

May 15th TANF Work Outcomes Reporting Requirement – What You Need to Know

What is the new TANF work outcomes reporting requirement?

As part of implementation of the [Fiscal Responsibility Act \(FRA\) of 2023](#), states and territory TANF programs are required to submit the [Work Outcomes of TANF Exiters Report](#) by **May 15, 2025**. This report is mandatory for states and territories to submit on a quarterly basis.

Note: the mandatory [Secondary School Attainment Measure](#) and optional [Supplemental Work Outcomes](#) reports are due annually, and those first reports are not due until November 14, 2027.

What needs to be included in the May 15th report?

Submit the following information for [Work Eligible Individuals](#) who exited TANF between October and December 2024 (Fiscal Year 2025 Quarter 1).

- Social Security Numbers (SSNs)
- Exit year and month

How do I create the report?

Follow the [instructions](#) and reference the [example file submission](#) to create a CSV or Excel file.

Important formatting note for Excel users:

Format the SSN column as text or wrap the SSN in quotes. If not, Excel will drop leading zeros—this cannot be corrected in TDP since it's an Excel feature. We recommend using CSV format to avoid this issue.

Reminders for Preparing the file:

- Do NOT include column headers
- First row cannot be blank
- Exit date must be in Column 1 and formatted as YYYYMM (e.g., 202410)
- SSN must be in Column 2, exactly 9 digits (e.g., 099999999)
- If SSN is missing, include record with the SSN placeholder of “999999999”
- Include ALL exits for the quarter — if resubmitting, you must resubmit the full quarter

If submitting an Excel file:

- Format the SSN column as text to preserve leading zeros
- Format the Exit column as numeric (not date)
- Do not hide columns or rows
- Include only one worksheet

How and where do I submit the report?

The report should be submitted through the [TANF Data Portal \(TDP\)](#) as either a CSV or Excel file.

To submit reports in TDP, users will need to request access to the FRA data submission functionality. We recommend limiting access to only those individuals responsible for submitting data, such as one primary submitter and a backup.

- If you do not have a TDP account, create an account [here](#).
- To request access to the FRA data submission functionality: email TANFData@acf.hhs.gov with:
 - First and last name of each user
 - Email address of each user
 - Identify the primary point of contact for FRA data reporting

For more information on how to submit an FRA report, visit the [TDP Knowledge Center](#).

What happens after the report is submitted?

The Administration for Children and Families (ACF) will match the submitted SSNs with wage data from the National Directory of New Hires (NDNH) and calculate employment outcomes. ACF's Office of Family Assistance (OFA) will share results with states and territories when they're available.

Where do I get additional information?

Detailed definitions, examples, and calculation methodologies for the report are provided in the [TANF Work Outcomes Measures Technical Resource](#). ACF also has a repository of [Frequently Asked Questions](#).

For additional guidance, visit:

OFA's FRA webpage: <https://www.acf.hhs.gov/ofa/law-regulation/tanf-provisions-fra-2023>
TANF Outcomes Technical Assistance and Logistics (TOTAL) webpage on PeerTA:
<https://peerta.acf.hhs.gov/total>

If you have immediate questions or need assistance, please contact tanfdata@acf.hhs.gov.