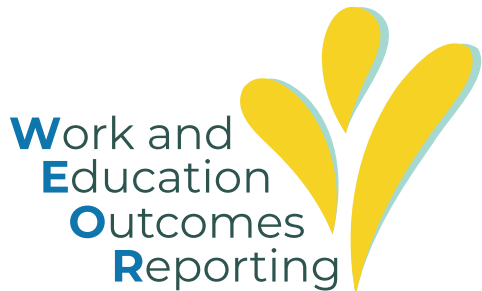




OFA

**Temporary Assistance for Needy Families (TANF)
Outcomes Technical Assistance and
Logistics (TOTAL)
Work and Education Outcomes Reporting
Office Hours**



April 3, 2025

Agenda



1. Introductions
2. Work outcomes reporting requirements
3. Key Considerations Prior to Report Submission
4. Open Q&A or breakout group discussions
5. Next Steps





Introductions



Today's Objective



To provide clarity on work outcomes reporting requirements and address any questions

Work Outcomes Reporting Requirements



Employment Outcome Measures: Key Resources



For Technical Resource and FAQ, please visit:

<https://www.acf.hhs.gov/ofa/law-regulation/tanf-provisions-fra-2023>

Work Outcomes of TANF Exiters Report



- 1. Employment Rate—2nd Quarter After Exit:** The percentage of individuals who were work-eligible individuals as of the time of exit from the program, who are in unsubsidized employment during the second quarter after the exit.
- 2. Employment Retention Rate—4th Quarter After Exit:** The percentage of individuals who were work-eligible individuals as of the time of exit from the program who were in unsubsidized employment in the second quarter after the exit, who are also in unsubsidized employment during the fourth quarter after the exit.
- 3. Median Earnings—2nd Quarter After Exit:** The median earnings of individuals who were work-eligible individuals as of the time of exit from the program, who are in unsubsidized employment during the second quarter after the exit.

Question

Are states and territories required to calculate the work outcome measures?

1. Yes
2. No
3. Don't Know

ANSWER: NO. ACF is calculating the outcome measures.

Work Outcome Measure Reporting Requirements



- ACF will calculate the outcome measures based on individuals included in the Work Outcomes of TANF Exiters Report.
- States and territories are required to provide SSNs for all TANF participants who meet the eligibility criteria.
- Sampling is not allowed for these measures: states must submit information for all exiting WEIs.
- States and territories need to ensure completeness and accuracy of submitted SSNs.
- States can also CHOOSE to use their own data to calculate outcomes and submit an additional report, called Supplemental Work Outcomes Report.

Eligibility



- Create Work Outcomes of TANF Exiters Report
 - Include SSNs for all work-eligible individuals (WEI) who exited TANF in a given quarter
 - WEI defined in 45 CFR Part 261.2 (n) (see: <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-II/part-261/section-261.2>)
- WEI exit date is confirmed when 90 days (or 3 months) have elapsed since the WEI's family last received assistance.

Timeframe



First quarterly report due **Thursday, May 15, 2025.**

Individual Exits in	Exit Date Confirmed in	Individual appears in Quarterly Report after 90-Day Exit	Due Date
FY Q1	FY Q2	FY Q1, October-December	May 15
FY Q2	FY Q3	FY Q2, January-March	August 14
FY Q3	FY Q4	FY Q3, April-June	November 14
FY Q4	Following FY Q1	FY Q4, July-September	February 14



Report Format

- Data file should be in a CSV (comma separated values) or XLSX format with the following columns (without headers):

Field Name	Length	Comments
Exit Year and Month	6	YYYYMM; Numeric; Year>=2024; Month 01-12;
Social Security Number	9	Numeric; 9-digits; no dashes or spaces; no digit group is all zeros (e.g., 000-XX-XXXX, XXX-00-XXXX, XXX-XX-0000).

	A	B	C
1	202410	999999999	
2	202410	999999999	
3	202411	999999999	

- Final report forms and instructions are available online:
 - <https://www.acf.hhs.gov/ofa/programs/tanf/reporting-instructions>

Getting Access to the TANF Data Portal

A DEMO website of the United States government. [Here's how you know](#)

TANF Data Portal

dliang@goraft.tech Sign Out

Home

Request Access

We need to collect some information before an OFA Admin can grant you access

Fields marked with an asterisk (*) are required.

First Name*

Last Name*

Jurisdiction Type*

State

Tribe

Territory

Territory*

Request Access

Privacy policy

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Family Assistance

TANF Data Portal (TDP) is a secure, web-based data reporting system with real-time feedback on data quality and file format issues

Request Access:

- Contact TANFData@acf.hhs.gov and let us know you need access to submit FRA reports
- **New users:** Create a Login.gov account, log in, and request access.
- **Existing users:** Request access to the FRA data files page.
- Guide to request access will be available in the [Knowledge Center](#) closer to the deadline.

Submitting Data to TDP

- Select Report Type, Quarter, and Year; Upload an XLSX or CSV file.
- System checks for duplicate SSNs in the same month, date mismatches, and 9-digit numeric SSNs.
- If errors are found, an error report will specify the issue and affected rows.
- Review the report, fix errors, and resubmit.
- We are conducting early access testing of the system this month, please contact us if you are interested in participating: TANFData@acf.hhs.gov

Work Outcomes of TANF Exitters - FY 2025 - Quarter 1

The Work Outcomes of TANF Exitters report contains the Social Security Numbers (SSNs) of all work-eligible individuals who exit TANF in a given quarter and the dates in YYYYMM format that each individual exited TANF.

[Download Report Template](#)

Work Outcomes of TANF Exitters Report

Drag file here or [choose from folder](#)

[Submit Report](#)

[Return to top](#)

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Key Considerations Prior to Report Submission



Example of How Your Case Management System Data May Look



CaseID	SSN	WEI	ProgStartDate	ProgEndDate	RunDate
0000001	111111111	Y	1/14/2009		4/15/2025
0000001	222222222	N	1/14/2009		4/15/2025
0000001	333333333	Y	1/14/2009	12/1/2024	4/15/2025
0000002	444444444	Y	12/11/2020	11/5/2024	4/15/2025
0000002	555555555	N	12/11/2020	11/5/2024	4/15/2025
0000002	666666666	Y	12/11/2020	11/5/2024	4/15/2025
0000003	777777777	Y	3/2/2024	10/12/2024	4/15/2025

ProgStartDate = Date the individual began receiving TANF benefits

ProgEndDate = Date the individual exited TANF

RunDate = Date the report was generated (Note: the RunDate is at the discretion of the agency and is not the same as the cutoff date, which indicates that 90 days/3 months have passed since the WEI exited)

Case 0000001



CaseID	SSN	WEI	ProgStartDate	ProgEndDate	RunDate	Include
0000001	111111111	Y	1/14/2009		4/15/2025	→ N
0000001	222222222	N	1/14/2009		4/15/2025	→ N
0000001	333333333	Y	1/14/2009	12/1/2024	4/15/2025	→ N



Description: Family of 3: Mother (age 32 and WEI), adult (age 26 and WEI), child (10 years and not WEI)
 Adult exits during the reporting period; mother and child continue on cash assistance.
Action: Do not include SSNs in the exiter report since the family is still receiving assistance.






Case 0000002

CaseID	SSN	WEI	ProgStartDate	ProgEndDate	RunDate	Include
0000002	444444444	Y	12/11/2020	11/5/2024	4/15/2025	→ Y
0000002	555555555	N	12/11/2020	11/5/2024	4/15/2025	✗ N
0000002	666666666	Y	12/11/2020	11/5/2024	4/15/2025	→ Y

Description: Family of 3: Mother (age 40 and WEI), Father (age 45 and WEI), child (15 years and not WEI). Entire family exits during the reporting period.

Action: Include SSNs for the two WEIs after confirming exit 90 days (or three months) post-exit.

Case 0000003

CaseID	SSN	WEI	ProgStartDate	ProgEndDate	RunDate	Include
0000003	777777777	Y	 3/2/2024	 10/12/2024	 4/15/2025	 Y
0000003	888888888	N	3/2/2024	10/12/2024	4/15/2025	 N

Description: Family of 2. One work-eligible single parent and child exit during the reporting period.
Action: Include SSN of WEI in the report after confirming exit 90 days (or three months) post-exit.

Example of How Your Work Outcomes of TANF Exitters Report May Look



	A	B
1	202411	4444444444
2	202411	6666666666
3	202410	7777777777

Note: This table illustrates how data from Case 0000002 and Case 0000003 will appear in the Work Outcomes of TANF Exitters Report. Column A displays the exit date, and Column B shows the SSN. No headers should be included.

**Check for
Data
Quality
Issues**



Missing or
incomplete SSNs

Incorrect SSNs

Check for Data Quality Issues (cont.)



Check for duplicate SSNs

Check record count

Check for unexpected values

After processing the data

- Check resulting file for conversion or other issues
- Document any data quality issues found and resolved

Check before AND after creating the report

Privacy and Security



- Ensure secure transmission of sensitive data via TANF Data Portal.
- States and territories are required to provide full disclosure to applicants and recipients about the use of their information.
- The statute (42 U.S.C. § 1320b-7(a)(6)) mandates that applicants and recipients must be informed at the time of application and periodically thereafter that their information may be requested and utilized through the system.

Question

What are some steps to ensure data quality? Select all that apply

- a) Check for duplicate SSNs
- b) Check the record count
- c) Ignore minor discrepancies
- d) Check for unexpected values
- e) Check before and after creating the report
- f) Document any data quality issues found and resolved after processing

ANSWER: all answers can be checked, **except for (C)**. Do not ignore any small inconsistencies in the data since they may indicate larger problems. Small issues should be investigated and corrected.

BREAKOUT GROUP QUESTIONS



1. What challenges or concerns have you faced (or do you anticipate facing) when creating the Work Outcomes of TANF Exiters Report due on May 15?
2. What questions do you have about best practices, compliance requirements, and ensuring the security and accuracy of SSNs in this process?

FREQUENTLY ASKED QUESTIONS



Q: Should we submit all individuals who are work eligible at the time of exit, or only those who are work eligible and in unsubsidized employment at the time of exit?

A: Submit all individuals who were work eligible in the month they last received cash assistance.

FREQUENTLY ASKED QUESTIONS



Q: What is ACF considering as eligibility end date - when recipients case is closed OR when they get final benefits?

A: The last month for which they were eligible to receive cash assistance (even if they get the actual payment in a subsequent month, it would be the last month that they were eligible).

FREQUENTLY ASKED QUESTIONS



Q: Should states send ACF all the SSNs for individuals who exit TANF for a quarter? For example, does ACF want the state to send all individuals who have been off for 30 days, 60 days, or only those who exited for 90 days?

A: For each quarterly reporting period, states will submit SSNs only for work-eligible individuals whose family has not received assistance in 90 days.

FREQUENTLY ASKED QUESTIONS



- **Q:** Should SSNs for families who receive cash benefits through a solely state funded (SSF) program or a separate state program (SSP) and then exit be submitted to OFA?
- **A:** No, the work outcomes only apply to TANF recipients. Participants in SSPs or SSFs are not considered TANF recipients for purposes of the work outcomes calculation and their SSNs should not be submitted to OFA.

FREQUENTLY ASKED QUESTIONS



- **Q:** Should SSNs for families who receive benefits through TANF, exit from TANF and then receive benefits from either an SSP or an SSF be included as an exiter?
- **A:** WEIs leaving TANF for an SSP or SSF are considered an exiter and their SSNs should be submitted to OFA. Only their time on TANF is relevant for determining their status as an exiter.

UPCOMING EVENTS

**To support your reporting needs,
keep an eye out for more events in
the coming months, including Info
Sessions and Office Hours**



Additional Guidance on Data Checking



- **Data Quality Control Checklist:**
https://www.mdrc.org/sites/default/files/2024-04/tdi_pilot_resources_tool_3.1.pdf
- **A Toolkit for State and Local Agencies on How to Access, Link, and Analyze Unemployment Insurance Wage Data:**
https://www.mdrc.org/sites/default/files/UI_Wage_Data_Toolkit_508_FINAL_10_31_22.pdf

For guidance, visit: <https://www.acf.hhs.gov/ofa/law-regulation/tanf-provisions-fra-2023>

<https://peerta.acf.hhs.gov/total>

Contact the TANF Data Division for questions and requests for assistance

tanfdata@acf.hhs.gov

