



**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY**  
**ASSISTANCE**  
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 ALBANY, NY 12243-0001  
**Andrew M. Cuomo**  
*Governor*

**Administrative Directive**

**Section 1**

<b>Transmittal:</b>	11-ADM-03
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Office of Budget, Finance and Data Management
<b>Date:</b>	May 5, 2011
<b>Subject:</b>	Required Temporary Assistance for Needy Families (TANF) Reporting
<b>Suggested Distribution:</b>	Accounting Supervisors Temporary Assistance Directors Employment Coordinators
<b>Contact Person(s):</b>	Fiscal Questions: Ed Conway (Regions 1-5) 1-800-343-8859, ext 4-7549 <a href="mailto:Edward.Conway@otda.state.ny.us">Edward.Conway@otda.state.ny.us</a>  Michael Simon (Region 6) 212-961-8250 <a href="mailto:Michael.Simon@otda.state.ny.us">Michael.Simon@otda.state.ny.us</a>  Program Questions: Center for Employment and Economic Supports Christine Insull (518) 474-9494 or <a href="mailto:Christine.Insull@otda.state.ny.us">Christine.Insull@otda.state.ny.us</a> Elida Tomasulo (518) 474-8905 or <a href="mailto:Elida.Tomasulo@otda.state.ny.us">Elida.Tomasulo@otda.state.ny.us</a>
<b>Attachments:</b>	<a href="#">Attachment A - Report of TANF Services by Category</a> <a href="#">Attachment B – Matrix of Federal TANF Categories to OTDA Project Types</a>
<b>Attachment Available On – Line:</b>	<input type="checkbox"/>

**Filing References**

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			Public Law 111-291		

## Section 2

### I. Summary

This Administrative Directive (ADM) is to notify social services districts of new federal reporting requirements set forth in, section 112 of the Claims Resolution Act of 2010 (Public Law 111-291), which require the collection of disaggregated financial expenditure data for funds that have been reported in the "Other" category and the Assistance and Non-Assistance "Authorized under Prior Law" categories of the ACF-196, the TANF Financial Report. This ADM identifies the applicable data that cannot be obtained through existing claim forms and the instructions on how and when districts must report this data to the Office of Temporary and Disability Assistance (OTDA).

### II. Purpose

The purpose of this directive is to notify social services districts of new federal reporting requirements set forth in, section 112 of the Claims Resolution Act of 2010 (Public Law 111-291), identify the applicable data that cannot be obtained through existing claim forms and the instructions on how and when districts must report this data to OTDA.

### III. Background

On Feb. 14, 2011, the federal Administration for Children and Families' Office of Family Assistance issued Program Instruction (PI) TANF-ACF-PI-2011-04. The PI provides instructions for implementing the requirement enacted last December in the Claims Resolution Act of 2010, which included an extension of the TANF block grant through Sept. 30, 2011, and established data collection reporting requirements for expenditures states claim under "Other" or "Authorized under Prior Law." The State agencies must collect this data for two time periods, March 2011 and April through June 2011. A penalty of no more than four percent of a state's block grant will be assessed to states for failure to comply with the new report. The information in this data collection was intended by Congress to better inform the reauthorization of TANF, originally planned for 2010, that is scheduled to be taken up by Congress this year. The PI is available on the Administration for Children and Families (ACF) web site at <http://www.acf.hhs.gov/programs/ofa/policy/pi-o-fa/2011/pi201104/pi201104.html>.

### IV. Program Implications

The majority of the data required to be in this new report can be obtained by OTDA through districts' existing claims schedules. However, since TANF Services project expenditures are combined on one TANF Reporting and Control System (TRACS) Flexible Fund for Family Services (FFFS) Plan claim per period, we cannot determine the specific programs and associated expenditures contained in that claim, and thus the federal reporting category into which those programs and expenditures fall. It is therefore necessary for you to report that information separately.

### V. Required Action

We have provided a **Report of TANF Services by Category** as Attachment A to this ADM which provides a template for identifying each district's TANF services project expenditures by

federally defined categories for the months of March 2011 through June 2011. To complete the report, use the drop down menus under the Project/ Program Name, OTDA Project Type, and Federal Category. To access the drop down menu in each column, click on the cell where you would like to make an entry. This will reveal the drop down menu arrow. If a Program/Project Name is not listed in the drop down menu, please use the shaded area to manually enter in the Project/Program Name, and use the drop down menus for OTDA Project Type and Federal Category. When entering expenditure information for each month, please make sure that information is rounded to the nearest dollar. Please note the sum of the expenditures for individual projects must equal the TRACS claim for that period.

Use Attachment B, *Matrix of Federal TANF Categories to OTDA Project Types*, as a guide in matching Federal Category to applicable OTDA Project Types.

**Districts must complete the *Report of TANF Services by Category* for the months of March 2011 due by May 13, 2011; April 2011 due by June 6, 2011; May 2011 due by July 5, 2011 and June 2011 due by August 4, 2011.** Total expenditures reported must equal the TRACS FFFS Plan claims total for the corresponding month. TANF Services Project expenditures must be reported in the appropriate Federal Category based on the following definitions:

**Child Welfare Payments:** Includes services such as foster care maintenance payments, guardianship and adoption subsidies, and associated costs.

**Child Welfare Services:** Includes activities such as in-home services, family preservation, child protective services, and adoption services.

**Emergency Assistance:** Includes activities to remedy emergency or unusual crisis situations such as clothing distributions, remedial care, information referral, counseling, securing family shelter, legal services, and any other services that meet needs attributable to such situations.

**Domestic Violence Services:** Includes activities such as information and referral services, short-term emergency shelter or transitional supportive housing for those leaving an abusive relationship, case management, counseling, investigations, and other protective services.

**Mental Health and Addiction Services:** Includes activities such as assessment, referral services, individual and group counseling, and residential treatment services.

**Education and Youth Programs:** Includes activities such as after-school and community-based programs for youth, school-related social services, and mentoring/tutoring programs.

**Health/Disability Services:** Includes activities such as outreach to children for immunization, disability assessment and evaluation, vocational rehabilitation services, family service planning for physical and developmental disabilities, respite care for caregivers of those with intellectual disabilities, and non-medical services to allow disabled children to remain in the home.

**Teen Pregnancy/Prevention Programs:** Includes activities such as family-planning, home-visiting services, and parenting education.

**Early Childhood Care and Education:** Includes activities such as pre-K, Head Start/Early Head Start, other school readiness programs, and early childhood home visitation.

**Employment Services and Work Supports:** Includes activities such as employment preparation and work supports (e.g., transportation services and purchase of tools, uniforms, or work clothes).

**Marriage and Parenting Initiatives:** Includes activities such as life-skills education, peer-group instruction, and parenting workshops.

**Child Support:** Includes activities such as child support supplemental payments and other services not covered by the State's IV-D plan or reimbursed by IV-D.

**Adult/Postsecondary Education:** Includes activities such as scholarship programs, tuition payments, college tutoring services, and adult basic education programs.

**TANF Program Expenses:** Program management and related expenditures.

**Financial Literacy:** Includes services designed to promote economic independence through enhanced knowledge of the skills needed to make informed and effective decisions through increased knowledge of personal finances.

**Nutrition:** Includes services designed to help families supplement their food budgets and enable healthy food choices and increased nutrition.

The OTDA TANF Services Project Type definitions can be found in FFFS 10-ADM-06. Please note there are two new project types that will be introduced in the forthcoming SFY 11-12 FFFS ADM; Financial Literacy and Nutrition. These expenditures should be included in this exercise if there are applicable expenditures included in your TRACS claims for the corresponding month.

The report must be completed and submitted to the following email address: [Edward.Conway@otda.state.ny.us](mailto:Edward.Conway@otda.state.ny.us) (please use: **TANF Services by Category**, with your District Name, in the subject field of the email) on a monthly basis by the due date for submitting the corresponding TRACS claim.

## **VI. Systems Implications**

None

## **VII. Effective Date**

Immediately

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### **Issued By**

**Name:** Nancy Maney

**Title:** Director

**Division/Office:** Office of Budget, Finance and Data Management