Participation Status

TANF Section 1 (#49) | SSP-MOE Section 1 (#42)

- Previously asked too many questions: do they need to participate (at federal, state level)? Are they participating? Are they meeting their required hours?
- Participation and whether an individual meets requirements is determined by hours reported, not work participation status
- Collapses codes 6, 8, 10-14, 18, and 19 into #18 (required to participate and none of the above options apply)
- Clarifies that “disabled” (#7) is an exclusion from two-parent rate, not an exemption and still included in all families rate .

Old

01 = Disregarded from participation rate, single custodial parent with child under 12 months. There is a 12-month lifetime limit on disregarding a family from the all families work participation rate (i.e., the overall work participation rate) for this reason.
02 = Disregarded from participation rate because both of the following apply: required to participate, but not participating; and subject to sanction for refusing to participate in work activities for the reporting month, but not subject to sanction for more than 3 months within the preceding 12-month period
05 = Disregarded from participation rate based on participation in a Tribal Work Program
06 = Exempt, single custodial parent with child under age 6 and child care unavailable
07 = Exempt, disabled (not using an extended definition under a State waiver).
08 = Exempt, caring for a severely disabled child (not using an extended definition under a State waiver).
09 = Exempt, under a federally recognized good cause domestic violence waiver.
10 = Exempt, State waiver.
11 = Exempt, other.
12 = Required to participate, but not participating; subject to sanction for refusing to participate in work activities for the reporting month; and subject to such a sanction for more than 3 months within the preceding 12-month period.
13 = Required to participate, but not participating; and subject to sanction for refusing to participate in work activities for the reporting month, but not subject to such a sanction for more than 3 months within the preceding 12-month period.
14 = Required to participate, but not participating; and not subject to a work sanction for the reporting month.
15 = Deemed engaged in work -- single teen head-of-household or married teen who maintains satisfactory school attendance.
16 = Deemed engaged in work -- single teen head-of-household or married teen who participates in education directly related to employment for an average of at least 20 hours per week during the reporting month.
17 = Deemed engaged in work -- parent or relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent engaged in core work activities for at least 20 hours per week.
18 = Required to participate and participating, but not meeting minimum participation requirements.
19 = Required to participate and meeting minimum participation requirements.
99 = Not applicable (e.g., not a work-eligible individual; person living in household and whose income or resources are counted in determining eligibility for or the amount of assistance for the family receiving assistance, but is not in the eligible family receiving assistance or noncustodial parent that the State opted to exclude in determining participation rate).

New

99 = Not applicable if not a work-eligible individual.
01 = Disregarded from participation rate, single custodial parent with child under 12 months. There is a 12-month lifetime limit on disregarding a family from the all families work participation rate (i.e., the overall work participation rate) for this reason.
02 = Disregarded from participation rate because both of the following apply: required to participate, but not participating and subject to sanction for refusing to participate in work activities for the reporting month, but not subject to sanction for more than 3 months within the preceding 12-month period.
05 = Disregarded from participation rate based on participation in a Tribal Work Program.
07 = Excluded from two-parent work participation rate, disabled (using the state's definition of "disabled").
09 = Exempt, under a federally recognized good cause domestic violence waiver.
15 = Deemed engaged in work -- single teen head-of-household or married teen who maintains satisfactory school attendance.
16 = Deemed engaged in work -- single teen head-of-household or married teen who participates in education directly related to employment for an average of at least 20 hours per week during the reporting month.
17 = Deemed engaged in work -- parent or relative (who is the only parent or caretaker relative in the family) with child under age 6 and parent engaged in core work activities for at least 20 hours per week.
18 = Required to participate and none of the above options apply.

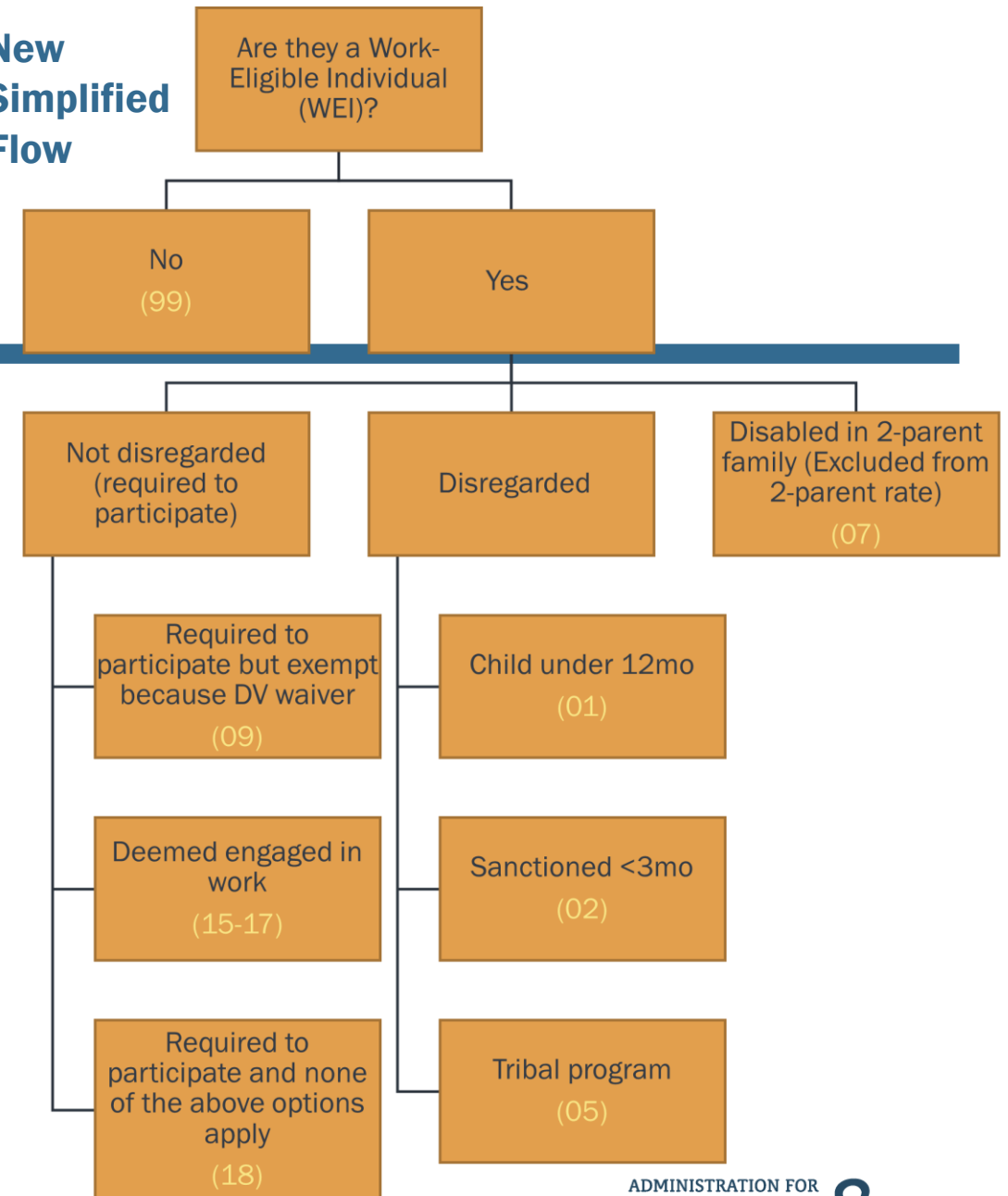
Work Participation Status (cont.)

TANF Section 1 (#49) | SSP-MOE Section 1 (#42)

Disregarded from the federal work participation rate calculation means the TANF family is not included in the calculation of the work participation rate.

Exempt means that the individual will not be penalized by the state for failure to engage in work (i.e., the individual has a good cause exception); however, the TANF family is included in the calculation of the work participation rate.

New Simplified Flow



Disposition

TANF Section 1 (#09) | TANF Section 2 (#08) | SSP-MOE Section 1 (#07) | SSP-MOE Section 2 (#07)

Old

Disposition:

Guidance: A family that did not receive any assistance for the reporting month but was listed on the monthly sample frame for the reporting month is "listed in error." States must collect and report complete data for all sampled cases that are not listed in error. If the family is "listed in error, code this data element with a "2" and do not complete data elements #10 through #77.

Instruction: Enter one of the following codes for each TANF sampled case.

- 1 = Data collection completed
- 2 = Not subject to data collection/listed in error

New

Disposition: Enter 1 to indicate that the data reported is complete and accurate. States that submit sample data should not report cases that are "listed-in-error".

- No longer reporting cases listed in error or not subject to data collection
- States should submit enough cases to have a sufficient sample size

Gender

TANF Section 1 (#35, 71) | TANF Section 2 (#18) | SSP-MOE Section 1 (#31, 64) | SSP-MOE Section 2 (#17)

Old

Gender: Enter the one-digit code that indicates the adult's (or minor child head-of-household's) gender.
1 = Male
2 = Female

- Adds three options for expanded inclusivity
- Effort to accommodate states' varied options
- Informed by cross-government recommendations: [E.O. 14075](#) / [SOGI best practices](#), [National Academy of Sciences](#), HHS & ACF efforts

New

Gender: Enter the one-digit code:

- 1 = Male
- 2 = Female
- 3 = Non-Binary or gender non-conforming
- 4 = Uses a different term
- 5 = Unknown or refused, prefer not to say

Subsidized Housing

TANF Section 1 (#13) | TANF Section 2 (#10) | SSP-MOE Section 1 (#11) | SSP-MOE Section 2 (#09)

Old

Receives Subsidized Housing:

Guidance: Subsidized housing refers to housing for which money was paid by the Federal, State, or local government or through a private social service agency to the family or to the owner of the housing to assist the family in paying rent. Two families sharing living expenses does not constitute subsidized housing.

Instruction: Enter the one-digit code that indicates whether or not the TANF family received subsidized housing for the reporting month.

- 1 = Public housing
- 2 = Rent subsidy
- 3 = No housing subsidy

New

Receives Subsidized Housing: Subsidized housing refers to federal, state, or local government or private social service agency programs that reduce the cost of rent. Subsidized housing includes housing vouchers and public housing, Section 8, and more. Enter the one-digit code:

1 = Yes, receives subsidized housing

2 = No

- Simplified
- Allows for more types of subsidized housing

Receives Subsidized Child Care

TANF Section 1 (#17) | TANF Section 2 (#13) | SSP-MOE Section 1 (#15) | SSP-MOE Section 2 (#12)

Old

Receives Subsidized Child Care:

Instruction: If the TANF family receives subsidized child care for the reporting month, enter code "1" or "2," whichever is appropriate. Otherwise, enter code "3."

- 1 = Yes, receives child care funded entirely or in part with Federal funds (e.g., receives TANF, CCDF, SSBG, or other federally funded child care)
- 2 = Yes, receives child care funded entirely under a State, Tribal, and/or local program (i.e., no Federal funds used)
- 3 = No subsidized child care received

New

Received Subsidized Child Care:

Item no longer in use; enter 0.

- Previously a source of discrepancy
- Determined by #18 (Amount of Subsidized Child Care)
- *Note: incompatible with TDRS (0 = fatal error)*

Other Changes

Family Affiliation

TANF Section 1 (#30, #67) | TANF Section 2 (#14) |
SSP-MOE Section 1 (#26, #60) | SSP-MOE Section 2 (#13)

- Simplified and clarified language
- Refined for each section
 - e.g., removed code for minor sibling of child because children who are not Head of Household and not recipients should not be reported in "Adult" section

Cooperated with Child Support

TANF Section 1 (#43) | SSP-MOE Section 1 (#39)

- For SSP-MOE -- Changed code for "Not Applicable" from 3 to 9 to match TANF

Other Changes (cont.)

Relationship to Head-of-Household

TANF Section 1 (#38, #73) | TANF Section 2 (#21) |
SSP-MOE Section 1 (#34, #66) | SSP-MOE Section 2 (#20)

- Reduces code options for simplicity
 - e.g., parent/daughter/stepson grouped into "Other Related Person"
- More consistency across sections
- *Note: new instruction for children whose family affiliation code is 4 (enter "00") is incompatible with TDRS (i.e., fatal error)*

Receives Disability Benefits

TANF Section 1 (#36, #72) | TANF Section 2 (#19) | SSP-MOE Section 1 (#32, #65) | SSP-MOE Section 2 (#18)

- Removes codes no longer in use
- More consistency across sections
- Combines two codes such that "Aid to Aged, Blind, and Disabled (AABD) Under Titles I, X, and XIV or Title XVI of the Social Security Act" is considered under one item only

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 = fixed value)														
	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	B	C	4	5				
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											

<https://www.acf.hhs.gov/ofa/policy-guidance/tanf-acf-pi-2023-04>



Q&A

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