**Flexible Fund for Family Services – FFFS**
**TANF Allocation Plan for State Fiscal Year 2012-2013**
**FFFS Plan Application Instructions**

## Introduction

A file application was developed in Microsoft Excel© 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 need 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. To review a list of errors that may be encountered and resolution of these errors, reference the section labeled **Error Messages and Troubleshooting** which can be found at the end of this document.

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

During the FFFS 2012 – 2013 plan year, submission, revisions and corrections to the application file will be made in SharePoint. Please refer to the separate SharePoint instructions (Shared Documents) on how to open, access, edit, save or submit the plan application.

The plan application was developed using Microsoft Office 2003. If using Microsoft Office 2007 or Microsoft Office 2010, all functionality remains the same, with the exception of how to set the macro security level.
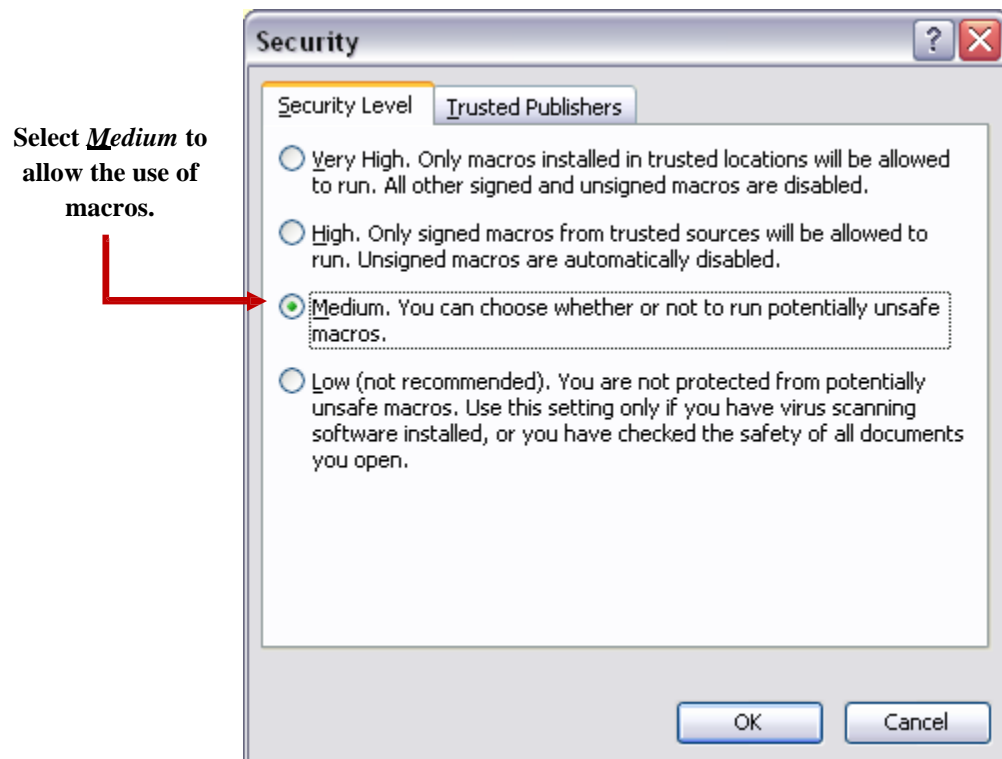1) For users of Microsoft Office 2003 –

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a)  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 function correctly.

b)  From the Main Toolbar in Excel, click Tools → Macro → Security. The following dialog box will be displayed.

**Select _Medium_ to allow the use of macros.**



c)  Choose the Medium button as indicated above and click 'OK'. Exit Excel to save the update security settings and reopen the plan application. The following security warning will be displayed.
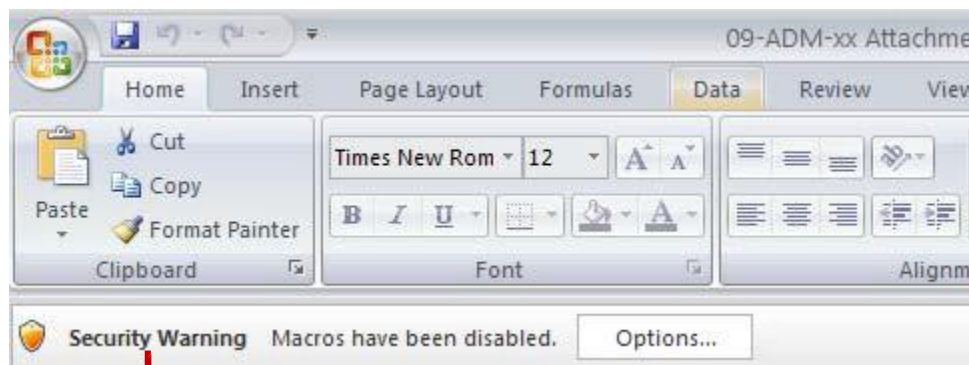
**Flexible Fund for Family Services – FFFS**
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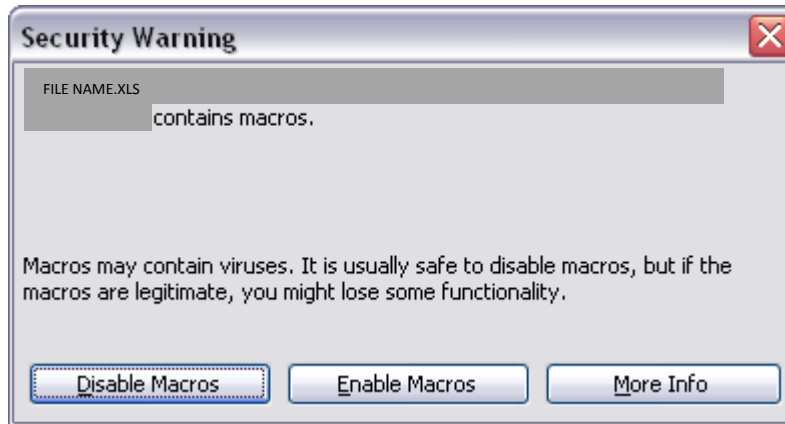


d) Click 'Enable Macros' and the Flexible Fund for Family Services Plan Main Menu will be displayed.

2) For users of Microsoft Office 2007 –
   a) 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*

   b) 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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*Select Enable this content to allow the use of macros.*
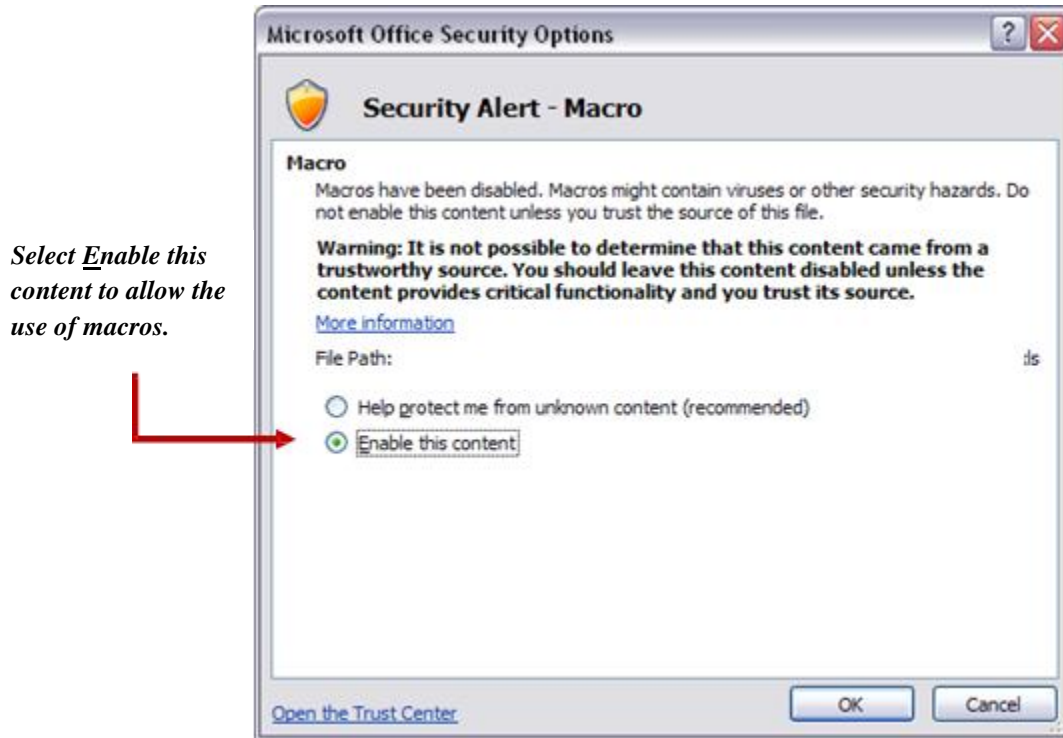
3) For users of Microsoft Office 2010-

  a)  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 following security warning is displayed.
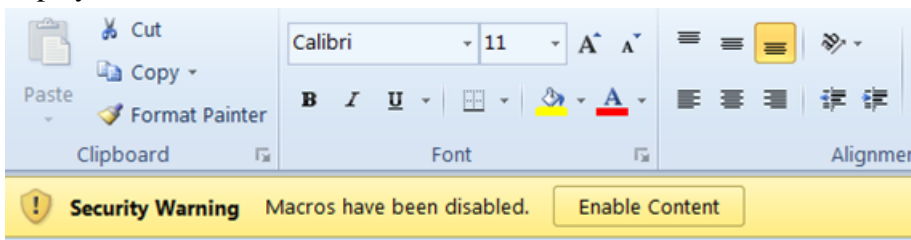


  b)  Click 'Enable Content'.

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## Instructions

The Flexible Fund for Family Services Plan for 2012-2013  has a light gray background on its pages, as seen in the Main Menu below.

**FFFS SharePoint link:** http://sharepoint.otda.state.nyenet/applications/FFFS/Shared%20Documents

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account.  If so, use 'hsen\' before your user name during login.

**ATTACHMENT 2**

### FLEXIBLE FUND for FAMILY SERVICES
**FFFS Plan**
**State Fiscal Year 2012-2013**

### MAIN MENU

| Create Reports | | View Reports | Print Reports | |
|---|---|---|---|---|
| District Information | State Administered Contract List | Flexible Fund Plan Summary | Flexible Fund Plan Summary | Revenue Intercept Authorization |
| Program Allocations & Dates | Revenue Intercept Authorization | FFFS Plan Detail, Admin Cap & CW Threshold | Flexible Fund Plan Detail | Flexible Fund Plan Certification |
| Project Details for TANF Services, Non-Recurrent & TANF Employment | | Flexible Fund Plan Certification | State Administered Contract List | Print All Plan Reports |

*(ver050312)*

- Note:  A link to the instructions  on how to use the FFFS 2012-2013 Plan Application  has been included  on the Main Menu.  Click  on the hyperlink 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.

| Return to Main Menu | Print This Page | **FLEXIBLE FUND for FAMILY SERVICES** **FFFS Plan** **State Fiscal Year 2012-2013** | Reset Submission Information |
| --- | --- | --- | --- |

### DISTRICT INFORMATION DATA PAGE

| District | Pearl | | Total Allocation | $5,039,651 |
| --- | --- | --- | --- | --- |
| FFFS Allocation | $5,000,000 | | Balance to Allocate | $5,039,651 |
| 11-12 Rollover | $39,651 | | Plan Approval Date | |
| Submission Date | | | | |
| Submission Type | | | | |
| Contact Name | | | | |
| Contact Phone | | Ext | | |
| Contact E-mail | | | | |
| Commissioner | | | | |
| Commiss. E-mail | | | | |

**Flexible Fund for Family Services – FFFS**
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2) The following information must be entered prior to submitting the plan application for approval:

   a) Submission Date – enter the date the plan application will be submitted for approval. If the plan is being resubmitted because it was returned and the district is being asked to amend and resubmit the plan, enter the date the corrected plan is being submitted. **It is very important to ensure that with each Plan submission, the submission date be updated.**

      NOTE: The Submission Date also serves as the Commissioner's signature date on the Plan Certification and, if applicable, the Revenue Intercept Authorization.

   b) Submission Type – select the type of plan being submitted. The selections are as follows:
      • Funding & Dates: used for all original plans and for revised plans amending both allocations and program periods on the Program Allocations & Dates Page.
      • Dates only: for revised plans changing only program periods on the Program Allocations & Dates Page
      • Funding only: for revised plans amending only allocations on the Program Allocations & Dates Page
      • Project Details only: for revised plans amending only the Project Details for TANF Services, Non-Recurrent and TANF Employment Page

NEW SUBMISSION TYPE FOR PLAN YEAR 2012-2013

   NOTE: To update fields described in c) through g), please contact Edward Conway at Edward.Conway@otda.ny.gov or Chris Insull at Christine.Insull@otda.ny.gov .

   c) Contact Name – the name of the district's FFFS contact person.
   d) Contact Phone and Extension – the phone number of the FFFS contact as 10 digits, without dashes, spaces or parenthesis. Enter an extension, if applicable.
   e) Contact E-mail – the e-mail address of the FFFS contact
   f) Commissioner Name – the local district's Commissioner's name. Entering the Commissioner's name will also serve as the Commissioner's signature in agreement to the terms of the Plan Certification once the FFFS Plan is complete and submitted to OTDA.
   g) Commiss. E-mail – the email address of the Commissioner

3) Once all required 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 on the appropriate field on the District Information Data Page 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.



TRACS 2 Program Information

See the FFFS 12-13 ADM for the requirements on entering program information into TRACS 2 for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services. District plans will not be approved without this information.

OK

Beginning with the 2008-09 FFFS plan, districts were 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 12-13 ADM for details regarding program plan requirements.

2) After clicking OK in the TRACS 2 Program Information 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. Remember, to avoid errors that will invalidate the marcos, 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**

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| Return to Main Menu | Print This Page | | | Clear Gross Amount | Clear TANF Amount | Clear Program Dates |
|---|---|---|---|---|---|---|

**FLEXIBLE FUND for FAMILY SERVICES**
**FFFS Plan**
**State Fiscal Year 2012-2013**

**TANF ALLOCATION PLAN DATA PAGE**

| District | Pearl | Submission Date | | Total Allocation | 5,039,651 |
|---|---|---|---|---|---|
| FFFS Allocation | 5,000,000 | Submission Type | | Balance to Allocate | 5,039,651 |
| 11-12 Rollover | 39,651 | Plan Approval Date | | | |

| | Programs | Gross Amounts | TANF Allocation | % of Total Allocation | Start Date | End Date |
|---|---|---|---|---|---|---|
| 1. | **TANF Services, Drug/Alcohol, & DVL** | 0 | 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 | | | | | |
| 1g. | Case Management Shift from D1 | | | | 04/12 | 03/13 |
| 2. | **TANF Services Non-Recurrent Costs** | | | 0% | | |
| 3. | **TANF Employment Services** | 0 | 0 | 0% | | |
| 3a. | TANF Employment Services Program | | | | | |
| 3b. | TANF Employment Services Administration | | | | | |
| 4. | **Additional Non-Residential Domestic Violence** | 0 | 0 | 0% | | |
| 4a. | Add'l Non-Res Domestic Violence Program | | | | 10/11 | 09/12 |
| 4b. | Add'l Non-Res Domestic Violence Administration | | | | 10/11 | 09/12 |
| 5. | **Child Welfare Other Than Title XX Transfer** | 0 | 0 | 0% | | |
| 5a. | Child Welfare (EAF or 200%) Program | | | | 10/11 | 09/12 |
| 5b. | Child Welfare (EAF or 200%) Administration | | | | 10/11 | 09/12 |
| 5c. | EAF JD/PINS and Tuition | | | | 10/11 | 09/12 |
| 5d. | EAF Foster Care Tuition | | | | 01/12 | 12/12 |
| 5e. | PINS/Prevention/Detention Diversion Services Program | | | | | |
| 5f. | PINS/Prevention/Detention Diversion Services Administration | | | | | |
| 5g. | EAF Foster Care Maintenance | | | | 01/12 | 12/12 |
| 5h. | EAF Foster Care Administration | | | | 10/11 | 09/12 |
| 6. | **TANF Assistance and Eligibility Administration** | | | 0% | | |

3) Enter the gross amounts first, followed by the TANF allocation 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.

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- 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 contracts 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. Additional guidance for allowable program dates can be found in the desk reference attachment of this year's FFFS ADM.

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. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

## 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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<table>
<tr><td>Return to Main Menu</td><td colspan="5" align="center">FLEXIBLE FUND for FAMILY SERVICES<br>FFFS Plan<br>State Fiscal Year 2012-2013</td><td>Reset Contracts Data</td></tr>
</table>

**FLEXIBLE FUND for FAMILY SERVICES STATE ADMINISTERED CONTRACT LIST**

| District | Pearl | Submission Date | | Total Allocation | 5,039,651 |
|---|---|---|---|---|---|
| FFFS Allocation | 5,000,000 | Submission Type | | Balance to Allocate | 5,039,651 |
| 11-12 Rollover | 39,651 | Plan Approval Date | | | |

**9. State Administered Contracts**

| | Program | Provider | TANF Allocation | Start Date | End Date |
|---|---|---|---|---|---|
| 9a. | | | | | |
| 9b. | | | | | |
| 9c. | | | | | |
| 9d. | | | | | |
| 9e. | | | | | |
| 9f. | | | | | |
| 9g. | | | | | |
| 9h. | | | | | |

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 current year's 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.
   d) Start and End dates – enter the start and end dates of the contract period in the format of MM/DD/YY.

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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.
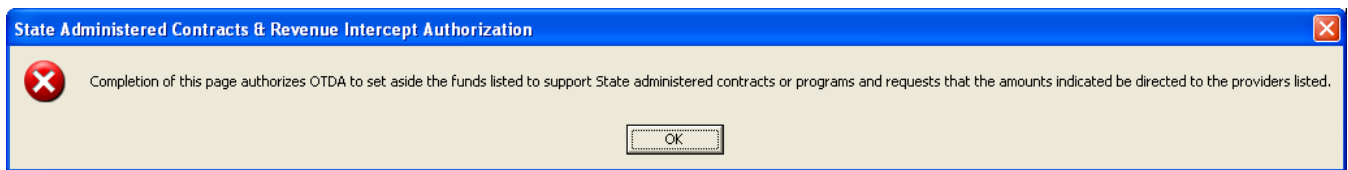


5) Click 'OK' to continue. The Revenue Intercept Authorization is displayed. If the district agrees to the terms of the Authorization, click the button labeled "Agree" at the top of the page. All relevant information from the State Administered Contracts List will be populated once this button is clicked. 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.

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.

ATTACHMENT 3

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Return to
Main
Menu

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

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

**FLEXIBLE FUND for FAMILY SERVICES**
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**State Fiscal Year 2012-2013**

**FLEXIBLE FUND for FAMILY SERVICES 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 2012-2013.

Should any of these contracts or programs not be able to be continued or the funding authorized in this letter in whole or in part not be utilized, OTDA will so advise me so that my County/District may redirect the remaining funds to other authorized uses.

_____          _____
Commissioner                                             Date

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# Entering the Project Details for TANF Services, Non-Recurrent and TANF Employment

Districts that allocate FFFS funds from either their SFY 2011-12 or SFY 2012-13 funding to Services projects (FFFS Plan Detail screen Lines 1a. and/or 1b.), Non –Recurrent costs (Line 2) and/or to Employment programs (FFFS Plan Detail screen Line 3a. and/or 3b.) must use TRACS 2 to provide program and budget information on each project. In addition, districts must enter the corresponding project details in the FFFS Plan template on the page called 'Project Details for TANF Services, Non-Recurrent & TANF Employment'. The button to access this page can be found on the Main Menu under the Create Reports Section (see below).

*FFFS SharePoint link:* http://sharepoint.otda.state.nyenet/applications/FFFS/Shared%20Documents

Note that you may be prompted to login to the SharePoint site using a valid NYS HSEN account. If so, use 'hsen\' before your user name during login.

**ATTACHMENT 2**

**FLEXIBLE FUND for FAMILY SERVICES**
**FFFS Plan**
**State Fiscal Year 2012-2013**

**MAIN MENU**

| Create Reports | | View Reports | Print Reports | |
|---|---|---|---|---|
| District Information | State Administered Contract List | Flexible Fund Plan Summary | Flexible Fund Plan Summary | Revenue Intercept Authorization |
| Program Allocations & Dates | Revenue Intercept Authorization | FFFS Plan Detail, Admin Cap & CW Threshold | Flexible Fund Plan Detail | Flexible Fund Plan Certification |
| Project Details for TANF Services, Non-Recurrent & TANF Employment | | Flexible Fund Plan Certification | State Administered Contract List | Print All Plan Reports |

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**Flexible Fund for Family Services – FFFS**
**TANF Allocation Plan for State Fiscal Year 2012-2013**
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| Return to Main Menu | Print This Page |
|---|---|

**FLEXIBLE FUND for FAMILY SERVICES**
**FFFS Plan**
**State Fiscal Year 2012-2013**

**Project Details for TANF Services, Non-Recurrent and TANF Employment**

| District | Pearl | Submission Date | | Total Allocation | 5,039,651 |
|---|---|---|---|---|---|
| FFFS Allocation | 5,000,000 | Submission Type | | Balance to Allocate | 5,039,651 |
| 11-12 Rollover | 39,651 | Plan Approval Date | | | |

| | COLUMN A Project/Program Name | COLUMN B Project Type | COLUMN C FFFS SFY 12-13 Allocation Distribution | COLUMN D SFY 12-13 Project Budget (4/1/12–3/31/13) |
|---|---|---|---|---|
| | **TANF Services** | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |
| 16. | | | | |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. | | | | |
| Line 1 - 20 Sum of TANF Services | | | 0 | 0 |

(Note in cell: Enter the Project Name as displayed in TRACS 2)

1) **COLUMN A, Project/Program Name** - Enter the Project Name as it will be entered in the TRACS 2 2012 Plan. Column A should include:
   a. All projects being funded by FFFS 2012-2013 funds, regardless of the start/end dates entered on the FFFS SFY 2012-2013 Plan
   b. All projects being operated during the FFFS SFY 2012-2013 (April 1, 2012 – March 31,

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2013) that are funded with FFFS dollars, regardless of which year's FFFS allocation is being used to the support the project.

2) **COLUMN B, Project Type** - From the drop down list provided, select the appropriate project type for the project listed in COLUMN A.  For TANF Services Non-Recurrent Costs, the project type will auto-fill with 'Non-Temp. Assistance Emergency/Diversion'.

3) **COLUMN C, FFFS SFY 12-13 Allocation Distributions** - Enter your FFFS 2012- 2013 Plan 8 allocations for each program listed in COLUMN A. This should include a breakdown of how the SFY 2012-2013 FFFS allocation is being used to support each project listed, regardless of the start/end dates on the SFY 2012-2013 FFFS Plan Detail Page.  If no SFY 2012-2013 dollars are being used to support the project; a ZERO should be entered in Column C.
    a. For TANF Services, the Sum of Lines 1 – 20 should equal the total of Line 1a "TANF Services Program" and Line 1b "TANF Services Administration" on the TANF Allocation Plan Data Page.
    b. For TANF Services Non-Recurrent Costs, the Sum of Lines 1 – 5 should equal Line 2 "TANF Services Non-Recurrent Costs" on the TANF Allocation Plan Data page.
    c. For TANF Employment Services, the Sum of Lines 1 – 23 should equal Line 3 "TANF Employment Services" on the TANF Allocation Plan Data page.
    d. Any differences will result in an error message. A list of common error messages can be found at the end of this document in the section entitled **Error Messages and Troubleshooting**.

4) **COLUMN D, SFY 12 -13 Project Budget (4/1/12 – 3/31/13)** - Enter the FFFS funds to be used to support the project for the state fiscal year time period (4/1/12 - 3/31/13), including previous year/current year FFFS funding, if applicable.  This figure should match what is entered in the TRACS 2 data field called 'SFY 12-13 Project Budget'.

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

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

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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.  <u>DO NOT sign and mail or fax the Certification to OTDA.</u>  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

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

Once all information has been entered, reviewed, and is free of errors, the completed FFFS plan must be submitted through SharePoint for review and approval by OTDA and OCFS.  It is NOT necessary to print, sign, mail or fax any FFFS reports generated from the plan application to OTDA. Completion of the plan application electronically is sufficient.

## 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.

2) Once the information has been cleared from the District Information Page, begin the plan amendment by entering the Submission Date and Submission Type.

3) 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.

    a) Clear Gross Amounts – this button will delete all gross amounts entered on the Plan Data page.

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    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.

4) 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.

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.

7) If any changes are to be made to 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), corresponding changes must be made to the Project Details for TANF Services, Non-Recurrent and TANF Employment page. Please note that the project details included with the initial approved plan will remain listed. Only changes need to be made.

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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.<br>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, submission date, submission type, contact information, Commissioner name and Commissioner email address. |
| The amount of TANF funds allocated cannot exceed the Gross amount of funds entered for the program. Additionally, the gross amounts must be entered before entering the TANF allocations. | 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] must be programmed between [Start Date] and [End Date]. | The start date for the program is earlier than the permitted start date.  Refer to the FFFS Desk Reference Guide 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 03/31/15. | 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 approved, 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 approved, 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. |
| Gross Amount must be numeric and cannot be less than the TANF Allocation. | When entering the Gross Amounts, the field will only accept numerical characters. Please check your entry, and reenter numbers only. If you are preparing a plan revision, and you are adjusting the Gross Amounts down, you must first reduce the TANF Allocation to be less than the Gross Amount, then you may change the Gross Amount. |
| Please note that a TANF allocation has been entered without a Start Date or End Date. Do you want to correct this now? | An allocation has been entered without entering a corresponding start or end date. Enter the missing start or end date. |
| 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. |

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| Error Message | Resolution |
|---|---|
| Child Welfare values are less than the Child Welfare Threshold total of [amount indicated]. Do you want to correct this now? | Child Welfare values are calculated as follows:<br><br>　5a. Child Welfare (EAF and 200%) Program<br>　5b. Child Welfare (EAF or 200%) Administration<br>　7a. Title XX Child Welfare<br>+ 7d. Title XX COPS*<br>　Total Child Welfare values<br><br>*Districts may only apply Title XX Under 200% COPS FFFS expenditures up to the amount dedicated in the Title XX Under 200% COPS for SFY 2010-11 as of March 31, 2011.<br><br>Please correct these program allocations to equal or exceed the Child Welfare Threshold total amount indicated. |
| The TANF Administration percentage is greater than 25%. Do you want to correct this now? | Reduce TANF Administration lines to be less than 25% of the total allocation. TANF Administration lines include the following:<br>• 1b. TANF Services Administration<br>• 1d. Drug/Alcohol (Statutory D/ A Assess/Monitor) Administration<br>• 1f. Statutory Domestic Violence Liaison Function (DVL) Admin<br>• 3b. TANF Employment Services Administration<br>• 4b. Add'l Non-Res Domestic Violence Administration<br>• 5b. Child Welfare (EAF or 200%) Administration<br>• 5f. PINS/Prevention/Detention Diversion Services Administration<br>• 5h. EAF Foster Care Administration<br>• 6. TANF Assistance and Eligibility Administration |

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| Error Message | Resolution |
|---|---|
| Please see the FFFS 12-13 ADM for the requirements on entering program information into the Project Details for TANF Services, TANF Services Non-Recurrent Costs, and TANF Employment Services. District Plans will not be approved without this information.  Do you want to correct this now? | Entry is required on the Project Details for TANF Services, Non-Recurrent & TANF Employment Page (Project Details Page). The corresponding entries in the Project Details Page should be in agreement as follows:<br><br>**Project Details Page**<br>**COLUMN C**<br>**FFFS SFY 12 -13**<br><br>**TANF Allocation Data Page**    **Allocation Distribution**<br>Line 1a TANF Services Prgm  =  Line 1-20 SUM of<br>+ Line 1b TANF Services Adm    TANF Services<br><br>Line 2 TANF Services        = Line 1-5 SUM of<br>Non-Recurrent Costs             TANF Services<br>                                       Non-Recurrent Costs<br><br>Line 3 TANF Employment      = Line 1- 23 SUM of<br>Services                             TANF Employment<br>                                       Services |
| Please note that the TANF Services (Line 1a. TANF Services Program plus 1b. TANF Services Administration) does not equal the Sum of TANF Services on the Project Details for TANF Services. Do you want to correct this now? | Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page must equal Line 1 – 20 SUM of TANF Services on the Project Details Page. |
| Please note that the TANF Non-Recurrent costs (Line 2) does not equal the Sum of TANF Non-Recurrent Costs on the Project Details for TANF Non-Recurrent Costs. Do you want to correct this now? | Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page must equal Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page. |
| Please note that the TANF Employment Services (Line 3) does not equal the Sum of TANF Employment Services on the Project Details for TANF Employment Services. Do you want to correct this now? | Line 3 TANF Employment Services on the TANF Allocation Plan Data Page must equal Line 1 – 23 Sum of TANF Employment Services on the Project Details Page. |

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| Project Details for TANF Services, Non-Recurrent & TANF Employment Page Error Messages | Resolution |
|---|---|
| Please note that a TANF Services project has been entered without corresponding project type. Do you want correct this now? | A Project/Program Name has been entered in Column A, but the corresponding project type has not been selected from the drop down list in Column B. |
| Please note that you have entered project details for TANF Services, TANF Services Non-Recurrent and/or TANF Employment Services. Corresponding entry is required on the TANF Allocation Data Page. Do you want to correct this now? | Entry is required on the TANF Allocation Data Page for TANF Service, TANF Services Non-Recurrent and/or TANF Employment Services. The corresponding entries should be in agreement as follows: **Project Details Page COLUMN C FFFS SFY 12 -13** <u>Allocation Distribution</u> **TANF Allocation Data Page** Line 1-20 SUM of = Line 1a TANF Services Prgm TANF Services +Line 1b TANF Services Adm Line 1-5 SUM = Line 2 TANF Services of TANF Services Non-Recurrent Costs Non-Recurrent Costs Line 1- 23 SUM = Line 3 TANF Employment of TANF Employment Services Services |
| Please note that the Sum of TANF Services does not equal the total of Line 1a. TANF Services Program and 1b. TANF Services Administration on the TANF Allocation Plan Data Page. Do you want to correct this now? | Verify Line 1 – 20 SUM of TANF Services on the Project Details Page equals Line 1a TANF Services Program plus Line 1b TANF Services Administration on the TANF Allocation Plan Data Page. |
| Please note that the Sum of TANF Services Non-Recurrent Costs does not equal the total of Line 2. TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page. Do you want to correct this now? | Verify Line 1 – 5 SUM of TANF Services Non-Recurrent Costs on the Project Details Page equals Line 2 TANF Services Non-Recurrent Costs on the TANF Allocation Plan Data Page. |
| Please note that the Sum of TANF Employment Services does not equal the total of Line 3. TANF Employment Services on the TANF Allocation Plan Data Page. Do you want to correct this now? | Verify Line 1 – 23 Sum of TANF Employment Services on the Project Details Page equals Line 3 TANF Employment Services on the TANF Allocation Plan Data Page. |