

Temporary Assistance for Needy Families (TANF)

Outcomes Technical Assistance and

Logistics (TOTAL)

Work Outcomes Reporting

January Information Session





Introductions

Today's Objectives



Introduce the **FRA Outcomes Working Groups** (planned for 2026) and sign-up process

Quick Work Outcomes of TANF Exiters Report submission requirements reminders

Share observations from previous report submissions and learn from states' experiences

Answer any questions you may have and discuss additional technical assistance that may be needed

Sign Up for a Working Group!

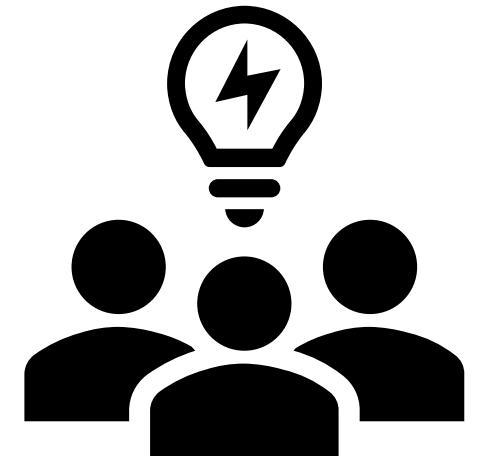


The **FRA Outcomes Working Groups** are small groups that will meet virtually several times in 2026 to explore Fiscal Responsibility Act (FRA) reporting topics, share ideas, and address challenges. The meetings will be facilitated but will rely on active participation and discussion. States at all stages of the data collection process are encouraged to join!

The groups will focus on:

1. Administering Surveys to Collect Education Data (first meeting Mon, Feb 23)
2. Collecting Administrative Records from State Education Agencies (first meeting Tue, Mar 24)

The exact timing and cadence will be based on group preferences.



How to Sign Up for a Working Group



To sign up, complete an [**interest form**](#) to indicate which working group(s) you are interested in joining (you may select more than one) and to add your email to the contact list.

If you have ideas for discussion items, questions you hope to cover, or suggestions for another working group topic, please feel free to note them in the form or send an email to tanfdata@acf.hhs.gov.

You will receive an invitation for the initial meeting and further information over email.

See the [**flyer**](#) for more details!



Work Outcomes Reporting Requirements



Work Outcomes of TANF Exiters Report

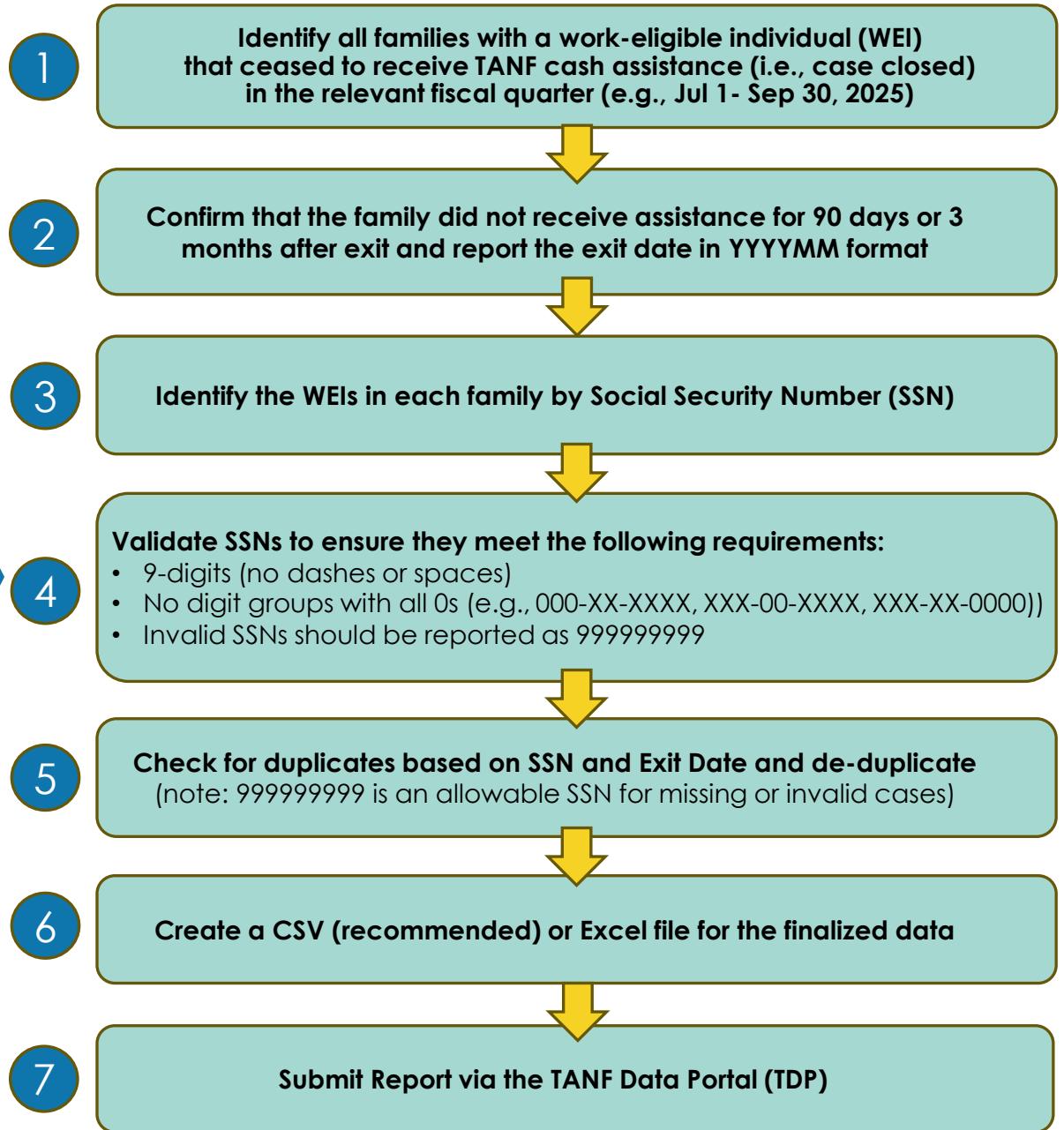
– What is it?



- As part of the implementation of the Fiscal Responsibility Act (FRA) of 2023, state and territory TANF programs are required to submit the **Work Outcomes of TANF Exiters Report**.
- The report is **mandatory** and must be submitted on a quarterly basis, starting in fiscal year 2025.
- The report includes the following information for [**Work Eligible Individuals**](#) who exited TANF in the relevant fiscal quarter (for example, the next report covering Fiscal 2025 Q4 – due in February 2026 – would include July-September 2025 exits):
 - Social Security Numbers (SSNs)
 - Exit Year and Month

Note: The mandatory [**Secondary School Attainment Measure**](#) and optional [**Supplemental Work Outcomes**](#) reports are due annually, and those first reports are due November 14, 2027.

Recap: Steps to creating the Work Outcomes of TANF Exiters Report



Work Outcomes of TANF Exiters Report

– Reminder about exit dates



- Only include a work-eligible individual in the report if their **family** stops receiving assistance.
- The **exit date** is based on the last day or month in which the individual was 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).
- The last day of assistance cannot be confirmed until 90 days or three months have elapsed since the participant last received assistance.

Work Outcomes of TANF Exiters Report

-- When are they due?



The next quarterly report (covering FY Q4) is due **Tuesday, February 17, 2026.***

Individual Exits in	Exit Confirmed in	Individual to be included in Quarterly Report (after exit is confirmed)	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

*Due dates that fall on a weekend or legal holiday are extended to the next business day.



Preparing for Report Submission

Work Outcomes of TANF Exiters Report

– What's the report format requirement?



- Data file must be in a CSV (comma separated values) or XLSX format.
- Only **two columns** should be included, with no headers:

A) Exit Year and Month. Report the date the individual's case exited in the format YYYYMM (four-digit year and two-digit month).

B) Social Security Number. All SSNs should be nine digits (no dashes or spaces), cannot contain all zeros in any digit group (e.g., 000-XX-XXXX, XXX-00-XXXX, XXX-XX-0000) and should not be repeated numbers (e.g., 1111111111). Missing SSNs should be reported as 999999999 (this will not cause duplicate errors).

	A	B
1	202507	999999999
2	202507	999999999
3	202508	999999999

The above table illustrates how data should appear in the Work Outcomes of TANF Exiters Report

Before submitting, be sure to check for any data quality and formatting issues.

You can use this checklist to help guide your checks.



Work Outcomes of TANF Exiters Report Checklist

This checklist provides guidance to assist TANF agencies in identifying issues and preparing the relevant data for the Work Outcomes of TANF Exiters Report. While this checklist is not required and does not need to be submitted with the report, these checks are recommended to help ensure an accurate report and smooth submission process. We hope these steps are helpful as you complete your reporting. If you have any questions or issues with the report, please contact TANFData@acf.hhs.gov.

SSN Checks

Are there any missing SSNs?

Sometimes missing values can indicate an issue with the data or data processing, so checks are recommended to confirm that any missing SSN are truly missing. If checks confirm that an individual is indeed missing an SSN, that individual should still be included as a record in the report (if they meet the eligibility criteria) with the placeholder value 999999999.

Are all SSNs valid and formatted correctly?

In the report, all SSNs should be nine digits long with no dashes or spaces. Additionally, SSNs cannot contain all zeros in any digit group (e.g., 000-XX-XXXX, XXX-00-XXXX, XXX-XX-0000) and SSNs should not be repeated numbers like 111111111. The only exception is that missing SSNs should be reported as 999999999.

Are there any duplicate SSNs?

For an exit to be eligible for inclusion in the report, the family must have remained off assistance for at least 90 days (or 3 months depending on your reporting system) following the exit. Please see the next section for more information regarding exits). Therefore, duplicate SSNs within a single report are highly unexpected and should be investigated and resolved. Placeholder SSNs with the value of 999999999 do not count as duplicates and can appear more than once in the report.

Exit Date Checks

Are any exit dates missing?

Missing exit date values are not expected because individuals must exit in the relevant fiscal quarter to be eligible for the report. The year and month of exit must be included in the report for all eligible individuals.



For guidance on documenting the report (optional), states can use the Work Outcomes of TANF Exiters Report Documentation Template.



Work Outcomes of TANF Exiters Report Documentation Template

While documentation does not need to be submitted with the Work Outcomes of TANF Exiters Report, this documentation template provides guidance to assist TANF agencies in identifying issues and preparing the relevant data. Creating and maintaining this type of documentation can be helpful in several ways: it clarifies roles and responsibilities for staff involved in the process, documents the data sources used to meet reporting requirements, highlights opportunities for process improvement, and creates an audit trail of data checks and decision points. We hope these steps are helpful as you complete your reporting.

Section 1: Background

- State:**
(Enter the state or territory submitting the data.)
- Purpose of the Document:**
(Briefly describe the purpose of this document, e.g., to document data processing procedures and any data quality issues encountered during TANF data submission for federal reporting.)
- Reporting Period:**
(Specify the time period for which the data is being submitted, e.g., Q1 FY2025: October 1, 2024 – December 31, 2024.)
- Data Sources:**
(List and briefly describe the systems or databases used to extract TANF data, such as eligibility systems, case management systems, third-party vendors, etc.)
- Date of Report:**
(MM/DD/YYYY)
- Report Format:**
(CSV or Excel)

Work Outcomes of TANF Exiters Report – Where to submit the report?



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

TANF Data Portal

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*
Xanthus

Last Name*
Hubbard

Jurisdiction Type*
 State
 Tribe
 Territory

Territory*
Puerto Rico

[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 is available in the [Knowledge Center](#).



OFA Updates on Prior Submissions





Summary of Past Submissions

- Percent of states that have submitted by quarter:
 - FY25Q1: 100%
 - FY25Q2: 100%
 - FY25Q3: 94%
 - FY25Q4: 9% (*Note: these submissions are very early; OFA recommends that partners who submitted Q4 data early review these for completeness and accuracy*)
- OFA has shared data quality feedback via email following each quarterly deadline. If you haven't received these but should, reach out to TANFdata@acf.hhs.gov.

Common Technical Issues Encountered



ISSUE	SOLUTION															
Some CSV files had trailing extra commas	Delete any trailing commas															
Some CSV files were not delimited by commas	Change other delimiters to commas															
Some Excel files dropped leading zeros for SSNs	Format as text															
Submitting for the wrong fiscal period	Refer to the fiscal quarter reference table: <table border="1"><thead><tr><th>Fiscal Year & Quarter</th><th>Calendar Period</th><th>Due Date</th></tr></thead><tbody><tr><td>FY Q1</td><td>Oct 1 - Dec 31</td><td>May 15</td></tr><tr><td>FY Q2</td><td>Jan 1 - Mar 31</td><td>Aug 14</td></tr><tr><td>FY Q3</td><td>Apr 1 - Jun 30</td><td>Nov 14</td></tr><tr><td>FY Q4</td><td>Jul 1 - Sep 30</td><td>Feb 14</td></tr></tbody></table>	Fiscal Year & Quarter	Calendar Period	Due Date	FY Q1	Oct 1 - Dec 31	May 15	FY Q2	Jan 1 - Mar 31	Aug 14	FY Q3	Apr 1 - Jun 30	Nov 14	FY Q4	Jul 1 - Sep 30	Feb 14
Fiscal Year & Quarter	Calendar Period	Due Date														
FY Q1	Oct 1 - Dec 31	May 15														
FY Q2	Jan 1 - Mar 31	Aug 14														
FY Q3	Apr 1 - Jun 30	Nov 14														
FY Q4	Jul 1 - Sep 30	Feb 14														
Duplicate SSNs (exits cannot occur in adjacent months - must have at least 90 days in between)	Perform checks, confirm whether duplicates are legitimate, and reaffirm the exit month															
Resubmitting only a subset of TANF exiters	Always submit <u>all records</u> for the reporting period in one file															

Find more tips on the TDP Knowledge Center: <https://tdp-project-updates.app.cloud.gov/knowledge-center/>

UPCOMING EVENTS

**February Working Group Meeting:
Administering Surveys**

Date 2/23/2026 3:00 – 4:00pm (ET)

**March Working Group Meeting:
Collecting Administrative Records**

Date 3/24/2026 3:00 – 4:00pm (ET)

**To support your reporting needs, keep
an eye out for more events in 2026,
including Info Sessions and Office Hours**

Work Outcomes of TANF Exiters Report – Additional Resources



- [Instructions for Creating the Report](#)
- [Example of file submission](#)
- [TANF Work Outcomes Measures Requirements](#)
- [FRA guidance](#)
- [Technical Assistance Resources](#)

For guidance, visit TANF Provisions in FRA of 2023 or the
PeerTA TOTAL Page

Contact the TANF Data Division for questions and
requests for assistance

tanfdata@acf.hhs.gov



FREQUENTLY ASKED QUESTIONS



Q: Do we need to calculate the work outcome measures ourselves?

A: No. States are not required to calculate the work outcomes measures themselves.

If states are interested in doing some of their own calculations, methodology for these calculations will be available in the future (but are not required).



FREQUENTLY ASKED QUESTIONS



Q: Should the “exit date” be calculated as 90 days after exit?

A: No. The “exit date” is the month and year of exit (the last month they were eligible to receive assistance).

Although states need to verify that the case has been off assistance for at least 90 days (or 3 months) after exit, the exit date should not be reported as exit date + 90 days (for example, an individual who exits in October 2024 would have an exit date of October 2024, not January 2025).



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 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: 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.



Privacy and Security Considerations



- 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.
- Data submitted to the Office of Family Assistance (OFA) are stored in a secure environment that can only be accessed by a small set of privileged users who are authorized to use these data for the explicit purpose of matching to measure employment and earnings outcomes of TANF exiters.