

**Administration for Children and Families (ACF)**  
**Data Collection Introduction to the TANF 196R for State Data Personnel Webinar**  
**December 11, 2014**

**Ms. Blessing:** Hello everyone. Welcome to the Online Data Collection Introduction to the TANF 196-R for State Data Personnel webinar. My name is Kim Blessing and I will be your moderator today. I'd like to start with explaining a little bit about the webinar interface. You should all see the first slide of the PowerPoint presentation and the Q&A box open on your screen. You will also see a row of icons at the bottom of your screen. You can customize the interface by opening and closing icons and windows and moving the boxes around. We will be answering questions at the end of the webinar, but you can enter a question at any time into the Q&A box. If you need technical assistance during the webinar, please click on the Help icon at the bottom of your screen or enter a question in the Q&A box. Please note that this webinar is being recorded. At this time I will turn it over to Patrick Wells; Director, Division of Mandatory Grants to introduce our presenter. Mr. Wells?

**Mr. Wells:** Thank you very much. I'm glad to be here today with you all. We hope that this webinar provides you some essential information about the changes that have come about with the ACF 196 form. The ACF-196R form we hope to be an improvement in financial management tracking of expenditures and related costs for the TANF program. We have done ... taken several steps to ensure that this implementation goes well and that the system is built to make your lives easier—so that report, as it comes in, can be done in an efficient manner. And in the end that we can collect the essential expenditure data to provide the necessary information to Congress that we're required to do. And also to make sure we're fulfilling our role to appropriately manage the fiscal side of these funds. We have a webinar prepared for you today that will walk you through the form. It will walk you through the online data collection system

and provide some insights into how the form will function there. We have added some additional functionality which we think will make your lives easier. It will make reporting easier and we look forward to your feedback and thoughts. I'm going to introduce you now to Anna-Lisa Walters. She's a Senior Training Expert that we rely on here for webinars like this for outreach to stakeholders. She also handles a lot of internal training for us. So I know you're in good hands with her. And I'm going to go ahead and turn it over to her and we'll go from there. Anna-Lisa?

**Ms. Walters:** Thank you very much. Well, I'd like to welcome everyone to the Online Data Collection Introduction to the TANF 196R for State Data Personnel for our webinar today. As Patrick said, my name is Anna-Lisa Walters and I'm going to go ahead and just start by going through the agenda. Okay, so we're going to begin with an introduction to the 196R. I will discuss the form changes. That is the 196 versus the 196R. So we'll go through lots of that information. We'll also talk about the baseline for open grants. So that is making sure that you have your fiscal year 2014 quarter four submission completed before you begin the 196R for 2015. We will then go to "report submission." Now I am going to go back and forth between this PowerPoint presentation and our training system; so that way not only will you be able to have this information available to you in the PowerPoint—and I will show you where you can access that information—but I'll also show you what it looks like in the online data collection system. So once we go through the "report submission" as part of that, we're going to look at "cloning of report receipt data". And I'll explain that a little bit; exactly what that means. We'll also talk about how to create report revisions and when report revisions can be created and we'll also discuss the final expenditure report. Once we're done with that, I will introduce you to the cumulative grant year report and I will show you where you can access health resources. For the

196R specifically, we have come up with quick sheets. We have this PowerPoint presentation and Frequently Asked Questions available to you. It is live right now and so I will show you how to access that information. And then at the very end we will have a question-and-answer session. All right, let's get started with our introductions. All right, so the TANF–ACF–PI–2014–02 was published on July 31 of 2014. Information about this is available on OFA's website and we do have the link here if you are interested and you want to see instructions. Or, if you have the 196R PDF you can go ahead and navigate to that site. This PowerPoint ... The link is in the PowerPoint presentation and again I will show you where you can access it. Now the 196R is effective with fiscal year 2015 for the first-quarter report. All right, so that's the report quarter ending December 30, 2014 and that is due on February 14, 2015. The ACF–196R will be available in OLDC. So you'll be able to log into OLDC and access this on January 2, 2015. So that's right around the corner. Okay, so form changes: TANF financial data collection involves two forms. We have the ACF-196 which you are probably familiar with using and now we also have the ACF-196R. So for the 196R starting in quarter one 2015, you are going to submit this on a quarterly basis. All right, so this is... The quarterly report is going to reflect expenditures cumulative through that quarter for the fiscal year. So that means quarter one is going to contain actual expenditures for quarter one. Quarter two is going to contain cumulative expenditures through quarter two. That means for quarter one, it's going to be the actual for quarter one. Quarter two is going to have cumulative from quarter one and the actuals for quarter two. The same with quarter three; it's going to have the actuals accumulative through quarter three and then the quarter four report is going to have cumulative amount for the fiscal year. So for each fiscal year of an open grant you will start again. And I know I have in the PowerPoint that it says "Start with zero each fiscal year for a grant." That just means you start

again for that fiscal year. It is no longer year-to-date cumulative. Only the fourth quarter for a fiscal year is going to contain the total expenditures for that year. Now for the 196—okay, this is the ARRA 196—you’re going to use this to adjust expenditures that are submitted during the fiscal years prior to fiscal year 2015, okay? And for the 196. This is again a change. This one was cumulative through the current reporting period. So this is year-to-date and that is a change for the 196R that it is not year-to-date but it is cumulative for that fiscal year. Okay, so for the 196R, let’s talk about revision. Revisions are only allowed on the last quarter or ... I’m sorry. Not the last—the latest quarter or the fourth-quarter report within a fiscal year. What that means is if you are in quarter one and you’ve already submitted your report, and it has been accepted by ACF and you want to create a revision, and you have not yet started your report for the second quarter, then you can go ahead and create a revision. However, if you have started the second quarter report, then you can no longer create a revision in the first quarter. And you will be able to create revisions on the fourth quarter for a fiscal year. For the 196—this is the ARRA 196—revisions are only going to be allowed in the fourth quarter for 2014. So that’s the one with the quarter ending 9–30–2014. All right, now this is very important. We’re going to talk about the baseline for open grants. Now it says here in the PowerPoint, “The quarterly report submission for the fiscal year 2014 quarter four”—this is in the 196; the ARRA 196. This represents the baseline for grants issued prior to fiscal year 2015. This is very important. You definitely need to do this. All right, so for fiscal year 2015, quarter one of the 196R line 5 contains the carryover amount and that comes ... or this is calculated from the baseline of the 196. All right, so you need to make sure that you have your 196 for 2014 quarter four completed before you begin your 2015 report quarter one of the 196R, because the 196R is going to contain on line 5 a line called carryover. And that’s going to be the sum of the federal unliquidated obligations and unobligated

balances for a grant year award as of the previous fiscal year. So that amount is going to populate from the quarter four 2014 report of the 196. It's going to carry over or populate to the 196R in line 5. And if you do not complete that report, the 196 or the fourth-quarter 2014, then that carryover amount is going to show up as zero. Okay, so this is just a chart showing you the baseline for open grants. So you can see this first part here; it says you've got these little blocks in the light blue, that's the 196 Form submission. If you have years that you have not reported on for a grant—if you have an open grant with some fiscal years that you might not have reported on, maybe you didn't have expenditures for that year and you might have a gap. So I'm looking here at the grant year. This is the year that the award was issued. We have a gap here, um, the 2013 first quarter to the 2014 fourth quarter. If you don't have any expenditures in the quarters in between here—these two boxes—then what you can do is, we have added some new functionality for the 196. This is the ARRA 196—where you can actually clone this last report to the 2014 report. So if you have data here ... you can create an exact copy. That is what we call cloning. And you can access it through that copy of this report for this quarter and then of course if you need to make any changes you can certainly do so. As we go forward, you're not going to be able to have any gaps in reports, in your reporting...and we'll talk about that as we go through this presentation. But you do need to make sure that you update all open grant expenditures through 2014 in order to make the transition to the ACF–196R smoother. All right, so you need to make sure that for all of your open grant years in that for 2014 that fourth-quarter you do need to have a report. Okay. So effective in 2015, the new ACF–196R form is changing the method for reporting expenditures. And I know I mentioned this before on one of the previous slides, but I just want to emphasize this: that with the 196, on everything prior to the 2015 fiscal year you were using the 196, and that was cumulative year-to-date. But with the 196R and—hopefully

everyone can see I'm pointing to the dark blue boxes—this is going to be cumulative now, for an open grant within a fiscal year. It's not going to be cumulative year-to-date, just within that fiscal year. All right, so by February 14 you are going to submit your expenditures, with each open grant year made in the first quarter of the current fiscal year. All right, so that due date is February 14. By November 14 you will submit your expenditures for each open grant year made through the fourth quarter. So this is November 14, 2015. So you will... Just to go through this again, for quarter one you're going to report your actuals for fiscal year 2015 for all of your open grant years. Then you're also going to report your cumulative through quarter two. Then cumulative through quarter three, and this is for that fiscal year and cumulative through quarter four. So quarter four is going to have a cumulative for that fiscal year. All right, so each new fiscal year, you will start from zero with the first quarter of each open grant year. So what that means is, in 2016, you're going to start with just actuals for quarter one of 2016. You're not going to continue your cumulative amount from 2015 over to 2016. We'll start with just the actuals from 2016 and then of course for 2016 it will be cumulative within that fiscal year. So, on the 196R, you are not allowed to have any gaps in your reporting. You need to keep all of your grants up-to-date. So if no expenditures were made and the grant of the first quarter, you can just submit zeros, but you do need to submit a report. Let's say you did have expenditures in the first quarter, but you don't have expenditures in the second quarter. You still need to report on the second quarter; but we have added a new feature for the 196R as well, that allows you to clone your report from the first quarter to the second quarter—as long as that report is submitted. And we'll talk about this in a lot more detail further on in this presentation. But I just want to emphasize, you cannot have any gaps and the system actually prevents you from having gaps when you're filing your report periods. So you won't be able to skip to the next period without

completing the previous one. Okay. Let me move to the next section. And we're going to discuss report submission. So these slides just show us how to access OLDC and I'm going to go ahead; I'm going to share my screen and I'm going to log in to our training system. Let me just check real quick and make sure you guys can see my screen. You can. Good. All right, so I'm going to log in. This is not our production system, so don't worry if you see your state. It's not our real production data. Let me just log in. And this is how you would normally log in to OLDC. You would use your username and password. Um, when the "Secure Sign-In" home screen appears, you'll just select the OLDC home button and it's going to launch OLDC for you. And it's coming up. Okay, bear with me for just a moment. While that's coming up I'm just going to go back briefly to our PowerPoint presentation. One moment. Okay. So while that's coming up, what's going to happen is that OLDC, the home screen, is going to display. And what you're going to do is, you're going to go to Report Form Entry just like you normally would when you are accessing your other reports. And you're going to come to the "Program and Grantee Selection" screen. So you would select "Temporary Assistance for Needy Families," just like normal. You would select your own organization and then you would select the ACF-196R expenditures. Now I can see that.... I'm going to go ahead and just share my screen one more time, because OLDC has appeared. Let me just catch up. I'm going to go to "Report Form Entry." I'm going to select, "Temporary Assistance for Needy Families." I'm going to select my state and then, under report type, we do have a lot of reports here. So make sure that when you are going to the 196R, that you do *select* the 196R. That's going to be the first one that appears. The one just below that is the ARRA Expenditure ACF-196. That is where you're going to enter your quarter four report for fiscal year 2014 that is required. So that way, you can have your baseline amount and the carryover amount—if there is some—for the

196R. Let me go ahead and select the 196R and that's going to bring me to the "Grant and Report Period" selection screen; so I do want to show you ... Let me go ahead and select 2013-1. We do have two new features on this screen that I want to point out to you. Under "Funding Grant Period" you're going to see, next to the dates and also the grant number, whether or not your grant is open. So if the grant is open in our grant system it will say "open" next to it. If your grant is closed in our grant system, you're going to still be able to see the information in OLDC, but you will no longer be able to report on it. So this is just a new feature. It told you that this grant is open. And then down here under report period, we have a new column and it says, "Due Date." All right, it was not there before and you will be able to see when this report is due. In this case, this one is due February 14, 2015. If I scroll down—I'm going to go ahead—and I'm going to select "New Edit Revise" to start or initialize my new report and I'm going to select "Enter." The report screen appears and this is going to look very familiar to you, I'm sure, if you're used to submitting the 196. Okay, the first thing that you're going to do when you come to this screen is, you're going to notice in this first row here, that we now have some fields that we did not have before. You can see that you have the grant year and we also have the fiscal year. We know that this is for grant year 2013. That's the year that the grant was issued, but we are currently reporting for fiscal year 2015. You also are going to see the report quarter ending date. Okay and we also have the next quarter ending date. This information is for you to make sure that you are reporting from the correct one. The last column on that first row you see, it says, "Report is Submitted As" and you do need to select one of these radio buttons. Your choices are: new, revised, or final. Okay, you would only select final if this was the final report for this grant. So that's for the final grant year. All right, I am going to slow down just a little bit. Hopefully Marilyn can still see my screen and I wanted to show you line 5 carryover. I

spoke before about making sure that you have that baseline for quarter four for fiscal year 2014—for all of your open grants—and you need to make sure that we do that, because that carryover amount does appear here on this report. So for line 5, you are going to see the carryover amount and this does come from the 196. And that carryover amount is the sum of the federal unliquidated obligations and unobligated balances for a grant year award as of the previous fiscal year. Now just as a note, revisions to reports that were submitted in prior years—this is before 2015—so if you're making a revision to quarter four of the 196 for fiscal year 2014, that does result in an automatic recalculation of the carryover of the grant year award in each of the subsequent fiscal years on the 196R. If you make a revision to quarter four of the 196 for the 2014, you will see that recalculation here on this screen. All right, I am going to go back to the PowerPoint just for a moment because I want to show you slide 23 here. Okay. In this screenshot you're going to see that, in addition to Column A being open for edits, we also have Column E open for edits. Now Column E is only going to be open for grant years 2009 and 2010. That is when ARRA—the American Recovery and Reinvestment Act—funds were issued. If you are not reporting for grant years 2009 or 2010, then Column E will be grayed-out. We'll go to the next slide. All right, when the fiscal year and the grant year are the same, then in addition to Column A being open, you will also have Columns B and C editable. Okay, some of those lines are going to be opened when that occurs. So when the fiscal year and the grant year are the same ... Now when the fiscal year and the grant year are not the same, then in this section you are only going to be able to edit column A. All right, so if you go into your report and you begin working and it looks different for some reports than for others, then I want you to understand that there are certain conditions when you can report on certain columns. So if that is the case, then again you can always refer to this presentation in the future if there are questions

about that. Now let me go ahead. You are going to enter actual expenditures for a quarter, and I know we discussed this before, but cumulative for a fiscal year of a grant. Now when you have entered all of your information—and again, if you don't have any expenditures for a fiscal year of a grant, then you can just go ahead and enter your zeros or leave it as zeros—but when all of your data is entered, you still need to make sure that you validate the report form to ensure that you've met all policy requirements and mathematical calculations. If you have any errors, then you do need to correct those errors and re-validate before you can continue on. And just like all of our other forms in OLDC, just like we had with the 196, if you do receive an error, you can always click the long description link and it will tell you some additional information on why you're getting the error and hopefully help you to correct whatever the issue is. If you receive a warning, you are still able to proceed, but I do recommend that if you have a warning, that you at least look at what the warning text is—to see if it is something that you need to fix. Once you have fixed all errors, then you can go ahead and move on in the process. I am going to go back to my OLDC screen and I'm going to scroll down to the bottom of the screen and I'm going to validate. Actually you can see here—I'm going to force an error. Okay. So I received an error and it says, "Type of submission, new revised or final is required." So at the top here, I did not select if this was a new report. I'm reporting on this for this fiscal year for this quarter for the first time, whether this is a revision to my original submission or the final report. So I am going to go ahead and select "New" and I'm going to re-validate. All right, so now it has saved and validated. I no longer have any errors. My next step is to certify it. So the person with the signature authority would come into the system, they're going to certify it just like they have in the past, and I'm going to select the "Click Assigned" button. All right, so the report is now certified. The last step is to submit it. Just like with previous reports, you're going to go ahead

and select the “Submit” button and it says, “This will officially submit your report. Do you wish to continue?” I’ll say, “Okay.” All right, and it says, “We have received your report.” This page says, “All reports we’ve received along with attachments.” And that’s what you’re most likely used to seeing. So I’m going to go ahead and I’m going to click “Okay” here and I’m going to return to the report selection screen; because what we’re going to do next is, we’re going to look at cloning a report. That is, making an exact copy of a submitted report. So that way for the next report period, you can make whatever changes you need to, but it does copy the data from the previous report. So I am going to go back to my PowerPoint for a moment. We can talk about cloning. And I’m on slide 32. Okay and that’s coming up. So as I said, cloning a report copies all the data from previous report periods to the current period. If you have used cloning in the past for other programs and other reports, the way we clone for the 196R is a bit different and it really is a lot easier. Only submitted forms can be cloned. Revisions cannot be cloned. And if no expenditures were made to the grant for the first quarter or for a grant in a second or third or fourth quarter, then you can always go ahead and clone the prior quarter’s report. It’s just really ... We have this feature to make your lives a lot easier. I guess the best example would be if you did have expenditures for quarter one but you don’t for quarter two, then that is cumulative within the fiscal year. You can just go ahead and clone quarter one into quarter two. And since you don’t have any additional expenditures, you can then go ahead and validate, certify, and submit since you cannot have any gaps. All right, let’s go ahead and we’ll go to the next slide. So I’m going to go ahead and share my screen again so you can see me do this in OLDC. Since my report is in the submitted status, I’m going to go ahead and select the next report period. Now, I’m not sure if you noticed—when we first started on this screen, we only had one report period available to us and that was the 10–1–2014 to the 12–31–2014. Once

I submitted it, then OLDC automatically created the next reporting period and so that's why we now have the 10–1–2015 to 3–31–2015. Now, I know we're looking into the future right now, and you wouldn't do this in reality, but I just wanted to show this to you as an example. So we're going to go ahead and I'm selecting the current report period—and under Step Three, select "Action." I am going to click "Clone Previous Quarter" and click "Enter." Okay. "Cloning is Completed Successfully." It's very simple. You just go ahead and select a report period you want to work with. You then select "Clone" and "Enter", and it just copies ... the data from the previous period to the existing period. Okay. So everything that I had done prior—granted, I hadn't entered any data, so it just copied over the zeros—is all the same, though. All right, if I now go back to my report selection screen—okay—I didn't save anything, so otherwise you would be able to see the data was saved, but that's all there is for cloning for the 196R. Now we do have a quick sheet for cloning for the 196R available to you from the OLDC materials page, and once we get towards the end of this presentation, I'm going to show you how to access all of that material. We also have a quick sheet for the 196. This is for the ARRA. Remember I said before that we did implement the cloning feature for the 196 in case you did have a lot of gaps between your reports previously submitted until the quarter four for the 2014 fiscal year. So we have implemented the cloning feature for the 196 for quarter four. The way the cloning works for that particular report is a bit different and we do also have a quick sheet on our material site that walks you through that process as well. Once we get to the end of this I'm going to show you where all that documentation is located. Okay. So that was cloning and now I'm going to go back to our PowerPoint. I know I am going back and forth a lot. And I'm going to go to slide 35. And we're going to talk about report revision. So a report revision is something that you would do if you wanted to make a change to an already-submitted and

accepted report. A revision in OLDC is an exact duplicate of your accepted report. The only difference is that the data fields are open for data entry and you can make modifications. This does not change the original report that was submitted. The original report is always going to be available to you from the “Report Form Status” page, and it will just show you the revision once you create it. Now you cannot create a revision unless the report has been accepted by ACF. If you try to create a revision and you are unable to, it could be that you don’t have the appropriate role. Now by default in OLDC, the grant administrator job type does have revised submitted grant forms, but a lot of times the person who does the data entry also has that ability. So if you try to make a revision and you are unable to, then it is possible that you might not have the appropriate role. So I just wanted to point that out. Now something else with revision; for the ACF-196R, revisions should be made in the fourth quarter of a fiscal year or in the current quarter. Again, if you’re in quarter one, and you have not started quarter two yet (the quarter two report), then you can go ahead and create a revision in quarter one. But if you’ve already started the report for quarter two, then you will not be able to create that revision. So for example, as you can see on my screen slide, I have tried to create a revision for the 10–1–2014 to 12–31–2014 reporting period, but because the next reporting period is already saved validated in OLDC, I am unable to create a revision. It says here in this error message, “A revision is allowed only for the latest report or the last report in a fiscal year for an open grant.” So because it is cumulative for the fiscal year, if you need to make a revision to quarter one, you can go ahead if you’re in quarter two and just make the adjustments in quarter two. Or you can also do it for the last report of a fiscal year. And we just have a little note here that when making a revision, make sure to add a brief statement in an addendum as an attachment. So I’m going to go back to OLDC. I hope I’m not making everyone dizzy going back and forth between the two.

Okay and it did go back. And now what I'm going to do is I'm going to go to a different year. I'm going to go to my 2014 grant. And I can see here that for my 2014, for this particular one it says, "Submission expected by central office." So that means I'm okay to go ahead and create a revision. So I'll just go ahead and select that radio button for that report. Now had I had the next reporting period, if it did say, "Save Validated," then I would not be able to create a revision. So because it says not, I can go ahead in Step Three and select, "View Edit Revised Report" and click "Enter". Okay, so the report is being displayed and the report appears exactly like the original form, all right. The only difference is that I want to point out that the report name at the top—let me go back up here—will include a revision and the revision number at the end of the line. So right here, under the report name, it's going to show us the report name and it says, "Revision One." So I'm going to go ahead and save and then I'm going to navigate, using my breadcrumbs, to the Report Step Forms Status page. Okay, now on my Report Forms Status page you can see that you still have the original report that was submitted, but now you have the revision. So you can go ahead. You can edit the revision. You would submit it just like you would do the original report. You would have to validate, certify, and submit. And that is how you create the revision. Now I'm going to go back to the PowerPoint again and we're going to talk about the final report. Let me go back here and I'm going to go to slide 40. Now after our state expense all funds for a grant, the last 196R should be marked as final. Remember when we were on the "Report" screen, and we saw those three radio buttons toward the top where it was "new, revised, and final"? So if this is the very last report, you can send it all of your funds for the grant, not just ... This is for the full grant and then you will mark it as final, and that is when the unobligated and unliquidated balance is zero. Once a report is marked as final, OLDC no longer creates additional periods on which to report. So when we were in OLDC and I submitted

a report, then we saw that the next reporting period became available. Once you submit a report that is marked as final, no more reporting periods are going to appear because it is a final report. Now you may create revisions to the final report and to any prior quarter for submissions for a fiscal year; however, revisions are not allowed on closed grants. So if your grant has been closed out in ACF's grant system—and you will know if it's closed out because you will see the closed text on the funding grant period drop-down next to the award—if it's closed, you're not allowed to make a revision. Now if you do make a revision to a final report, and notification is sent to everyone who has the "Notify on Submit" feature turned on in OLDC, they will receive notification letting them know that a final report is submitted and a revision ... They will also receive notification if a revision is made to a prior report when a final report exists. So notifications will be sent out in both instances. Okay, so a grant remains open in OLDC, as I said before, until it is closed in ACF Grants Management System and this is just a screenshot showing you. And I know we looked at this before, where it says that a grant is open. Now, if one is closed it will say "Closed" instead of "Open". So this screenshot is just for informational purposes. Even if a grant is closed in our Grants Management System, the data from OLDC is always going to be available to you for historical purposes. Now we're going to talk about a new report called the "Cumulative Grant Year Report". This is something that is coming soon. It's currently not available to you, but starting in quarter one of 2015, OLDC is going to give you the ability to generate a report showing cumulative expenditures made with each open grant year's award and this report sums the actual expenditures made with each open grant through a fiscal year and quarter. All right, so basically what it does is aggregates all quarters for expenditures from each fiscal year since the grant started reporting expenditures. For grants issued prior to 2015, the baseline that we talked about before is very important because it does come over. It

does ... include the information from that 196, so that quarter four should be cumulative year-to-date. It's one of the reasons you need that baseline, so this report is also accurate. Now states can view total expenditures. Now, with this, states can view total expenditures made with each open grant year award, as well as funds remaining. All right, so health resources. I keep mentioning where you can find this presentation and quick sheet and some frequently asked questions—now I'm going to show you how you can access this information. So I'm going to go back to OLDC. This will be the last time, I promise! And I'm skipping back and ... Well, all right, maybe not the last time. The second to the last time I skip back and forth. And I'm going to go back to our OLDC home page. Now from the homepage, on this Main Menu area where you normally would select "Report Form Entry" to access your 196 and 196R, now, towards the bottom—this is the second to the last link—you have one that says, "Health/FAQ." I'm going to go ahead and click that, and it's going to open up a new window. Hopefully just in a sec. Oh, that is not it. Okay, bear with me for just one moment. Sorry about that. I clicked the wrong one. Oops. I think I closed OLDC, but that's okay because I actually have it here. But we'll pretend ... It was "News and Tips." It wasn't "Health/FAQ." I'm sorry. It was the "News and Tips." And when you click "News and Tips" it's going to bring you to "Online Data Collection Documentation." So we have a new section. It says "What's New" and we have TANF–ACF–196R material. The PowerPoint presentation that I used today is the very first link. It says, "Introduction to the TANF–ACF–196R for State Data Personnel" and it is a PDF. It's a PDF of the PowerPoint presentation. So feel free. You can see this online. You can download it. Keep it with you as a reference or you can always come back to this page and look at it when you need to use it. We also have a quick sheet on cloning the TANF–ARRA–ACF–196 report form. Because we did implement cloning for that 196 so you can use it if you need to for that 2014

quarter four baseline report. I do have instructions as to how you can clone a report to that quarter four report and so that is also a PDF. All of these are in PDF format. Below that we have instructions for cloning a report for the 196R, creating a revision for the 196R, and we also have a list of frequently asked questions. Now from this screen we also have a frequently asked questions link and I'm going to go ahead and open that, and that was what I accidentally opened before. What you can do if you wanted to look for 196R FAQs; we have this little area here that says, "Search by Keyword." I'm just going to go ahead and type in 196R and then click "Search" and it's going to bring up a bunch of questions and answers for you. For example, "When do I need to start using the TANF–ACF–196R?" There are three that appear by default and you can always click "Show More Questions" to see the full list of the questions and answers having to do with the 196R. We have all these different resources available to you. So the "Online Data Collection Documentation", you will access that from the "News and Tips" link from the homepage. And you can always access the frequently asked questions also from that homepage. So as I go back to the end of the PowerPoint presentation ... Oh, I'm sorry. Let me turn this back on. I thought I had closed the OLDC, but I had not. There we go. So hopefully you all can see OLDC again. This was the link that I needed to select. That was the "News and Tips" link that brought me to the documentation page, and then the "Health/FAQ" where you can type in the 196R to see questions and answers about the 196R is that second-to-last link. Also toward the top of the screen here, you see a link that says, "Health/FAQ" and that will take you to the Questions-and-Answers page. So "News and Tips" for documentation and "Health/FAQ" for the questions and answers. Let's go ahead and stop this and go back to that PowerPoint. All right, so other health resources. In addition to the OLDC documentation and FAQ sites, our support center also provides assistance for OLDC customers. Our support team is

available Monday through Friday 8 a.m. to 6 p.m. Eastern time and that is excluding federal holidays. You can reach them at App Support. That's app\_support@ACF.HHS.gov or you can contact them by phone. This is toll-free. That's 866-577-0771. Just for clarification, this helpdesk is a technical OLDC helpdesk. So if you're having trouble using this system, they are the people to call. If you are having difficulty or you have questions about the 196R, that is different. I believe you would contact your grants or your program office. All right, and that brings us to the questions-and-answers section of the presentation. So if we can now open it up for questions and answers, that would be great.

**Ms. Blessing:** Thank you. We will now begin the Q&A portion. If you would like to ask a question, please enter it into the Q&A box on your screen.

**Male:** And our first question is, "How does the carryover apply for states who have more than one grant year open?"

**Ms. Walters:** Okay.

**Male:** The grant ...

**Ms. Walters:** I'm sorry. Go ahead.

**Male:** The caller \*\*\* (*unclear - 45:19.*)

**Ms. Walters:** Okay. So if you have more than one grant year open, you still need to report for each fiscal year. So each grant year is its own award. So you would do it for each one that is open. Peter, did you want to ...

**Male:** Perfect.

**Ms. Walters:** ... answer that?

**Male:** Thanks, Anna-Lisa.

**Ms. Walters:** Uh huh.

**Male:** Our next question is, “If we have MOE expenses that hit our state system after 9–30 but apply to the period ending 9–30, how do we enter those? Must the fourth quarter report be revised?”

**Male:** The answer is yes. The fourth quarter report would be revised. MOE can only be entered on the sheet where the grant year and the fiscal year are the same. If it’s a MOE for something that precedes fiscal year 2015 it would be on that fourth quarter report for 2014.

**Male:** Thank you. Our next question is, “How long does it take for a grant to be closed out in OLDC? Will the states be notified before a grant is closed in OLDC?”

(Silence.)

**Male:** Okay, the grants office usually closes the grants 45 days following the receipt of the final report and notifications or messages from an accepted report are kept and sent through OLDC. There is currently no closeout grant action in place, but we do plan to address that in the near future so the grants office can process a grant award action and maybe notification to the state will follow.

**Male:** Thank you. Our next question is, “On slide 43 regarding revisions, can revisions be made on all quarters for a grant that has a final report submitted?”

**Male:** For a fiscal year that’s over, revisions would only be made in the fourth quarter report and as Anna-Lisa indicated, if reporting for one quarter is over you would make the change in the next quarter. Our main interest is in getting the actual expenditures by fiscal year. We’re not as concerned about individual quarters, but once a fiscal year is over it would only be in the fourth quarter report.

**Male:** Yeah, and also as long as the grant is not closed out, revisions will still be allowed even if the last report; the final report has been filed. But the grants office and both the \*\*\* (*unclear -*

48:52) office are required to receive some explanation as to the change and pursue that with the state if necessary.

**Male:** And also if there's any revision to some expenditure that occurred prior to the fiscal year 2015, it would be in the fourth quarter 2014 report for the appropriate grant year.

**Male:** Thank you. Our next question is, "Will the "News and Tips" be available soon?"

**Ms. Walters:** The "News and Tips" are currently available. They are online right now. So all you have to do is go into OLDC, select "News and Tips" from that homepage and it will take you right there. Everything is posted.

**Male:** Okay, and the next question is similar to that one. "How does the 15% administrative cap review work, since you never report the cumulative expenditures for life of the grant?"

**Male:** Well, that's why we have the cumulative grant year report. When you generate that, that's what would allow you to ... measure the 15% cap. In fact, we'll have error messages built-in if the 15% cap is exceeded.

**Male:** Uh, to add to that we would have the error messages programmed on the 196R forms. If you're reporting any quarter and if it's going to go over the 15% admin cap, you'll get an error message right then.

**Male:** Thank you. On the PowerPoint example, it was showing that the grant year was 2013. The reporting year is FY 2015. Any expenses made in FY 2015 Q1, do we report this on the 196R and 196?

**Male:** You would only report that on the 196R.

**Male:** Thank you. You said, "You need to report for each grant year that it opens." Do we use the ACF-196R or the ACF-196?

**Male:** You would report on the ACF–196R. It's important, as Anna-Lisa noted, to establish the baseline. But ... we need a fourth-quarter report for each open grant year, but subsequent to that, if you're only reporting additional expenditures with remaining funds, they would be reported on the 196R.

**Male:** When making revisions, do we pick the revised radio button?

**Male:** If you're revising a prior quarterly report or a fourth-quarter report, yes. But if you're correcting something ... For example, if you made a mistake in the first quarter and you've already filed that report, you would just report the corrected amount in the second quarter in a way that would be revising what you did in the first quarter, but it really would just be reflected in the new quarterly report. In general, we would think that you would just submit a new quarterly report.

**Male:** Okay. If we have to make a change to MOE will we also have to make a corresponding change to the 204 report?

**Male:** To ... Uh, I'm not sure what the rules are regarding the 204, but nothing in this process changes the procedures. So if the current rule is that you would also have to change the 204, you should continue to do that. This is a question we can try to address on the questions-and-answers \*\*\* (*unclear - 53:22*) after we get some certification.

**Male:** After quarter four is filed on the 196R, what does FY 2016 Q1 look like for a previous year? Does the baseline amount change?"

**Male:** I'm not sure I follow the question, but if you mean the quarter four report for fiscal year 2015, then you would have reported actual expenditures made in fiscal 2015 and quarter one would start with zeros. And you would enter actual expenditures than that occurred during

quarter one of 2016 and enter those. The carryover ... There would be a carryover amount from fiscal year 2015, so you would know how much money is available.

**Male:** Just to clarify, if multiple prior years are open with unliquidated and unobligated balances, will they be combined and transferred to the 196R?

**Male:** No, each grant year is treated separately. So you would have a carryover amount for each grant year.

**Male:** All prior 2015 changes should be made on the FY 2014 Q4 report, correct?

**Male:** Yes.

**Male:** I am in OLDC right now and do not see “News and Tips.” Anna-Lisa, can you ...

**Ms. Walters:** Yes.

**Male:** ... explain that real quick?

**Ms. Walters:** Sure. So that is on the homepage. So from OLDC Home I believe it's the last link. So the first link is “Report Form Entry” in the center and the last link should be “News and Tips.”

**Male:** “A separate 196R is needed for each year open and the carryover from the 196. Enter the line 5 for each of the reports, correct?”

**Male:** Correct. So for each grant year prior to FY 2015, if you've submitted your fourth-quarter 2014 report, a carryover amount will be generated and entered on the 196R quarter one report.

**Male:** “If you reported one million dollars on a given line in year one of Q1, but in year one Q2 you need to change it—reduce it to eight hundred thousand—how is this done when only recording actuals in quarters one through three? Or can you only make this correction in the cumulative amount in year one Q4?”

**Male:** You can only make the correction to the cumulative amount in year one Q4. Is that right?

**Male:** I think you can still make it in between.

**Male:** Well, can we see that ...

(Silence.)

**Male:** Okay. So if the amount reported was one million in quarter one, but you need to change it and you haven't submitted the quarter two report yet, you can just submit the 800,000 in quarter two ...

**Male:** To represent ...

**Male:** To represent ... Because that would then represent the cumulative amount through quarter two and that's the main thing we want; i.e., that the cumulative amount through quarter two is correct.

**Male:** A revised submitted report can or cannot be cloned? Anna-Lisa?

**Ms. Walters:** Yep, a revised ... You're asking if a revised report can or cannot be cloned? So a revised report cannot be cloned. Is that correct Korishna?

**Male:** Yes, you can't do a revision.

**Ms. Walters:** Yep. Thank you.

**Male:** If reporting prior-year grants, grant 2013 on the 196R, how will the cumulative grant year report look? Meaning the 196 had seven categories and the 196 now has 25 categories; how would the cumulative grant 2013 report look? How can it be ...

**Male:** Combined or consolidated maybe.

**Male:** Combined or consolidated? We're assuming that would be the rest of that question, but the rest of it didn't come through.

**Male:** For fiscal years prior to 2015, the combined cumulative grant year report will include line items for both the 196 and the 196R. Some will be the same. Some will be different. It will be a ... In some ways it's a somewhat more confusing \*\*\* (*unclear - 1:00:07*) report, but the main thing we want to track is the cumulative expenditures through that point. But after fiscal year 2015 starts, the cumulative grant year report will look the same as the 196R. So some of the ... It will basically include all of the different line items that are in both the 196 and 196R if it's a grant year prior to 2015.

**Male:** When would you use a revision if you can make corrections to the current quarter?

**Male:** I tend to leave that up to the state. From at least my perspective if you ... made an expenditure amount in quarter two; and you realize that it wasn't quite right, you can fix it in quarter three and put in the cumulative amount through the end of that quarter—and you wouldn't have to do a revision. But there may be circumstances in which the state wants to make a revision and that's its prerogative, if you know it hasn't started the quarter three report yet.

**Male:** Yeah, another condition ... occurs when, let's say you're in fiscal 2017, and you discovered that some expenditures, there's sort of an audit or some other reason it needed to be revised and you will go back to the fourth quarter of that fiscal year where the adjustment needs to occur, or more specifically where the expenditure was incurred.

**Male:** Yeah, once the fiscal year is past, the only place to make the change would be the fourth quarter report.

**Male:** Oh.

**Male:** If there's still any given fiscal year, you could either revise your latest report or put it in the next quarterly report.

**Male:** If a state has FY 2013 open, does it report on the 196R from now on or the 196? The line formats are different, so how would they correlate?

**Male:** The only thing on the 196 would be a correction to a number that occurred through the end of FY 2014. Starting in FY 2015, you would report actual expenditures.

**Male:** On the new form.

**Male:** On the new form, yes.

**Male:** Yes, right. So the reporting for 2014 will happen on the old form, but starting fiscal year 2015 for that same grant in 20— ... What was the year in the question?

**Male:** 2013.

**Male:** 2013. That report of fiscal year 2015 would be on the new form, for FY 2015 Q1.

**Male:** Does the attachment for “other cost” still apply?

**Male:** We’ll check that. We do have a separate Part Two form to explain certain expenditures. I think it might apply, but I’m not certain. We’re hoping that “other” will be a very, very small amount. We’ve tried to identify, you know, most of the relevant categories. So if you can, you should look to see if a particular expenditure fits one of the new line items. We are thinking ... Well, if it exists at all it will be extremely small.

**Male:** “If we experience recording issues for the first quarter, will you give us an extension to file for at least the first quarter?”

**Male:** I think that can be worked out. Not necessarily speaking for the \*\*\* (*unclear - 1:04:28*) office, but we do have the capability in the system to make a special arrangement if needed. But that would not be the policy to process the grant reports. Right, we want to make sure that the states file the reports on time, and that they are in compliance and that those reports come in when they’re supposed to come in.

**Male:** And I don't have the authority to answer that question, but we recognize that you're transitioning to an entirely new system. So we'll work with you as much as we can, and I can be as flexible as we can.

**Male:** On the OLDC website it states the new version will be updated 12–12–14. I do not see the "News and Tips." I think you already addressed that, correct Anna-Lisa?

**Ms. Walters:** Right, I think what they're looking at is on the Secure Sign home screen. Once they have that message—once you launch OLDC and you see that menu where it's got "Report Form Entry" at the top and "News and Tips" at the bottom, then you should be able to access the "News and Tips" page.

**Male:** Thank you.

**Ms. Walters:** Uh huh.

**Male:** Are we required to create and submit the cumulative report quarterly or is it for informational purposes only?

**Male:** Um, well that's for your information if you want to generate it. We'll also have the ability to generate it at any time. So it's entirely up to you how often you want to generate it.

**Male:** Is there a crosswalk between the ACF–196 and the ACF–196R?

**Male:** Um, in terms of the categories, I think we had one in an earlier webinar. We'll make sure that we can post that on the Q's and A's.

**Male:** Do we have to go back through the open prior-year grants to fill out Part Two of the 196R in 2015?

**Male:** No, what's on Part Two are essentially what are addendums now. So those would be filed as addendums on the 2014 report if you had expenditures that year; otherwise, once 2015 starts, it's Part Two.

**Male:** Great. And the Part Two is only required to be filed once a year. So it's an annual form, right, and that only has to be done once, not quarterly.

**Male:** And we have a little bit more time to go, so if there's more questions to come through—while they're coming through, Anna-Lisa, if you could just go over again where people can access the PowerPoint slides and the helpful resources?

**Ms. Walters:** Sure. So what you would do—and I'll go ahead and pull up my slide again...So from the OLDC homepage—this is where you're going to see "Report Form Entry" and all of your different links—the very last link says "News and Tips." When you click "News and Tips", it's going to bring you to our "Online Data Collection Documentation" page. And so towards the top you're going to see the heading, "What's New?" And it says, "TANF-ACF-196R Materials." So you can go ahead and access the PowerPoint. It's that first PDF link. It says, "Introduction to the TANF-ACF-196R for State Data Personnel." Just go ahead and you can click that link and you should be able to access it. From OLDC itself—the application—at the top of every screen you have a "Health/FAQ" link and that will take you to the FAQs and we also have the existing FAQs on the documentation page as a PDF. It's that last link in the red square. And you can also access the frequently asked questions from the documentation page. It's the same as the "News and Tips" link. There's a link that says frequently asked questions on this page as well. So it's the same thing. It's just two different ways to access it. You can get to the frequently asked questions from this documentation page or you can also get it from the top of every screen within OLDC.

**Male:** Thanks Anna-Lisa. And Jennifer and Kim, I don't know if we have the ability right now to open up the lines and un-mute them in case people aren't able to type in, but we wanted to

give people just a couple of minutes to ask some questions. One question just came in. “What is the link for the OLDC homepage? I only have the login sheet.”

**Male:** Um, yes. That’s their starting point. You want to start with the extranet.ACF.HHS.gov/SSI. That launches the “Secure Sign-In” page where you need to log in with your ID and password. And if you don’t have one than someone in your office probably does. But that can be arranged, if you need access to it. Once you get past the “Secure Sign-In” page then you will see that blue button that Anna-Lisa described as “OLDC” and that’s the online data collection. You will click on that to launch OLDC, and that will show the main page that you had a few moments ago from Anna-Lisa.

**Ms. Walters:** Okay and also on the PowerPoint, I’ve just gone ahead and I’ve pulled up the slide that has the web address for Secure Sign-In, which is the secure portal for accessing OLDC. So this is the URL or the web address that \*\*\* (*unclear - 1:10:31*) was referring to and that’s HTTPS://extranet.ACF.HHS.gov/SSI. This is the login screen he was referring to, where you will enter your username and password and click login. And then this is the screen where you’re actually going to click that launch - the blue button to launch OLDC, and that will bring you to the homepage.

**Male:** Three more questions just came in. “Will the crosswalk be located under the “News and Tips?”

**Male:** Um, we’ll have to find it, but I think that’s where we’ll put it. In terms of the crosswalk though, if you have a correction to an expenditure prior to FY 2015 you should make it in the category where the ... you know, you initially made the expenditure. After FY 2015 on the 196R, you should just look for the most appropriate category for a particular expenditure, and so the crosswalk may not always be perfect to apply. It may apply differently to different states.

But the bottom line is, going forward, look for the category that makes the most sense for your expenditure and enter it there.

**Male:** The crosswalk between the new and the old form; where is that located?

**Male:** It will be posted ...

**Male:** We'll post it on the Q's and A's. I think ... We had an earlier webinar. I'm not sure if that's posted. We may have had that, but we'll put it on there in the next few days.

**Male:** And Jennifer, I think I cut you off. Were we able to open the lines up for just a minute or so? Un-mute the lines?

**Ms. Blessing:** Hi, this is Kim. We're not able to open the lines at this time.

**Male:** That's fine. So we'll give everyone another minute if there any additional questions. Just a reminder that the webinar will be finalized, the transcript and everything will be available in the next couple of weeks and then some other information will be coming out from OFA. With that, I'll turn it over to Kim to actually close us out.

**Ms. Blessing:** Okay, great. Thank you. I would like to thank our presenter and everyone who participated in today's webinar. This concludes today's session. Have a great rest of your day.

*(End of webinar - 1:13:04.)*