

**Flexible Fund for Family Services – FFFS  
TANF Allocation Plan for State Fiscal Year 2009-2010  
FFFS Plan Application Instructions**

**Introduction**

A file application was developed in Microsoft Excel<sup>®</sup> that allows for the completion of the Flexible Fund for Family Services (FFFS) Plan. The file is macro driven to check errors in the data entry of program information, to permit navigation between various pages and reports of the application package, and to automatically transfer plan data from a single source to different plan reports. This increases the efficiency of the plan process, eliminates the needs for repetitive data entry, and reduces the potential for error.

As mentioned above, the plan application is macro driven. With the exception of the Main Menu, the macro buttons are located in the upper left or upper right hand corner of each screen. If the buttons are not visible, scroll to the left or right of the screen to locate the buttons.

The plan application contains several edits throughout the file which assist in ensuring the information entered is correct. These edits appear as pop up dialog boxes if any of the information entered does not comply with FFFS requirements. See pages 17 – 19 to review a list of errors that may be encountered and resolution of these errors. The macros are most efficient if the plan is completed as indicated in these instructions. To avoid errors that will invalidate the macros, please adhere to the following:

- **DO NOT copy and paste cells.**
- **DO NOT cut and paste cells.**
- **DO NOT insert rows.**
- **DO NOT delete rows.**

Prior to saving the plan application, RETURN TO THE MAIN MENU. This will ensure the Main Menu is displayed the next time the file is opened.

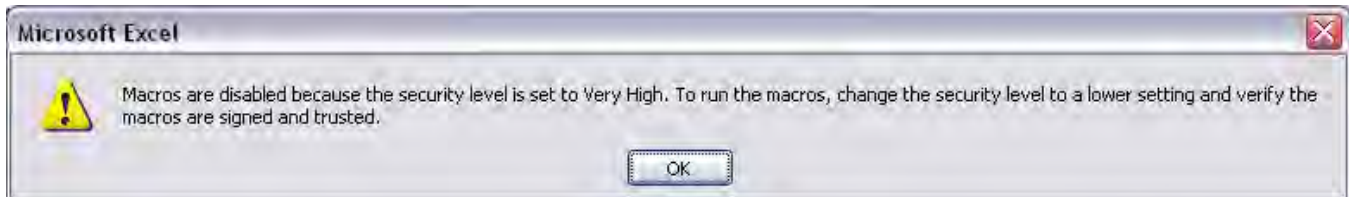
**Getting Started**

The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007, all functionality remains the same, with the exception of how to set the macro security level and a new feature involved with the file-save process. Read item 2b on page 2 to set the security level for Excel 2007. Refer to “Saving the Plan Application in Excel 2007” on page 14 to read about the compatibility checker and saving the application.

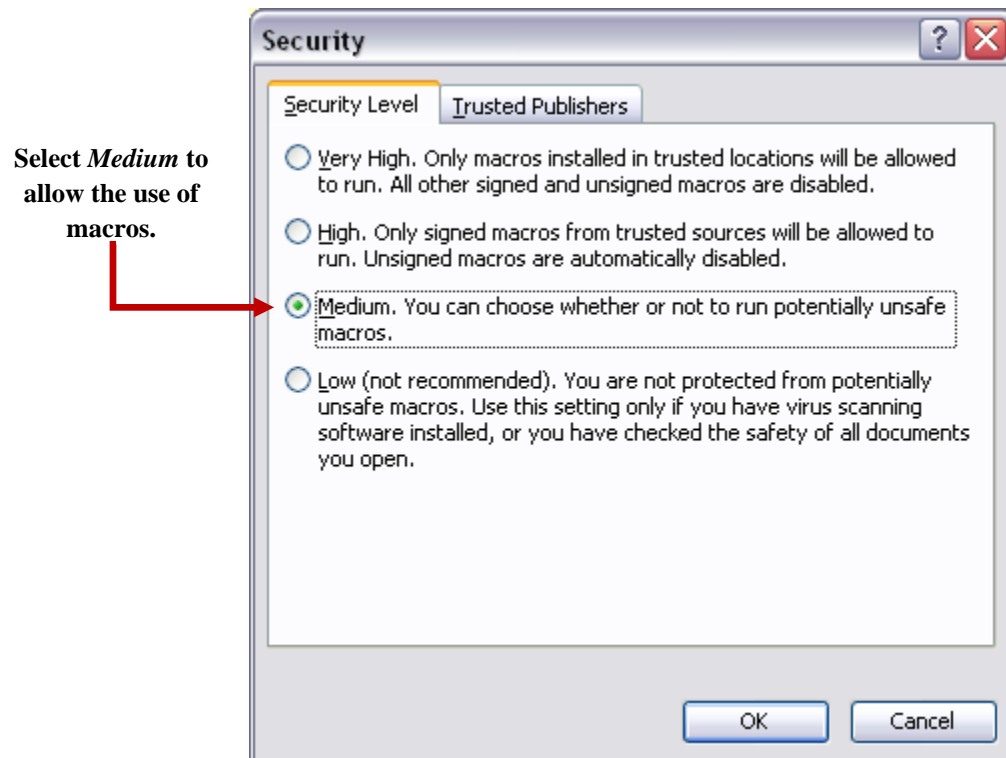
- 1) Copy the file named *Attachment 2 – FFFS 2009-10 Plan Application.xls* to the folder where the file is to be saved. Before submitting the final version of the plan for review and approval, it is suggested the file be saved as County Name – *FFFS Plan 2009-10 – submission date.xls*. This will ensure plans remain separate once received at the agencies. When saving the file, it must be saved with an Excel file extension of .xls (Excel 2003) or .xlsm (Excel 2007). Refer to “Saving the Plan Application in Excel 2007” on page 14 for additional information.

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- 2) In Microsoft Excel®, open the file named *Attachment 2 – FFFS 2009-10 Plan Application.xls*.
- a) For users of Microsoft Office 2003 –
- i) If the following error message or a similar message regarding macro security is displayed, the macro security level needs to be adjusted. Click OK to continue.

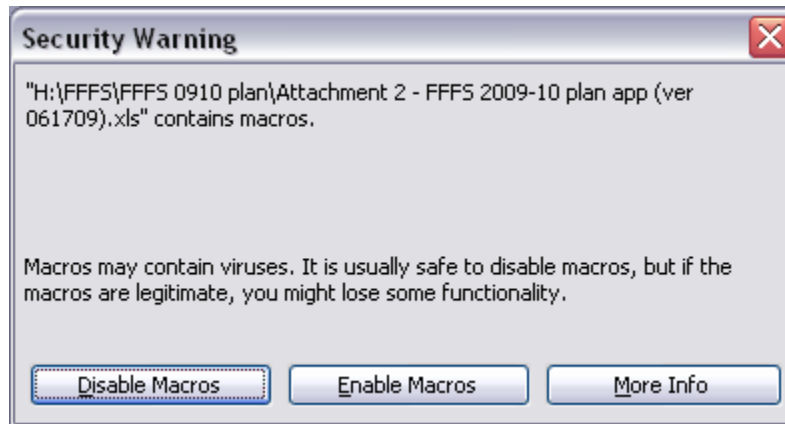


- Note: If a security dialog box is not displayed, the security level is likely set to Low. This is acceptable and the macros will still function correctly.
- ii) From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.



- iii) Choose the Medium button as indicate above and click OK. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.

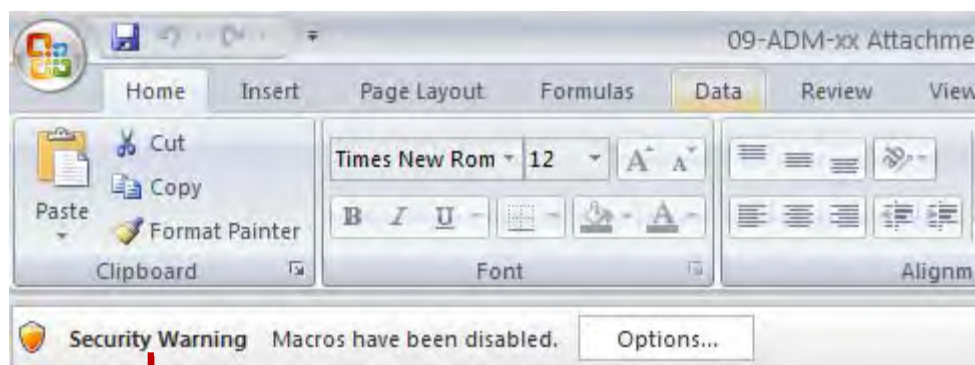
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iv) Click Enable Macros and the Flexible Fund for Family Services Plan Main Menu will be displayed.

b) For users of Microsoft Office 2007 –

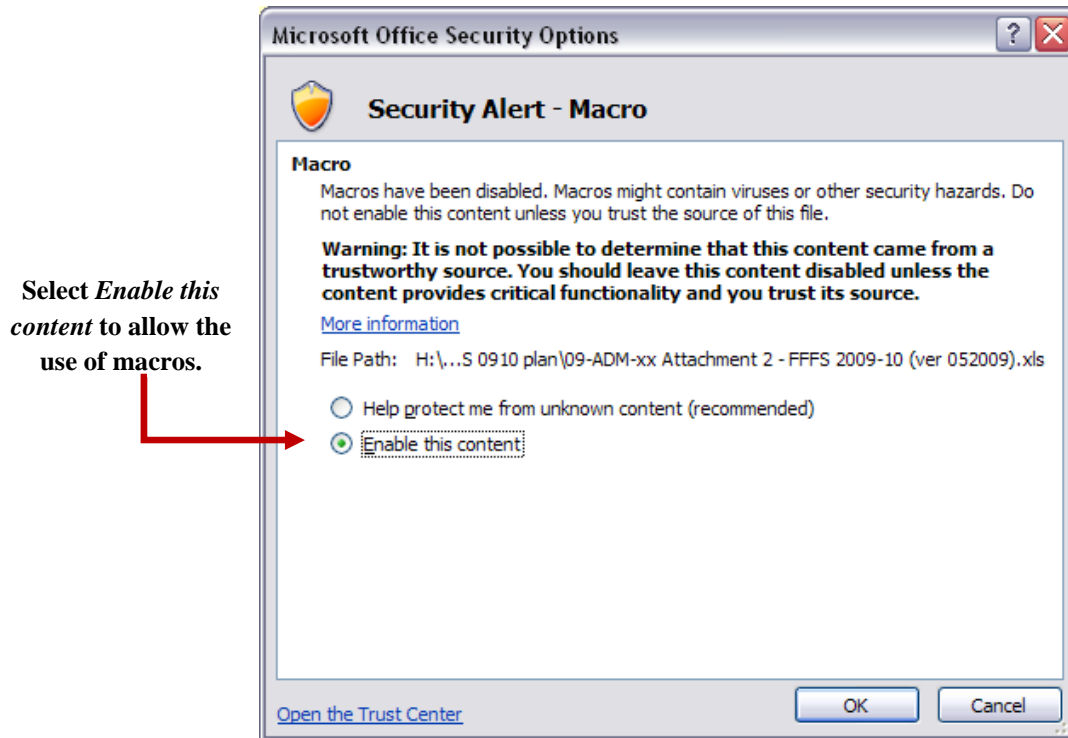
i) The FFFS Plan Main Menu is displayed when the application is opened, but the macro security needs to be set each time Excel is opened. Underneath the ribbon (the new Office 2007 toolbar), the following security warning is displayed.



*Security warning in Excel 2007*

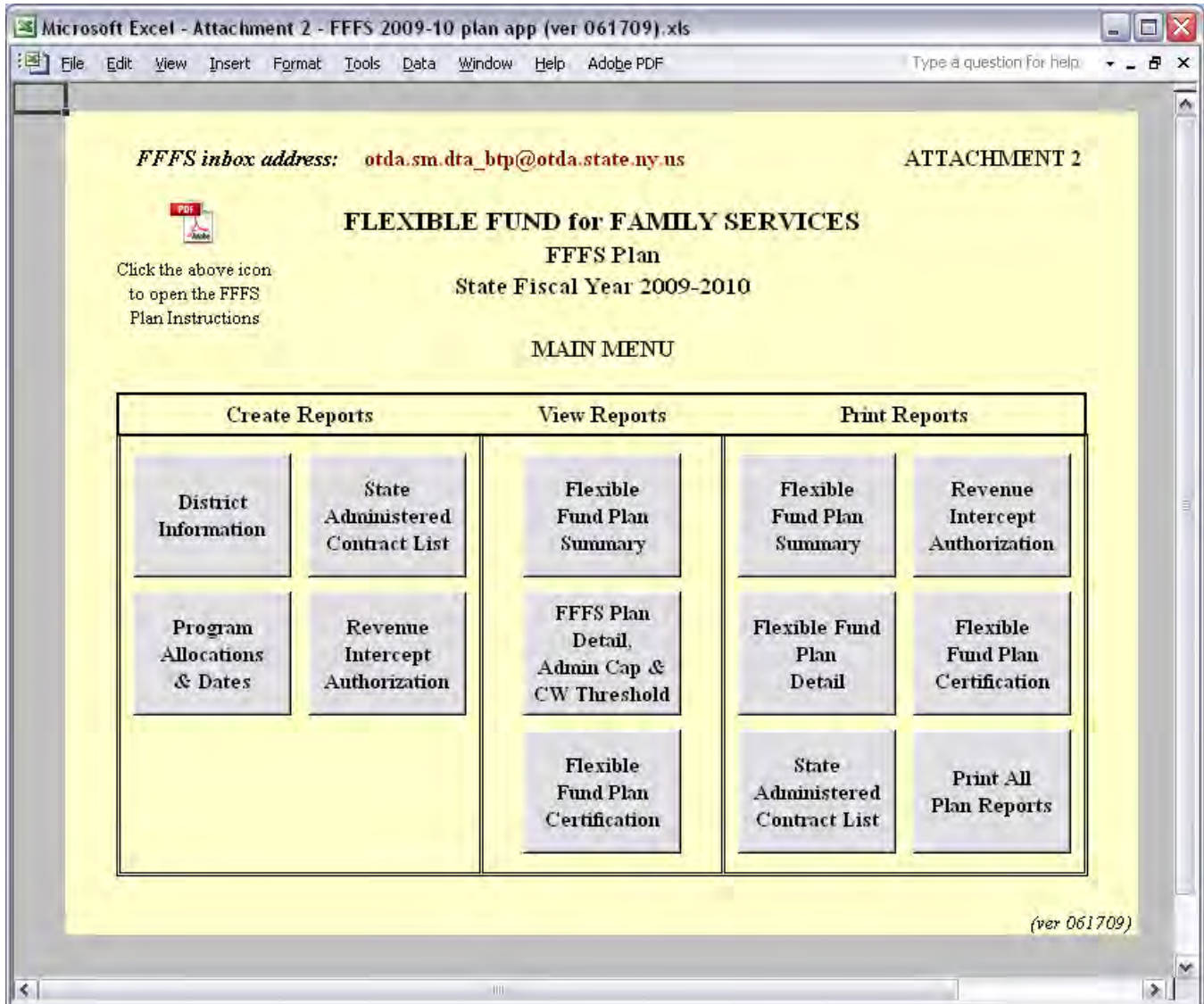
ii) Click Options and the Microsoft Office Security Options dialog box will be displayed. Choose the Enable this content button to enable the macros.

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The Flexible Fund for Family Services Plan for 2009-2010 has a light yellow background on its pages, as seen in the Main Menu below. The version number released with the ADM is *ver061709*. Districts must use the light yellow plan for 2009-2010. If the Main Menu that is displayed is light green, the 2008-2009 plan application is open. Revisions for the 2008-09 plans must use the light green plan. Please use the last approved FFFS 08-09 plan for any revisions to that year. The ADM for FFFS 08-09 and instructions regarding the FFFS 08-09 plan application can be found in 08-ADM-02, under the 2008 Policy Directives on the website of the Office of Temporary and Disability Assistance (OTDA). Press CTRL and click the underlined link to be directed to the 2008-09 Policy Directives webpage or copy and paste this link into a web browser – <http://otda.state.nyenet/directives/2008/>.

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- Note: A link to the instructions on how to use the FFFS 2009-2010 Plan Application has been included on the Main Menu. Click the PDF icon to open the instructions.

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**Entering the District Information**

- 1) From the Main Menu, click the button labeled “District Information”. The District Information Data Page is displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate between the fields that are required. The District Information Data Page can be printed by clicking the button labeled “Print this page” in the upper left hand corner.

Microsoft Excel - 09-ADM-xx Attachment 2 - FFFS 2009-10 plan app (ver 060809).xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

**Return to Main Menu** **Print This Page** **FLEXIBLE FUND for FAMILY SERVICES** **Reset Submission Information**  
**FFFS Plan**  
**State Fiscal Year 2009-2010**

**DISTRICT INFORMATION DATA PAGE**

<b>District</b>	<input type="text"/>	<b>Total Allocation</b>	<input type="text"/>
<b>FFFS Allocation</b>	<input type="text" value="\$0"/>	<b>Balance to Allocate</b>	<input type="text"/>
<b>SY Transfer In</b>	<input type="text"/>	<b>Plan Approval Date</b>	<input type="text"/>
<b>Submission Date</b>	<input type="text"/>		
<b>Submission Type</b>	<input type="text"/>		
<b>Contact Name</b>	<input type="text"/>		
<b>Contact Phone</b>	<input type="text"/>	<b>Ext</b>	<input type="text"/>
<b>Contact E-mail</b>	<input type="text"/>		
<b>Commissioner</b>	<input type="text"/>		

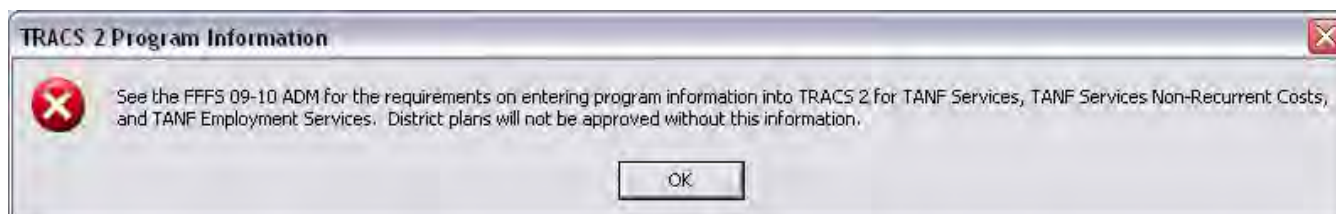
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- 2) The following information must be entered prior to submitting the plan application for approval:
  - a) District – select the district name from the dropdown list.
  - b) FFFS Allocation – the FFFS allocation is populated once the district name is selected; districts are advised to compare the allocation amount listed in the ADM to the amount in the plan to verify they are equal.
  - c) SY Transfer In – enter the amount of Summer Youth funding to be transferred to FFFS, if any; this amount cannot exceed 8.5% of the district’s Summer Youth allocation.
  - d) Submission Date – enter the date the plan application will be e-mailed for approval. If the plan is being resubmitted because it was rejected or if the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being e-mailed.
    - Note: The Submission Date also serves as the Commissioner’s signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.
  - e) Submission Type – select the type of plan being submitted. The selections are as follows:
    - Funding & Dates: for original plans and for revised plans amending both allocations and program periods.
    - Dates only: for plans changing only program periods (revised plans only)
    - Funding only: for plans amending only allocations (revised plans only)
  - f) Contact Name – enter the name of the district’s FFFS contact person.
  - g) Contact Phone and Extension – enter the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter the extension, if applicable.
  - h) Contact E-mail – enter the e-mail address of the FFFS contact
  - i) Commissioner Name – enter the local district’s Commissioner. Entering the Commissioner’s name will serve as agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is missing, a pop up box will be displayed, indicating information is incomplete. Click the appropriate button in the dialog box to complete the district information or to continue to the Main Menu.
- 4) For subsequent amendments to the plan, it is necessary to click the button labeled “Reset submission information” in the upper right hand corner of the District Information Data Page. This will delete the Submission Date and Type and reset information not seen by the user.

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**Entering Program Allocations and Program Periods**

- 1) From the Main Menu, click the button labeled “Program Allocations & Dates”. The following pop up box will be displayed.



Starting with the 2008-09 FFFS plan, districts are required to enter program information into TRACS 2 for any funding allocated for certain FFFS programs. Without the required program information in TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services, district plans will not be approved. See the FFFS 09-10 ADM for details regarding program plan requirements.

- 2) After clicking OK in the TRACS 2 pop up box, the TANF Allocation Plan Data Page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. The TANF Allocation Plan Data Page can be printed by clicking the macro button labeled “Print this page” in the upper left hand corner.



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**FLEXIBLE FUND for FAMILY SERVICES**  
FFFS Plan  
State Fiscal Year 2009-2010

**TANF ALLOCATION PLAN DATA PAGE**

District		Submission Date		Total Allocation	0
FFFS Allocation		Submission Type		Balance to Allocate	
SY Transfer In		Plan Approval Date			

Programs	Gross Amounts	TANF Allocation	% of Total Allocation	Start Date	End Date
<b>1. TANF Services, Drug/Alcohol, &amp; DVL</b>	0	0			
1a. TANF Services Program					
1b. TANF Services Administration					
1c. Drug/Alcohol (Statutory D/A Assess/Monitor) Program					
1d. Drug/Alcohol (Statutory D/A Assess/Monitor) Administration					
1e. Statutory Domestic Violence Liaison Function (DVL) Program					
1f. Statutory Domestic Violence Liaison Function (DVL) Admin					
<b>2. TANF Services Non-Recurrent Costs</b>					
<b>3. TANF Employment Services</b>	0	0			
3a. TANF Employment Services Program					
3b. TANF Employment Services Administration					
<b>4. Additional Non-Residential Domestic Violence</b>	0	0			
4a. Add'l Non-Res Domestic Violence Program				10/08	09/09
4b. Add'l Non-Res Domestic Violence Administration				10/08	09/09
<b>5. Child Welfare Other Than Title XX Transfer</b>		0			

3) Enter the gross amounts first, followed by the TANF amounts, for the programs to be funded through FFFS. The allocations should be considered in the order most appropriate to district circumstances. The Balance to Allocate will be displayed in the upper section of the page.

- Note: If funds are to be directed to state administered contracts or programs, the information must be entered on the State Administered Contracts List. The total amount to be set aside for these contract or projects will be added to the TANF Allocation Plan Data Page and subsequent pages once the list is complete.

4) Enter the program start dates, followed by the end dates, for the programs to be funded through FFFS. The dates must be entered as MM/DD/YY, but will be displayed as MM/YY. Note that the program

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dates for Additional Non-Residential Domestic Violence, programs under Child Welfare Other than Title XX Transfer (with the exception of PINS/Prevention/Detention Diversion Services), and programs under Title XX Below 200% are from October 2008 through September 2009 and cannot be amended. The Additional Child Care Transfer program periods are from October 2008 through September 2009 and from October 2009 through September 2010 and cannot be changed.

- 5) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. If any relevant information is incomplete, a pop up box will be displayed, indicating information is missing. Click the appropriate button in the dialog box to complete the plan information or to return to the Main Menu.

**Entering the State Administered Contract List and Completing the Revenue Intercept Authorization**

- Note: These sections need to be completed only if funds are allocated for contracts or projects that are administered on the state level.
- 1) From the Main Menu, click the button labeled “State Administered Contract List.” The State Administered Contract List page will be displayed. Required information is entered in the white fields. Attempting to enter data in fields that are not white will result in a protected cell error message. Use the Tab key to navigate around the required fields. To print the contract listing, return to the Main Menu and click the macro button labeled “State Administered Contract List” under the *Print Reports* section.

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The screenshot shows an Excel spreadsheet titled "Microsoft Excel - 09-ADM-xx Attachment 2 - FFFS 2009-10 (ver 052009).xls". The spreadsheet contains the following elements:

- Buttons:** "Return to Main Menu" (top left) and "Reset Contracts Data" (top right).
- Title:** "FLEXIBLE FUND for FAMILY SERVICES  
FFFS Plan  
State Fiscal Year 2009-2010  
FFFS STATE ADMINISTERED CONTRACT LIST"
- Summary Table:**

District		Submission Date		Total Allocation	
FFFS Allocation		Submission Type		Balance to Allocate	
SY Transfer In		Plan Approval Date			
08-09 Rollover					
- Main Table:**

8. State Administered Contracts					
	Program	Provider	TANF Allocation	Start Date	End Date
8a.					
8b.					
8c.					
8d.					
8e.					
8f.					
8g.					
8h.					

- 2) The following information must be entered for the funding to be set aside for the state contracts or projects.
  - a) Program – enter the contract or program that is to be funded. See the 09-10 FFFS ADM for a list of state operated programs and contracts administered through OTDA and OCFS that are eligible to receive FFFS funding.
  - b) Provider – enter the provider that is to receive FFFS funding.
  - c) TANF Allocation – enter the amount of FFFS funding that is to be set aside for the contract.

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- d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.
- 3) Once all relevant information has been entered, click the button labeled “Return to Main Menu” to continue. A dialog box will be displayed as a reminder to complete the Revenue Intercept Authorization. If this Authorization is not completed, the district plan will not be approved. Click the appropriate button in the pop up box to complete the Revenue Intercept Authorization or to continue to the Main Menu.
- 4) If funds from the FFFS allocation are to be directed to administer State contracts or projects, the Revenue Intercept Authorization must be completed. From the Main Menu, click the button labeled “Revenue Intercept Authorization”. The following dialog box is displayed to highlight the terms of the Revenue Intercept Authorization.



- 5) Click OK to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled “Agree” at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. If the district does not agree with the Authorization, click the “Disagree” button; this will remove any information previously entered on the Revenue Intercept Authorization. However, clicking “Disagree” will not delete any data entered on the State Administered Contract List. If districts decide not to allocate funds to State administered contracts, any information entered must be removed from the State Administered Contracts List page.

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Microsoft Excel - 09-ADM-xx Attachment 2 - FFFS 2009-10 (ver 052009).xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

**Return to Main Menu**

Click **AGREE** to complete the Revenue Intercept Authorization

Click **DISAGREE** to remove information from the Authorization

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**FFFS REVENUE INTERCEPT AUTHORIZATION**

This authorization is to notify the Office of Temporary and Disability Assistance (OTDA) that \_\_\_\_\_ County requests to engage the services of New York State staff and/or supplement an existing State administered contract or program.

Listed below are the State administered contracts or programs we wish to support with funds from our FFFS allocation and the amount to be directed to each provider.

Program	Provider	TANF Allocation

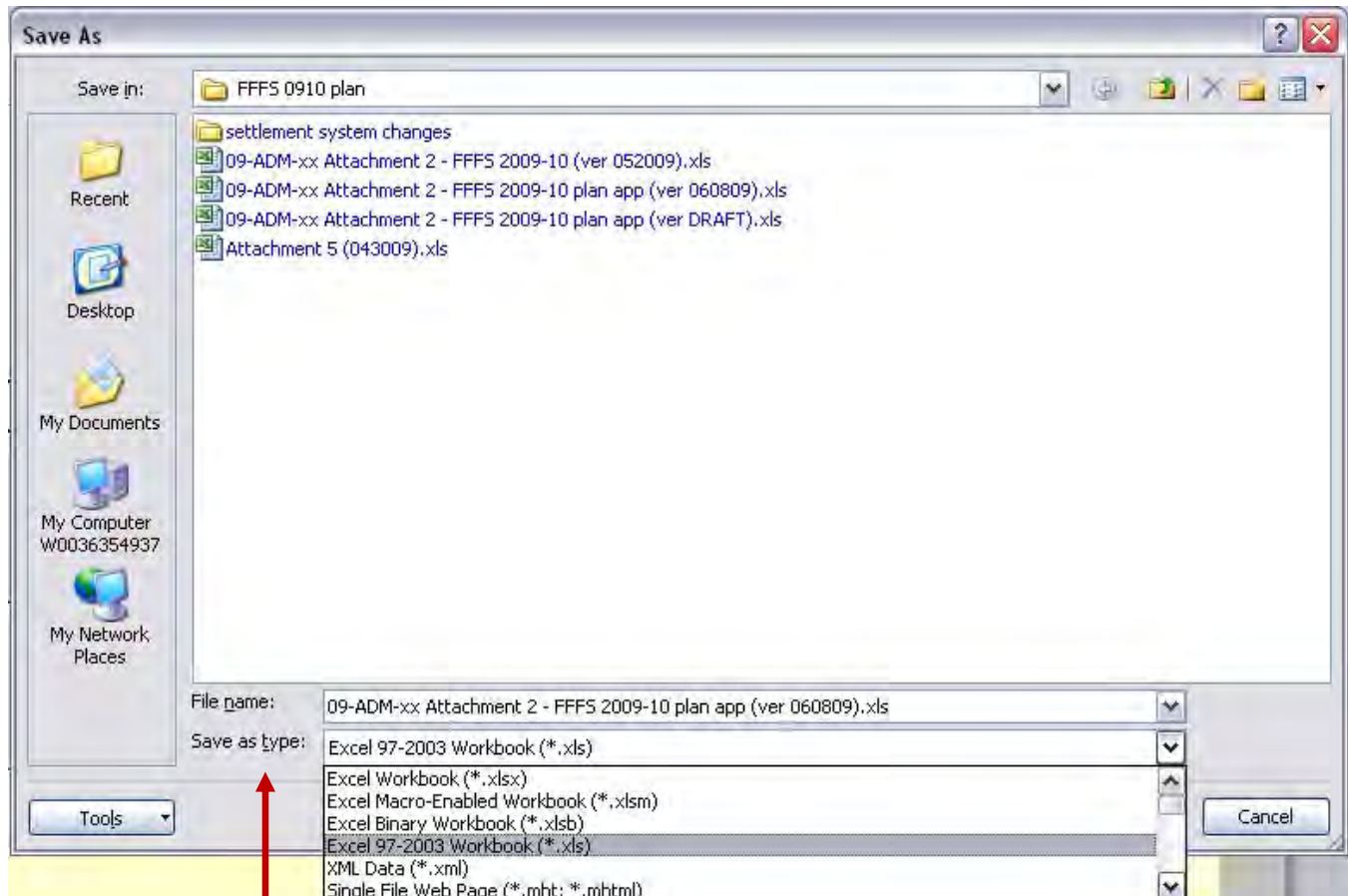
As a result, I authorize OTDA to set aside a total of \_\_\_\_\_ from my County/District's FFFS Allocation for State Fiscal Year 2009-2010.

- 6) Once finished, click the button labeled “Return to Main Menu” to continue. To print the Authorization, click the button labeled “Revenue Intercept Authorization” under the *Print Reports* section on the Main Menu.

**Saving the Plan Application in Excel 2007**

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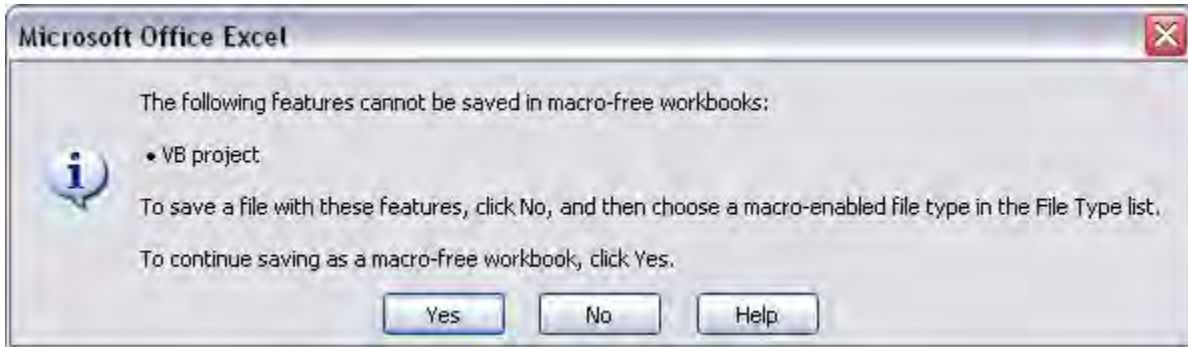
- 1) When saving the plan application in Excel 2007, the file must be saved as an Excel 97-2003 workbook (with file extension .xls) or as a macro-enabled Excel 2007 file (with file extension .xlsm).



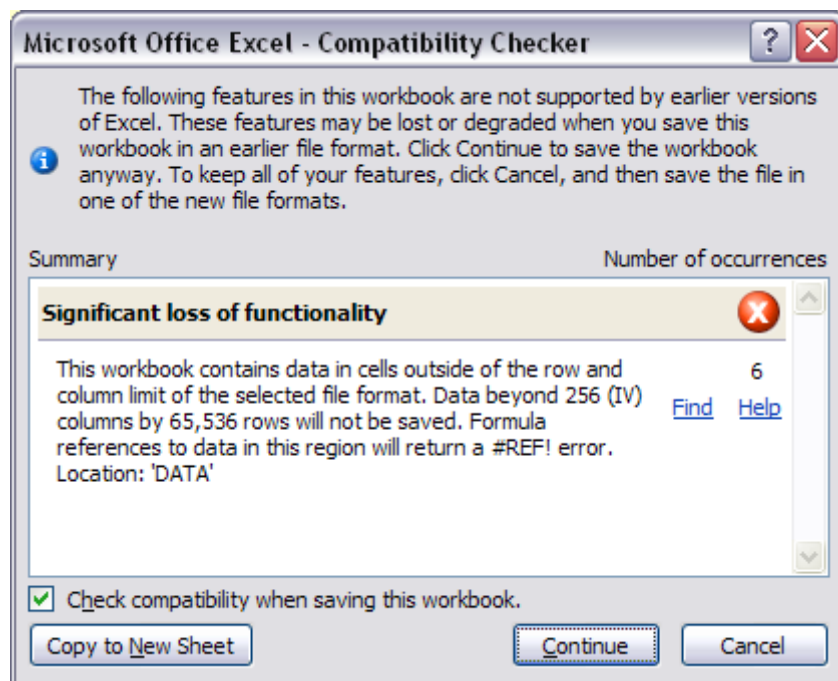
If using Excel 2007, change the file type to either *Excel Macro-Enabled Workbook (\*.xlsm)* or *Excel 97-2003 Workbook (\*.xls)* before saving.

**Do not save the file with file extension .xlsx in Excel 2007**; saving with this file type will invalidate the macros within the file and the plan cannot be approved. If attempting to save the file with an Excel 2007 file extension (.xlsx), the following dialog box is displayed. Click No to return to the list of file types and select either Excel Macro-Enabled (\*.xlsm) or Excel 97-2003 workbook (\*.xls) to save the plan application.

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- 2) Also, if saving the file with extension .xls, Excel automatically runs a feature known as the Compatibility Checker. With the plan application, the following dialog box is displayed before the file is saved.



The Compatibility Checker is referencing an area of rows and columns that does not contain data relevant to the plan application; no information will be lost when saving the file. Click *Continue* to proceed with saving the plan application. To avoid this dialog box the next time the file is saved, uncheck the box labeled “Check compatibility when saving this workbook.”

### **Viewing the Summary and Detail Plan Reports and the Plan Certification**

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- 1) From the Main Menu, click the button corresponding to the report to be displayed under the *View Reports* section. Please note that any changes to allocations or program dates cannot be made on these pages. The reports that can be viewed contain the following information:
  - Flexible Fund Plan Summary: this report rolls up allocations for program and administration amounts into one total.
  - Flexible Fund Plan Detail: this report maintains separate totals for program and administration amounts and lists program dates. This report also computes the administration percentages and the Child Welfare Threshold. The Plan Detail report is the only location in the plan application where these figures are calculated and displayed.
  - Flexible Fund Plan Certification: This Certification provides the terms of the FFFS allocation and indicates the district's agreement to these terms. DO NOT sign and mail or fax the Certification to OTDA. Completion of the document electronically is sufficient.
- 2) Once the review is complete, click the "Return to Main Menu" button to continue.

### **Printing the Plan Reports**

- 1) On the Main Menu, under the *Print Reports* section, there are six options available to print the FFFS reports and documents. Each report can be printed separately, by clicking the appropriate macro button, or all reports can be printed together, by clicking the button labeled "Print All Plan Reports". It is not necessary to change the print settings as they have been incorporated into the print macros and saved in the plan application. It is also not necessary to print any reports and mail them to OTDA.

### **Submitting the Completed Plan**

**Note: It is NOT necessary to print, sign, and mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.**

- 1) Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be electronically submitted for review and approval by OTDA and OCFS. The FFFS inbox e-mail address is [otda.sm.dta\\_btp@otda.state.ny.us](mailto:otda.sm.dta_btp@otda.state.ny.us); press CTRL and click the bolded link to draft an e-mail to the FFFS inbox. A link for the e-mail address can also be found on the Main Menu of the FFFS plan application; click the address to follow the link and draft an e-mail.

### **Resetting and Preparing the Plan Application for Amendments**

- 1) When a plan amendment is to be submitted, click the button labeled "District Information" from the Main Menu. Once the District Information Data Page is displayed, click the button labeled "Reset submission information" in the upper right hand corner. This will delete the submission date and type from the amendment. This step must be completed as it resets other data not seen by the user.



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- 2) On the TANF Allocation Plan Data page, there are options for clearing certain information from a completed plan. These functions can be used when preparing subsequent amendments to the FFFS plan. It is not necessary to use these macros to delete information, but they may be helpful if several programmed amounts or dates are to be changed. Prior to clicking any of the reset buttons, be certain to save the FFFS file under a different name to keep a copy of the prior plan submitted.
  - a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.
  - b) Clear TANF Amounts – this button will clear all allocations entered under the TANF column on the Plan Data page.
  - c) Clear Program Dates – this button will delete all program start and end dates.
- 3) After any of these macro buttons are clicked, a confirmation box will be displayed. If the information is to be cleared, proceed by clicking “Yes”. If the information is to be retained, click “No”. Note that once “Yes” is clicked, the function cannot be reversed and the information cannot be recovered.
- 4) Once the information has been cleared, if opting to use the Reset functions, or the file has been renamed, begin the plan amendment by entering the Submission Date and Submission Type on the District Information Data Page. Continue by following the instructions for entering the allocations and program dates.
- 5) If any amendments are to be made to the funding for State administered contracts or programs, the changes must be entered on the State Administered Contract List. If all funding is to be pulled from State administered contracts, click the button labeled “Reset Contracts Data” and all information will be cleared from the contracts list. The Revenue Intercept Authorization must also be updated; click “Agree” to update the Authorization.
- 6) If any changes are to be made to the funding allocated to TANF Services (lines 1a and/or 1b), TANF Services Non-Recurrent Costs (line 2), or TANF Employment Services (lines 3a and/or 3b), appropriate changes must be made to the program information in TRACS 2.

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**Error Messages and Troubleshooting**

The following table contains a list of errors that may be encountered when preparing the plan application for the FFFS. The resolution listed will assist in correcting the error.

Error Message	Resolution
The cell you are trying to change is protected and therefore read-only.	Information is being entered in a cell that is protected. Enter the necessary plan information in white fields only. To maintain the integrity of the macros, protection cannot be removed from the FFFS plan application.
District information must be completed before the plan is submitted for approval. The plan will not be reviewed if any data is missing or incomplete. See the instructions for the required information. Do you want to enter the district information now?	A required data element regarding the district or FFFS allocation has not been entered. Ensure the following information is entered: district, SY transfer in (if applicable), submission date, submission type, contact information and Commissioner name.
The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program.	The gross amount of the program was not entered or the TANF funds entered are greater than the gross amount. Enter the gross amount prior to entering the TANF allocation or reduce the amount of the TANF allocation.
Funding for [program name] cannot be programmed earlier than [date].	The start date for the program is earlier than the permitted start date. Refer to the FFFS Desk Reference Guide included with the ADM for the allowable program periods.
One of the following errors has occurred: (1) the end date can't be entered before the start date; (2) the end date can't be prior to the start date; or (3) the end date can't be after the TANF cutoff date of 03/31/12.	The end date was entered without a start date, it was entered as an earlier date than the start date, or it was entered as a later date than the cutoff date for TANF funding. Check the start and end dates, correctly enter the dates in the format of MM/DD/YY, and use the Enter or Tab keys to enter the dates in the fields (do not use the mouse to move the cursor to another field).

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Error Message	Resolution
The funds programmed under TANF exceed the total FFFS allocation entered, resulting in an over allocation of [amount indicated]. Do you want to correct this error now?	Funds totaling an amount greater than the approved FFFS allocation have been programmed. A negative balance to allocate cannot be submitted for review. Review all allocations entered and reduce as needed.
The funds programmed under TANF do not equal the total FFFS allocation, resulting in a balance to allocate of [amount indicated]. Do you want to allocate these funds now?	A variance exists between the total allocation entered and the amount of funding programmed. It is not necessary to correct this if the district elects to have funds in reserve.
The number of TANF allocations entered does not equal the number of program start dates entered. Do you want to correct this now?	An allocation has been entered without entering a corresponding start date or a start date has been entered without an allocation. Enter a start date or funding for the program. Do not enter start and end dates for programs that will not be funded through FFFS.
The number of program start dates does not equal the number of program end dates. Do you want to correct this now?	A program with an allocation is missing a start date or one with a start dates is missing an end date. Review programs with allocations to ensure all have a valid period with a start and an end date.