

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

Agenda



1. Introductions
2. OFA Update: Submission Summary
3. State Reflections: Submission Experience
4. Breakout Group Discussions
5. Next Steps





Introductions



Today's Objective



Share initial observations from the May 15th report submissions

Learn from states' experiences

Discuss additional technical assistance that may be needed



OFA Update: Submission Summary



May 15th Report Submission Summary



51/54 were able to submit by the deadline; we are working with the remaining states to address access/submission issues



Common Technical Issues Encountered



- CSV delimiter formatting issues
 - Some files had trailing extra commas
 - Solution: Delete any trailing commas
 - Some files were not delimited by commas
 - Solution: Change other delimiters to commas
- Excel files
 - Leading zeros dropped for SSNs
 - Solution: Format as text
- Submitting for the wrong fiscal period
 - Solution: Refer to fiscal quarter reference table:
- More tips on the TDP Knowledge Center: <https://tdp-project-updates.app.cloud.gov/knowledge-center/>

FRA Data Reporting Guidelines

Fiscal Year (FY) & Quarter (Q)	Calendar Period	Due Date
FY Q1	Oct 1 - Dec 31	May 15
FY Q2	Jan 1 - Mar 31	August 14
FY Q3	Apr 1 - Jun 30	November 14
FY Q4	Jul 1 - Sep 30	February 14

Preliminary Observations on Data Quality



- Duplicates across months

- It's technically possible for there to be duplicates in the same quarter (e.g. someone could exit at the beginning of October and again at the end of December with 90 days between). But we also saw cases where people exited in adjacent months (October and again in November) which shouldn't be possible.
- Solution: Perform checks on your files, confirm whether duplicates are legitimate and reaffirm the exit month.

- Resubmitting only a subset of TANF exiters

- Solution: Always submit all records for the reporting period in one file.

What Happens After Submission?



- 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.
- The Administration for Children and Families (ACF) will match the submitted SSNs with wage data from the National Directory of New Hires (NDNH).
- Matched data will be returned to OFA de-identified and subject to deletion once the reporting year's measures are finalized.
- ACF/OFA will share aggregate-level results with states and territories when available.



State Reflections: Submission Experience



Poll Question – Your Challenges

What was the most challenging aspect of preparing the report? (select all that apply)

1. Identifying eligible population
2. Confirming exit date
3. Organizing and/or formatting the data
4. Submitting via the TANF Data Portal (TDP)
5. Understanding reporting requirements
6. Other (please specify)
7. None- the process was straightforward

Poll Question – Your Tools

What resources did you use while preparing your TANF exiters report?

1. TOTAL Webinars/Office Hours
2. Instructions/Example Submission/Technical Resource Guide
3. TDP Knowledge Center
4. TDP Error Reports
5. What You Need to Know handout
6. Other (please specify)
7. I didn't use any resources

Breakout Groups focused on Work Outcomes Reporting



You will be **randomly assigned** to a breakout room.

We will keep track of questions asked verbally and in the chat.

BREAKOUT GROUP DISCUSSION QUESTIONS



1. How would you describe your experience creating the report? How did you produce the TANF exiters report?
2. What was the most time-consuming aspect? *What worked well? What felt clunky?*
3. Are there any parts of the process you're hoping to streamline in the future?
4. What additional technical assistance or support would be helpful for your team moving forward? *Think tools, guidance, technical assistance or collaboration opportunities*



Reminders for the Next Reporting Period



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.

Timeline



- The next quarterly report (covering FY Q2, January – March) is due **Thursday, August 14, 2025.**
- Exits in FY Q2 (January-March) can be confirmed as soon as July.
- Preparing the report early allows for more time to check for issues.

UPCOMING EVENTS

1. June Info Session:
Education Outcomes Reporting
June 17 3:00-4:00 ET

2. July Office Hours:
Education Outcomes Special Topic
Date TBD

3. September Info Session:
Education Outcomes Special Topic
Date TBD



Work Outcomes of TANF Exiters Report – Additional Resources



Instructions for Creating the Report: <https://acf.gov/sites/default/files/documents/ofa/1A.Instructions-work-outcomes-of-TANF-exiters-report.pdf>

Example of file submission: <https://acf.gov/sites/default/files/documents/ofa/1B.TANF-work-outcomes-of-TANF-exiters-report-example-file-submission.zip>

TANF Work Outcomes Measures Requirements: https://acf.gov/sites/default/files/documents/ofa/TANF-Work-Outcomes-Technical-Resource_clean.pdf

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

Technical Assistance Resources: <https://peerta.acf.hhs.gov/total>

May 8 Work Outcomes Office Hour Presentation: <https://peerta.acf.hhs.gov/content/total-office-hours-may-2025>

**Contact the TANF Data Division for questions and
requests for assistance**

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